

# Oracle Hospitality OPERA Cloud Services User Guide



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# Preface

Oracle Hospitality OPERA Cloud Services are a cloud-based, mobile-enabled platform for next generation hotel management. OPERA Cloud offers an intuitive user interface, comprehensive functionality for all areas of hotel management, secure data storage, and hundreds of key partner interfaces to meet the needs of hotels of all types and sizes. By moving property management technology to the cloud, OPERA Cloud simplifies the IT infrastructure in properties, allowing hotel management and staff to focus on delivering exceptional guest experiences.

## Purpose

This guide explains how to use OPERA Cloud Services features and functionality.

## Audience

This document is intended for users of the OPERA Cloud Services application.

## 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/>.

## Revision History

**Table 1 Revision History**

Date	Description of Change
July 2021	Initial Publication



# 1

## Getting Started

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### ORACLE HOSPITALITY DIGITAL LEARNING

Oracle Hospitality is committed to supporting your business needs. To enable our customers, we are providing complimentary access to OPERA Hospitality Digital Learning through Oracle University for a limited time. To use these OPERA-related service offerings from Oracle University, you must have a technical support contract for OPERA which is active and in good standing. Please contact [operaenablement\\_ww@oracle.com](mailto:operaenablement_ww@oracle.com) with the primary property point of contact for access and activation.

---

Oracle Hospitality OPERA Cloud Services (OPERA Cloud) users primarily work in the OPERA Cloud menu and the Quick Launch page. From the OPERA Cloud menu, you can perform most of the daily activities needed to run your property. From Quick Launch, you can add shortcuts for quick access to many of the menu tasks you most often need.

## Browser Setup

During the application initialization, when switching the application, OPERA Cloud attempts to detect if the browser is running in private mode. If determined that you are using the private browsing mode, a popup with an error message notifying you that it is not recommended to use private browsing mode for the best performance in for OPERA Cloud is displayed.

You can close the Initializing Application Error popup by selecting one of the available action buttons: **Ignore Error** and **Continue** or **Exit Application**.

### Note:

Private mode detection is currently not supported when using the Safari browser on iOS mobile devices. The accuracy of detecting private browsing mode for the other browsers might change in the future if the browser providers block or change the current methods of detecting private mode.

## Setting Up the Mozilla Firefox Browser

**Note:**

See <https://support.mozilla.org/en-US/products/firefox>.

### Allowing Pop-up Windows

Pop-up blockers prevent pages from loading in the browser. In Firefox, pop-up blocking is turned on by default.

1. In the empty browser URL, type `about:preferences#privacy`.
2. In **Permissions**, click **Exceptions** next to **Block pop-up windows**.
3. In **Address of website**, type or paste in your OPERA Cloud URL. For example, `*.oracleindustry.com`.
4. Click **Allow**.
5. Click **Save Changes**.

### Setting Up OPERA Cloud as Home Page

The home page appears in the browser when you select the home button on the toolbar.

1. In the empty browser URL, type `about:preferences#general`.
2. Click **Home**.
3. Find Home page and new windows.
4. Select Custom URL.
5. Enter or paste your OPERA Cloud URL. For example, <https://hgbu-opera.oracleindustry.com>

### Turn Off Autofill

1. Open the Mozilla Firefox browser.
2. Click on the **Firefox** menu (3 vertical lines) in the upper right-hand corner of the browser window.
3. From the drop-down menu select **Options**.
4. Select **Privacy & Security**.
5. In the History section choose Firefox will **Use custom settings for history**.
6. Clear the **Remember search and form history** checkbox.

### Clear Autofill Data

1. Open the Mozilla Firefox browser.
2. Click on the **Firefox** menu (3 vertical lines) in the upper right-hand corner of the browser window.
3. From the drop-down menu select **Options**.
4. Select **Privacy & Security**.
5. In the History section click **Clear History**.

6. Set the Time range to clear to **Everything**.
7. Click **OK**.

## Setting Up the Google Chrome Browser




### Note:

See <https://support.google.com/chrome/?hl=en#topic=9796470>.


### Allowing Pop-up Windows

Pop-up blockers prevent OPERA Cloud pages from loading in the browser.


1. Click  and select **Setting**.
2. Click **Advanced**.
3. Click **Privacy and Security**.
4. Click **Site Settings**.
5. Click **Popups**.
6. Click **Add** in the Allow section.
7. Enter or paste the OPERA Cloud URL. For example, <https://hgbu-opera.oracleindustry.com/> or [\\*.oracleindustry.com](https://*.oracleindustry.com).
8. Click **Add**.

### Setting Up OPERA Cloud as Home Page

Google Chrome lets you create a home page and a start page. The home page appears in the browser when you select the home button on the toolbar. The start page is the page that appears when you open Chrome.

1. Click  then click **Settings**.
2. Click **Appearance**.
3. Enable **Show Home Button** switch.
4. Click the **Enter custom web address** button.
5. Enter or paste your OPERA Cloud URL. For example, <https://hgbu-opera.oracleindustry.com/>.
6. Click **On Startup**.
7. Select the **Open a Specific Page**.
8. Click **Add a new page**.
9. In the Site URL field, enter or paste your OPERA Cloud URL.
10. Click **Add**.

### Deactivate Payment Autofill

1. Click  then select **Settings**.
2. Click **Autofill**.
3. Click **Payment Methods** and toggle the following settings to **Off**.
  - a. Save and Fill Payment Methods.
  - b. Allow sites to check if you have payment methods saved.

### Clear Autofill Data

1. Open the Google Chrome browser.
2. Click **Customize and control Google Chrome** menu (3 vertical dots) in the upper right-hand corner of the browser window.
3. From the drop-down menu, select **More tools**.
4. Select **Clear browsing data**.
5. Set the Time range to **All time**.
6. Select Browsing history, Cookies and other site data, and Cached images and files and click **CLEAR DATA**.

## Setting Up the Microsoft Edge Browser



### Note:

See <https://support.microsoft.com/en-us/microsoft-edge>.

### Allowing Pop-up Windows

Pop-up blockers prevent OPERA Cloud pages from loading in the browser

1. In Microsoft Edge , go to **Settings and more > Settings > Site permissions**.
2. Select **Pop-ups and redirects**.
3. Move the **Block** toggle to **On**.
4. Click **Add** for **Allow**.
5. Enter your domain name for OPERA Cloud. For example, \*.oracleindustry.com
6. Click **Add**.

### Setting OPERA Cloud as Home Page

The home page appears in the browser when you select the home button on the toolbar.

1. Click the **More Options** icon (three dots) on the browser.
2. Select **Settings**.
3. Click the **Open Microsoft Edge with** drop-down menu.

4. Select **A specific page or pages**.
5. Enter or paste the **OPERA Cloud home page URL** into the text field.
6. Click **OK** to confirm.

#### Deactivate Payment Autofill

1. In the Edge toolbar, click **Settings**.
2. Select **Profiles**.
3. Select **Payment Info**.
4. Toggle **Save and fill payment info** to **Off**.

#### Turn Off Autofill

1. Open the Microsoft Edge browser.
2. Click on the **Settings and more** menu (3 horizontal dots) in the upper right-hand corner of the browser window.
3. From the drop-down menu select **Settings**.
4. Scroll down to Advanced settings and click the **View advanced settings** button.
5. In the Privacy and services set **Save form entries** to the off position (grayscale).

#### Clear Autofill Data

1. Open the Microsoft Edge browser.
2. Click on the **Settings and more** menu (3 horizontal dots) in the upper right-hand corner of the browser window.
3. From the drop-down menu select **Settings**.
4. Click the **Choose what to clear** button under Clear browsing data.
5. In addition to the checkboxes selected as defaults, select the checkbox for **Form data**.
6. Click **Clear**.

## Setting Up the Apple Safari Browser



#### Note:

See <https://support.apple.com/safari>.

#### Allow Pop-up Windows

Click the **Action** menu (looks like a gear and appears near the upper-right corner) and then click **Block Pop-Up Windows** to deselect it (the check mark next to it is removed).

#### Setting Up OPERA Cloud as Home Page

1. Click the **Action** menu (looks like a gear and appears near the upper-right corner) and then select **Preferences**.
2. Click **General**.

3. In the **Homepage** field, type or paste your OPERA Cloud URL into the text field. For example, <https://hgbu-opera.oracleindustry.com/>

### Creating Home Screen Shortcut

You can save OPERA Cloud on the home screen of your iPad or iPhone. Once saved, an icon appears on your home screen and opens OPERA Cloud in Safari when you tap it.

1. Open Safari on your iPad or iPhone and navigate to OPERA Cloud.
2. Tap the **Share** button on the menu bar (the Share button appears as a box with an arrow pointing up).
3. Tap **Add to Home Screen**.
4. Enter **OPERA Cloud** for the shortcut name and confirm the OPERA Cloud URL.
5. Tap **Add** to finish adding the OPERA Cloud shortcut to your home screen.

### Turn Off Autofill

1. Open the Safari browser.
2. Click on the **Safari** menu and select **Preferences** from the drop-down options.
3. In the following screen, select **Autofill**. You should now see a window with a number of options enabled for the autofill feature.
4. Uncheck all the options to completely disable autofill.

### Clear Autofill Data

1. Open the Safari browser.
2. Click on the **Safari** menu and select **Preferences** from the drop-down options.
3. In the following screen, select **Autofill**. You should now see a window with a number of options enabled for the autofill feature.
4. Click the **Edit** button next to an option and then click on the **Remove All** button.

## Signing In and Logging Out

### Signing In

1. On the login screen, enter your **User Name** in the User Name field and enter your **Password** in the Password field to input your login credentials.
2. Select **Remember Me** (optional) to save your User Name for future login sessions and then click **Sign In**.

### Logging Out

1. From any screen, locate your user name which appears above the **OPERA Cloud** menu bar on the top-right corner.
2. Click the panel to expand and display additional options.
3. Click the **Logout** in the left panel.

### Expiry of User Sessions

When a browser session is idle for 15 minutes OPERA Cloud will automatically log out. You are provided a 2 minute warning prior to OPERA Cloud disconnecting an idle session.

If you are accessing OPERA Cloud through multiple browser tabs

- The session is kept alive in all tabs as long as you are active in one of the tabs.
- If a session becomes idle, then all tabs receive the two minute popup warning that the session is about to expire.
- If a sessions continues to idle, all tabs will show the **Session Expired** popup and will be disconnected.

## Changing Your Password

1. Open the OPERA Cloud side menu and select the **Identity Management** link. A new browser tab opens for Oracle Identity Manager (OIM).
2. Click the **My Information** tile.
3. In the Change Password section, enter your **Old Password**, enter your **New Password**, and reenter your new password in the **Confirm New Password** field.
4. Click **Apply**. After a password change, you receive a confirmation that your password was successfully updated.

## Updating Your Challenge Questions

When you click the **Can't sign in?** link on the OPERA Cloud login page, Oracle Identity Management (OIM) launches and presents a set of challenge questions to confirm your identity. Your challenge questions can be updated in OIM.

1. Open the OPERA Cloud side menu and select the **Identity Management** link. A new browser tab opens for Oracle Identity Manager (OIM).
2. Click the **My Information** tile.
3. In the Challenge Questions section, select a question for **Question 1** and enter the answer in the **Answer 1** field. Repeat this step for **Question 2** and **Question 3**.
4. Click **Apply**. You receive a confirmation that your questions and answers were successfully updated.

## Changing Your Location in Multi-Property Operations

With the OPERA Cloud Multi-property Cloud Service active you can change your location to view and manage data at other properties.

- By selecting a Hub location you are able to view and manage data for the properties linked to the Hub. A hub location is typically used by reservation and sales agents and who need to view room and Event space availability, create Reservations, Blocks and Events in various properties. For more information, see [Configuring Hubs](#)

- By selecting a Property location you are only able to view and manage data for the property only.

 **Note:**

The combination of Hubs, chain and property roles granted to your user account determines which areas of OPERA Cloud can be accessed and what data can be viewed or managed across the multiple properties. For more information, see [Manage Roles](#)

### Changing your Location

1. Click the panel in the top right where your location and user name information appears; the panel will expand.
2. Click the **Select Location** list to display a Select Location page.
  - a. **Search By.** Select Hub or Property.
  - b. Enter a search text and click **Search**.
  - c. Select the required Hub or Property from the list.
  - d. Click **Select** to change your location.

Your OPERA Cloud session re-initializes and your new location is displayed in the top right.

 **Note:**

When operating from a Hub location you are required to enter or select a property code when conducting searches.

## Enterprise Administrator Access and Chain Selection

Enterprise administrators, with access to multiple chains (tenants), must first select a chain on login. The Enterprise organization can be linked to multiple chains (tenants) in different OPERA Cloud environments (Professional or Enterprise) as long as they are managed within the same Shared Security Domain.

### Selecting a Chain

1. Enter login [credentials](#),
2. Enter chain code, click **Search**.
3. Select a chain in the result and click **->**.

 **Note:**

To logout click your user name in the top-right corner. Click **Logout**.



### Switching to a Different Chain

You can switch to a different chain (tenant) by clicking your user name that appears above the OPERA Cloud menu bar.

1. Click your user name in the top left to expand the panel.
2. Click **Switch Chain**.
3. You are taken back to the chain selection screen.

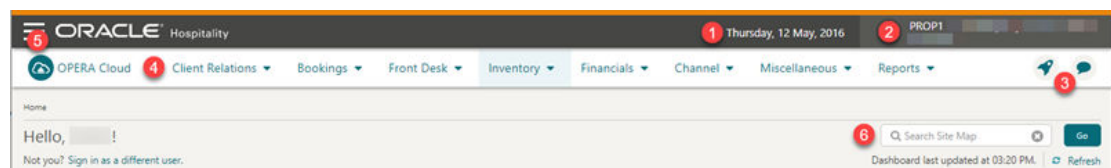
## Common Actions, Icons, and Navigation



This section describes some of the common actions, menus, pages, and icons that you see throughout OPERA Cloud to help familiarize you with how to navigate through the application.

### Application Navigation

You can quickly access and manage all areas of OPERA Cloud using the following navigation options.

**Figure 1-1 Application Navigation**



1. **Current Business Date:** Displays the current business date at your property; this could be different to the system (calendar) date.
2. **Current Location:** Property or Hub. Click to Property or Hub. Click to [change your location](#) or to log out of OPERA Cloud.
3. **Quick Launch and Notifications:** Click  or press **F2** to launch [Quick Launch](#).. Click  to view notifications refer Notifications below.
4. **Menu:** The primary application menu; based on the tasks granted to your role(s).
5. **Side Menu:** Click to display the side menu - refer Side Menu below.
6. **Search:** Enter any menu option and click **Go** to display matching result(s)

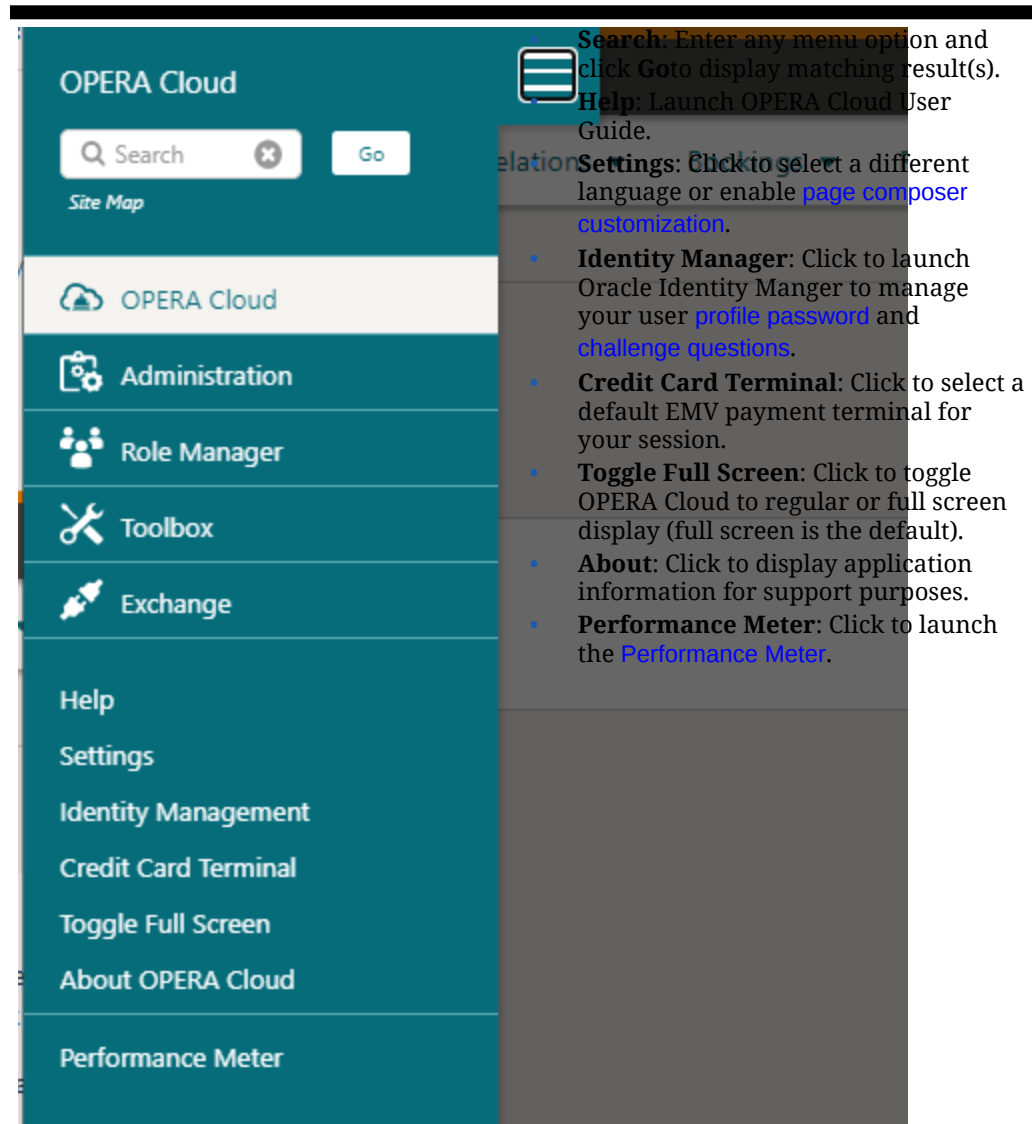
### Side Menu

The side menu displays action links to access the various areas of OPERA Cloud including:

- [Administration](#)

- [Toolbox](#)
- [Exchange](#)
- [Role Manager](#)

**Table 1-1 OPERA Cloud Application Menu**



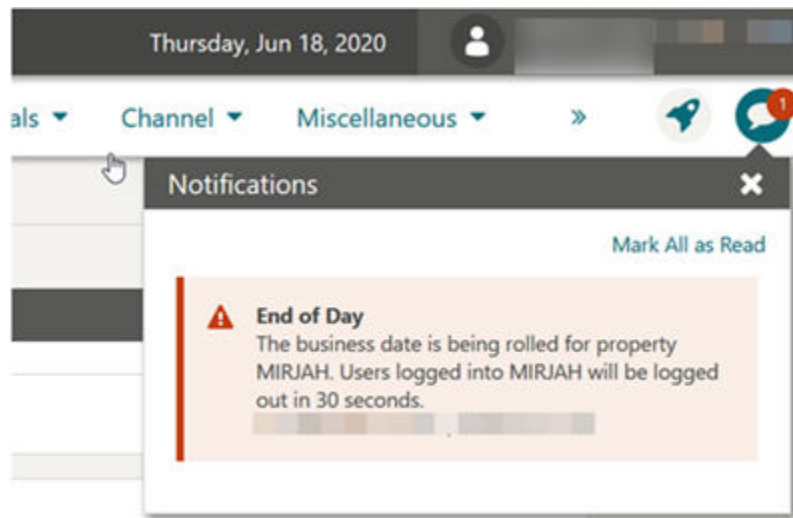
## Notifications

Notifications is a component built into OPERA Cloud to alert you of certain events .

When a notification is raised, you will see a number in red indicating a count of unread notices.

Click the icon to open the notification panel.

**Figure 1-2 Notifications Panel**



Click **Mark All as Read** to clear the unread count indicator.

Click **X** to close the panel.

## Search Screens

Search screens can be accessed in multiple ways.

- Application menu
- Dashboard tiles
- Quick Links
- Site map search

You can search for a particular entity by entering or selecting criteria in the search screens. Searches can be done using basic criteria, or can be done in advanced mode, which allows additional criteria to be added.

Depending on your [setup](#) OPERA Cloud defaults to either a basic search or an advanced search panel.

Advanced search panels are customizable via [Page Composer](#) and can be further personalized to suit your specific needs.

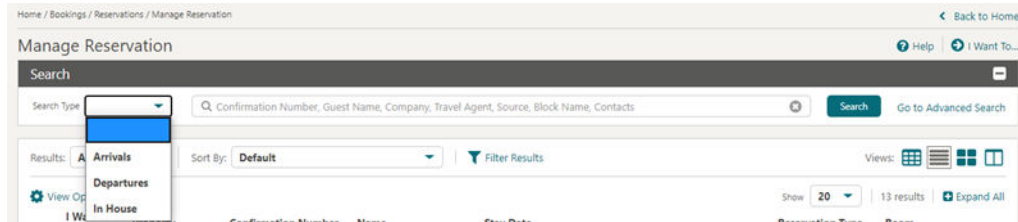
You can toggle between the two search methods using the **Go to, Search** action link in the top right.

### **Note:**

When the Multi-Language OPERA Control is active you can search for profiles by either the primary or alternate (national character set) name in the **Name** and **First Name** fields.

## Search Using Basic Criteria

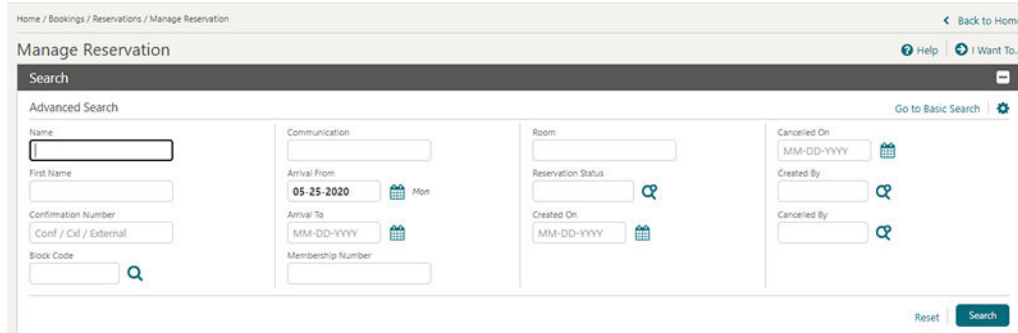
**Figure 1-3 Basic Reservation Search**



1. From a Advanced Search page, click **Go To Basic Search** in the upper right corner of the panel.
2. Enter search value as prompted.
3. Click **Search**. The entities that match the search criteria are displayed in the Results panel.

## Search Using Advanced Criteria

**Figure 1-4 Advanced Reservation Search**



1. From a Basic search page, click **Go To Advanced Search** in the upper right corner of the panel.
2. Enter or select one or all of the search criteria displayed.
3. Click **Search**. The entities that match the search criteria are displayed in the Results panel

 **Note:**

Depending on the services active the options available within Advanced Search will vary. For example with an active OPERA Cloud Sales and Event subscription the option to search by Sales Account is added to the View-by list. For more information, see [Filtering Profile Search by Accounts](#).

## Predefined Searches

Within the Front Desk Workspace menu [Front Desk Workspace](#) there are options for predefined reservation searches; click a menu option and click **Search** to launch the search.

Quick Launch also has [Quick Links](#) to go to a pre-defined search.

## Modify Search

The current search criteria is displayed in the search panel. Click **Modify Search Criteria** to open advanced search to change your search criteria.

**Figure 1-5 Modify Search Panel**






## Search Result Panel

**Figure 1-6 Search Result Panel**



For each search there are various views available for the result; those available depend on the type of entity being searched.

- **Table:** Displays results in rows and columns. Click  to expand the row to view and access the active Detail Links for the entity.
- **List:** Displays results in rows. Click  to expand the row to view the details and access all Detail Links for the entity.
- **Card:** Displays each entity in a card. Click  to expand the card to view more details.

 **Note:**

This is the default view when OPERA Cloud is accessed on a tablet; tap the card to select the entity.

- **Console:** Displays result as a split view with the search result in the left panel and details for selected entity in the right panel.
- **Sort By:** Select to change the sort-by order.
- **Show:** Select a value from list to determine how many results are displayed per page.

From the Search Results, you can manipulate the entity using the actions from within the **I Want To...** menu or selecting one of the entity-level links.


## View and Goto Navigation

Values displayed in Cyan in a search result provide a link to view more information or go to the related entity - tap or click the link text to open the related entity or view more details.

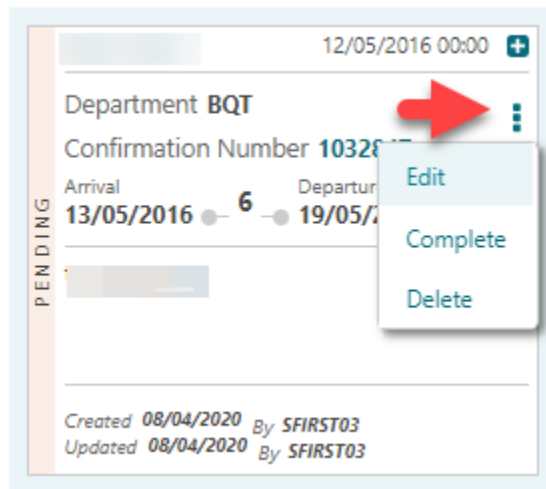
For example - for entities listed in a reservation search result

- Click the **Guestname** to go to the Profile Presentation page.
- Click the **Confirmation** to go to the Reservation Presentation page.
- Click the **Block Code** to go the Block Presentation page.
- Click the **Balance** to go to the Billing page.
- Click the **Room type** to open the room type information page.
- Click the **Rate code** to open the rate code information page.
- Click the **Rate amount** to open the rate information page.

## Vertical Ellipse Menu

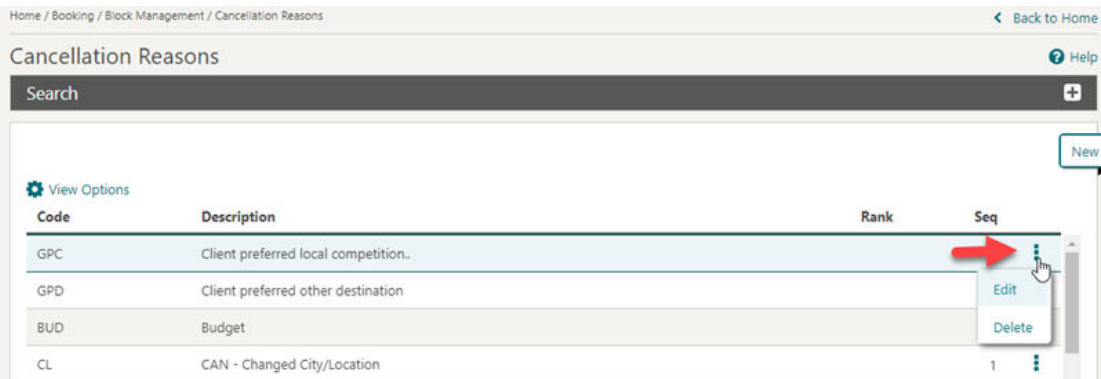
Tap or click the  to display a list of actions available for the entity.

**Figure 1-7 Vertical Ellipses Menu**




Throughout Administration search results are listed in a table view with a vertical ellipse menu displayed for each entity in the result.

**Figure 1-8 Vertical Ellipse Menu in Administration Search Results**



## I Want to Menu

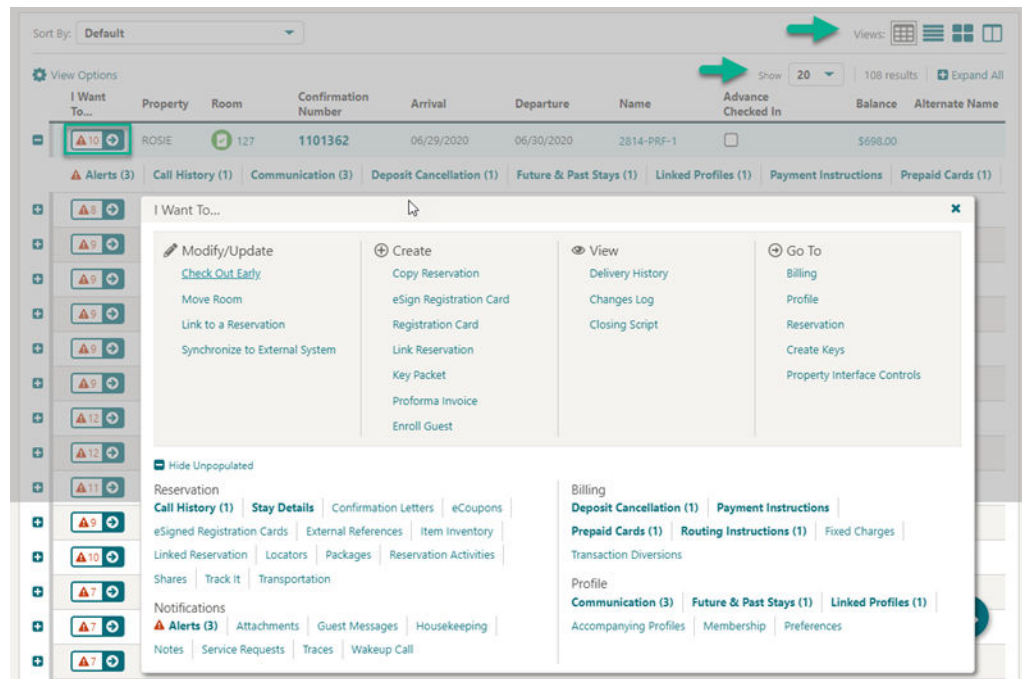
Tap or click  to overlay a page with various actions and detail links for the entity.

Actions are separated into Modify/Update, Create, View and Goto categories. A maximum of 10 action links are listed in each category before a **Show More** is displayed. Tap or click each link to perform the required action.

By default OPERA Cloud displays all Detail Links. Detail Links displayed in **BOLD** contain data (populated) and are listed first; regular text Detail Links do not yet contain data (unpopulated) .

Click **Hide Unpopulated** to only display Detail Links with active data.

**Figure 1-9 I Want to Menu**



## Modifying Column Selection and Sequence

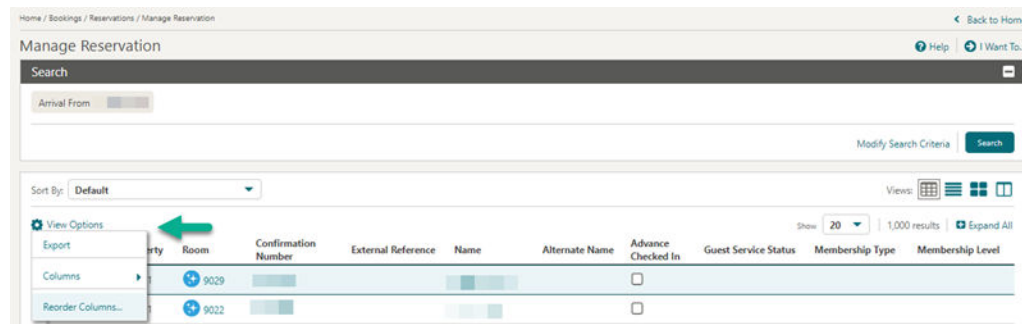
With the Column Options task assigned to your role you can select the columns and their sequence displayed in a table or list view.

Click **View Options** and select **Columns >** to view a list of columns. Check items in the list to select the columns to display in the result

Click **Reorder Columns** to set the column display sequence - select a column then use the navigation button to move the column up (left) or down (right) through the table.

These modifications are saved for your user.

**Figure 1-10 Modifying Column Selection and Sequence**





## Exporting Search Results

You can export search results that appear in table view to ExcelHTML and CSV formats. You can export the data from all search pages that offer table view, for example: profiles, reservations, blocks, events and accounts receivable. This helps you to use the exported data externally.

1. Select Table view from Display Options
2. Click the **View Options** at the top of the search result and then click **Export**.
3. Select an option to export search result displayed in table view as ExcelHTML or CSV file.
  - When ExcelHTML is selected, the downloaded file is in HTML format with an XLS filename extension.(Excel is the default application).
  - When CSV is selected, the downloaded file is a delimited text file that uses a comma to separate the values in each column.
4. **Filename:** Enter a File Name.
5. **Document Title:** Enter a title.
6. Click **Export**.

The file is generated and downloaded on your workstation via the web browser.

## Presentation Pages

Presentation pages are used in both the application and in administration to display the details for an entity and provide links to the related data (Detail Links) and relevant actions (Action Links).

The Overview panel can be customized, using [Page Composer](#).

As you scroll down the presentation page the Overview panel collapses and remains persistent as a "business card" at the top of the page.

A selection of Details panels are displayed on the presentation page based on the [default presentation style](#).

Navigate directly to a Details panel by clicking the panel name link in the left side navigation panel. To change the panels displayed, select a different presentation style from the list or click **Customise View** to change the selection of Details panels. Tap or click **Edit** in any panel to manage the details in that panel.




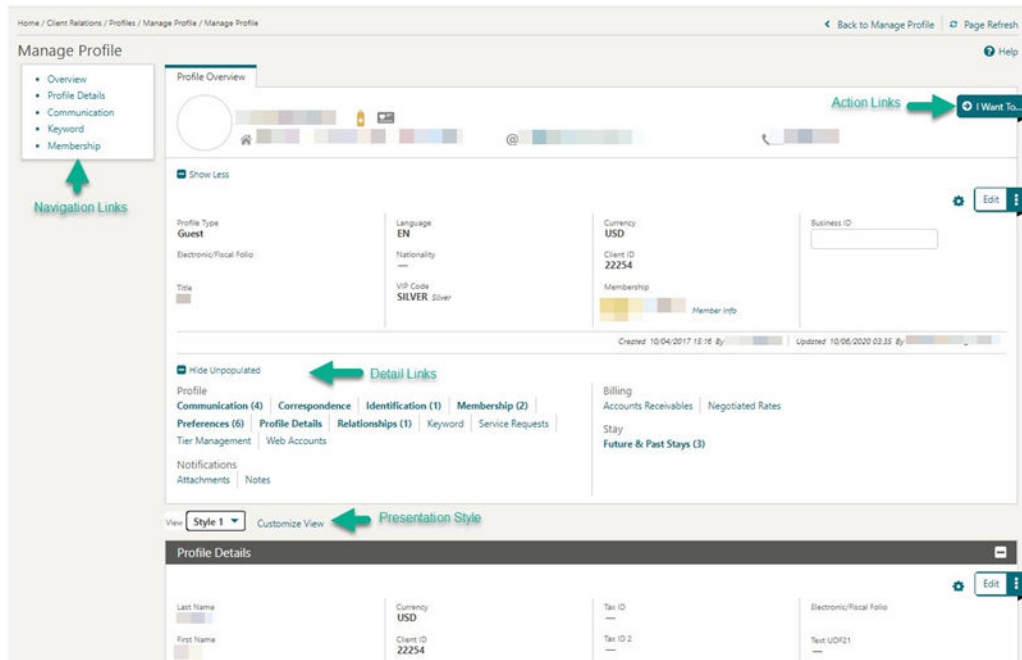
Tap or click  to display the **I Want To** action panel - the actions listed depends on the type and status of the entity. See [I Want to Menu](#)

Figure 1-11 Presentation Pages



## Icons

Icons are used to visually indicate information. Common icons displayed throughout OPERA Cloud include

Figure 1-12 Common Icons

Profile		Reservations		Inventory / Rooms Management		Events	
	VIP		First Stay		Component Suite		Combo Space
	Loyalty Member		Returning Guest Stay		Component Room		Combo Element
	Restricted		Share Reservation		Connecting Room		Shareable Event Space
	Incognito		Day Use Reservation		Room Condition		Requires Alternate Space
	Protected		Linked Reservation		Inspected Status		Loud Event
			Do Not Move		Clean Status		Do Not Move Event
			Queued		Pickup Status		Alternate Event
			Adult		Dirty Status		Shared Event
			Child		Out of Order		Sub Event
			Room Move from (departure)		Out of Service		Master Event
			Room Move to (arrival)		Attendant in Room		Exclusive
			Block (Group)		Attendant on break		Out of Service / Order
							Setup/Tear-down Time

## Keyboard Navigation

### Invoke Actions

You can invoke actions and select navigation links on search, presentation and other types of screens using the keyboard. Press **CTRL** on your keyboard to reveal the keyboard access key(s) available for navigation and action links. The keyboard shortcut is displayed in a yellow square near the link or button - press the corresponding key to select the action.



[Watch Video](#)

For example, **CTRL** and then **I** launches the **I Want To...**

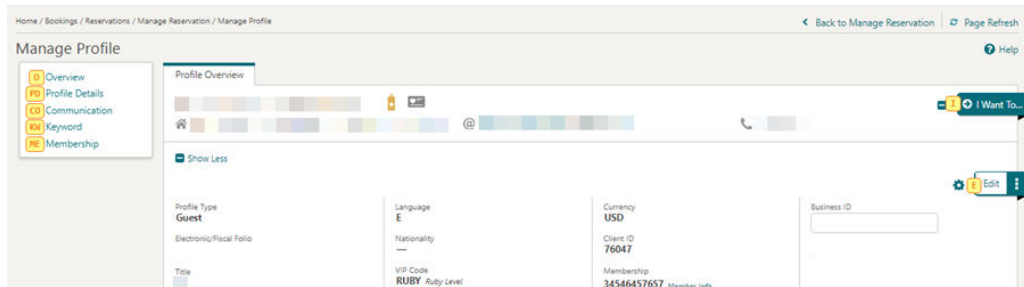
**Figure 1-13 Keyboard Access Keys - Search**



Or from within a presentation page.

For example, **CTRL** and then **ME** navigates to the Membership panel in Profile Presentation.

**Figure 1-14 Keyboard Access Keys - Presentation**



### Invoke a List Field

List fields are indicated with  or .

Press **F9** to display the list of values .

### Invoke a Calendar Field



#### Note:

This doesn't apply to tablet devices with a native operating system date picker.

To display a calendar for a calendar field press **CTRL + Home**.

The following keys allow you to interact with the calendar:

- **Esc:** Closes the calendar popup.
- **Right Arrow:** Move to next day.
- **Left Arrow:** Move to previous day.

- **Down Arrow:** Move to the next week.
- **Up Arrow:** Move to the previous week.
- **Ctrl + Right Arrow:** Move to next month.
- **Ctrl + Left Arrow:** Move to previous month.
- **Ctrl + Down Arrow:** Move to next year.
- **Ctrl + Up Arrow:** Move to previous year.
- **Enter:** Selects the chosen date.

#### Adjust Date by Increment

You can update a date incrementally by entering a positive or negative number of days.

For example, entering **+7** will adjust the current date in the field by 7 days. Entering **-3** will adjust the date 3 days prior.

## Managing Application Settings

Access Settings to manage the following for your OPERA Cloud session.

#### Select a Language for OPERA Cloud

Select a language for the OPERA Cloud user interface; application menu's, field prompts, links, labels and feedback messages are displayed in the language selected.

 **Note:**

A default language is set in your Oracle Identity Manager user profile.

1. From the Side menu, select **Settings**.
2. **Language:** Select a language from the list.
3. Click **Save**.

 **Note:**

OPERA Cloud will re-initialize to display in the selected language.

#### Enabling and Disabling Customization

In order to use [page composer](#) to customise the OPERA Cloud user interface you first need to enable customization.

1. From the Side menu, select **Settings**.
2. Customization:
  - a. **Hub/Property:** Select to enable customization for the current Hub or Property location. For more information, see [Changing Your Location in Multi-Property Operations](#).

- b. Global:** Select to enable customization for all properties.
      - c. Off:** Select to disable customization.
  - 3. Click Save.**

Once customization is enabled you will see a  **Customizing for [location]** indicator in the application title bar.

Disable (Customization=off) customization once you've completed customizing OPERA Cloud.

### Set (User) PIN

A PIN is required for user authentication in some areas of OPERA Cloud. This is a 7-12 alpha-numeric PIN distinct from your Oracle Identity Manager or Single Sign-on password. If you forget your PIN, your administrator can reset (clear) your PIN through [Manage Users](#).

To set a new PIN for your user account:

- 1.** From the Side menu, select **Settings**.
- 2.** In the Change PIN area:
  - a. Old PIN:** Enter the current PIN.
  - b. New PIN:** Enter the new PIN.
  - c. Confirm PIN:** Repeat entry of the new PIN.
  - d.** Click **Save**.

## Quick Launch

Quick Launch provides you with a convenient way to access frequently used menu options across the application and administration, as well as predefined reservation searches.



### Watch Video

Access Quick Launch by clicking



in the top right of the OPERA Cloud menu or by pressing the F2 function key from anywhere in OPERA Cloud.

The Quick Launch page is divided into two sections: My Quick Links and Quick Links.

## Managing My Quick Links

The My Bookmarks area displays links for frequently used menu options in OPERA Cloud as well as custom links for external websites.

### Adding Quick Links

1. Click **Quick Launch**



from the OPERA Cloud menu or press **F2**.

2. Click **Manage Quick Links**.
3. Enter search terms for any menu item, for example, Run Reports, and then click **Go**.
4. Highlight the required menu item(s) in the search results and then click **Add (>)** or click **Add All (>>)** to move all items to the selected panel.
5. Click **Save** .

### Removing Quick Links

1. Click **Quick Launch**



from the OPERA Cloud menu or press **F2**.

2. Click **Manage Quick Links**.
3. In the Selected panel, locate or search for the quick link you would like to remove, select it in the list, and then click **Remove (<)** or click **Remove all (<<)** to remove all items in the list.
4. Click **Save**.

### Adding Custom Links

1. Click **Quick Launch**



from the OPERA Cloud menu or press **F2**.

2. Click **Manage Custom Links** and enter the following details:
  - a. **Name**: Enter a name for the link.
  - b. **URL**: Enter the URL for the website or web application.
3. Click **Add**.
4. Click **Save** .

### Editing Custom Links


1. Click **Quick Launch**



from the navigation bar or press **F2**.

2. Click **Manage Custom Links**.
3. Update the Custom Link Details listed in **Edit URLs**.
4. Click **Save** .

### Deleting Custom Links

1. Click **Quick Launch**  
  
from the navigation bar or press **F2**.
2. Click **Manage Custom Links**.
3. Click the **vertical ellipsis**, select the link listed in **Edit URLs**.
4. Click **Delete**.
5. Click **Delete** to confirm.

## Viewing the Property Brochure from Quick Launch

You can view the Property Brochure from Quick Launch. First, you must add Property Brochure to Quick Launch before you can access it.

### Add Property Brochure to Quick Launch

1. From the OPERA Cloud menu, click **Quick Launch**.
2. Click **Manage Quick Links**.
3. In the search field, type **Property Brochure** and click **Go**.
4. Select **Property Brochure** in the Available pane. Click the arrow to move it into the Selected pane.
5. Click **Save**.

Property Brochure is now a bookmarked link in Quick Launch.

### View Property Brochure

1. From the OPERA Cloud menu, click **Quick Launch**.
2. Expand the **My Bookmarks** section if needed.
3. Under My Bookmarks, select **Property Brochure** and click the **Go to Screen** button.
4. On the Property Brochure screen, enter your **Property** name and click **Search**.  
All the available brochures for the property appear.
5. Expand the section for the brochure you want to view.

 **Note:**



You might need to enter additional search criteria and click **Search** to view information.



## Quick Links

The Quick Links section of Quick Launch lists several predefined reservation searches and menu links and provides keyboard access keys to launch the search.

For example:

- From anywhere in OPERA Cloud, you can quickly navigate to Arrivals by clicking  or pressing **[F2]** and the pressing **[A]**.
- To launch the Arrivals search as a new browser session, click  or press **[F2]** then hold down the **[SHIFT]** key and press **[A]**.

### Note:

The Quick Links available are based on the OPERA Controls active at your property. For example, you may or may not have access to features like Advance Checked In, Open Folios, and Scheduled Check Outs.

## Advance Checked In Screen

### Path: Quick Launch – Quick Searches - Advance Checked In (F2+V)

The Quick Launch Advance Checked In screen opens to search results filtered on Advance Checked In reservations for the current business date. This search criteria can be modified (select the **Modify Search Criteria** link) to narrow the results to show only Arrival or only Checked In status reservations, by reservation states such as Pre Registered, Open Balance, Day Use, or Queue.

You can also filter on Expected Time of Return (ETR From and ETR To), and sort the results by related criteria:

- Arrival Date and ETR ascending (default).
- Arrival Date and ETR descending.

### Advance Checked In Status Filters

- Arrival shows only reservations that are flagged Advance Checked In and not yet checked in to the property for the current business date.
- Checked In shows only reservations that were flagged Advance Checked In and have already been checked in to the property for the current business date.
- Selecting both Arrival and Checked In shows all reservations flagged Advanced Checked In during the current business date, which includes reservations currently flagged Advance Checked In (not yet checked in) as well as Advance Checked In reservations that have already been checked in to the property and Advance Checked In reservations that checked in and checked out of the property on the same day, such as Day Use reservations.

The Advance Checked In reservation status includes both Arrival and Checked In reservations.

This screen is also accessible from the Advance Check In tile, with search results filtered based on the area selected: Current, Checked In, or Total for Today.

## Home Dashboard

The OPERA Cloud Dashboard displays a series of [tiles](#) across one or more dashboard [pages](#) and is adaptive to the resolution of your device or workstation display.



### Watch Video

Dashboard setup is specific to a Hub (multi-property) or property location. See [Changing Your Location in Multi-Property Operations](#).

You can configure standard dashboard pages for users at your Chain, Hub or Property location by activating [Page Composer](#) prior to setting up the dashboard pages and tiles.

Each page will display a maximum of six tiles. If a dashboard page contains more than six tiles the tile selection will be automatically split into multiple extension pages; each extension page will contain a maximum of six tiles and will have the same name as primary page appended with page number. The primary and the associated extension pages will be presented in sequential order.

To view a tile, your role must be granted the applicable [user task](#) for the dashboard tile. Some segments of a tile highlight when you hover a mouse over them, indicating that more detailed data is available when you click the area. In order to interact with the tile your roles require the necessary user task(s) granted. For example, to access Manage Blocks (search) from the Block tile your role must be granted the Manage Blocks task.

There are two main steps to setting up your Dashboard:

- Adding Pages, it is recommended that each dashboard page be configured with a maximum of eight (8) tiles.
- Adding tiles to those pages and configuring tile properties.

Your personalized Dashboard enables you to group similar tiles together into pages, or to group tiles for a specific property together on pages if you manage several different locations.

The OPERA Cloud Dashboard provides flexibility for you to determine what data organization works best for your property and your role.

You can return to your Home Dashboard from anywhere in the application by clicking **OPERA Cloud** in the Navigation Bar.

Each time you return to the dashboard or access a different dashboard page the tiles are refreshed. Click the refresh icon in the top right to manually refresh all tiles displayed on the dashboard page.

## Managing Dashboard Pages

You can add pages to your Home Dashboard to categorize and organize tiles for different roles or other requirements. Each page is given a descriptive name to differentiate it from the other pages. For example, you could have two pages on your Home Dashboard, one called Front Desk for Arrival, Departure and In-house tiles and a second page called Housekeeping for Queue Rooms, Task Sheet, Room Status and Maintenance tiles. If you manage several different properties, you might want to use pages to differentiate between properties when operating from a [Hub location](#).

You can configure standard dashboard pages for your Chain, Hub or Property by activating [Page Composer](#) prior to setting up the dashboard pages and tiles.

OPERA Cloud will auto-create extension pages as needed to accommodate your tile selection for pages; these extension pages cannot be renamed or deleted.

Deleting a primary page will result in the deletion of all associated extension pages.

Renaming a primary page will result in associated extension pages being renamed.

### Adding Dashboard Pages

1. From the OPERA Cloud dashboard screen, click the **Add Page** button.
2. Enter a name for the new page and click **Save**.
3. The new page appears in the tabbed page list on the Home Dashboard.

### Editing Dashboard Pages

1. Click the vertical ellipses icon for the page you wish to edit.
2. Click **Edit**.
3. Enter the new page name, and then click **Save**.

### Deleting Dashboard Pages

1. Click the vertical ellipses icon for the page you wish to remove.
2. Click **Delete**.
3. Confirm your removal by clicking **Delete** on the pop-up confirmation window.

## Managing Dashboard Tiles

A tile is a snapshot of your data, in graphical format, pinned to a dashboard page. You can drag and drop tiles on the dashboard pages to relocate them to suit your needs.

If your role(s) is granted the Edit Dashboard task you can manage the tiles on your dashboard pages.

Each tile has properties that can be configured via the  icon.

When the Room Class OPERA Control is active you can add multiple instances of the same tile to your dashboard, each configured for a different room class.

In multi-property operations you must select the property location when adding tiles to a dashboard page at a [Hub location](#).

You can add tiles to primary pages only and after refresh or login, the dashboard tiles will dynamically generate extension pages as needed.


You can delete tiles from the primary or extension pages and after refresh or login the tiles will be dynamically distributed across the primary and extension pages.

### Adding Dashboard Tiles


1. From the **OPERA Cloud** Dashboard, select the **Primary Dashboard** page for the tile, then click **Add New Tiles**.

 **Note:**

You can add a new page by clicking the [Add Page](#) link.

2. Locate the tile in the **Add New Tiles** dialog, enter the number of tiles to add in the Quantity column, and then click **Add to Dashboard**.
3. After the tile appears on the screen, click  icon on the tile and complete the fields and selections to suit your needs . Setup options vary by tile.
4. Click **Save**.

### Editing Dashboard Tile

1. Hover over the desired tile and click the  icon to open Settings.
2. Make changes to settings and then click **Save**.

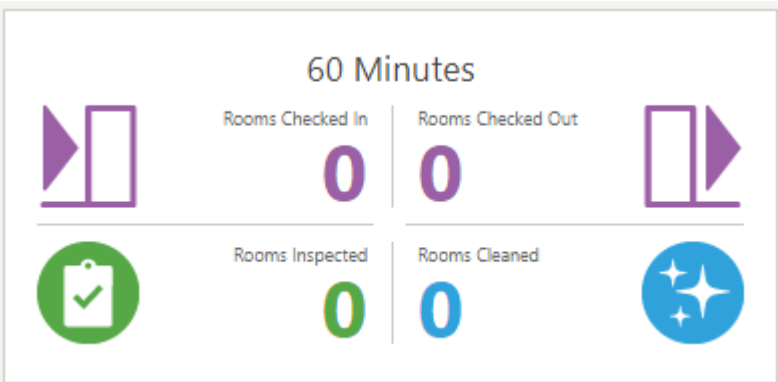
### Deleting Dashboard Tile

Hover over the desired tile and click the X icon.

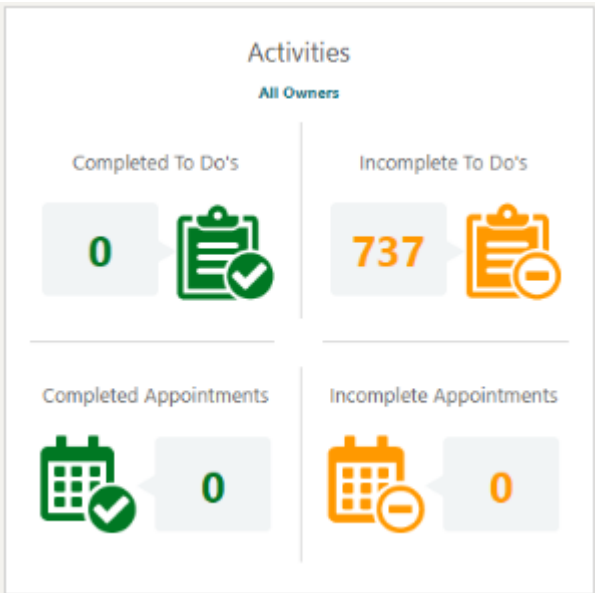
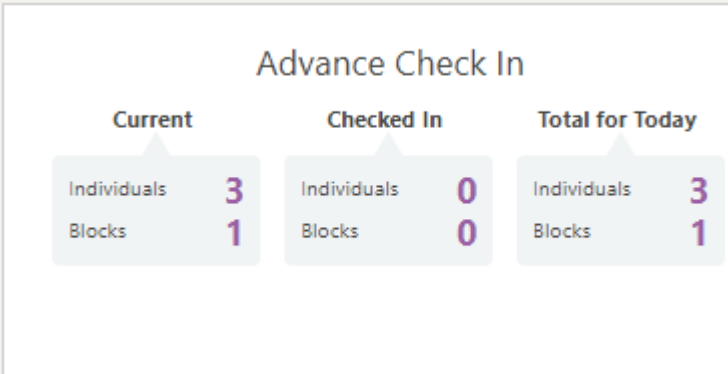
### Relocating Tiles on a Dashboard Page

1. Click and hold mouse on the tile you would like to move.
2. Drag the tile to the new location on the dashboard page.
3. Release mouse button to drop the tile at the location; other tiles will rearrange accordingly.

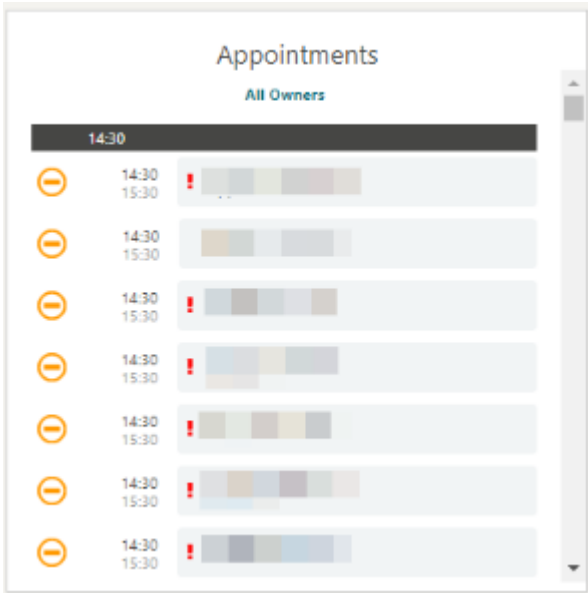
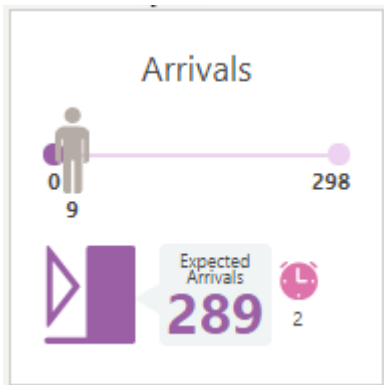
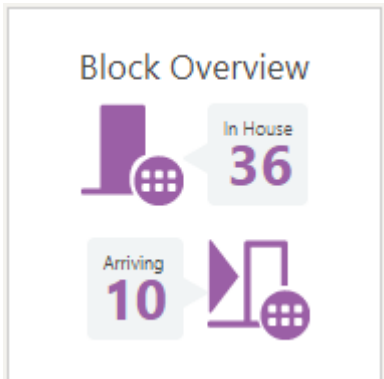
**Table 1-2 Tile Names and Descriptions**

Tile Name	Images
<p><b>60 Minutes Activity</b> View check-ins, check-outs, and rooms cleaned totals for the previous 60 minutes.</p>	

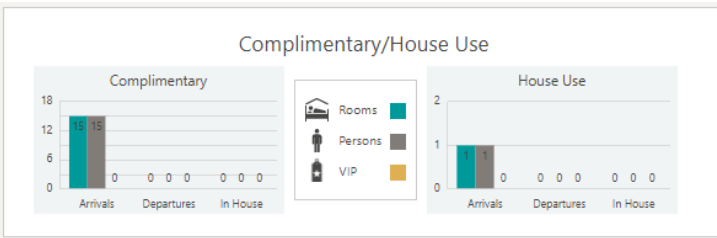
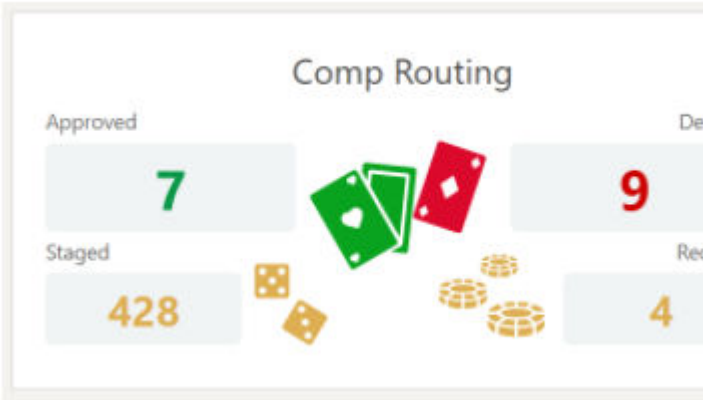
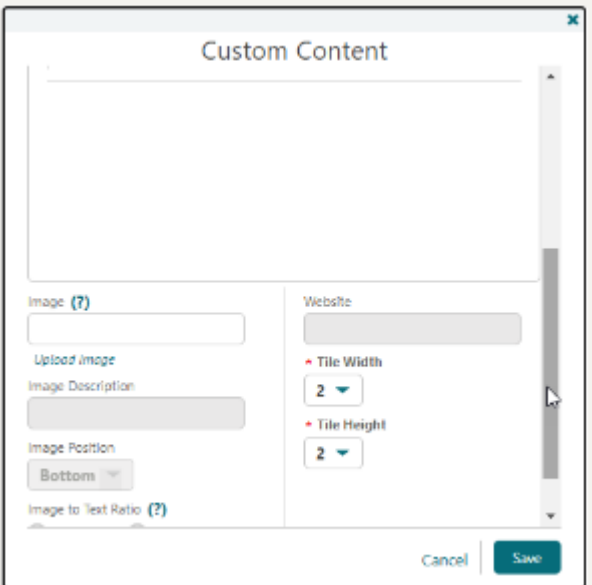
**Table 1-2 (Cont.) Tile Names and Descriptions**

Tile Name	Images
<p><b>(Sales) Activities</b> View a count of Sales Activity for the current date. (Available with the Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition or Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition).</p>	 <p>The image shows a dashboard tile titled "Activities" with the subtitle "All Owners". It is divided into four quadrants:         <ul style="list-style-type: none"> <li>Top-left: "Completed To Do's" with a green checkmark icon and a count of 0.</li> <li>Top-right: "Incomplete To Do's" with an orange clipboard icon and a count of 737.</li> <li>Bottom-left: "Completed Appointments" with a green calendar icon and a count of 0.</li> <li>Bottom-right: "Incomplete Appointments" with an orange calendar icon and a count of 0.</li> </ul> </p>
<p><b>Advance Check In</b> View a count of the advance check ins for individual and block reservations for the current date. (Available when the Advanced Check in OPERA Control is active.)</p>	 <p>The image shows a dashboard tile titled "Advance Check In". It is organized into three columns: "Current", "Checked In", and "Total for Today". Each column has two rows: "Individuals" and "Blocks".         <ul style="list-style-type: none"> <li><b>Current:</b> Individuals: 3, Blocks: 1</li> <li><b>Checked In:</b> Individuals: 0, Blocks: 0</li> <li><b>Total for Today:</b> Individuals: 3, Blocks: 1</li> </ul> </p>

**Table 1-2 (Cont.) Tile Names and Descriptions**

Tile Name	Images
<p><b>Appointments</b> View appointments for selected Sales Owner(s) and Activity Type for the current date. (Available with the Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition or Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition).</p>	
<p><b>Arrivals</b> View the number of expected arrivals for the current date. Also displays the number of reservations on Queue.</p>	
<p><b>Block Overview</b> View an overview of Arriving and In House blocks for the current date.</p>	

**Table 1-2 (Cont.) Tile Names and Descriptions**

Tile Name	Images
<p><b>Complimentary/ House Use</b></p> <p>View complimentary and house use rooms activity for the current date.</p>	
<p><b>Comp Routing</b></p> <p>View Comp Routing statistics tile displays the status of the postings on the Comp Posting Journal and a count of the current Comp Routing Requests. The different areas of the tile provide you with the ability to drill down to the Comp Posting Journal and Comp Routing Instructions screens.</p>	
<p><b>Custom Content</b></p> <p>A user-customized tile displaying text, images and web links.</p>	

**Table 1-2 (Cont.) Tile Names and Descriptions**

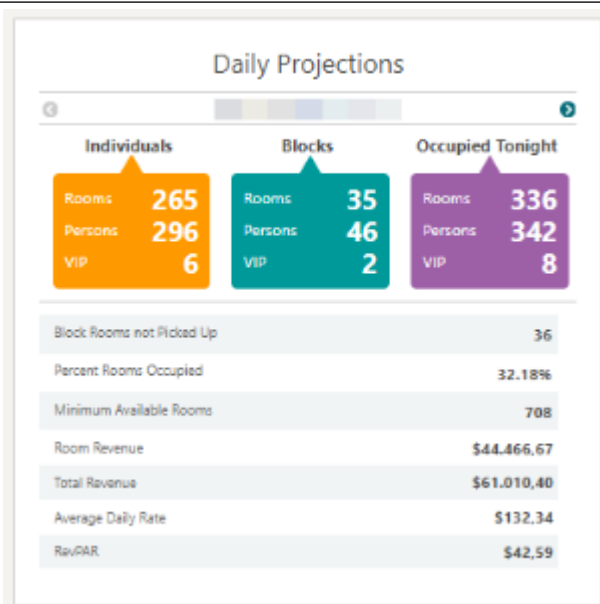

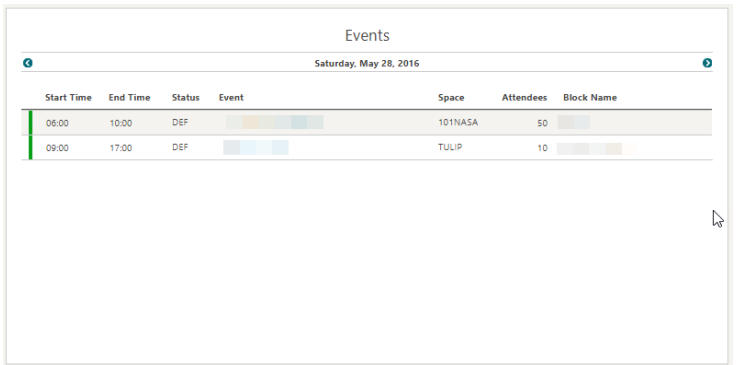
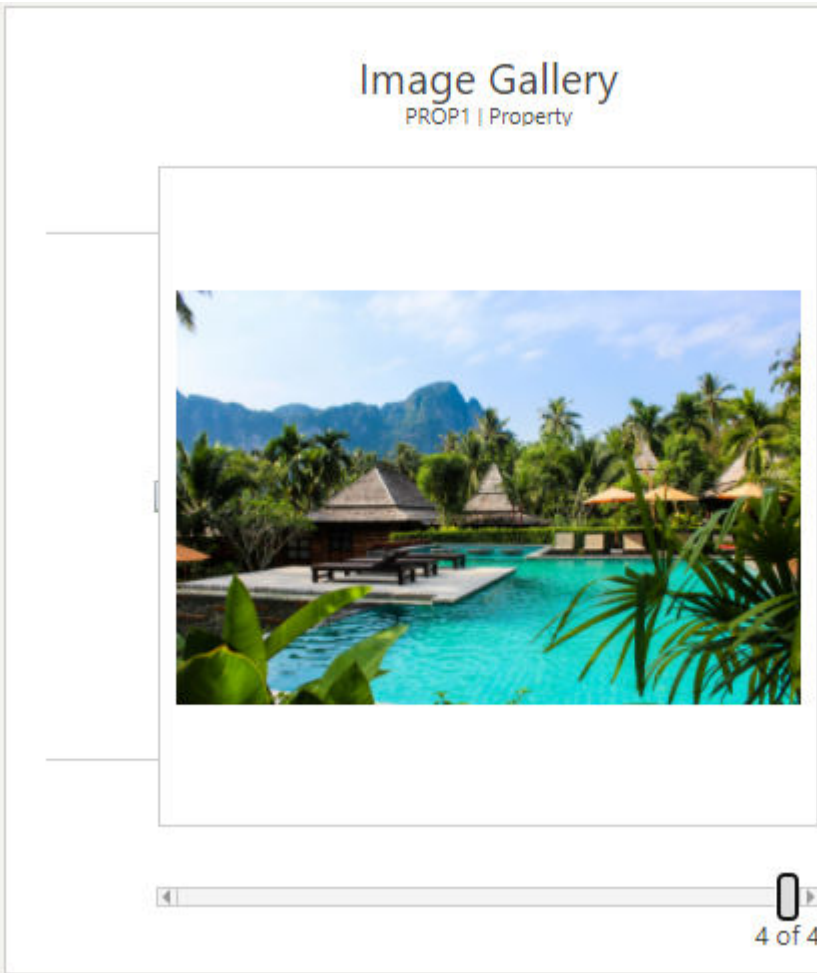
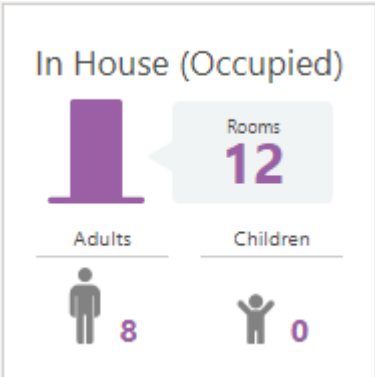
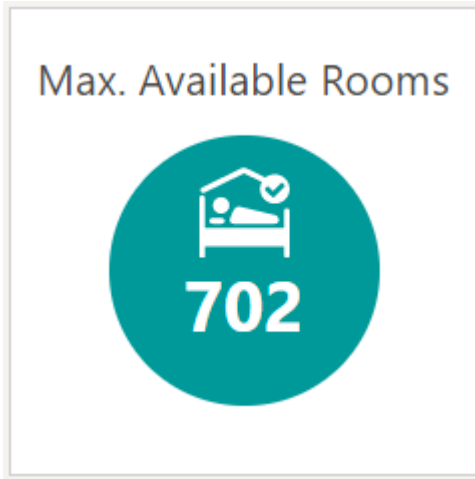
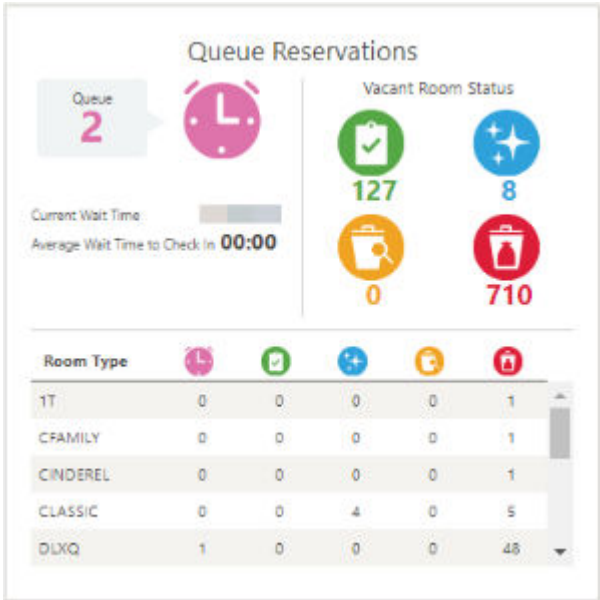
Tile Name	Images																																
<p><b>Daily Projections</b> View projected occupancy and revenue figures by date.</p>	 <p>The 'Daily Projections' tile displays a summary of occupancy and revenue. It features three main categories: Individuals (orange), Blocks (teal), and Occupied Tonight (purple). Each category shows counts for Rooms, Persons, and VIP. Below these are summary statistics: Block Rooms not Picked Up (36), Percent Rooms Occupied (32.18%), Minimum Available Rooms (708), Room Revenue (\$44,466.67), Total Revenue (\$61,010.40), Average Daily Rate (\$132.34), and RevPAR (\$42.59).</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Rooms</th> <th>Persons</th> <th>VIP</th> </tr> </thead> <tbody> <tr> <td>Individuals</td> <td>265</td> <td>296</td> <td>6</td> </tr> <tr> <td>Blocks</td> <td>35</td> <td>46</td> <td>2</td> </tr> <tr> <td>Occupied Tonight</td> <td>336</td> <td>342</td> <td>8</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Metric</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Block Rooms not Picked Up</td> <td>36</td> </tr> <tr> <td>Percent Rooms Occupied</td> <td>32.18%</td> </tr> <tr> <td>Minimum Available Rooms</td> <td>708</td> </tr> <tr> <td>Room Revenue</td> <td>\$44,466.67</td> </tr> <tr> <td>Total Revenue</td> <td>\$61,010.40</td> </tr> <tr> <td>Average Daily Rate</td> <td>\$132.34</td> </tr> <tr> <td>RevPAR</td> <td>\$42.59</td> </tr> </tbody> </table>	Category	Rooms	Persons	VIP	Individuals	265	296	6	Blocks	35	46	2	Occupied Tonight	336	342	8	Metric	Value	Block Rooms not Picked Up	36	Percent Rooms Occupied	32.18%	Minimum Available Rooms	708	Room Revenue	\$44,466.67	Total Revenue	\$61,010.40	Average Daily Rate	\$132.34	RevPAR	\$42.59
Category	Rooms	Persons	VIP																														
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Blocks	35	46	2																														
Occupied Tonight	336	342	8																														
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Average Daily Rate	\$132.34																																
RevPAR	\$42.59																																
<p><b>Departures</b> View the number of expected and actual departure rooms for the current date. Also displays the number of scheduled departures.</p>	 <p>The 'Departures' tile is split into two sections: 'Expected Departures' and 'Checked Out'. 'Expected Departures' shows 4 rooms, with 4 adults and 0 children. 'Checked Out' shows 7 rooms, with 11 adults and 1 child. A 'Scheduled' section shows 0 rooms.</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Rooms</th> <th>Adults</th> <th>Children</th> </tr> </thead> <tbody> <tr> <td>Expected Departures</td> <td>4</td> <td>4</td> <td>0</td> </tr> <tr> <td>Checked Out</td> <td>7</td> <td>11</td> <td>1</td> </tr> <tr> <td>Scheduled</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Category	Rooms	Adults	Children	Expected Departures	4	4	0	Checked Out	7	11	1	Scheduled	0	0	0																
Category	Rooms	Adults	Children																														
Expected Departures	4	4	0																														
Checked Out	7	11	1																														
Scheduled	0	0	0																														
<p><b>Events</b> View all events for a day at a glance. (Available when the Catering Events OPERA Control is active).</p>	 <p>The 'Events' tile shows a list of events for Saturday, May 28, 2016. The table below lists the events with their start and end times, status, event name, space, attendees, and block name.</p> <table border="1"> <thead> <tr> <th>Start Time</th> <th>End Time</th> <th>Status</th> <th>Event</th> <th>Space</th> <th>Attendees</th> <th>Block Name</th> </tr> </thead> <tbody> <tr> <td>08:00</td> <td>10:00</td> <td>DEF</td> <td></td> <td>101NASA</td> <td>50</td> <td></td> </tr> <tr> <td>09:00</td> <td>17:00</td> <td>DEF</td> <td></td> <td>TULIP</td> <td>10</td> <td></td> </tr> </tbody> </table>	Start Time	End Time	Status	Event	Space	Attendees	Block Name	08:00	10:00	DEF		101NASA	50		09:00	17:00	DEF		TULIP	10												
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08:00	10:00	DEF		101NASA	50																												
09:00	17:00	DEF		TULIP	10																												



Table 1-2 (Cont.) Tile Names and Descriptions

Tile Name	Images
<p><b>Image Gallery</b> View images such as floor plans, maps, attractions, and so on.</p>	 <p>The screenshot shows a tile titled "Image Gallery" with the subtitle "PROP1   Property". It features a large image of a tropical resort pool area with palm trees and a mountain in the background. Below the image is a horizontal slide bar with a play button icon and the text "4 of 4".</p>
<p><b>In House (Occupied)</b> View the number of current In House Rooms (Reservations).</p>	 <p>The screenshot shows a tile titled "In House (Occupied)". It features a bar chart with a purple bar representing the total number of rooms, which is 12. Below the bar chart are two categories: "Adults" with a value of 8 and "Children" with a value of 0. The tile also includes icons for an adult and a child.</p>

**Table 1-2 (Cont.) Tile Names and Descriptions**

Tile Name	Images																																				
<p><b>Max Available Rooms</b> View the maximum number of rooms available for the current date (excluded non-deduct).</p>	 <p>The tile displays the text "Max. Available Rooms" at the top. Below it is a teal circular icon containing a white silhouette of a bed with a checkmark above it. At the bottom of the circle, the number "702" is displayed in white.</p>																																				
<p><b>Queue Reservations</b> View arrival reservations on queue. Shows rooms available by room type and room status. (Available when the Queue Room OPERA Control is active)</p>	 <p>The dashboard is titled "Queue Reservations" and includes the following elements:</p> <ul style="list-style-type: none"> <li><b>Queue:</b> A grey speech bubble icon with the number "2" and a pink alarm clock icon.</li> <li><b>Current Wait Time:</b> A horizontal progress bar.</li> <li><b>Average Wait Time to Check In:</b> "00:00".</li> <li><b>Vacant Room Status:</b> Four circular icons with numbers:             <ul style="list-style-type: none"> <li>Green checkmark icon: 127</li> <li>Blue star icon: 8</li> <li>Yellow trash can icon: 0</li> <li>Red trash can icon: 710</li> </ul> </li> <li><b>Room Type Table:</b> A table with columns for room types and five status categories represented by icons (pink alarm clock, green checkmark, blue star, yellow trash can, red trash can).</li> </ul> <table border="1" data-bbox="673 1165 1226 1396"> <thead> <tr> <th>Room Type</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1T</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> <tr> <td>CFAMILY</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> <tr> <td>CINDEREL</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> <tr> <td>CLASSIC</td> <td>0</td> <td>0</td> <td>4</td> <td>0</td> <td>5</td> </tr> <tr> <td>DLXQ</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>48</td> </tr> </tbody> </table>	Room Type						1T	0	0	0	0	1	CFAMILY	0	0	0	0	1	CINDEREL	0	0	0	0	1	CLASSIC	0	0	4	0	5	DLXQ	1	0	0	0	48
Room Type																																					
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CFAMILY	0	0	0	0	1																																
CINDEREL	0	0	0	0	1																																
CLASSIC	0	0	4	0	5																																
DLXQ	1	0	0	0	48																																

**Table 1-2 (Cont.) Tile Names and Descriptions**

Tile Name	Images
<p><b>Reservation Activity</b> View a breakdown of arrival, in-house, and departure reservations for the current date.</p>	<p>The Reservation Activity dashboard displays the following data:</p> <ul style="list-style-type: none"> <li><b>Arrivals:</b> Expected (289), Made Today (281), Actual (5), Cancells (9, 9, 1, 8, 6, 1)</li> <li><b>Departures:</b> Expected (4, 4, 0), Actual (7, 0), Early (2, 2, 0)</li> <li><b>In House:</b> Rooms (1), Persons (1), VIP (0)</li> <li><b>Extended Stay:</b> Rooms (0), Persons (0), VIP (0)</li> <li><b>Day Use:</b> Rooms (4), Persons (3), VIP (0)</li> <li><b>Walk In:</b> Rooms (12), Persons (12), VIP (0)</li> </ul> <p>Legend: Rooms (Teal), Persons (Grey), VIP (Yellow)</p> <p>Average Check In Time: 15:48</p>
<p>The Average Check In Time is displayed in section</p>	

Table 1-2 (Cont.) Tile Names and Descriptions

Tile Name	Images
	d s i s c a l c u l a t e d b a s e d o n t h e s t a r t t i m e . T h e C h e c k I n t i m e s t a r t

**Table 1-2 (Cont.) Tile Names and Descriptions**

Tile Name	Images
	s a f t e r e n t e r i n g t h e C h e c k i n s t e p s f o r r e s e r v a t i o n s f o r a a s s i g

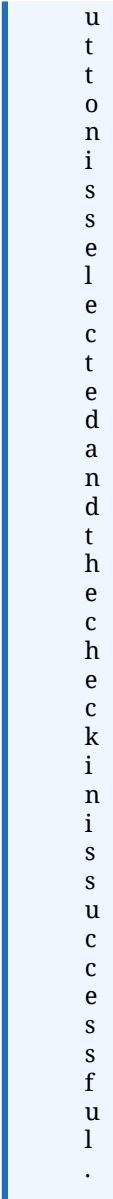
Table 1-2 (Cont.) Tile Names and Descriptions

Tile Name	Images
	n e d r o o m . I t c a n a l s o s t a r t a f t e r a s s i g n i n g a r o o m f r o m w i t h i n t h

Table 1-2 (Cont.) Tile Names and Descriptions

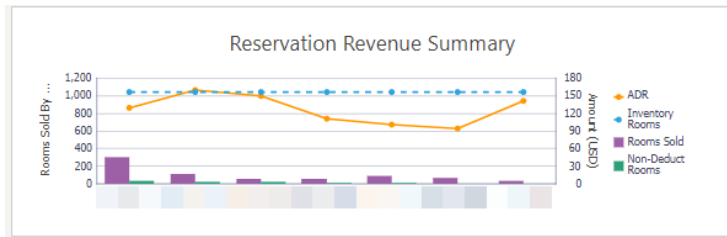
Tile Name	Images
	e c h e c k i n s t e p s . T h e e n d t i m e o c c u r s w h e n t h e C o m p l e t e C h e c k I n b

Table 1-2 (Cont.) Tile Names and Descriptions

Tile Name	Images
	

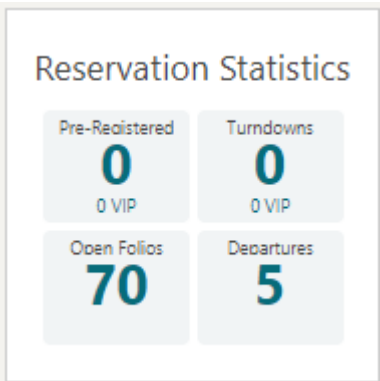
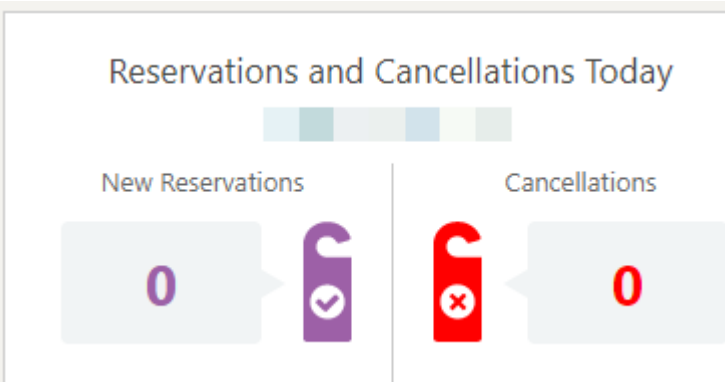
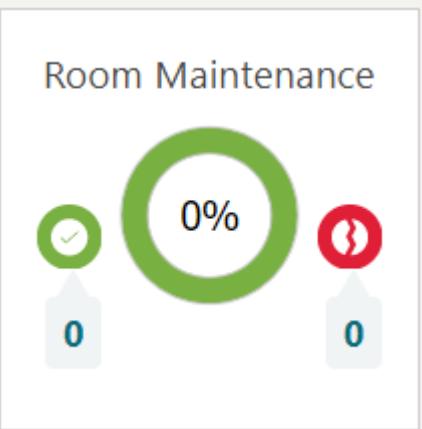
**Reservation Revenue Summary**

View rooms sold and revenue figures by date.

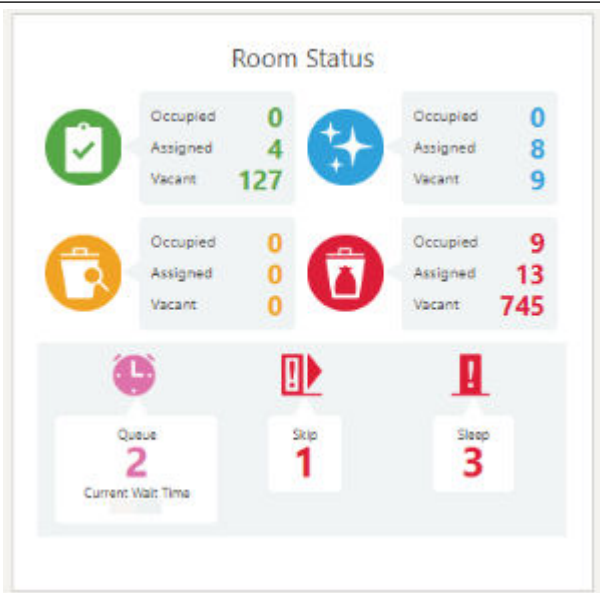
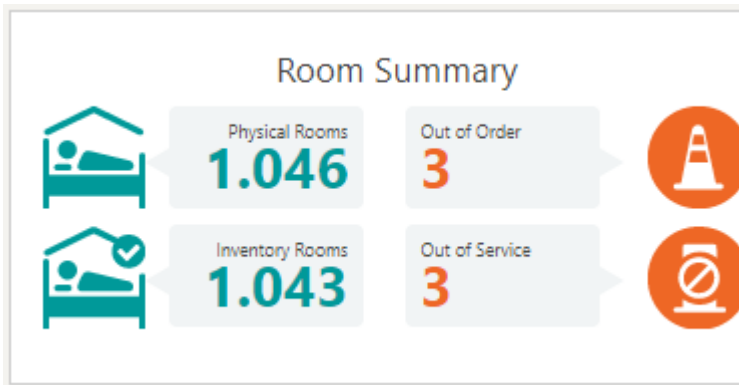
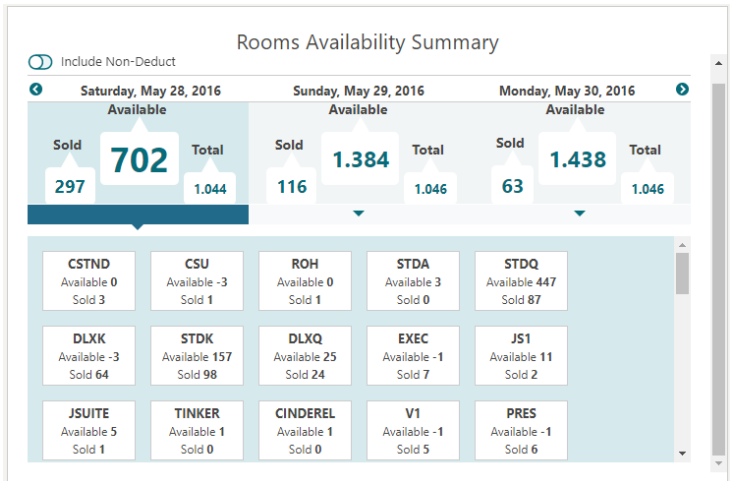




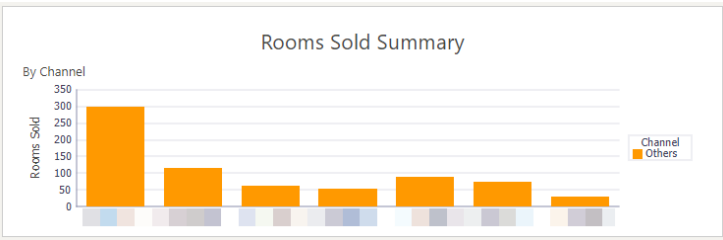
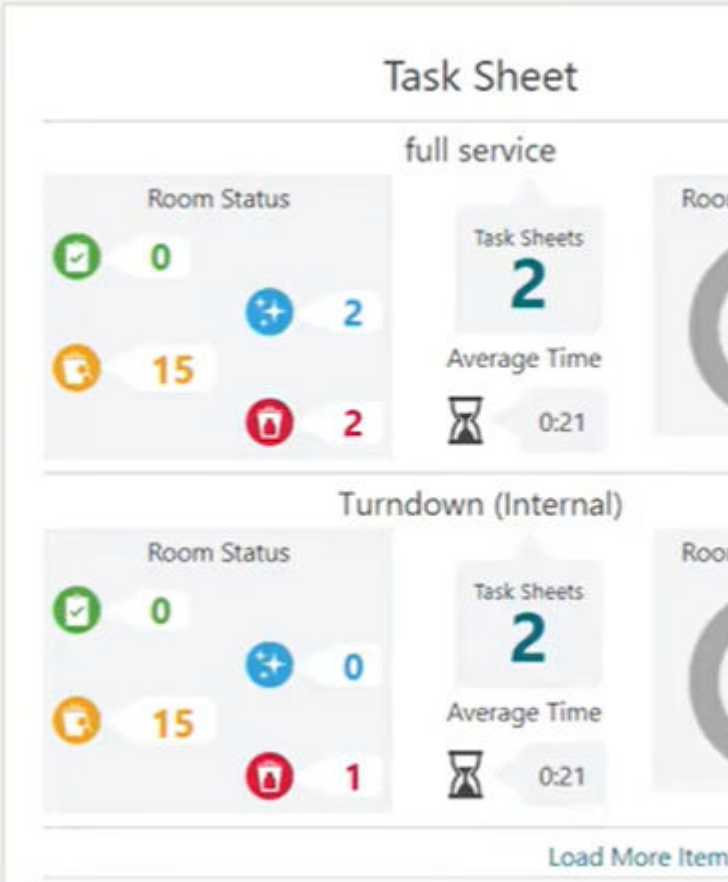
**Table 1-2 (Cont.) Tile Names and Descriptions**

Tile Name	Images
<p><b>Reservation Statistics</b> View reservation statistics for the current date.</p>	 <p>The tile displays four metrics in a 2x2 grid:</p> <ul style="list-style-type: none"> <li>Pre-Registered: 0 (0 VIP)</li> <li>Turndowns: 0 (0 VIP)</li> <li>Open Folios: 70</li> <li>Departures: 5</li> </ul>
<p><b>Reservations and Cancellations Today</b> View new reservations and cancellation counts for today.</p>	 <p>The tile features a progress bar at the top and two main sections:</p> <ul style="list-style-type: none"> <li><b>New Reservations:</b> 0, represented by a purple checkmark icon.</li> <li><b>Cancellations:</b> 0, represented by a red 'X' icon.</li> </ul>
<p><b>Room Maintenance</b> View resolved and unresolved maintenance requests.</p>	 <p>The tile displays a central circular gauge showing 0% completion. It includes two side indicators:</p> <ul style="list-style-type: none"> <li>Resolved requests: 0 (green checkmark icon)</li> <li>Unresolved requests: 0 (red lightning bolt icon)</li> </ul>

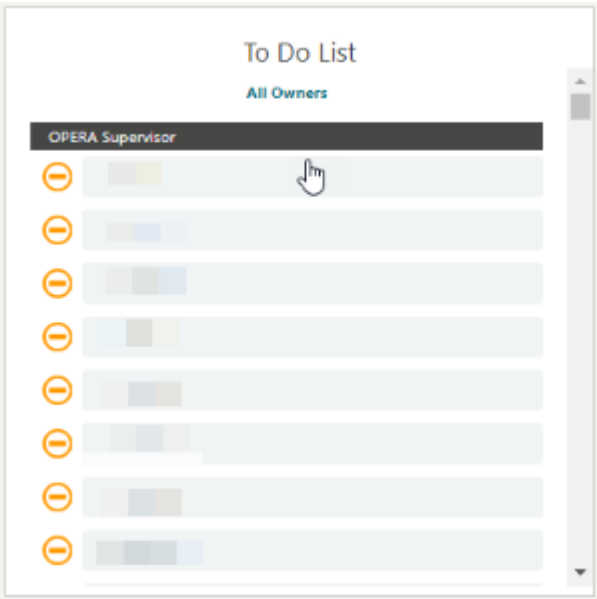
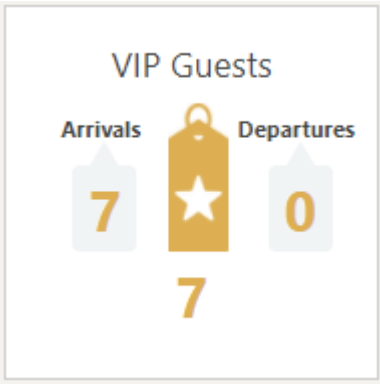
**Table 1-2 (Cont.) Tile Names and Descriptions**

Tile Name	Images																																																			
<p><b>Room Status</b> View a count of rooms by room status and front office status. Also displays room discrepancies and count of Queue rooms.</p>	 <p><b>Room Status</b></p> <table border="1"> <tr> <td>Occupied</td><td>0</td> <td>Occupied</td><td>0</td> </tr> <tr> <td>Assigned</td><td>4</td> <td>Assigned</td><td>8</td> </tr> <tr> <td>Vacant</td><td>127</td> <td>Vacant</td><td>9</td> </tr> </table> <table border="1"> <tr> <td>Occupied</td><td>0</td> <td>Occupied</td><td>9</td> </tr> <tr> <td>Assigned</td><td>0</td> <td>Assigned</td><td>13</td> </tr> <tr> <td>Vacant</td><td>0</td> <td>Vacant</td><td>745</td> </tr> </table> <table border="1"> <tr> <td>Queue</td><td>2</td> <td>Skip</td><td>1</td> <td>Sleep</td><td>3</td> </tr> <tr> <td colspan="6">Current Wait Time</td> </tr> </table>	Occupied	0	Occupied	0	Assigned	4	Assigned	8	Vacant	127	Vacant	9	Occupied	0	Occupied	9	Assigned	0	Assigned	13	Vacant	0	Vacant	745	Queue	2	Skip	1	Sleep	3	Current Wait Time																				
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Vacant	0	Vacant	745																																																	
Queue	2	Skip	1	Sleep	3																																															
Current Wait Time																																																				
<p><b>Room Summary</b> View the number of available rooms, physical (total) rooms, out of order rooms, and out of service rooms.</p>	 <p><b>Room Summary</b></p> <table border="1"> <tr> <td>Physical Rooms</td><td>1.046</td> <td>Out of Order</td><td>3</td> </tr> <tr> <td>Inventory Rooms</td><td>1.043</td> <td>Out of Service</td><td>3</td> </tr> </table>	Physical Rooms	1.046	Out of Order	3	Inventory Rooms	1.043	Out of Service	3																																											
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Inventory Rooms	1.043	Out of Service	3																																																	
<p><b>Rooms Availability Summary</b> View rooms sold and available, by day and room type.</p>	 <p><b>Rooms Availability Summary</b></p> <p>Include Non-Deduct</p> <table border="1"> <thead> <tr> <th colspan="3">Saturday, May 28, 2016</th> <th colspan="3">Sunday, May 29, 2016</th> <th colspan="3">Monday, May 30, 2016</th> </tr> <tr> <th colspan="3">Available</th> <th colspan="3">Available</th> <th colspan="3">Available</th> </tr> </thead> <tbody> <tr> <td>Sold</td><td>702</td><td>Total</td> <td>Sold</td><td>1.384</td><td>Total</td> <td>Sold</td><td>1.438</td><td>Total</td> </tr> <tr> <td>297</td><td>1.044</td><td></td> <td>116</td><td>1.046</td><td></td> <td>63</td><td>1.046</td><td></td> </tr> </tbody> </table> <table border="1"> <tr> <td><b>CSTND</b> Available 0 Sold 3</td> <td><b>CSU</b> Available -3 Sold 1</td> <td><b>ROH</b> Available 0 Sold 1</td> <td><b>STDA</b> Available 3 Sold 0</td> <td><b>STDQ</b> Available 447 Sold 87</td> </tr> <tr> <td><b>DLXK</b> Available -3 Sold 64</td> <td><b>STDK</b> Available 157 Sold 98</td> <td><b>DLXQ</b> Available 25 Sold 24</td> <td><b>EXEC</b> Available -1 Sold 7</td> <td><b>JS1</b> Available 11 Sold 2</td> </tr> <tr> <td><b>JSUITE</b> Available 5 Sold 1</td> <td><b>TINKER</b> Available 1 Sold 0</td> <td><b>CINDEREL</b> Available 1 Sold 0</td> <td><b>V1</b> Available -1 Sold 5</td> <td><b>PRES</b> Available -1 Sold 6</td> </tr> </table>	Saturday, May 28, 2016			Sunday, May 29, 2016			Monday, May 30, 2016			Available			Available			Available			Sold	702	Total	Sold	1.384	Total	Sold	1.438	Total	297	1.044		116	1.046		63	1.046		<b>CSTND</b> Available 0 Sold 3	<b>CSU</b> Available -3 Sold 1	<b>ROH</b> Available 0 Sold 1	<b>STDA</b> Available 3 Sold 0	<b>STDQ</b> Available 447 Sold 87	<b>DLXK</b> Available -3 Sold 64	<b>STDK</b> Available 157 Sold 98	<b>DLXQ</b> Available 25 Sold 24	<b>EXEC</b> Available -1 Sold 7	<b>JS1</b> Available 11 Sold 2	<b>JSUITE</b> Available 5 Sold 1	<b>TINKER</b> Available 1 Sold 0	<b>CINDEREL</b> Available 1 Sold 0	<b>V1</b> Available -1 Sold 5	<b>PRES</b> Available -1 Sold 6
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**Table 1-2 (Cont.) Tile Names and Descriptions**

Tile Name	Images
<p><b>Rooms Sold Summary</b> View summary of rooms sold and availability by room type.</p>	 <p>The chart, titled 'Rooms Sold Summary', shows 'Rooms Sold' on the y-axis (0 to 350) and 'By Channel' on the x-axis. A legend indicates 'Channel' (light blue) and 'Others' (orange). The 'Channel' bars are consistently low, while the 'Others' bars show significant sales, with the highest bar reaching approximately 300.</p>
<p><b>Task Sheet</b> View totals including room status, percentage of rooms cleaned, and today's task sheet notes, along with details and completion status of task sheets.</p>	 <p>The 'Task Sheet' dashboard is divided into two sections: 'full service' and 'Turndown (Internal)'. Each section includes a 'Room Status' widget with icons for checkmarks, plus signs, and minus signs, and a 'Rooms Completed' widget with a donut chart showing 0% completion. The 'full service' section shows 2 task sheets and an average time of 0:21. The 'Turndown (Internal)' section shows 2 task sheets and an average time of 0:21. A 'Load More Items' link is visible at the bottom right of the dashboard.</p>

**Table 1-2 (Cont.) Tile Names and Descriptions**

Tile Name	Images
<p><b>To Do List</b> View the To Do List for today.</p>	
<p><b>VIP Guests</b> View a snapshot of VIP guests.</p>	

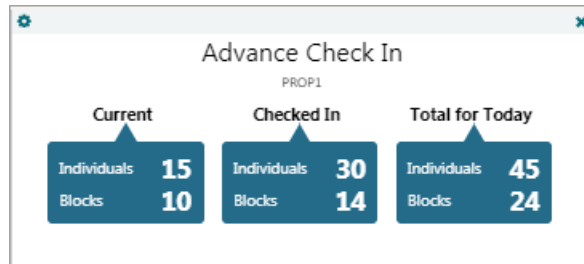
## Advance Check In Tile

The Advance Check In tile on the home dashboard page provides statistical information to identify the number of Advance Checked In individual and block reservations for today (the property's current business date), and to differentiate between today's Advance Checked In reservations that are Checked In and those that are still in Advance Checked In state.

The Advance Checked In tile is divided into three areas: Current, Checked In, and Total for Today. Each area links to the Advance Checked In search screen prefiltered for that area:

- **Current** - The number of arrival (due in) individual and block reservations that are in Advance Checked In state.
- **Checked In** - The number of individual and block reservations that were flagged Advance Checked In today and are now checked in to the property.

- **Total for Today** - The total number (current plus checked in) of individual and block reservations for today. This total includes Advance Checked In reservations that were checked in and checked out of the property on the same day, such as Day Use reservations.



**Table 1-3 Advance Check In Tile**

Reservation Type	Currently in Advance Checked In State	Previously in Advance Checked In State and now Checked In to the Property	Total for Today
Individual reservations	15	30	45 = 15 Advance Checked In + 30 Checked In reservations
Block reservations	10	14	24 = 10 Advance Checked In + 14 Checked In reservations

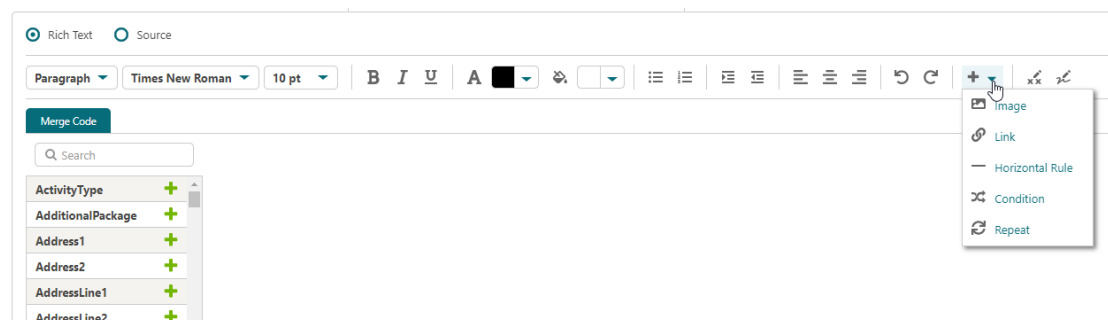
## Using the Rich Text Editor

The rich text editor is used in various areas of OPERA Cloud.

You can enter or paste text into the editor, then format the text according to your needs. You can also insert merge codes, links, lines, images and conditional blocks of text.

When the multi-language OPERA Control is active you can setup templates in various languages and character sets.

**Figure 1-15 Rich Text Editor Toolbar**



## Formatting Text and Fields

Use the Rich Text Editor toolbar to format text and fields according to your needs :


1. **Heading:** Select a text heading size.
2. **Font:** Select the font.
3. **Size:** Select the font size.
4. **Style:** Select the font style, bold, italic.
5. **Color:** Select the font color.
6. **Background Color:** Select the color of background.
7. **Bullet list:** Create a bullet list.
8. **Number list:** Create a numbered list.
9. **Increase Indent:** Move text away from margin.
10. **Decrease Indent:** Move text closer to margin
11. **Text Alignment:** Left, Center, Right.

## Inserting Merge Codes


Merge codes fetch and output data from OPERA Cloud.

1. Click **Merge Codes** to open a panel listing all merge codes that can be added to the template.
2. Enter search criteria to update field list.
3. Click the location in the template where you want to insert the merge code.
4. Click the + symbol to the right of the merge code to select and insert it at the current cursor location in template.

## Inserting Image


1. Click the location in the template where you want to insert the image
2. Click + then click  **Image** and enter the following details:
  - a. **Image URL:** Enter the URL where image is located.
  - b. **Image Description:** Enter description of image.
  - c. **Width:** Enter desired image width in pixels.
  - d. **Height:** Enter desired image width in pixels.
3. Click **Insert**.

## Inserting Link

1. Click the location in the template where you want to insert the link.
2. Click + then click  and enter the following details:
  - a. **Link URL:** Enter the URL for the link.
  - b. **Link Text:** Enter the text to display in the document.


3. Click **Insert**.

#### Insert Line

1. Click the location in the template where you want to insert the line.
2. Click + then click  **Horizontal Rule**.

#### Insert Conditional Block

Use conditional blocks to generate dynamic content based on a condition evaluating as true.

1. Click the location in the template where you want to insert the conditional block.
2. Click + then click  **Condition** and enter the following details:
  - a. **Merge Code:** Select a merge code from the list.
  - b. **Operator:** Select an operator from the list (options vary according to the merge code selected).
  - c. **Value:** Enter a value to test for the condition.
3. Click **Insert**.
4. Enter text between the **IF** and **END IF** blocks (displayed in red, this text is the output when the condition evaluates as true).

**Table 1-4 Available Operators**



Operator	Description
=	Equal to
!=	Not equal to
>	Greater than
<	Less than
>=	Greater than or equal to
<=	Less than or equal to
in	In (value1, value2, ...)
not in	Not in (value1, value2, ...)
like	Like. Use a percent sign (%) to represent zero, one, or multiple characters.
not like	Not like. Use a percent sign (%) to represent zero, one, or multiple characters.
is null	Is empty
is not null	Is not empty

## Insert Initial or Signature Block



### Note:

This is used for the capture of guest initials and/or signature in eSign Registration Card templates only.

1. Click the location in the template where you want to insert the conditional block.
2. Click  to insert initials block.
3. Click  to insert a signature block.

## Page Composer

Page Composer is used to customize the OPERA Cloud user interface; by adding, relocating or removing fields or links in page panels. You can also setup standard [dashboard pages](#) and [Quick Links](#) for your chain or property.



### Watch Video

### Customization Inheritance

Page Composer can be enabled at the chain (global) level or at the hub/property level. See [Changing Your Location in Multi-Property Operations](#)

- Fields added or removed at a Global (chain) level apply to all Hub or Property locations.
- Fields added or removed at a Hub location apply to the Hub location only.
- Fields added or removed at a Property location apply to the Property only.

You enable Page Composer at the chain (global) level (for multi-property operations) or at the hub/property level.

With Page Composer, you can do the following:

- Add or remove standard and flex fields
- Change field labels
- Reorder fields
- Change field colors
- Add tooltips
- Reorder search result table columns
- Validate field entries
- Hide or show search result table columns
- Add custom business logic using Expression Language (EL)



## User Tasks

Page Composer customization options are based on tasks assigned to a user's role in Role Manager. Tasks for Personalize, Customize Chain, Customize Property/Hub, and Column Options control access to their respective customization option.

The **Personalize** task enables the user to make changes that are only applicable/visible to the user who made the change. For example, hide/show fields, reorder columns in tables, reorder fields in panels, and search areas where personalization is available.

The **Customize Chain** task controls access to the Chain Customization Level, which enables users to make changes that affect or apply to all properties in the chain.

The **Customize Property/Hub** task controls access to the Property/Hub Customization Level. Changes are applied or visible to users when logged in to a specific property or at the hub level based on the login context (Property or Hub).

The **Column Options** task enables you to reorder and hide or show table columns.

## Customizable Screens and Pages

You can customize the following screens and related pages with Page Composer:


**Table 1-5 Customizable Screens and Related Pages**

Screen	Related Page / Screen
Profiles	Profile Overview
	Profile Details
	Identification (Personal Details)
	Create Profile (Guest Details)
	Manage Profile (Advanced Search area)
	Profile Claims (Search area)
	Correspondence (Mailings tab)
Walk In Reservation	Search area
Look To Book Sales Screen	Caller Info
	LTB Search Filters
	Book Now screen
	Turnaway
Reservations	Reservation Overview
	Stay Details
	Manage Reservation (Advanced Search area)
Dashboard / Homepage	Page and Tiles
Check In	Reservation Overview
	Identification Step (Personal Details)
Check Out	Reservation Overview

**Table 1-5 (Cont.) Customizable Screens and Related Pages**

Screen	Related Page / Screen
Blocks	Block Overview
	Room Details
	Catering Details
	Manage Activities (Advanced Search area)
	Manage Blocks (Advanced Search area)
Quick Launch	Custom and Quick Links
Search Area	Search Filters
	Manage Columns

## Adding Custom Business Logic using Expression Language

On the field properties page, a **Custom** option is available for most properties by clicking  or selecting **Custom** from the properties drop-down list.

The custom option enables you to add Expression Language (EL) code to add custom business logic to the page panel.

For example, rather than a field always being read only or always being mandatory (properties = YES) , expression language can be coded to perform a test and the field properties conditionally set to YES (true) or NO (false).

Expression language can also be used to conditionally set the color properties of a field.


Expression language can also be used to perform specific actions such as displaying a message to a user or setting the value of another field if an expression evaluates as true.

### **Note:**

When the properties of a field have been customized, a reset link appears next to the field property. The reset link helps identify if a field has been customized and you can click this link to remove the customization.

### **Example 1-1 Example 1**

Color Properties — Change the Background color of the member type field based on the membership type = 'OR'


Click  for the **Background** color property for the membership type field and add the following EL expression:

```
#{bindings.MembershipType.inputValue == 'OR' ? '#ffff00' : '#ffffff' }
```

- If the statement evaluates as true, then set the background color of the field changes to Hex Color #ffff00 (yellow).
- If the statement evaluates as false (membership type is not = OR), then set the background color to white.

### Example 1-2 Example 2

Color Properties — Change the background color of the member type field based on the membership type = 'OR'

Click  for the **Background** color property for the membership type field and add the following EL expression:

```
#{bindings.MembershipType.inputValue == 'OR' ? '#0493f2' : '#ffffff' }
```

- If the statement evaluates as true, then set background color of the field changes to Hex Color #0493f2' (blue).
- If the statement evaluates as false (membership type is not = OR), then set the background color to white.

### Example 1-3 Example 3

Required Property — Set the Visa Expiry Date field as Required = YES if the Visa Number field has a value (is not null).

Click  for the **Required** property for the Visa Expiry Date field and add the following EL expression:

```
#{bindings.VisaNumber.inputValue== null ? false : true}
```

- If the statement evaluates as true (NULL), then set REQUIRED = NO (false).
- If the statement evaluates as false (not NULL), then set REQUIRED = YES (true).

### Example 1-4 Example 4

Required Property — Set the state field as Required = YES if the country code field has a value of either CA, USA, or AU


Click  for the **Required** property for the State field and add the following EL expression:

```
#{bindings.CountryName.inputValue=='CA' ? true :  
bindings.CountryName.inputValue=='USA' ? true :  
bindings.CountryName.inputValue=='AU' :false}
```

- If the statement evaluates as true then set REQUIRED = YES (true).
- If the statement evaluates as false then set REQUIRED = NO (false).

### Example 1-5 Example 5

Required Property - Set the UDFC10 field as Required = YES if the UDFC03 field value does not equal the UDFC04 field value

Click  for the **Required** property for the UDFC10 field and add the following EL expression:

```
#{bindings.UDFC03.inputValue != bindings.UDFC04.inputValue ? true : false}
```

- If the statement evaluates as true then set REQUIRED = YES (true).
- If the statement evaluates as false then set REQUIRED = NO (false).

### Using EL to perform specific actions

Expression Language can also be used to program specific actions to occur based on a condition evaluating as true or false.

Custom actions are programmed from the **Advanced** tab on the field properties page to define an IF THEN ELSE condition.

These expressions can be used to test a value in a field and then set a value in another field, display a message to a user, or both.

The following actions can be selected from the Action drop-down list:

- No Action
- Show Message
- Update Field
- Show Message and Update Field

For Show Message actions, you can select a message type to display a suitable icon in the message text. The following options are available:

- Info
- Error
- Warning
- None

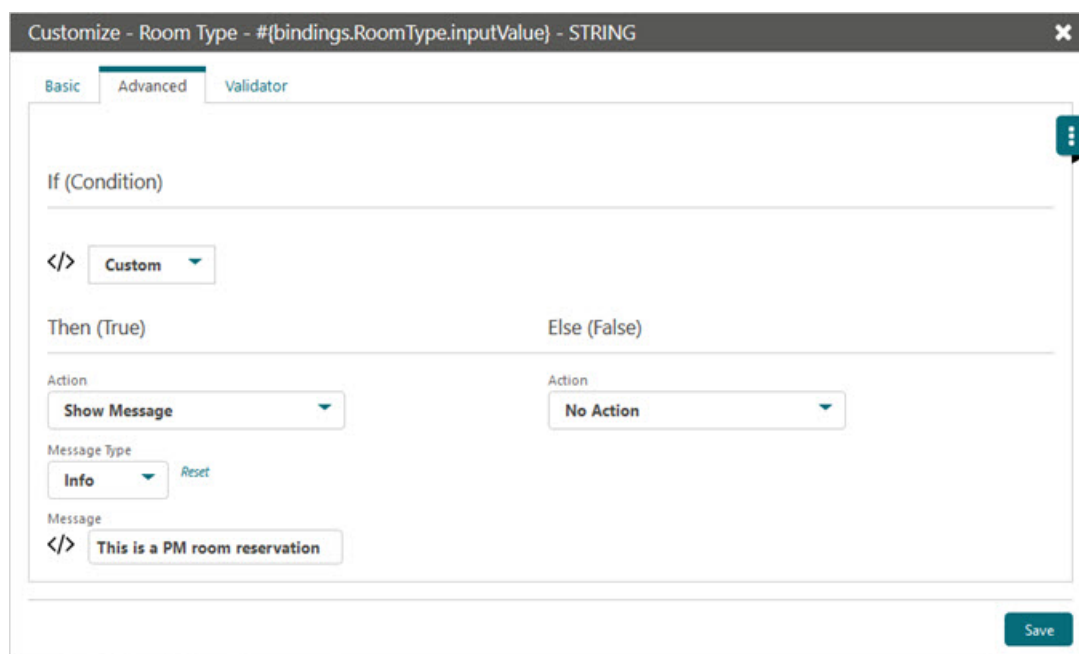
Select **Add Condition** to code EL for a custom action.

- Under the If (condition), select **Custom** to enter an EL expression via `</>`.
- Under **Then (True)**, select the required action.
- Under **Else (False)**, select the required action.

### Example 1-6 Example 6

Stay Details — If the room type code = PM and the Print Rate = Y, then show a message to the user.

```
#{bindings.RoomType.inputValue == 'PM' ? true :  
#{bindings.PrintRate.inputValue == 'Y' ? true : false}}
```

**Figure 1-16** Customize screen — Advanced tab

For more information on EL expressions, refer to the following:

<https://docs.oracle.com/javaee/7/tutorial/jsf-el.htm>

<https://docs.oracle.com/javaee/6/tutorial/doc/gjddd.html>

### Global Bindings

The following bindings are available globally for use in EL expressions.

**Table 1-6** Global Bindings for use in EL expressions

Value	Binding	Description
Business Date	{PageComposerEL Sb.business Date}	The current business date of the Property
Language Code	{PageComposerEL Sb.language Code}	The value for Language, configured within Settings of the users current session
Location Name	{PageComposerEL Sb.location Name}	The value for Name in a Hub or Property. If the user is located at the Hub level, then the Hub Name displays. if the user is located at the Property level, then the Property Name displays.

**Table 1-6 (Cont.) Global Bindings for use in EL expressions**

Value	Binding	Description
Location Code	{PageComposerELSB.locationCode}	The value for Hub or Property. If the user is located at the Hub level, then the Hub code displays. If the user is located at the Property level, then the Property code displays.
Property	{PageComposerELSB.property}	The value for Property. If the user is located at the Property level, then the Property displays.
System Date	{PageComposerELSB.systemDate}	The value for the current system (clock) date.
User Name	{PageComposerELSB.userName}	The value for User ID of the current User.

## Customizing or Personalizing a Screen with Page Composer

The customization options available to a user are controlled by the user tasks assigned to a user's roles in Role Manager.

- **Personalize** - This task enables the user to make changes that are only applicable/visible to the user who made the change. For example, hide/show fields, reorder columns in tables, reorder fields in panels, and search areas where personalization is available.
- **Customize Chain** - This task controls access to the global (all properties) customization level, which enables users to make changes which affect or apply to all properties.
- **Customize Property/Hub** - This task controls access to the Property/Hub customization level. Changes are applied or visible to users when logged in to a specific property or at the hub level.

### Customization — Global / Property / Hub



#### Note:

Only users assigned to roles with either the Customize Chain or Customize Property/Hub tasks have access to this option.

### Enabling Page Composer

You enable Page Composer at the chain (global) level or at the hub/property level.

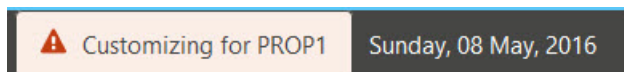
1. In multi-property operations, set your location. See [Changing Your Location in Multi-Property Operations](#)
2. From the OPERA Cloud side menu, select [Settings](#).

- a. **Chain Level** - Users can add Flex Fields and modify the properties of components. Customization at the Chain level applies to all properties and users.
  - b. **Hub/Property Level** - Users can add Flex Fields and modify properties of components. Customization at the Hub/Property level applies to the current Hub or Property location the user is logged into.
  - c. **Off** - Customization is inactive. Users can only personalize a screen by hiding and showing fields / reorganizing columns. Personalization at the User level only applies to the currently logged in user. The user can only personalize the screen for his or her user and modifications do not affect other users.
3. Click **Save** and then click **Save** again on the Confirmation screen to save your changes to a panel.

 **Note:**

When you select either **Chain Level** or **Hub/Property Level**, a 'Customizing for (location)' notification appears in the application header adjacent to the current business date.


**Figure 1-17 Customizing Notification**





 **Note:**

If selecting **Hub/Property**, the customization applies to the location context —either a property or the chosen hub.

### Customizing Page Panels

Any panel that supports customization displays a gear icon  Search and edit any record or select an action link to launch the relevant page and begin customization of the panel.

1. Click the gear icon  in the panel to activate customization.
2. To add fields, click the **Add Field** link and select a field from the list.
  - a. To add a flex field, select **Flex Field** from the bottom of the list, select either **Add Text**, **Add Number**, or **Add Date**, and then select the required UDF field in the field properties.
  - b. To add a hyperlink, select **Flex Field** and then select **Add Link**.
3. To edit a fields properties, click the pencil  icon for the field. See [Page Composer Field Property Descriptions](#)

- a. To remove a field, select **No** for the **Displayed** field property
  - b. To make a field mandatory, select **Yes** for **Required** field property
  - c. To make a field read only, select **Yes** for **Read Only** field property
  - d. Click **Save** to close the field properties page.
4. To relocate a field in the panel, hover the mouse over a field until a cross hair cursor appears, hold down the left mouse key, and then drag the field to the required location in the panel. The other fields reorder to accommodate the new location.

 **Note:**

If a field cannot be dropped at the required location, a red crossed circle icon appears under the cursor.

5. To reset a panel to the default layout, select the **Delete Customization** link.
6. Click **Close Customize** to exit the customization mode for the panel.

### Disabling Customization

Once all panels and pages have been customized, disable customization via the Settings option on the primary menu. Select the **Off** from the Settings page and then click **Save**.

The session reinitializes and the customizing notification no longer appears.

### Customization Inheritance

- Fields added or removed at a Global (chain) level apply to all Hub or Property locations.
- Fields added or removed at a Hub location apply to the Hub location only.
- Fields added or removed at a Property location apply to the Property only.

### Personalizing for your User

Users with the Personalize task granted to their role can personalize panels by relocating or removing fields from a panel.



1. Click the **Personalize** icon (appears as a gear icon) in the corner of the panel.
2. To remove (hide) fields in the panel, click the red X for each field you want to remove.
3. To add (unhide) fields, click the **Show Inactive** link and then click the green + sign for each field you want to reactivate in the panel.
4. To relocate a field in the panel, hover the mouse over a field until a cross hair cursor appears, hold down the left mouse key and drag the field to the required location in the panel; the other fields reorder to accommodate the new location.
5. Click **Close Personalize** to exit the customization mode for the panel.



## Page Composer Field Property Descriptions

Field properties are available for update when you click the pencil icon for a field.

**Table 1-7 Field Properties**

Property	Description
Required	Select YES to set the field as mandatory. When saving updated, an error appears if the field is NULL. An asterisk appears to indicate the field is mandatory Select NO to set the field as non-mandatory.
Displayed	Select YES to show the field / link in the panel. Select NO to remove the field / link in the panel.
Read Only	Select YES to prevent the field value from being edited. Select NO to enable the field value to be edited.
Tooltip	Enter a tooltip for the field. When a tooltip is added for a field, a  icon appears to the right of the field . This icon can be clicked to view the tooltip text.
Label	Enter the name of the label that appears for the field.
<div style="border-left: 2px solid #0070C0; padding-left: 10px; background-color: #E6F2FF;">  <b>Note:</b> Symbol # is not supported for label text.         </div>	
Charactercase	Enables you to enforce uppercase, lowercase, or mixed use characters for the input text in a field.
Default Value	Defines the default value for new records.
Background Color	Sets the background color for the field. Click the small box to launch a color picker and select a color from the chart; a hex value can also be entered.
Label Color	Sets the color for the field label. Click the small box to launch a color picker and select a color from the chart; a hex value can also be entered.
Text Color	Sets the text color for the field. Click the small box to launch a color picker and select a color from the chart; a hex value can also be entered.
Refresh	Select YES to immediately trigger the validation of a value entered by the user (typically set to YES).

For information on HEX Color Picker, refer to this site: [https://www.w3schools.com/colors/colors\\_picker.asp](https://www.w3schools.com/colors/colors_picker.asp)

In addition to YES and NO for field properties, Custom properties are also available. Refer to [Adding Custom Business Logic using Expression Language](#) for more information.

### Flex Fields

Flex fields are user-definable fields that you can add to a panel. You can select either text, number, or date for a flex field.

For each record type, there are multiple flex fields available:

**Table 1-8 Flex Fields**

Record	Character	Date	Number
Profile	UDFC1-40	UDFD1-20	UDFN1-20
Block	UDFC1-40	UDFD1-20	UDFN1-20
Reservation	UDFC1-40	UDFD1-20	UDFN1-20

In addition to the above field properties, Flex fields have the following additional properties:

**Table 1-9 Flex Field Properties**

Property	Description
Value	Select the UDF flex field to store the value input by the user. For example, if you create a text field on the Reservation screen using the value UDFC10 and make it a required field, then you can also create a text field on the Check-in page referencing the same field value (UDFC10) and set properties as read-only = YES. The information entered into the field on the Reservation page appears as a read-only field on the Check-in page.
Field Length	Determines the size of the field on the form. It does not dictate the number of characters the field accepts.
Enable LOV	Determines if a drop-down list appears for the field input; select YES to enable a list of values.
Allow Multi-select	If a drop-down list is used, this determines if the user can select more than one item in the list; select YES to enable multiple values to be selected from the list.
LOV Group	If Enable LOV = YES, select the <a href="#">LOV group</a> to use for the drop-down list.

### User Defined Links (UDL)

User defined links enable you to configure hyperlinks to appear within the panel on the page. The link can be either a static or dynamic URL.

- **Static URL** — A static URL launches a web page where the URL is always the same value.
- **Dynamic URL** — A dynamic URL is variable based on values from fields referenced in the link.

A dynamic URL can be used to launch an external website or web application and pass values from the OPERA Cloud record in the URL parameters.

Example use cases would be an external loyalty system or external gift voucher tracking system developed in Oracle Apex or other web database solution.

For example, you could configure the following dynamic link to append the guest's membership number in the URL:

```
https://myreward.com/#{bindings.MembershipId.inputValue}
```

The following properties are only available for UDL fields (URL Links):

**Table 1-10 UDL Properties**

Property	Description
Text	Enter the text that appears for the hyperlink.
Destination	Enter the URL (web address).
Append Parameter	The option to attach additional values to a URL that can be parsed on demand, provided the web page is set up to handle the code. The available parameters depend on the screen being customized. Enter the website URL followed by a trailing slash (/), and then select the parameters to append.
Disabled	<ul style="list-style-type: none"> <li>• YES - Link is disabled</li> <li>• NO - Link is not disabled</li> </ul>
Displayed	<ul style="list-style-type: none"> <li>• YES - Link is displayed</li> <li>• NO - Link is not displayed</li> </ul>
Launch URL in New Tab	<ul style="list-style-type: none"> <li>• If the checkbox is not checked, the specified URL will open in modal window with a non-editable address bar.</li> <li>• If the checkbox is checked, the link will open in a new browser tab.</li> </ul>
Automatic Page Refresh	This checkbox is added and enabled by default, it enforces a refresh for OPERA Cloud screen when the new tab or modal window is closed.

### Validator

OPERA Cloud provides a number of internal validations, primarily for tax ID fields for specific countries. To add a validator, click **Add Validator**, click **Predefined Validator**, and then select the required validation function from the list of values. Click **Save** to close.

To remove a predefined validator for a field, click the vertical ellipsis and select **Remove**.

A Regular Expression can also be used for pattern matching of string values. To add a Regex Validator, click **Add Validator**, click **Regex Validator**, and then enter the Regex expression into the field. Select **Save** to close.

For more information on Regular Expression pattern matching, refer to this site:

<https://regexr.com/>

## Performance Meter

[Prerequisites for Performance Meter.](#)



[Watch Video](#)

### Overview

The Performance Meter tool enables you to test your local network and browser performance and check if a connectivity performance issue exists between your browser and the OPERA Cloud server. When you complete a performance test, you are presented with a result summary and the recommended actions if the results are not optimal.

When a performance issue is caused by the network or browser performance, you should contact your IT specialist. If the issue is detected on any of the OPERA Cloud servers, you should contact your administrator and provide the generated Result ID.

### Performance Results

When you have the Performance Meter task assigned to your user role in Role Manager, the following information appears:

- Performance Score legend
- Browser <browser name>, OPERA Cloud and Overall results displaying a Score (0-100) and Elapsed Time in milliseconds (ms) (appears inside a circle with the appropriate color based on the test score).
- Recommended actions, including Time Stamp and Result ID

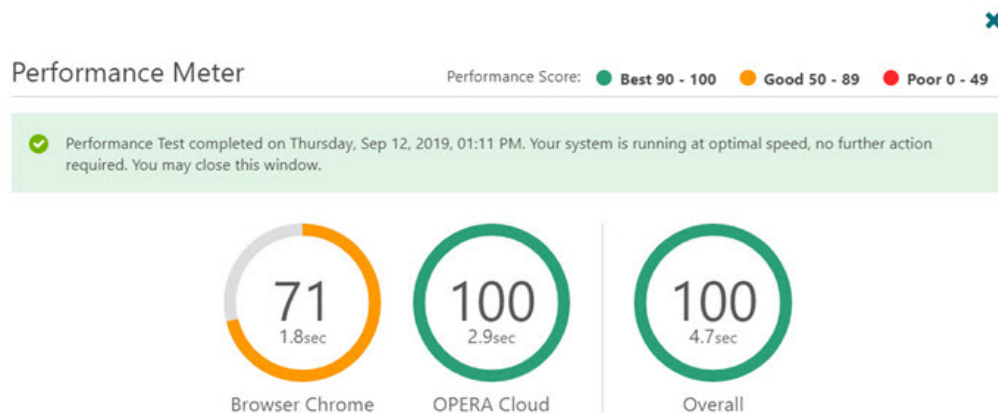
If the performance result is good for both the browser and OPERA Cloud, the following message appears: *Performance Test completed on <Day of the week, Date, Time> Your system is running at optimal speed, no further action required. You may close this window.*

If the performance result is poor for the browser, the following message appears: *Performance Test completed on <Day of the week, Date, Time>. Browser <Name of Browser> is not running at optimal speed, please contact your IT specialist for support.*

If the performance result is poor for OPERA Cloud, the following message appears: *Performance Test completed on <Day of the week, Date, Time>. OPERA Cloud is not running at optimal speed, please contact your administrator with Result ID <Result ID>.*

If the performance result is poor for both OPERA Cloud and the browser, the following message appears: *Performance Test completed on <Day of the week, Date, Time> — Browser <Name of the Browser> is not running at optimal speed, please contact your IT specialist for support. — OPERA Cloud is not running at optimal speed, please contact your administrator with Result ID <Result ID>.*

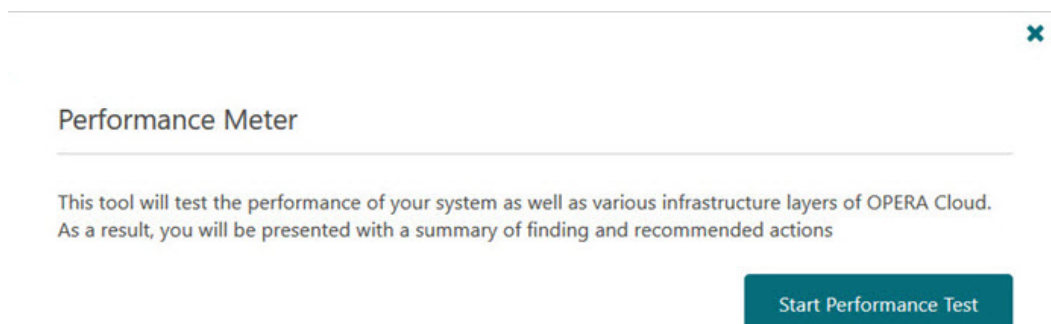
**Figure 1-18 Performance Test Results**



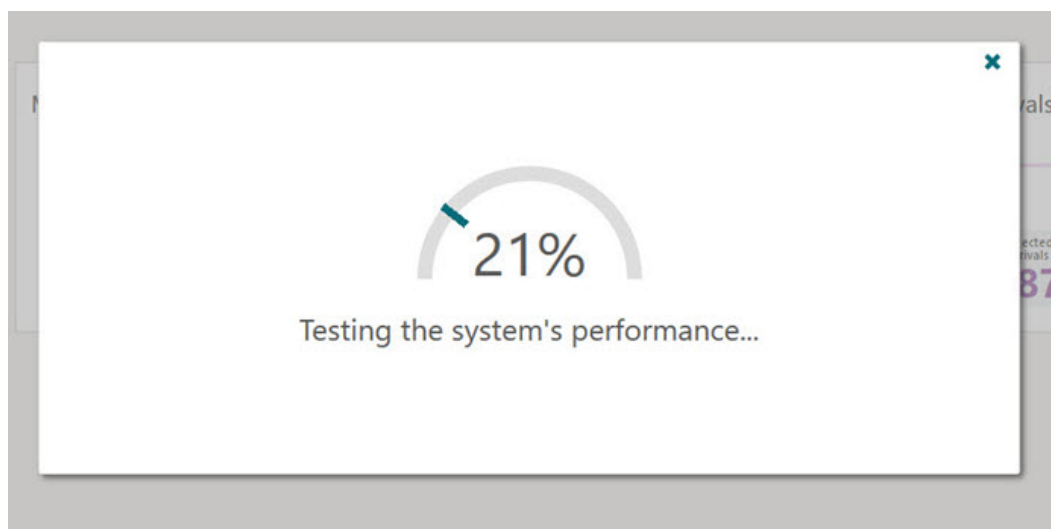
## Using the Performance Meter

1. From the side menu, select **Performance Meter**.
2. Click the **Start Performance Test** button.
3. The progress meter appears while the test is run.

**Figure 1-19** Performance Meter screen — Start Performance Test button



**Figure 1-20** Performance Test In Progress



The Performance test measures the response times from the Client (web browser), Database (DB), Web Service (WS), and User Interface (UI) based on the baseline times for a standard operation, such as fetching postal codes (system seed data). When the performance test is complete, you are presented with the results.

## Prerequisites for Performance Meter

### **OPERA Cloud Tasks**

For customers to access and run the Performance Meter, their user role must be granted the **Performance Meter** task. This task can be added in Role Manager by selecting **Manage Chain/Property Roles** under the **General** tasks group.

**Group:** General

**Task:** Performance Meter

# Part I

## OPERA Cloud

This part of the OPERA Cloud Help system contains information on working within the OPERA Cloud application menu.

# 2

## Client Relations

From the Client Relations menu, use Manage Profiles to create and manage profile names, addresses, contact information, financials, accounts receivables, negotiated rates, and so on. Profiles identify guests, companies, travel agents, sources, groups, and contacts doing business with your hotel. Use Manage Memberships to create and manage your membership programs as offered by hotels, auto clubs, and airlines to reward guest loyalty.

### Activities

Activities provide you with an account management tool for managing daily tasks such as appointments, sales calls, contact follow-up, and so on. To use Activities, you must first configure various Activity Types. Optionally with the Activity Result control enabled you must also configure Activity Results that you can select when completing an Activity.

The following dashboard tiles are available specifically for Activities:

- Activities. View Activity counts for today.
- Appointments. View the number of appointments today.
- To Do List. View the To Do List for today.

You can create Activities on Sales Accounts, Contacts, and Blocks. Or, you can use the auto-trace (rule) functionality to automatically create Activities based on defined conditions for Sales Accounts, Contacts, and Blocks.

### Prerequisites for Activities

#### License/Subscription

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

Or

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition

#### OPERA Tasks

**Group:** Client Relations

**Tasks:** Activities

Activity

- New/Edit Activity Types
- Delete Activity Types



## Managing Activities

The Activities feature helps keep track of upcoming appointments, sales calls, follow-up contact, and other to-do tasks related to sales accounts, contacts, and blocks. Use Activities to create reminders to send or follow-up on correspondence, make appointments, and establish project planning milestones. You can invite other sales owners to your activities; each owner receiving a separate copy of the activity. Once an activity is complete you can edit the activity, and mark it as complete and set-up a follow-up activity if needed. When the Attachments OPERA Control is active you can also attach documents, images and other files to your activities. There are also the **Activities** and **To Do List** dashboard tiles available to add to the pages of your [Home Dashboard](#).

You can create Activities from the **I Want To . . .** action in **Manage Activities** or from the **I Want To . . .** menu of a search result record in **Manage Profile** or **Manage Blocks**.

 **Note:**

If an activity is associated with a business block that is later canceled, the activity is automatically marked as **Completed** and a note is automatically added to the activity indicating that the booking has been canceled.

### Adding Activities

1. From the OPERA Cloud menu, select **Client Relations**, and then select **Profiles**, and then **Managing Profiles**.  
OR  
From the OPERA Cloud menu, select **Client Relations**, and then **Activities**.  
OR  
From the OPERA Cloud menu, select **Client Relations**, and then **Blocks** and then **Manage Blocks**.
2. Enter search criteria and click **Search**.
3. Click **I Want To . . .** and select **Create Activity**.
4. Enter or select the following:
  - a. **Property**: Enter or confirm the property name.
  - b. **Activity Class**: Select to make the Activity for an Appointment or a To Do.
  - c. **Purpose**: Enter a text explanation of the Activity's purpose
  - d. **Owner**: Enter or select the sales owner responsible for the activity.
  - e. **Start Date/Start Time**: Enter the date and time.
  - f. **End Date/End Time**: If the activity is an Appointment, enter or select the end date and time. If the activity is a To Do, the Start Time/End Time options do not appear.

- g. **Trace Code:** Select a trace code from the list; auto-trace codes should be used for re-tracing an activity based on the activity type or completion date or any of the other activity fields.
  - h. **Account:** Click to search and link a travel agent, company, or source profile with your Appointment or To Do..
  - i. **Contact:** Click to search and link a contact profile with your Appointment or To Do.
  - j. **Block:** Select to link with your Appointment or To Do (opens Manage Block for searching and selecting a block).
  - k. **High Priority:** Marks the Appointment or To Do as urgent.
  - l. **Notes:** Enter any notes or other the details of the Activity.
5. Click **Save** or, click **Save Activity and Add More Details** to save and edit the Activity.

### Editing Activities

1. From the OPERA Cloud menu, select **Client Relations** and then select **Activities**.
2. Enter search criteria and click **Search**.
3. Click the value in the **Type** column to open the Activity presentation or click **Activity Details** for the Activity Details panel.
4. Click **Edit** .
5. Make your updates.
6. Click **Save**.

**Table 2-1 Activity Detail Links**

Activity	Notifications
<a href="#">Invite Owners</a>	<a href="#">Attachments</a>
<a href="#">Linked Blocks</a>	
<a href="#">Linked Profiles</a>	

### Deleting Activities

1. From the OPERA Cloud menu, select **Client Relations**, and then select **Activities**.
2. On the Manage Activities screen, enter or confirm the **Property name**, select an **Owner** and enter any additional search criteria, and then click **Search**.
3. From your search results, select one or more **Activities** the click **Delete**.
4. Click **Delete** to confirm.

### Completing Activities



#### Note:

If an activity is linked with a business block that is later canceled, the activity is automatically updated to **Completed** status and a note is added to the activity indicating that the linked block has been canceled.

1. From the OPERA Cloud menu, select **Client Relations** and then select **Activities**.
2. Enter or confirm the **Property** name, enter an **Owner** and any additional search criteria, and then click **Search**.
3. From Manage Activities search results, select **one or more activities**.
4. Click the **Complete** button.
5. In the Edit Activity Overview screen, ensure the Complete check box is selected.

 **Note:**

When the Activity Results OPERA Controls is active and the Complete check box is selected, a Result field appears on the Activities screen. You can select the appropriate result value from the list and complete the Activity.

6. Click **Save**.

## Linking Multiple Profiles to Activities

You can link multiple profiles to an Activity, enabling you to open the profile(s) from the Activity or access the Activity from the linked profiles.

### Adding Profile Link to an Activity

1. From the **OPERA Cloud** menu, select **Client Relations**, and then select **Activities**.
2. Select or confirm the Property, select the **Owners** and any additional search criteria, and click **Search**.
3. From search results, click the **I Want To . . .** action and select **Linked Profiles** or open the Activity and select **Linked Profiles** from the Activity Presentation page.
4. Click **Add Account** or click **Add Contact**.
5. Use Quick Profile Search to locate the account or contact, enter **search criteria**, and click **Search**.
6. From search results, select the **account and/or contact** and click either **Select Account Only** or **Select Account and Contact**.

### Updating Primary Profile Link for Activity

When multiple profiles are linked to an Activity you can specify which linked profile is the primary

1. From the **OPERA Cloud** menu, select **Client Relations**, and then select **Activities**.
2. Select or confirm the Property, select the **Owners** and any additional search criteria, and click **Search**.
3. From search results, click the **I Want To . . .** action and select **Linked Profiles**, or open the Activity and select **Linked Profiles** from the Activity Presentation page.
4. Select the **Profile**, click the **vertical ellipsis**, and select **Make Primary**.

### Removing Profile Link from an Activity

1. From the **OPERA Cloud** menu, select **Client Relations**, and then select **Activities**.
2. Select or confirm the Property, select the **Owners** and any additional search criteria, and click **Search**.
3. From search results, click the **I Want To . . .** action and select **Linked Profiles** or open the Activity and select **Linked Profiles** from the Activity Presentation page.
4. Select the **Account or Contact** profile, click the **vertical ellipsis**, and select **Remove**.
5. Click **Remove** to confirm.

## Linking Multiple Blocks to Activities

You can link multiple blocks to an Activity, enabling you to open the block(s) from the Activity or access the Activity from the linked blocks.

### Adding Block Link to an Activity

1. From the **OPERA Cloud** menu, select **Client Relations**, and then select **Activities**.
2. Select or confirm the Property, select the **Owners** and any additional search criteria, and click **Search**.
3. From search results, click the **I Want To . . .** action and select **Linked Blocks** or open the Activity and select **Linked Blocks** from the Activity presentation page.
4. On the Linked Blocks dialog, click **Add**.
5. On the Manage Block screen, enter search criteria for the block and click **Search**.
6. From the search result, select the Block(s), and click **Select**.

 **Note:**

You can select multiple blocks by clicking the selection column.

### Updating Primary Block Link for an Activity

When multiple blocks are linked to an Activity you can specify which linked block is the primary

1. From the **OPERA Cloud** menu, select **Client Relations**, and then select **Activities**.
2. Select or confirm the **Property**, select the **Owners** and any additional search criteria, and click **Search**.
3. From search results, click the **I Want To . . .** action and select **Linked Blocks** or open the Activity and select **Linked Blocks** from the Activity presentation page.
4. Select the **Profile**, click the **vertical ellipsis**, and select **Make Primary**.

### Removing Block Link from an Activity

1. From the **OPERA Cloud** menu, select **Client Relations**, and then select **Activities**.
2. Select or confirm the **Property**, select the **Owners** and any additional search criteria, and click **Search**.

3. From search results, click the **I Want To . . .** action and select **Linked Blocks** or open the Activity and select **Linked Blocks** from the Activity presentation page.
4. Select the **Account or Contact** profile, click the **vertical ellipsis**, and select **Remove**.
5. Click **Remove** to confirm.

## Inviting Multiple Owners to Activities

You can invite multiple owners to an Activity. When you do so, your Activity is cloned for each of the other owners and linked to the original Activity.

### Inviting Multiple Owners

1. From the OPERA Cloud menu, select **Client Relations** and select **Activities**.
  - a. For existing Activities, use search.
  - b. For new Activities, click the page level **I Want To . . .** link and select **Create Activity**.
2. In the Activity Overview section of the Manage Activity screen, click **Invite Owners**.
3. In the Invite Owners dialog, click **Add**.
4. From the Search and Select Owner dialog, select one or more **Owners** and click **Select**. This generates a cloned activity for each owner you selected. The cloned Activities appear on the Invite Owners dialog.
5. Click the **X** to close the dialog and return to the Manage Activity screen.

### Updating Activities

If you update your main Activity, you are prompted to update the linked Activities for the other owners.

1. From the OPERA Cloud menu, select **Client Relations** and select **Activities**.
2. Search for and open an activity that has linked activities.
3. Scroll to the appropriate panel and click either **Add** or **Edit**.
4. Make your additions or changes.
5. Click **Save**.
6. When prompted to update linked Activities, click **Yes** or **No**.

## Managing Activity Attachments

### Prerequisites for Activity Attachments

You can attach files (less than 10MB in size ) to Activities using the Attachments feature.

### Adding Activity Attachments

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Activity**, and then select **Manage Activity**.

2. Enter search criteria and click **Search**.
3. From your search results, select the **Activity**, click the **I Want To . . .** action, and select **Attachments** or open the Activity and click the **Attachments** details link.
4. Click **New** to attach a new file.
  - a. Click **Browse** and select a file on your workstation.
  - b. **Filename**: Enter a filename using only alphanumeric characters. No spaces or special characters are accepted.
  - c. **Description**: Enter a description of the attachment.
5. Click **Save**.

#### Downloading Activity Attachments

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Activity**, and then select **Manage Activity**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **Activity**, click the **I Want To . . .** action, and select **Attachments** or open the activity and click the **Attachments** details link.
4. On the Attachments screen, click the **vertical ellipsis** and select **Download**.
5. Select either **Open** or **Save File**.

#### Deleting Activity Attachments

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Activity**, and then select **Manage Activity**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **Activity**, click the **I Want To . . .** action, and select **Attachments** or open the activity and click the **Attachments** details link.
4. On the Attachments screen, click the **vertical ellipsis** and click **Delete**.
5. Click **Delete** to confirm.

## Prerequisites for Activity Attachments

### OPERA Controls

**Group**: General

**Function** : File Attachments

### OPERA Cloud Tasks

**Group** : Client Relations

- Activities
- Attachments
  - Download/Preview Attachment
  - New Attachment
  - Delete Attachment

# Profiles

- **Creating a Profile**



[Watch Video](#)

- **View and Edit a Profile**



[Watch Video](#)

The Profile is where all details of the guest are stored, containing demographic records for guests, companies, travel agents, sources, groups, and contacts. Individual profiles provide better guest recognition through VIP level, address information, preferences, membership enrollments, and additional data that make reservations handling, accounting, and other activities faster and more accurate.

## Creating a Guest or Contact Profile

Maintaining accurate guest profile records is vital to providing exceptional guest service. Guest profiles are typically shared across properties in multi-property operations, ensuring guest preferences, notes and other details are available to users in all your properties.

Contact profiles are a variation of guest profiles and are available when the Contacts OPERA Control is active. Contacts are typically linked to [Sales Accounts](#).

1. From **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. Click the **I Want To . . .** action and select **Create**, and then select **Guest Profile** or **Contact Profile**.
3. Enter the following details in the **Primary Details** section:
  - a. **Alternate Name:** Click to enter an alternate name (non-western characters) for the profile (available when the **Multi-language OPERA Control** is active).
  - b. **Incognito:** Click to enter a pseudonym name for the guest (available when the Incognito OPERA Control is active).
  - c. **FirstName:** Enter the first name of the guest or contact.
  - d. **Middle Name:** Enter the middle name of the guest or contact.
  - e. **Language:** Select a language from the list. Language is sent to interfaced systems such as video and voice mail. When the Multi-language OPERA Control is active, all stationery is generated in this language.
  - f. **Title:** Select a title from the list. Title controls the salutation generated on stationery such as the confirmation letter.
4. **Phone and Email Section:**
  - a. Add Phone and Email contact details.
  - b. Click **Add Rows** to add additional rows.

- c. Select **Primary** for primary email and phone contact details.
  - d. Refer to [Managing Profile Communication](#).
5. **Address Section:**
  - a. Add Address details.
  - b. Click **New** to add additional address details.
  - c. Refer to [Managing Profile Communication](#).
6. Click **Save** to save and close or **Save and Add More Details** to save and open the [Manage Profile Presentation](#) page.

## Creating a Sales Account Profile

Sales Account Profiles are companies, travel agents, and (booking) sources. These profiles are shared across all properties in multi-property operations ensuring that information about such details as negotiates rates, notes, and attachments are available at all properties.

Revenue production is tracked against the various profiles linked to a reservation (either guest, or group, and event billing masters).

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. Click the **I Want To . . .** action and select **Company Profile**, **Travel Agent Profile**, or **Source Profile**.
3. Complete the **Primary Details** panel.
  - a. **Name:** Enter the company, travel agent, or source name.
  - b. **Alternate Name:** Use this field to enter an alternate name (non Western characters) for the profile (available when the multi-language OPERA Control is active).
  - c. **Name2:** Enter additional profile name details.
  - d. **Name3:** Enter additional profile name details.
  - e. **Language:** Select a language from the list. When the Multi-language OPERA Control is active, all stationery is generated in this language.
  - f. **Owner:** Select a sales owner the Sales Account (available when the Owner OPERA Control is active).
  - g. **Trace:** Select an Activity trace code from the list (available when the OPERA Cloud Sales and Event Management Standard Cloud Service or OPERA Cloud Sales and Event Premium Cloud Service are active)
4. Phone, Email Section
  - a. Add Phone and Email contact details.
  - b. Click **Add Rows** to add additional rows.
  - c. Select **Primary** for the primary email and phone contact details.
  - d. Refer to: [Adding Profile Communications](#).
5. Address
  - a. Add Address details.
  - b. Click **New** to add additional address details.



- c. Refer to: [Adding Profile Communications](#).
6. Click **Save** to save and close or **Save and Add More Details** to save and open the [Profile Presentation](#) page. Click **Save and Create Linked Profile** to create and link a [Contact Profile](#) to the sales account.

## Using Profile Lookup from External Systems

### Prerequisites for Profile Lookup from External Systems

Profile lookup is available when other solutions for managing profile data are integrated with OPERA Cloud. Examples of other solutions are Central Reservation, Customer Relationship Management, Loyalty Management, or Gaming (Player Tracking) systems.

Profile lookup search results appear in a separate, named tab in the Search Results panel. A subscription column indicates any profiles already subscribed and existing in OPERA Cloud.

#### Note:

Profile Lookup is not compatible with Basic Search. When a basic search is performed, the External Systems tabs are hidden. If no results are found, a message appears advising you to use the Advanced Search to look up Profiles in external systems. The **View By** search attribute appears by default to the Guest when the Profile Lookup OPERA Control is active.

You can search for a profile in the external system and download the details to OPERA Cloud, thereby creating a profile subscription between OPERA Cloud and the external system.

The profile types available for the lookup are determined by the Profile Types for Lookup OPERA Control.

A Lookup Profile list field in the profile advanced search panel determines the external system selected for profile lookup. When the External Lookup Behavior in OPERA Controls is set to Force, you must select a value for this field. See [OPERA Controls Profile](#).

#### Note:

When the Multi-Language OPERA Control is active, you can search for profiles by either the primary or alternate (national character set) name in the **Name** and **First Name** fields.

#### Note:

This is a one-time, one-way download. If you download the profile twice, two records are created.

### Looking up and Downloading Profiles from External Systems

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profile**, and select **Manage Profile**.
2. Click **View By** and select a profile type from the list.
3. Click **Lookup Profile** and select the external system to use for looking up the profile.
4. Enter additional search criteria and click **Search**.
5. Select the **tab** for the external system.
6. Select the **profile** in the search results, click the **vertical ellipsis**, and select **Download**.
7. You are directed to the Profile presentation to make updates to the profile.  
See [Managing a Sales Account Profile](#) and [Managing a Guest or Contact Profile](#).

## Prerequisites for Profile Lookup from External Systems

### OPERA Controls

**Group:** Profile

**Function:** Profile Lookup

Force Automatic Central Lookup

- Profile Types for Lookup
- External Lookup Behavior
- Default External System for Lookup

### OPERA Cloud Tasks

**Group:** Client Relations

**Tasks:** Profiles Management

Profile Lookup

## Enrolling Guests in External Loyalty Programs

### [Prerequisites for Enrolling Guests in External Loyalty Programs](#)

You can enroll a guest in an external loyalty or gaming system integrated with OPERA Cloud.

The Enrollment Type you select determines the Membership Type. After completing the enrollment, the membership details are sent to OPERA Cloud and updated in the [Profile Membership](#) panel.

There are multiple ways you can enroll a guest:

- Create a new profile and enroll the guest simultaneously
- Enroll an existing guest
- Enroll an existing guest with a reservation

 **Note:**

The Enrollment page can be customized using [Page Composer](#).

### Creating Guest Profiles and Enrolling Guests in Loyalty Programs

To simultaneously create a guest profile and enroll the guest in a loyalty program, complete the following steps:

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. Click the **I Want To. . .** action, select **Enroll Guest**, and complete the following fields:
  - a. **Enrollment Type:** Select an enrollment type from the list of values.
  - b. **Name:** Enter the last name of the guest.
  - c. **First Name:** Enter the first name of the guest.
  - d. **Middle:** Enter the middle name of the guest.
  - e. **Title:** Select the guest's title from the list of values.
  - f. **Birth Date:** Enter or select the birth date.
  - g. **Gender:** Select a gender from the list of values.
  - h. **Keyword Type** (available when the Keyword OPERA Control is active): Select a **keyword type** from the list of values.
    - **Keyword:** Enter a keyword value.
  - i. **Passport Number:** Enter a passport number.
  - j. **Issued Country:** Enter a passport issue country.
  - k. **Language:** Select the language of the guest.
  - l. **Phone and Email** section:
    - Click **Add Rows** to add additional rows.
    - Select **Primary** for the primary email and phone contact details.For more information, see [Managing Profile Communication](#).
  - m. **Address** section:
    - Click **New** to add additional address details.For more information, see [Managing Profile Communication](#).
3. Click **Enroll** or **Enroll and Add More Details** to launch the [Profile Presentation](#) and update the guest profile. The guest is enrolled, the profile created, and the membership details added to the profile. See [Managing Profile Memberships](#) for more information.

 **Note:**

If for any reason enrollment in the external loyalty system fails, you can continue to create the guest profile and attempt enrollment again for the existing profile.

### Enrolling Existing Guests in Loyalty Programs

When enrolling an existing guest, the Enrollment screen populates with the guest's profile details. You can update these details as needed. Any updates made in the enrollment screen will update the guest profile details.

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profile**, and then select **Manage Profile**.
2. In **View By**, select **Guest** from the list of values.
3. Enter additional search criteria and click **Search**.
4. Select the profile in the search results, click the **I Want To . . .** action, select **Enroll Guest**, and complete the following fields:
  - a. **Enrollment Type**: Select an enrollment type from the list of values.
  - b. **Name**: Confirm or update the last name of the guest.
  - c. **First Name**: Confirm or update the first name of the guest.
  - d. **Middle**: Confirm or update the middle name of the guest.
  - e. **Title**: Confirm or update the guest's title from the list of values.
  - f. **Birth Date**: Confirm or update the date.
  - g. **Gender**: Confirm or update the gender from the list of values.
  - h. **Keyword Type**(available when the Keyword OPERA Control is active): Select a **keyword type** from the list of values.
    - **Keyword**: Enter a keyword value.
  - i. **Passport Number**: Confirm or enter a passport number.
  - j. **Issued Country**: Confirm or enter a passport issue country.
  - k. **Language**: Confirm the language of the guest.
  - l. **Phone and Email** section:
    - Click **Add Rows** to add additional rows.
    - Select **Primary** for the primary email and phone contact details.For more information, refer to: [Managing Profile Communication](#).
  - m. **Address** section:
    - Click **New** to add additional address details.For more information, refer to: [Managing Profile Communication](#).
5. Click **Enroll**.

The guest is enrolled, the profile is created, and the membership details are added to the profile. Refer to: [Managing Profile Memberships](#).

## Enrolling Existing Guest Reservations in Loyalty Programs

When enrolling an existing guest, the Enrollment page populates with the guest's profile details. You can update these details as needed.

Any updates made in the Enrollment screen will update the guest's profile details.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria and click **Search**.
3. Select the **reservation** in the search results, click the **I Want To . . .** action, select **Enroll**, and complete the following fields:
  - a. **Enrollment Type**: Select an enrollment type from the list of values.
  - b. **Name**: Confirm or update the last name of the guest.
  - c. **First Name**: Confirm or update the first name of the guest.
  - d. **Middle**: Confirm or update the middle name of the guest.
  - e. **Title**: Confirm or update the guest's title from the list of values.
  - f. **Birth Date**: Confirm or update a date.
  - g. **Gender**: Confirm or update the gender from the list of values.
  - h. **Keyword Type** (available when the Keyword OPERA Control is active): Select a keyword type from the list of values.
    - **Keyword**: Enter a keyword value.
  - i. **Passport Number**: Confirm or enter a passport number.
  - j. **Issued Country**: Confirm or enter a passport issue country.
  - k. **Language**: Confirm the language of the guest.
  - l. **Phone and Email** section:
    - Click **Add Rows** to add additional rows.
    - Select **Primary** for the primary email and phone contact details.For more information, refer to: [Managing Profile Communication](#).
  - m. **Address** section:
    - Click **New** to add additional address details.For more information, refer to: [Managing Profile Communication](#).
4. Click **Enroll**.

The guest is enrolled, the profile created, and the membership details are added to the profile. Refer to: [Managing Profile Memberships](#) for more information.

## Prerequisites for Enrolling Guests in External Loyalty Programs

### Integration

- External Loyalty

**OPERA Controls****Group:** General**Function:** Enrollment**Setting:** Enrollment systems that are active to OPERA Cloud**OPERA Cloud Tasks****Group:** Client Relations**Tasks:** Enrollments

- New Enrollment

## Managing Profiles

Profiles store and display a wide range of information, and there are many ways you can configure them with information about a guest, travel agent, or company. The following sections outline many of the ways you can manage profiles in OPERA Cloud. These options can be found from the **Navigation Bar** by clicking **Client Relations** and then clicking **Profiles**.

## Managing a Guest or Contact Profile

 **Note:**

When the Profile Protection OPERA Control is active you might be prevented from updating profile details. Only users with the Override Profile Protection user tasks assigned their roles can override the protection status and update the profile. Refer to: [Configuring Profile Protection](#).

**Watch Video**

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. From **View By**, select Guest or Contact from the list of values.
3. Enter additional search criteria and click **Search**.
4. Select the profile from the search results. Click **<Profile Name>**, or click the **I Want To . . .** action and go to **Profile**.
5. The Profile Presentation page opens.

 **Note:**

The Details panels selected in the default [Presentation Style](#) appears.

6. Click the **I Want To. . .** action to display various actions for this Profile.
7. **Profile Overview Panel**

 **Note:**

You can customize this panel. The fields available for update may vary.

- a. Click **Edit**.
  - i. Update details.
  - ii. Click the **Membership Info** link next to the member number to view memberships (Award point and Tier) details (enabled when the Loyalty Membership Configuration OPERA Control is active or integration with the OPERA Customer Loyalty Cloud Service is active).
- b. Click **Save**.

 **Note:**

All Profile detail links are available to view and update related profile details. Refer to the [Guest and Contact Detail Links](#) table below.

8. **Profile Details Panel:**

 **Note:**

You can customize this panel. The fields available for update may vary.

- a. Click **Edit** and update the following:
  - i. **Alternate Name:** Click to enter an alternate name (non-western characters) for the profile (available when the multi-language OPERA Control is active).
  - ii. **Title:** Select a title (greeting) from the list; this list is language specific.
  - iii. **Language:** Select a language from the list; when the Multi language OPERA Control is active, guest stationery is generated in this language.
  - iv. **Contact:** Select to make the guest profile also a contact profile.
  - v. **Protected:** Select this check box to activate profile protection (available when the Profile Protection OPERA Control is set to By Profile).
  - vi. **Keep History:** Select this check box to exclude this profile from the profile purge.
- b. Click **Save**.

**Table 2-2 Guest and Contact Detail Links**

Profile	Billing
<a href="#">Channel Negotiated Rates</a>	<a href="#">Accounts Receivable</a>
<a href="#">Communications</a>	<a href="#">Financials</a>
<a href="#">Correspondence</a>	<a href="#">Managing Profile Negotiated Rates</a>
<a href="#">Delivery Types</a>	
<a href="#">e-Certificates</a>	
<a href="#">Identification</a>	
<a href="#">Keywords</a>	
<a href="#">Membership</a>	
<a href="#">Preferences</a>	
<a href="#">Relationships</a>	
<a href="#">Service Requests</a>	
<a href="#">Scheduled Activities</a>	
<a href="#">Subscriptions</a>	

**Table 2-3**

Notifications	Stays
<a href="#">Attachments</a>	<a href="#">Future and Past Stays</a>
<a href="#">Notes</a>	<a href="#">Future and Past Blocks</a>

## Managing a Sales Account Profile

Sales Account Profiles are companies, travel agents, and (booking) sources shared across all properties in a multi-property operation.

Revenue production is tracked against the various profiles linked to a reservation (either guest, or group, and event billing masters). Using the [relationship feature](#), you can consolidate sales production statistics from various subsidiary accounts to a master sales account.

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. **View By:** Select Company, Agent, Source from the list.
3. Enter additional search criteria, click **Search**.
4. Select the profile from the search results, click the **Profile Name**, or click **I Want To . . .** and go to the **Profile**.
5. On the Profile Presentation page, click the **I Want To . . .** action to perform additional actions on this profile.



 **Note:**

Details panels selected in the default [presentation style](#) appear. Click **View** to select a different presentation style or **Customize View** to select the detail panels to display.

**6. Overview Panel:**

- a. Click **Edit** and update the profile details.
- b. Click **Save**.

 **Note:**

All Profile detail links are available to view and update related profile details. Refer to the **Sales Account Profile Detail** table below.

**7. Profile Details Panel:** Click **Edit** and enter the following details: **Note:**

This panel can be customized; the fields available for update may vary.

- a. **Name1:** Enter Company, Travel Agent, Source name.
  - b. **Name2:** Enter second line of account name.
  - c. **Name3:** Enter third line of account name.
  - d. **Language:** Select a language from the list; when the Multi-language OPERA Control is active stationery such as contracts and invoices are generated in this language.
  - e. **Corp ID:** Enter a Corporate ID / IATA number; you can search for Account profiles using this identifier.
  - f. **Owner:** Select a Sales Owner from the list (Enabled when the Owner OPERA Control is active).
  - g. **Active:** Uncheck to inactive this Account profile; inactive profiles are excluded from searches by default.
  - h. **Protected:** Select this check box to activate profile protection (Available when the Profile Protection OPERA Control is set to By Profile).
  - i. **Trace Code:** Select an activity trace code to specify the standard Activities to be generated for the Sales Account (Available with the OPERA Cloud Sales and Event Management subscription).
  - j. **Restricted:** Select this checkbox to mark the guest / contact profile as restricted.
    - i. **Reason:** Select a restricted reason from the list.
- 8. Click Save.**

 **Note:**

When the Profile Protection OPERA Control is active you may be prevented from updating profile details; only users with the Override Profile Protection user tasks assigned their roles can override the protection status and update the profile. Refer to [Configuring Profile Protection](#).

**Table 2-4 Sales Account Profile Detail Links**

Profile	Billing
<a href="#">Contacts</a>	<a href="#">Accounts Receivable</a>
<a href="#">Communications</a>	<a href="#">Negotiated Rates</a>
<a href="#">Channel Negotiated Rates</a>	<a href="#">Financials</a>
<a href="#">Delivery Types</a>	<a href="#">Commissions</a>
<a href="#">Keywords</a>	
<a href="#">Preferences</a>	
<a href="#">Relationships</a>	
<a href="#">Sales Information</a>	
<a href="#">Subscriptions</a>	
<b>Notifications</b>	<b>Stays</b>
<a href="#">Attachments</a>	<a href="#">Future and Past Stays</a>
<a href="#">Notes</a>	<a href="#">Future and Past Blocks</a>

## Managing Sales Account Contacts

### Viewing Sales Account Contacts

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. Enter search criteria and click **Search**.
3. Select the **profile** in the search result, click the **I Want To . . .** action, click **Contacts** or open the profile, and click the **Contacts** link in the Profile presentation.
4. Click a **Contact Name** to manage the [Contact Profile](#).

### Adding New Contacts to a Sales Account

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. Enter search criteria and click **Search**.
3. Select the **profile** in the search result, click the **I Want To . . .** action, click **Contacts** or open the profile, and click the **Contacts** link in the Profile presentation.
4. Click **New** and complete the Contact details. For more information refer to [Creating Profiles](#).

### Deleting Contacts from a Sales Account

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. Enter search criteria and click **Search**.
3. Select the profile in the search result, click the **I Want To . . .** action, click **Contacts** or open the profile, and click the **Contacts** link in the Profile presentation.
4. Select the **contact** in the search result, click the **vertical ellipsis**, and select **Remove**.
5. Click **Remove** to confirm.

## Managing Profile Scheduled Activities (External Leisure)

### Prerequisites for Managing Profile Scheduled Activities

Scheduled Activities is available when integrated with an external (leisure) activity solution used to manage guest activity reservations such as golfing, spa appointments, horseback riding, and so on. Through an integration with OPERA Cloud, the activity reservation details can be associated with OPERA Cloud profiles and, in turn, guest reservations, so you are aware of the guest's activity schedule during their stay. Refer to: [Managing Reservation \(External\) Activities](#).

The Scheduled Activities panel lists the activities for the current profile as received from the external activity scheduler system.

The following information is displayed for each activity:

- **Type:** Type of activity.
- **Location:** Where the activity takes place.
- **Prs:** Number of persons participating.
- **Date:** Date when the activity takes place. If the activity spans more than one day, the date when the activity starts.
- **Start/End Time:** Time when the activity starts and ends.
- **Duration:** Hours and minutes duration for the activity.
- **Status:** Current status of the activity.

### Detaching Scheduled Activities

When you detach the profile from Activities, no further profile data synchronization takes place and no activity information is passed between the External Activity Solution and OPERA Cloud for the current profile.

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, then select **Manage Profile**.
2. Enter search criteria and click **Search**.
3. Select a **reservation** in the search results, click the **I Want To . . .** action, and then select **Scheduled Activities** or click the **Scheduled Activities** link in the Profile presentation.
4. Select the **activity** and click **Detach**.

### Generating Scheduled Activities Report

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, then select **Manage Profile**.
2. Enter search criteria and click **Search**.
3. Select a **reservation** in the search results, click the **I Want To . . .** action, and then select **Reservation Activities** or click the **Reservation Activities** link in the Profile presentation.
4. Click the **vertical ellipsis** and select **Report**.
5. Select a **destination** and click **Process**.

### Prerequisites for Managing Profile Scheduled Activities

#### OPERA Cloud Tasks

**Group:** Profiles Management

**Task:** Scheduled Activities

### Managing Profile Additional Information

#### Prerequisites for Profile Additional Information

The Additional Information panel is available for capturing additional country-specific information required for integration with fiscal partners, e-Invoice solutions, and other similar requirements.

The attributes displayed and enabled for update depend on OPERA Controls and country-specific integration requirements. For further information refer to: [Oracle Hospitality Localization Center for Hotel](#).

#### Editing Profile Additional Information

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and select **Manage Profile**.
2. Enter search criteria and click **Search**.
3. In the search results click the **I Want To . . .** action and select **Additional Information** or open the profile and click **Additional Information** in the Profile presentation.
4. Click **Edit** and update details.
5. Click **Save**.

### Prerequisites for Profile Additional Information

#### OPERA Controls

**Group:** General

**Parameter:** Information Collection

**Setting:** Information Collection Methods

## Managing Profile Delivery Types

### Prerequisites for Managing Profile Delivery Types

Delivery Types define eFolio export delivery methods. You must select one Delivery Type as the primary type.

In multi-property operations, this information is property specific.

### Adding Profile Delivery Types

1. From the OPERA Cloud menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. Click the **View By** list and select a profile type.
3. Enter search criteria and click **Search**.
4. From the search results, click the **I Want To . . .** action and select **Delivery Types** or click the **Delivery Types** link in the Profile presentation.
5. Click **New** and enter the following details:
  - a. **Property**: Enter or select the property.
  - b. **Delivery Group**: Select EFOLIO\_EXPORT from the list.
  - c. **Delivery Type**: Select a delivery type (method) from the list.
  - d. **Delivery Value**: Enter the details based on the delivery type, required for Electronic and Email types.
  - e. **Primary**: Select to mark this type (method) as the primary.
  - f. **Sequence**: Enter a display sequence.
6. Click **Save**.

### Editing Profile Delivery Types

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. Click the **View By** list and select a profile type.
3. Enter search criteria and click **Search**.
4. From the search results, click the **I Want To . . .** action and select **Delivery Types** or click the **Delivery Types** link in the Profile presentation.
5. Enter search criteria and click **Search**.
6. Select a **Delivery Type**, click the **vertical ellipsis**, and select **Edit**.
7. Update details.
8. Click **Save**.

### Deleting Profile Delivery Types

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. Click the **View By** list and select a profile type.

3. Enter search criteria and click **Search**.
4. From the search results, click the **I Want To . . .** action and select **Delivery Types** or click the **Delivery Types** link in the Profile presentation.
5. Enter search criteria and click **Search**.
6. Select a **Delivery Type**, click the **vertical ellipsis**, and select **Delete**.
7. Click **Delete** to confirm.

## Prerequisites for Managing Profile Delivery Types

### OPERA Controls

**Group:** Cashiering

**Function:** EFOLIO\_EXPORT

### OPERA Cloud Tasks

Profile Management

- Delivery Types
  - New/Edit Delivery Types
  - Delete Delivery Types

## Converting Sales Account Profile Types

You can convert Sales Account profiles types between Company, Travel Agent, and Source if there is no history of the profile type associated with the following: reservations/blocks, future reservations/blocks, AR accounts, outstanding commissions payable, and so.

Convert profile type activity is tracked in the [changes log](#).



### Note:

The Convert Profile Type action is enabled based on the Edit Profile Details task granted to roles.

### Convert Sales Account Profile Type

1. From the OPERA Cloud menu, select **Client Relations**, select **Profiles**, then select **Manage Profiles**.
2. Click the **View By** list and select a **Profile Type**.
3. Enter search criteria and click **Search**.
4. In the search results, click the **I Want To . . .** action and select **Convert Profile Type**.
5. Click the **New Profile Type** drop-down list and select a **Profile Type**.
6. Click **Save**.

## Filtering Profile Search by Accounts

When the Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition subscription is active or the Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition subscription is active, you can search for profiles using the **Account** profile type.

1. From the OPERA Cloud menu, select **Client Relations**, select **Profiles**, and select **Manage Profile**.
2. In the Search panel, click the **View By** drop-down and select **Account**.

Profile search returns results for Company, Travel Agent, Source, or Contact. It also adds the following search filters to the standard search function:

- a. **Owner**. The owner is an OPERA Cloud user. If you enter a name in the Owner field, you can select the Primary Only check box to search only for the primary owner.
- b. **Display Linked Contact**. Select the check box to return search results for Contacts linked to their Accounts.

## Editing a Profile's Sales Information

### Prerequisites for Sales Information

The Sales Information panel on a profile enables you to record key information related to sales management.

1. From the OPERA menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. Click the **View By** drop-down and select a profile type, such as a Company, Travel Agent, Source, or Contact.
3. Enter search criteria in at least one other search field and then click **Search**.
4. From the search results, click the **I Want To . . .** action next to the profile and select the **Sales Information**.
5. On the Sales Information screen, click **Edit** and enter or edit information in any of the following fields:

 **Note:**

Fields vary depending on the profile type you select in the search.

- a. **Territory** — the sales territory to which the account or profile is assigned.
- b. **Priority** — the business importance of the profile or contact.
- c. **Rooms Potential** — the importance of the account in drawing accommodations business.
- d. **Account Type** — the name of the account type.
- e. **Business Segments** — the business segment this profile represents for your property.
- f. **Industry** — the industry classification of the account.

- g. Account Source** — the origin of the account (for example, media ad, website, and so on.)
  - h. Influence** — the influence the profile has in the decision-making process.
  - i. Mail Action** — the mailing action codes you can assign to identify the account when you want to create mailing lists or reports for other purposes.
  - j. Competition** — your hotel's business competition for this account.
  - k. Scope** — the broad geographical areas where the profile or account generates business.
  - l. Scope City** — the city where the profile or account's headquarters is located or the city where one of your properties is located that this profile or account frequently uses.
6. Click **Save**.

## Prerequisites for Managing Profiles Editing Sales Information

### Licenses / Subscriptions

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

Or

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition

### OPERA Controls

**Group:** Profile

**Parameters:** Sales Information

### OPERA Cloud Tasks

- Profiles Management
- Correspondence
- Edit Mailings and Sales Information

## Managing Profile Channel Negotiated Rates

When OPERA Cloud is integrated with various distribution systems (GDS, ADS, OTA's, etc) you can setup negotiated rates on Company, Agent and Source profiles for each booking channel.

### Adding Channel Negotiated Rates

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. Click the **View By** list and select a profile type, such as a Company, Travel Agent, or Source.
3. Enter search criteria and click **Search**.
4. From the search results, click the **I Want To . . .** action and select **Channel Negotiated Rates** or select the **Channel Negotiated Rates** link in Profile Presentation.



5. Click **New** and enter the following details:
  - a. **Property**: Enter or select the property.
  - b. **Channel**: Select a channel from the list.
  - c. **Channel Rate Code**: Select a rate code from the list.
  - d. **Access Code**: Enter an access code.
  - e. **Start Date**: Enter or select a date when the rate commences.
  - f. **End Date**: Enter or select a date when the rate ends.
  - g. **Sequence**: Enter a display sequence.
6. Click **Save**.

#### Editing Channel Negotiated Rates

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. Click the **View By** list and select a profile type, such as a Company, Travel Agent, or Source.
3. Enter search criteria and click **Search**.
4. From the search results, click the **I Want To . . .** action and select **Channel Negotiated Rates** or click the **Channel Negotiated Rates** link in Profile Presentation.
5. Enter search criteria and click **Search**.
6. Select a negotiated rate, click the **vertical ellipsis**, and select **Edit**.
7. Update details.
8. Click **Save**.

#### Deleting Channel Negotiated Rates

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. Click the **View By** list and select a profile type, such as a Company, Travel Agent, or Source.
3. Enter search criteria and click **Search**.
4. From the search results, click the **I Want To . . .** action and click **Channel Negotiated Rates** or click the **Channel Negotiated Rates** link in Profile Presentation.
5. Enter search criteria and click **Search**.
6. Select a negotiated rate, click the **vertical ellipsis**, and select **Delete**.
7. Click **Delete** to confirm.

## Managing Sales Account Commission Details

You can manage commission details on Travel Agent and Source profiles and identify the profile's commission bank account.

You can also select a default commission code. OPERA Cloud will reference this commission code when calculating commissions and when there is no commission code specified on the reservation rate code or the reservation negotiated rate.

### Adding Profile Commission Details

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and select **Manage Profile**.
2. Enter search criteria for Agent or Source and click **Search**.
3. Select the Travel Agent or Source profile, click the **I Want To . . .** action, and select **Commission**.
4. Click **New** and enter the following details:
  - a. **Property**: Enter or select the property.
  - b. **Bank**: Select a commission bank account from the list.
  - c. **Commission Code**: Select default commission code for the profile.
5. Click **Save**.

### Editing Profile Commission Details

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and select **Manage Profile**.
2. Enter search criteria for Agent or Source and click **Search**.
3. Select the Travel Agent or Source profile, click the **I Want To . . .** action, and select **Commission**.
4. Select the commission detail, click the **vertical ellipsis**, and select **Edit**.
5. Update details.
6. Click **Save**.

### Deleting Profile Commission Details

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and select **Manage Profile**.
2. Enter search criteria for Agent or Source and click **Search**.
3. Select the Travel Agent or Source profile, click the **I Want To . . .** action, and select **Commission**.
4. Select the commission detail, click the **vertical ellipsis**, and select **Delete**.
5. Click **Delete** to confirm.

### Distributing Commission Details to Other Properties

From a [hub location](#) you can copy a travel agent / source profile's bank account and commission code detail to other properties.

This requires that the bank account details and commissions code are consistent across properties.

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and select **Manage Profile**.
2. Enter search criteria for Agent or Source and click **Search**.

3. Select the Travel Agent or Source profile, click the **I Want To . . .** action, and select **Commission**.
4. Enter a property name in the **Property** field and click **Search**.
5. Select a commission record and click **Distribute**.
6. Select one or more destinations properties and click **Select**.

## Credit Ratings

### [Prerequisites for Managing Reservations Credit Ratings](#)

You can set different levels of credit ratings for Company, Source, and Travel Agent profiles. You can use the credit ratings as criteria when configuring deposit/cancellation rule schedules for reservations and business blocks attached to the profile. This enables both guests and travel agents or bookers who make reservations with the property to have these cancellation and deposit rules applied based on the credit rating indicated on their profile.

Reservation types have different credit ratings defined for them under the Reservation Types Schedule. To link the credit rating to the profile, assign a reservation type to the Company, Source, or Travel Agent profile.

## Prerequisites for Managing Reservations Credit Ratings

### **OPERA Controls**

**Group:** Reservations

**Function:** Credit Rating

## Managing Sales Account Keywords

### [Prerequisites for Managing Sales Account Keywords](#)

You can set up various [keyword types](#) and add a keyword per keyword type to an account profile as an alternate method of identifying and searching for an Account. Keywords can include the search name abbreviations, tax numbers, corporate ID numbers, stock codes, and so on.

### **Adding Keywords**

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles** and then **Manage Profile**.
2. Enter search criteria and click **Search**.
3. Select the profile from the search results, click the **I Want To . . .** action, select **Keywords**, or click the **Keywords** link in Profile Presentation.
4. Click **New** and enter the following details:
  - a. **Keyword Type:** Select a keyword type from the list.
  - b. **Keyword:** Enter the keyword.
5. Click **Save**.

### Editing Keywords

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles** and then **Manage Profile**.
2. Enter search criteria, click **Search**.
3. Select the profile from the search results, click the **I Want To . . .** action, select **Keywords**, or click the **Keywords** link in Profile Presentation.
4. Select the keyword, click the **vertical ellipsis**, and select **Edit**.
5. Update details.
6. Click **Save**.

### Deleting Keywords

- From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles** and then **Manage Profile**.
- Enter search criteria, click **Search**.
- Select the profile from the search results, click the **I Want To . . .** action, select **Keywords**, or click the **Keywords** link in Profile Presentation.
- Select the keyword, click the **vertical ellipsis**, and select **Delete**.
- Click **Delete** to confirm.

## Prerequisites for Managing Sales Account Keywords

### OPERA Controls

**Group:** Profile

**Functions:** Keyword

### OPERA Tasks

**Group:** Profiles Management

**Task:** Keyword

- New/Edit Keyword
- Delete Keyword

## Managing Profile AR Accounts

### [Prerequisites for Managing Profile AR Accounts](#)

You can create and manage profile AR Accounts if AR Account Tasks are assigned to your Role.

### Viewing AR Accounts for Profile

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. Enter search criteria and click **Search**.

3. Select the profile from your search results, click the **I Want To . . .** action, select **Accounts Receivable**, or open the profile and click the **Accounts Receivable** link in the Profile presentation.
4. Enter to select the property and click **Search**.

#### Creating AR Account for Profile

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. Enter search criteria and click **Search**.
3. Select the profile from your search results, click the **I Want To . . .** action, select **Accounts Receivable**, or open the profile and click the **Accounts Receivable** link in the Profile presentation.
4. Click **New**.
5. On the Account Setup panel, enter the details. See [Managing Accounts Receivables Accounts](#) .

#### Managing AR Account for Profile

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. Enter search criteria and click **Search**.
3. Select the profile from your search results, click the **I Want To . . .** action, select **Accounts Receivable**, or open the profile and click the **Accounts Receivable** link in the Profile presentation.
4. Enter to select the property and click **Search**.
5. Select the AR Account in your search results and click **Manage**. See [Managing Accounts Receivables Accounts](#) .

## Prerequisites for Managing Profile AR Accounts

### OPERA Controls

**Group:** Accounts Receivable

**Function:** Accounts Receivable

### OPERA Cloud Tasks

**Group:** Profiles Management

**Task:** Account Receivables

## Managing Profile e-Certificates

### [Prerequisites for Managing Profile e-Certificates](#)

Promotional e-Certificates are available in OPERA Cloud when integrated with the Oracle Hospitality OPERA Customer Loyalty Tracking Cloud Service. Promotional e-Certificates offer a promotional rate when loyalty members redeem them.

For each certificate listed, the following details are available:

- **Certificate No:** Number assigned to the e-Certificate.
- **Cert Code:** e-Certificate Code.
- **Status:** Status of the e-Certificate.
  - **Cancelled:** Reservation Cancellation Date is less than or equal to the Reservation Arrival Date and the E-Certificate has never been consumed.
  - **Consumed:** e-Certificate Consumption Date equals the Reservation Arrival Date and the Consume button has been selected.
  - **Deleted:** e-Certificate has been deleted.
  - **Expired:** Expiry Date set for the e-Certificate has been reached or passed.
  - **Issued :** e-Certificate has been issued.
  - **Reserved:** e-Certificate consumption date equals the reservation arrival date.
- **Expiry Date:** Date the e-Certificate expires.
- **Consumed:** Indicates the location where consumed.
- **Label:** Label for the e-Certificate.
- **Membership Type:** The Membership type to which the e-Certificate is linked.
- **Promotion Code:** The Promotion code to which the e-Certificate is attached
- Click [+] to view certificate details.
  - **First/Middle Name:** First and Middle name of the guest using the e-Certificate.
  - **Last Name:** Last name of the guest using the e-Certificate.
  - **Email:** Email address for the guest.
  - **Reference No:** Reference Number.
  - **Location Type:** Indicates the location where e-Certificate can be used
  - **Value:** The value of the e-Certificate to the guest
  - **Cost:** The cost in membership points to consume the e-Certificate.
  - **Issue Type:** Issue Type of the E-Certificate. This is either "Assigned," "Opt-In," or "Purchased."
  - **Date:** Date the E-Certificate was or will be, consumed.
  - **Property Consumed:** Property where the E-Certificate was consumed.
  - **Award Code:**The associate Award
  - **Extend Allowed:**Indicates if date extension is allowed
  - **Reservation E-Cert:** Checked if the E-Certificate can be consumed against reservations.
  - **Verify:** Checked if the E-Certificate had to be verified.
  - **PMS Consumed:** Checked if the e-Certificate can be consumed in PMS.
  - **Web Consumed:** Checked is e-Certificate consumption allowable on the web.
  - **Cancel Allowed:** Checked if the e-Certificate can be canceled.

- **Gen. in Lieu:** Checked if the e-Certificate was generated in lieu of a canceled e-Certificate.
- **Short Description:** Short description for the E-Certificate.
- **Long Description:** Long description for the E-Certificate.

### Issuing e-Certificates

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profile**, and select **Manage Profile**.
2. Enter search criteria and click **Search**.
3. Select the profile from your search results, click the **I Want To . . .** action, and select **e-Certificate** or open the profile and click the **E-Certificate** link in Profile Presentation.
4. Click the **vertical ellipsis** and select **Issue**.
  - a. **Certificate Code:** Select a certificate from the list.
  - b. **Issue Type:** Select how the certificate was issued from the list.
    - i. Assigned.
    - ii. Opt In
    - iii. Purchased
  - c. Click **Save**.

### Consuming e-Certificates

Select to manually consume the e-Certificate and mark it as used. Once consumed, the guest cannot use it again.

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profile**, and select **Manage Profile**.
2. Enter search criteria and click **Search**.
3. Select the profile from your search results, click the **I Want To . . .** action, and select **e-Certificate** or open the profile and click the **E-Certificate** link in Profile Presentation.
4. Enter search criteria and click **Search**.
5. Select the e-Certificate, click the **vertical ellipsis**, and select **Consume**.
  - a. **Property:** Enter or select a property from the list.
  - b. **Location Type:** Select the location where the e-Certificate can be consumed from the list.
  - c. **Reference Number:** Enter check number for the supply or service the e-Certificate was consumed against.

 **Note:**

Enter any notes you want to attach to the e-Certificate. As soon as an e-Certificate is consumed, this note will be converted into a trace.

6. Click **Save**.

### Extending e-Certificates

To extend the expiration date of the e-Certificates

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profile**, select **Manage Profile**.
2. Enter search criteria and click **Search**.
3. Select the profile from your search results, click the **I Want To . . .** action, and select **e-Certificate** or open the profile and click the **E-Certificate** link in Profile Presentation.
4. Enter search criteria and click **Search**.
5. Select the e-Certificate, click the **vertical ellipsis**, and select **Extend**.
  - a. **New Expiry Date**: Enter or select an expiry date.
6. Click **OK**.

### Printing e-Certificates

To print a hard copy of the e-Certificate to give to the guest

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profile**, select **Manage Profile**.
2. Enter search criteria and click **Search**.
3. Select the profile from your search results, click the **I Want To . . .** action, and select **e-Certificate** or open the profile and click the **E-Certificate** link in Profile Presentation.
4. Enter search criteria and click **Search**
5. Select the e-Certificate, click the **vertical ellipsis**, and select **Print**.
6. Select the E-Certificate Voucher Issued report.
7. Select a report destination and click **Generate**.

### Deleting e-Certificates

To delete an e-Certificate that has been issued to the profile

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profile**, select **Manage Profile**.
2. Enter search criteria, click **Search**.
3. Select the profile from your search results, click the **I Want To . . .** action, and select **e-Certificate** or open the profile and click the **E-Certificate** link in Profile Presentation.
4. Enter search criteria and click **Search**.
5. Select the e-Certificate, click the **vertical ellipsis**, and select **Delete**.
6. Click **Delete** to confirm.

## Prerequisites for Managing Profile e-Certificates

### Integrations

- Oracle Hospitality OPERA Customer Loyalty Tracking Cloud Service



**OPERA Controls****Group:** Rate Management**Function:** Promotions Module**Parameter:** Hide Promotion Rates**OPERA Cloud Tasks**

- Profiles Management
- E-Certificates
  - Consume E-Certificate
  - Extend E-Certificate

## Managing Profile Subscription

When OPERA Cloud is integrated with an external CRM Leisure or Loyalty system, the profile details are synchronized between systems based on a subscription.

The Profile Subscriptions panel displays a list of the integrated systems to which the current profile is subscribed. The following information is displayed

- **Database:** Name of the external system to which the profile subscribes.
- **Subscribed Date:** Date when the profile subscribed to the external system.
- **Profile ID:** Unique ID for this profile in OPERA Cloud and external system.
- **Last Distributed:** Date when profile updates were last downloaded to OPERA Cloud.
- **Last Activity:** Date of the last activity for this profile.
- **Distribute:** Indicates if this profile is set to automatically receive profile updates from the external system.
- **Force:** Indicated if the profile data will be changed to agree with the external system in the event of a discrepancy.

**Subscribing Profile to an External System**

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profile**, select **Manage Profile**.
2. Enter search criteria and click **Search**.
3. Select the profile in the search results, click the **I Want To . . .** action, and select **Subscription** or open the profile and click the **Subscription** link in Profile Presentation.
4. Click **Subscribe** and enter the following:
  - a. **Database:** Click to select the integrated system from the list.
5. Click **Save**.

### Editing Subscription to an External System

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profile**, select **Manage Profile**.
2. Enter search criteria and click **Search**.
3. Select the profile in the search results, click the **I Want To . . .** action, and select **Subscription** or open the profile and click the **Subscription** link in Profile Presentation.
4. Select the external system, click the **vertical ellipsis**, and select **Edit**.
  - a. **Distributed**: Select this check box to have profile updated in the external database automatically distributed to the OPERA Cloud profile.
  - b. **Forced**: Select for force updates from external system should the data in the two systems not match.
5. Click **Save**.

### Deleting Subscription to an External System

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profile**, select **Manage Profile**.
2. Enter search criteria and click **Search**.
3. Select the profile in the search results, click the **I Want To . . .** action, and select **Subscription** or open the profile and click the **Subscription** link in Profile Presentation.
4. Select the external system, click the **vertical ellipsis**, and select **Delete**.
5. Click **Delete** to confirm.

### Re-Subscribing All

To re-subscribe the profile to all of the external systems that are listed, do the following:

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profile**, and select **Manage Profile**.
2. Enter search criteria and click **Search**.
3. Select the profile in the search results, click the **I Want To . . .** action, and select **Subscription** or open the profile and click the **Subscription** link in Profile Presentation.
4. Click the **vertical ellipsis** and select **Re-subscribe All**.

## Managing Profile Memberships

### Prerequisites for Profile Memberships

#### Adding a Profile Membership

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profile**, and then select **Manage Profile**.
2. Enter search criteria and click **Search**.

3. Select the profile in the search results, click **I Want To...** and then select **Membership** or click the **Membership** link in Profile Presentation.
4. Click **New** and complete the following fields:
  - a. **Type**. Select the membership type from the list.
  - b. **Card Number**. Enter the guest's membership ID number. Upon exiting this field, the number will be validated if the membership type is configured with a validation.
  - c. **Name on Card**. By default, the profile name appears. You may edit this information if the membership name is different from the profile name.
  - d. **Level**. Select a membership level from the list.
  - e. **Enrollment Code**. Select an enrollment code from the list. The enrollment code might indicate, for example, how the guest enrolled in the program.
  - f. **Member Since**. Enter or select the date when the guest became a member of this program (that is, the join date).
  - g. **Expiration**. Enter or select a date for membership expiration.
  - h. **Sequence**. Enter a sequence number that determines where this membership is listed on the Profile Membership Lists screen. If a sequence number is not entered, the membership is listed alphabetically following any memberships that are assigned a sequence number.
  - i. **Player Ranking**. (Available when the Oracle Hospitality OPERA Comp Accounting Cloud Service is active.) This is the player ranking of the casino player and indicates the casino membership level. This read-only field appears once a value is defined for the **Default PTS Membership Type** setting in OPERA Controls.
  - j. **Comments**. Enter any comments as needed.
5. Click **Save**.

#### Editing a Profile Membership

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profile**, and then select **Manage Profile**.
2. Enter search criteria and click **Search**.
3. Select the profile in the search results, click **I Want To...** and then select **Membership** or click the **Membership** link in Profile Presentation.
4. From the Membership screen, select the membership.
5. Click the **vertical ellipsis** next to the item and then select **Edit**.
6. Update the details.
7. Click **Save**.

#### Deleting a Profile Membership

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profile**, and then select **Manage Profile**.
2. Enter search criteria and click **Search**.
3. Select the profile in the search results, click **I Want To...** and then select **Membership** or click the **Membership** link in Profile Presentation.

4. From the Membership screen, select the membership.
5. Click the **vertical ellipsis** next to the item and then select **Delete**.
6. Confirm by clicking **Delete**.

### Viewing (Loyalty) Awards

When integrated with OPERA Customer Loyalty Tracking Cloud Service, you can view awards that have been issued or cancelled for a guest.



#### Note:

Available when the Award Points Redemption OPERA Control is active.

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profile**, and then select **Manage Profile**.
2. Enter search criteria and click **Search**.
3. Select the profile in the search results, click **I Want To...** and then select **Membership** or click the **Membership** link in Profile Presentation.
4. Select the membership, then click the **Vertical Ellipse** and select **View Details**.
5. Click **Award List**
6. Select an award from the list, click **Vertical Ellipse** and select **View**.

## Prerequisites for Profile Memberships

### OPERA Cloud Tasks

**Group:** Client Relations

**Tasks:** Profiles Management

Profile Memberships

- New/Edit Memberships
- Delete Memberships

## Managing Profile Negotiated Rates

### Prerequisites for Managing Profile Negotiated Rates

Any profile type can have negotiated rates associated with it, however negotiated rates are typically associated with companies, travel agents or booking sources with an ongoing relationship or agreement with your property. When making a reservation via the [Look to Book Sales](#) screen, reservation agents are presented with the negotiated rate(s) associated with the agent, company or other profile types linked to the reservation; ensuring the correct, contracted rate is quoted to the caller. In multi-property operations negotiated rates selected at one property may be distributed to other properties.

**Note:**

Up to 150 negotiated rates can be selected per profile per property.

**Adding a Profile Negotiated Rate**

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profile**.
2. Enter search criteria and click **Search**.
3. Select the profile in the search results, click **I Want to. . .** and then click **Negotiated Rates** or click the Negotiated Rates link in the Profile Presentation.
4. Click **New** and enter the following details:
  - a. **Property**: Enter or select a property.
  - b. **Rate Code**: Select a Rate Code from the list
  - c. **Start Date**: Enter or select the start date when this rate code can be selected for reservations linked to this profile..
  - d. **End Date**: (Optional) Enter or select the last date when this rate code can be selected for reservations linked to this profile.
  - e. **Sequence**: Enter a number that determines the display position of this rate code on the Look to Book sales screen.
5. Click **Save**.

**Editing a Profile Negotiated Rate**

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profile**.
2. Enter search criteria and click **Search**.
3. Select the profile in the search results, click **I Want to. . .** and then click **Negotiated Rates** or click the Negotiated Rates link in the Profile Presentation.
4. Enter search criteria and click **Search**.
5. Select the negotiated rate then click the **vertical ellipsis** and select **Edit**.
6. Update the negotiated rate details.
7. Click **Save**.

**Deleting a Profile Negotiated Rate**

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profile**.
2. Enter search criteria and click **Search**.
3. Select the profile in the search results, click **I Want to. . .** and then click **Negotiated Rates** or click the Negotiated Rates link in the Profile Presentation.
4. Enter search criteria and click **Search**.
5. Select the negotiated rate then click the **vertical ellipsis** and select **Delete**.
6. Click **Delete** to confirm.

### Distributing a Profile Negotiated Rate to other Properties

When the OPERA Multi-Property Reservation Cloud Service is active, you can distribute negotiated rates to other properties from a [Hub](#) location.

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profile**.
2. Enter search criteria and click **Search**.
3. Click **I Want to. . .** next to the record in the search result.
4. Click the Negotiated Rates details link to open the Negotiated Rates panel and view the negotiated rates for the profile.
5. Enter search criteria and click **Search**.
6. Click the **vertical ellipsis** and select **Distribute Negotiated Rate**.
7. Choose one or more properties from the list of values and click **Select**.

### Prerequisites for Managing Profile Negotiated Rates

#### OPERA Controls

**Group:** Rate Management

**Functions:** Negotiated Rates

#### OPERA Cloud Tasks

Profile Management

- Negotiated Rates
  - New/Edit Negotiated Rates
  - Delete Negotiated Rates

### Default Profile Routing Instructions

Routing instructions transfer guest charges to an associated primary profile (a company, agent, source, or contact profile). This transfer happens automatically.

For example, a company books a conference at your property and wants to put employee room and tax charges on its account. You create the company's profile and routing instructions and assign room and tax transaction codes to the routing instructions. As each employee makes a room reservation, you create the employee guest profile, and the routing instructions will be applied when the company profile is attached to the reservation. Routing instructions will be applied to the reservation as soon as the appropriate company, agent, source, or contact profile is attached to the reservation, as long as the Auto Populate Routing check box is selected.

You can associate a reservation with a company, agent, source, or contact profile at the time of booking using the Look To Book Sales Screen.

## Prerequisites for Managing Profile Routing

### OPERA Controls

**Group:** Cashiering

**Function:** Routing

### OPERA Cloud Tasks

**Group:** Client Relations

**Tasks:** Profiles Management

Profile Financials

- Manage Payment and Routing Instructions

## Managing Profile Routing Instructions

### Prerequisites for Managing Profile Routing

Routing instructions transfer charges to a billing window for the associated profile (a company, agent, source, or contact profile). This transfer happens automatically.

For example, a company books a conference at your property and wants to put employee room and tax charges on its account. You create the company's profile and routing instructions and assign room and tax transaction codes to the routing instructions. As each employee makes a room reservation, you create the employee guest profile, and the routing instructions will be applied when the company profile is attached to the reservation. Routing instructions will be applied to the reservation as soon as the appropriate company, agent, source, or contact profile is attached to the reservation, as long as the Auto Populate Routing check box is selected.

You can associate a company, agent, source, or contact profile with a reservation at the time of booking using the Look To Book sales screen [Look To Book sales screen](#) or later via [Linked Profiles](#).

### Adding Default Routing

1. From the OPERA Cloud menu, select **Client Relations** , **Profiles** , and then **Manage Profiles**.
2. Enter search criteria, click **Search**.
3. Select the profile in the search result, click **I Want To...** or open the profile and click the **Financials** link in Profile Presentation.
4. Click **New** and then select a property.
5. On the Search and Select Routing Instructions screen, search for routing codes and/or transaction codes.
6. Select one or more **Routing Codes** or **Transaction Codes** from the Available list and then click > to move to the selected panel.
7. For **Auto Populate Routing**, click to attach the routing instructions to any new reservations.
8. For **Payment Method**, select a payment method from the list.

### Editing Default Routing

1. From the OPERA Cloud menu, select **Client Relations** , **Profiles** , and then **Manage Profiles**.
2. Enter search criteria, click **Search**.
3. Select the profile in the search result, click **I Want To...** or open the profile and click the **Financials** link in Profile Presentation.
4. Enter search criteria and click **Search**.
5. Click **Vertical Ellipse**, click **Edit**.
6. Update routing.
7. Click **Save**.

### Deleting Default Routing

1. From the OPERA Cloud menu, select **Client Relations** , **Profiles** , and then **Manage Profiles**.
2. Enter search criteria, click **Search**.
3. Select the profile in the search result, click **I Want To...** or open the profile and click the **Financials** link in Profile Presentation.
4. Enter search criteria and click **Search**.
5. Click **Vertical Ellipse**, click **Delete**.
6. Click **Delete** to confirm.

## Managing Profile Relationships

### Prerequisites for Manage Profile Relationships

Relationships define the associations between and among individuals, companies, travel agents, groups, sources, and other entities in OPERA. Knowing that Jim Lawson is an employee of Alpha Sources, Inc.; that Tim Marks is the spouse of VIP Sandra Haley; or that Susan Brandt is a contact for CountyWide Bank can aid in decision-making and in providing good customer service. Relationship types can be configured to describe the associations between and among the various profile types (e.g., guest, contact, company, travel agent, source, and group) that may have relationships you want to recognize when working in OPERA Cloud. (See [Relationship Types](#) for details.)

Relationships can be used to facilitate the distribution of negotiated rates and for more meaningful statistical reporting. For example, you might want to share negotiated rates created for a parent company with all the subsidiaries companies. Or you might want to report on total revenues associated with all subsidiaries of a company rather than on each subsidiary separately.

### Adding a Relationship

1. From the OPERA Cloud menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. Enter search criteria, click **Search**.



3. Select the profile in the search result, click **I Want To...**, then click **Relationships** or open the profile and click the **Relationships** link in Profile Presentation.

 **Note:**

You might need to select **Show All** to expand all options.

4. Click **New** and complete the following:
  - a. **Target Profile Type:** Select a profile type from the list.
  - b. **Type of Relationship:** Select the type of relationship from the list.
  - c. **Profile:** Search and select a profile to link.
    - i. Enter search criteria and click **Search**.
    - ii. Select a profile in the result and click **Select**.
  - d. **Primary:** Check to mark this as the primary relationship
5. Click **Save**.

#### Editing a Relationship

1. From the OPERA Cloud menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. Enter search criteria, click **Search**.
3. Select the profile in the search result, click **I Want To...**, then click **Relationships** or open the profile and click the **Relationships** link in Profile Presentation.
4. Select the relationship, click **Vertical Ellipse**, then select **Edit**.
5. Update details
6. Click **Save**.

#### Deleting a Relationship

1. From the OPERA Cloud menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. Enter search criteria, click **Search**.
3. Select the profile in the search result, click **I Want To...**, then click **Relationships** or open the profile and click the **Relationships** link in Profile Presentation.
4. Select the relationship, click **Vertical Ellipse**, click **Delete**.
5. Click **Delete** to confirm.

#### Viewing Relationship Hierarchy

1. From the OPERA Cloud menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. Enter search criteria, click **Search**
3. Select the profile in the search result, click **I Want To...**, then click **Relationships** or open the profile and click the **Relationships** link in Profile Presentation.
4. Click **Vertical Ellipse**, click **View Hierarchy**.

5. Click **View Details** to toggle back to list view.

## Prerequisites for Manage Profile Relationships

### OPERA Controls

**Group:** Profile

**Function:** Relationships

### OPERA Cloud Tasks

**Group:** Client Relations

**Tasks:** Relationships

- New/Edit Relationships
- Delete Relationships

## Managing Profile Identification and Personal Details

### Prerequisites for Managing Profile Identification and Personal Details

Multiple identification records can be added to a guest/contact profile. You can either manually enter the details on the profile or scan the guest's identification to auto-populate the details. For more information, see [Desktop ID Document Scanning](#) for more information.

Personal details recorded on the profile include Birth Date, Birth Place, Birth Country, Nationality, and Gender. Once saved, many of these values are masked and require the **View (unmasked) Identification Details** task to view the details.

You can access the Identification panel from the following locations:

- Selecting **Client Relations**, selecting **Profile**, selecting **Manage Profile**, searching for a profile, selecting **I Want To...**, and then selecting **Identification**.
- Selecting **Front Desk**, selecting **Arrivals**, selecting **Search**, selecting **Check-in**, and then selecting the **Identification** step. For more information, see [Checking in Reservations](#) for more details.

### Adding Identification and Personal Details

1. In the OPERA Cloud menu, select **Client Relations**, select **Profiles**, and select **Manage Profiles**.
2. Enter search criteria and click **Search**.
3. In the search results, click **I Want To...** and select **Identifications** or open the profile and click **Identifications** in the Profile Presentation.
4. Click **New** to add new Identification details. Complete the following information:
  - a. **ID Type.** Select an identification type for the ID.
  - b. **ID Number.** Enter the number for the ID.
  - c. **Issued Place.** Enter the place where the ID was issued.
  - d. **Issued Country.** Select a Country.
  - e. **Issued Date.** Enter the date on which the ID was issued.

- f. **Expiry Date.** Enter a date by which the ID expires.
  - g. **Primary.** Select to mark this as the primary ID record.
5. Click **Save.**
  6. Click **Edit** to edit the Personal Details:
    - a. **Birth Date.** Enter a date of birth.
    - b. **Birth Place.** Enter a place of birth.
    - c. **Birth Country.** Select a country of birth from the list.
    - d. **Nationality.** Select a nationality from the list.
    - e. **Gender.** Select a gender from the list.
  7. Click **Save.**

### Viewing Identification and Personal Details

Identification fields are masked. You must have the **View (unmasked) Identification Details** task assigned to your role(s) to view unmasked values.

1. In the OPERA Cloud menu, select **Client Relations**, select **Profiles**, and select **Manage Profiles**.
2. Enter search criteria and click **Search**.
3. In the search results, click **I Want To** and then select **Identifications** or open the profile and click **Identifications** in the Profile Presentation.
4. Click **Show Masked Information** to unmask the values. This activity is tracked in the [Changes Log](#).

### Editing Identification and Personal Details

1. In the OPERA Cloud menu, select **Client Relations**, select **Profiles**, and select **Manage Profiles**.
2. Enter search criteria and click **Search**.
3. In the search results, click **I Want To** and then select **Identifications** or open the profile and click **Identifications** in the Profile Presentation.
4. Select the identification detail to update, click the **vertical ellipsis**, and then select **Edit**.
5. Update the details.
6. Click **Save**.
7. To update the Personal Details, select **Edit**.
8. Update the details.
9. Click **Save**.

### Deleting Identification

1. In the OPERA Cloud menu, select **Client Relations**, select **Profiles**, and select **Manage Profiles**.
2. Enter search criteria and click **Search**.

3. In the search results, click **I Want To** and then select **Identifications** or open the profile and click **Identifications** in the Profile Presentation.
4. Select the identification detail to delete, click the **vertical ellipsis**, and then select **Delete**.
5. Click **Delete** to confirm.

## Prerequisites for Managing Profile Identification and Personal Details

### OPERA Cloud Tasks

**Group:** Client Relations

**Tasks:** Profiles Management

Identification

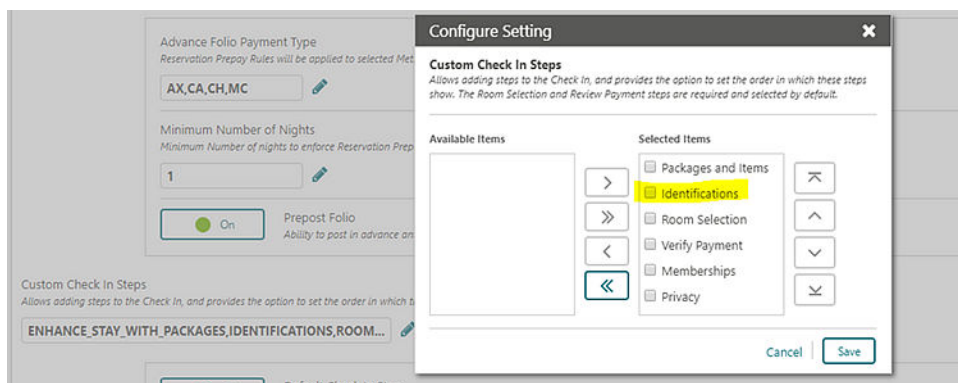
- New/Edit Identification
- Delete Identification
- View Identification Details

## Using the Desktop ID Document Scanner

### Prerequisites for Desktop ID Scanning

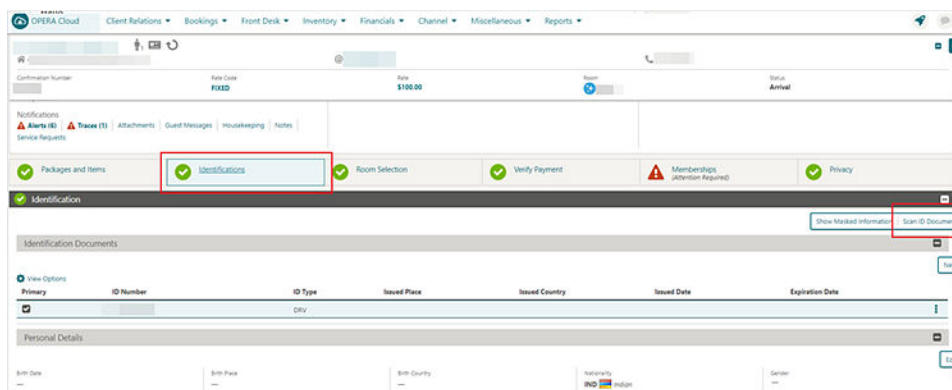
#### ID Scanner Operation Prerequisites

1. You must be signed into OPERA Cloud from a workstation where the scanner is connected and the drivers for the hardware are installed.
2. You must be signed in at the property level. ID Document Scanning functionality is not available when signed in at the Hub level.
3. ID Document Scanning is available for Guest and Contact profile types only.
4. Identifications is set to appear as Custom Check In Step.
5. Open OPERA Controls and configure Custom Check In Steps: Administration > Enterprise > OPERA Controls > Front Desk Group > Settings > Custom Check In Steps > click Pencil Icon > Add Identifications to Selected Items > Save.

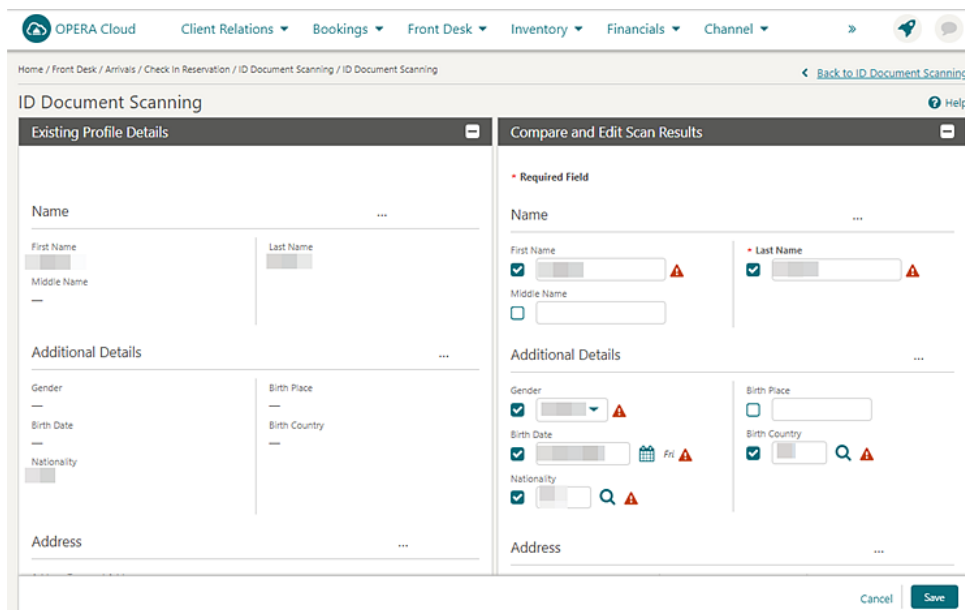


## Scanning ID Documents During Check In

1. From the OPERA Cloud menu, select **Front Desk**, and select **Arrivals**.
2. Search for the reservation.
3. Select a reservation for check in.
4. Click **Check In** at the bottom of the screen.
5. In the Check In screen, click the **Identifications** link in the status bar.

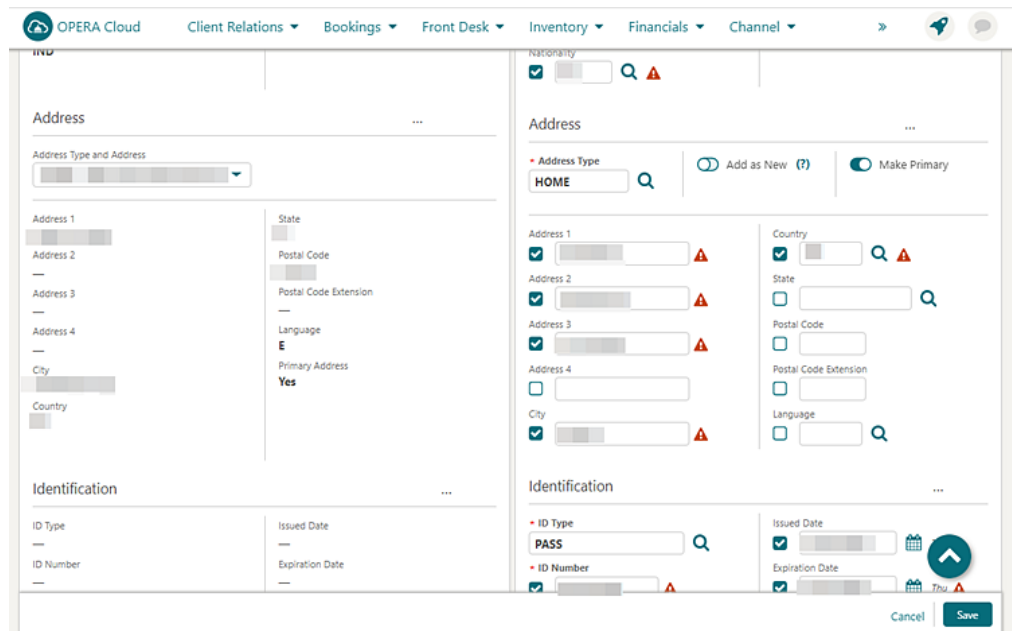


6. Place a valid ID document in the scanner.
7. Click the **Scan ID Document** button in the Identification panel. This triggers the scanner to read the document and send the guest data into the profile comparison screen.
8. The Comparison screen displays two sections: Existing Profile Details and Compare and Edit Scan Results.



9. The Existing Profile Details section on the left side displays the existing details for the profile. This section is read only.

10. The Compare and Edit Scan Results section on the right side displays the details retrieved from the scanned document. You can compare the details and edit scan results if needed.
11. Values in unchecked fields are saved to the profile details.
  - a. If the scanned value is the same as the existing profile value, the check box is unchecked by default.
  - b. If the scanned value is blank for the field that is populated in the existing profile value, the check box is unchecked by default. If you manually select this check box, then the blank value is saved, which means the originally existing value is removed.
  - c. If the scanned value is populated with a different value than the existing profile detail, which is checked by default, you can manually uncheck to keep the existing value.
12. Values in checked fields are updated in the profile details when saved.
  - a. If the scanned value is different than the existing profile value, the check box will be checked by default. To draw attention to this value point, a warning icon appears. If you do not want to override the existing value for the specific field, you can manually uncheck the check box next to the field.
  - b. If the scanned value is populated, but the same field in the profile is blank, the check box will be checked by default and the scanned value will be saved. The warning icon appears.
  - c. You can also manually select the check box and update the value in the field, and the update will be saved to the profile details.



13. The Address section in the Existing Details has a drop-down menu enabling you to select any address type and address existing on the current profile
  - a. The Address Type LOV field is populated with the profile primary address by default. You can update the Address Type by selecting a different value from the list.
  - b. The Add as New switch allows you to add the scanned address to the existing list of addresses on the profile. When this toggle is active, the address from the scan does

not replace the address that appears in the Existing Profile, instead the address is added into the profile as new.

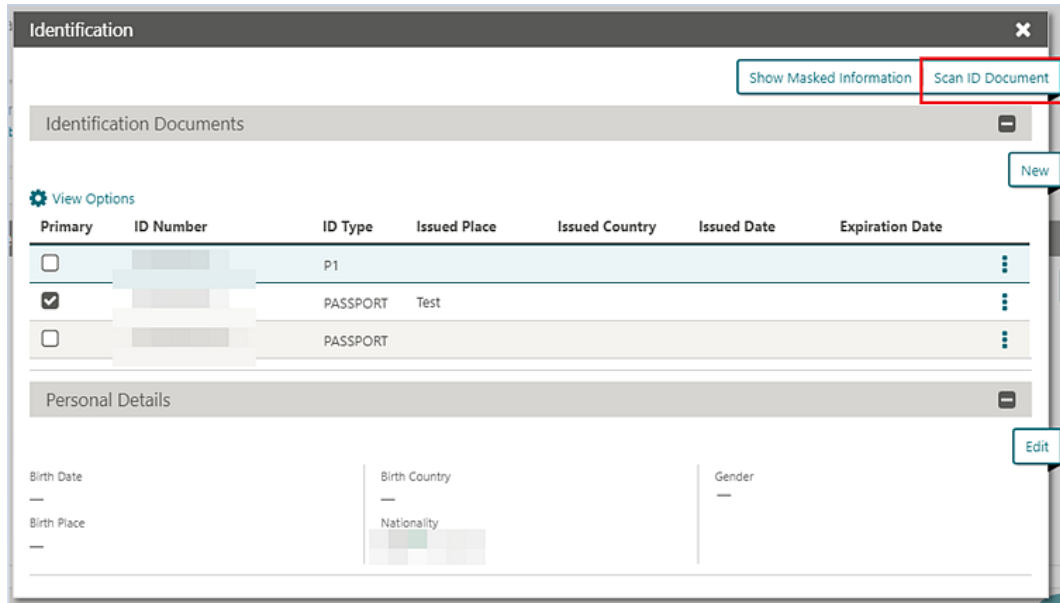
- c. If you want to update the existing address with new details, switch the Add as New toggle to Off (default).
  - d. The Make Primary switch allows you to set the address from the scanned details as primary for the profile (it does not matter if this is a new address or an address that will override an existing address showing in the profile). This toggle is Off by default.
14. Review and click **Save**.
    - a. Checked fields are updated in the profile with new details.
    - b. The scanned image is saved in profile attachments based on the Stored ID Document Image Type setting.

### Scanning ID Document Directly from Identification panel

1. From the OPERA Cloud menu, select **Client Relations**, select **Profiles**, and then select **Manage Profile**.
2. Search for the Guest or Contact type profile.
3. Click the **profile** name hyperlink.
4. In the Profile Details section, click the **Identifications** link or panel.

The screenshot displays the 'Manage Profile' interface in Oracle OPERA Cloud. The 'Identification (3)' link in the navigation menu is highlighted with a red box. The interface shows profile details for a 'Guest' profile, including fields for Profile Type, Language, VIP Code, Client ID, Profile Number, Nationality, Currency, and Preferred Room. A navigation menu at the bottom includes links for Alerts (6), Traces (1), Attachments, Guest Messages, Housekeeping, and Notes.

5. Place a valid ID document in the scanner.
6. Click the **Scan ID Document** button in the Identification panel. This triggers the scanner to read the document and send the guest data into the profile comparison screen.



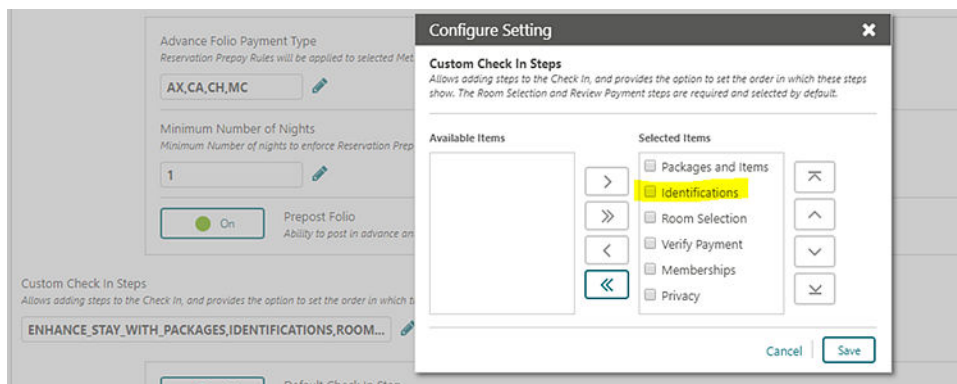
7. The Comparison screen appears enabling you to compare, update, and save scan results in the same way as you would if scanning from the Check In screen.

## Using the Mobile ID Document Scanner

### Prerequisites for Mobile ID Scanning

#### Mobile ID Scanner Operation Prerequisites

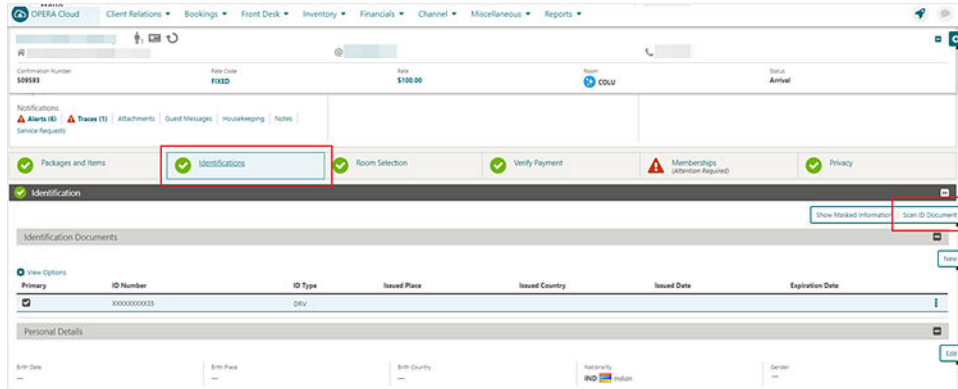
1. You must be signed into OPERA Cloud from a workstation where the scanner is connected and the drivers for the hardware are installed.
2. You must be signed in at the property level. ID Document Scanning functionality is not available when signed in at the Hub level.
3. ID Document Scanning is available for Guest and Contact profile types only.
4. Identifications is set to appear as Custom Check In Step.
5. Open OPERA Controls and configure Custom Check In Steps (Administration > Enterprise > OPERA Controls > Front Desk Group > Settings > Custom Check In Steps > click Pencil Icon > Add Identifications to Selected Items > Save).



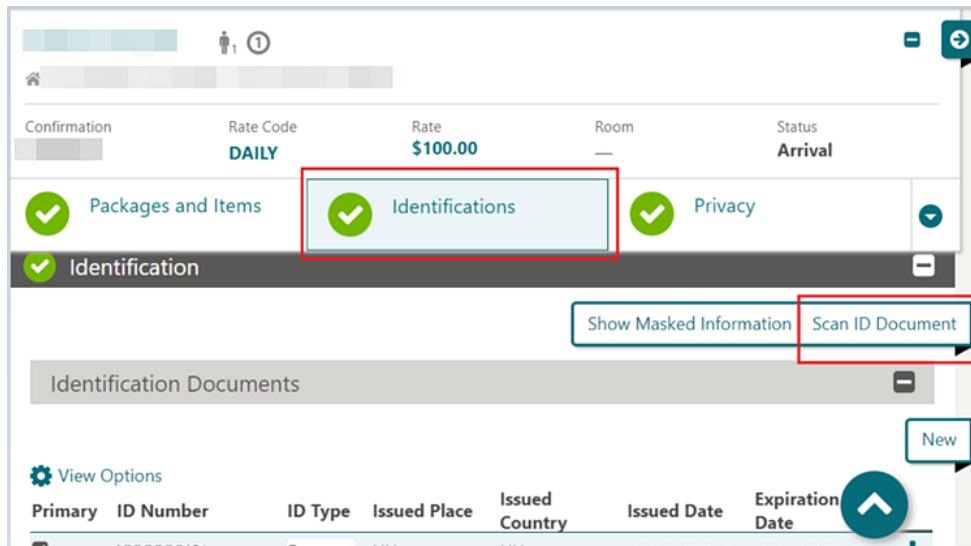


### Scanning Mobile ID Documents During Check In

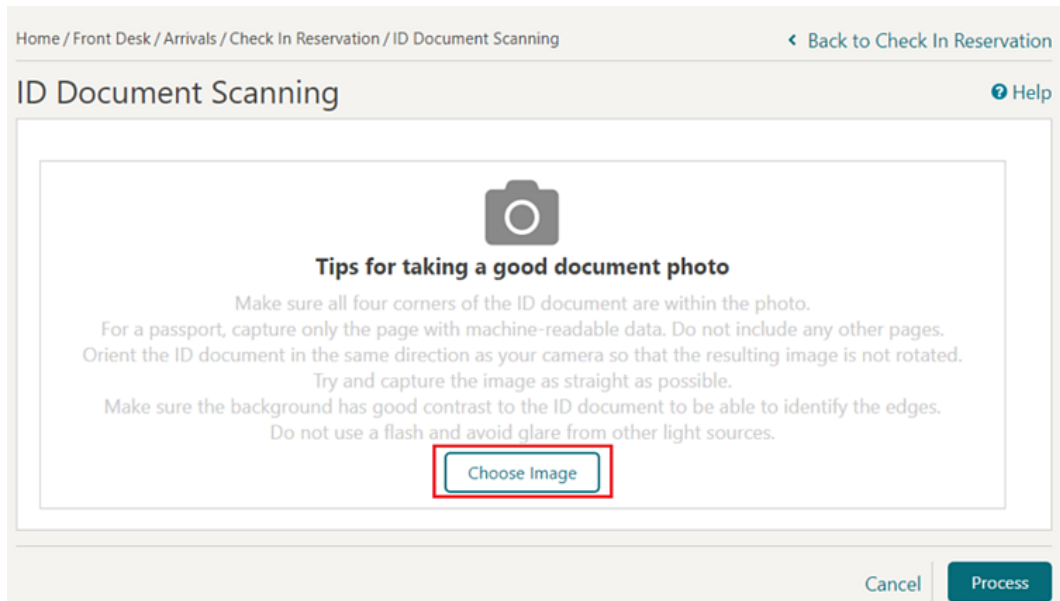
1. From the OPERA Cloud menu, select **Front Desk**, and select **Arrivals**.
2. Search for the reservation.
3. Select a reservation for check in.
4. Click **Check In** at the bottom of the screen.
5. In the Check In screen, click the **Identifications** link in the status bar.



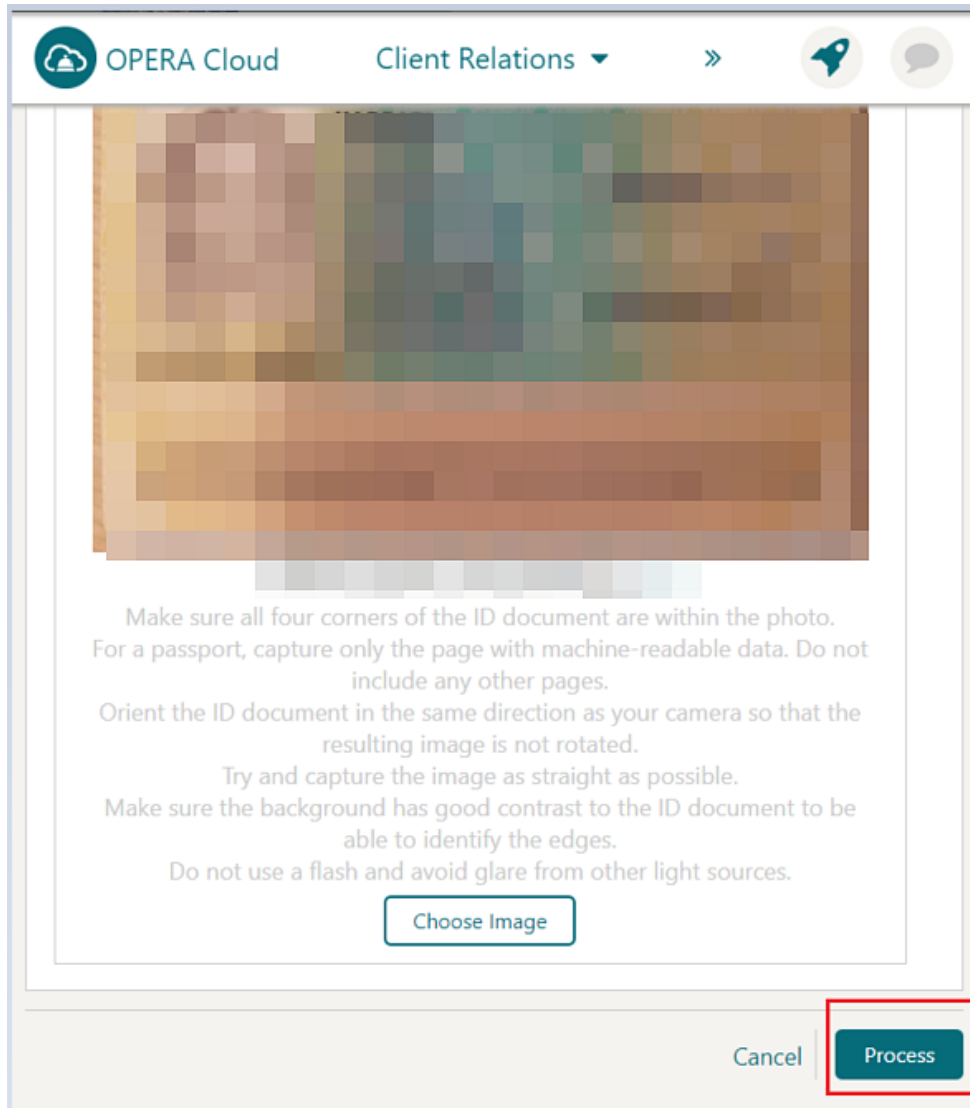
6. Click the **Scan ID Document** button in the Identification panel.



7. In the ID Document Scanning screen, click the **Choose Image** button to display the device camera options.



8. Select **Choose Image** (Note: this can vary based on used device). Follow the listed tips for taking a good document photo when capturing the image.
9. The captured image appears in the ID Document Scanning screen. Review the image to confirm it meets the good document photo criteria.
10. To retake the image, click **Choose Image** again. The new captured image replaces the existing image in the screen.
11. When satisfied with the captured image, click **Process**. The encrypted image is sent to the vendor for processing, and scan results return the guest data into the profile comparison screen.



12. The Comparison screen displays two sections: Existing Profile Details and Compare and Edit Scan Results sections.

The screenshot shows the OPERA Cloud interface for ID Document Scanning. The top navigation bar includes 'OPERA Cloud', 'Client Relations', 'Bookings', 'Front Desk', 'Inventory', 'Financials', and 'Channel'. The breadcrumb trail is 'Home / Front Desk / Arrivals / Check In Reservation / ID Document Scanning / ID Document Scanning'. The main title is 'ID Document Scanning'. The interface is divided into two panels: 'Existing Profile Details' (left) and 'Compare and Edit Scan Results' (right). The 'Existing Profile Details' panel shows fields for Name (First, Middle, Last), Additional Details (Gender, Birth Date, Nationality, Birth Place, Birth Country), and Address. The 'Compare and Edit Scan Results' panel shows the same fields with checkboxes and warning icons. A 'Required Field' label is at the top of the right section. At the bottom right, there are 'Cancel' and 'Save' buttons.

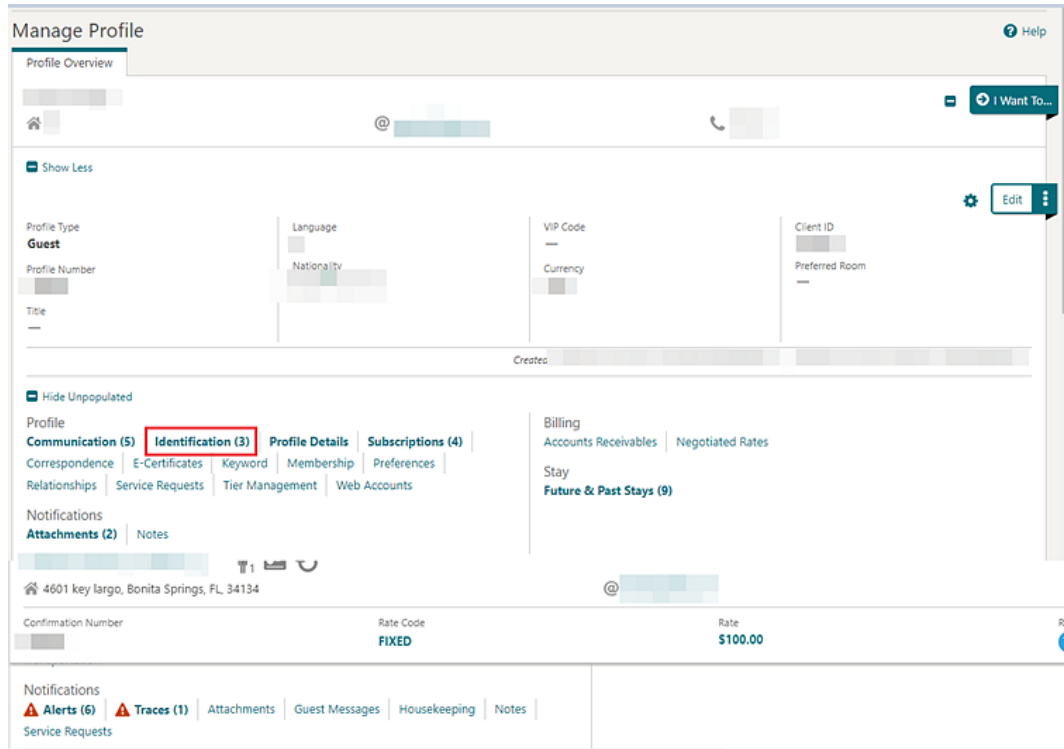
13. The Existing Profile Details section on the left side displays the existing details for the profile. This section is read only.
14. The Compare and Edit Scan Results section on the right side displays the details retrieved from the scanned document. You can compare the details and edit scan results if needed.
15. Values in unchecked fields are saved to the profile details.
  - a. If the scanned value is the same as the existing profile value, the check box is unchecked by default.
  - b. If the scanned value is blank for the field that is populated in the existing profile value, the check box is unchecked by default. If you manually select this check box, then the blank value is saved, which means the originally existing value is removed.
  - c. If the scanned value is populated with a different value than the existing profile detail, which is checked by default, you can manually uncheck to keep the existing value.
16. Click save to update values in the checked fields in the profile details.
  - a. If the scanned value is different than the existing profile value, the check box is checked by default. To draw attention to this value point, a warning icon appears. If you do not want to override the existing value for the specific field, you can manually uncheck the check box next to the field.
  - b. If the scanned value is populated, but the same field in the profile is blank, the check box is checked by default and the scanned value will be saved. A warning icon appears.
  - c. You can also manually check the check box and update the value in the field, and the update is saved to the profile details.

The screenshot displays the OPERA Cloud interface for managing a client profile. The top navigation bar includes 'OPERA Cloud', 'Client Relations', 'Bookings', 'Front Desk', 'Inventory', 'Financials', and 'Channel'. The main content area is divided into two panels. The left panel shows the 'Address' section with a dropdown menu for 'Address Type and Address' and a list of addresses (Address 1 to Address 4) with fields for State, Postal Code, Postal Code Extension, Language, City, and Country. The right panel shows the 'Address' section with a dropdown menu for 'Address Type' (set to 'HOME'), an 'Add as New' toggle, and a 'Make Primary' toggle. Below this, there are input fields for Address 1 to Address 4, with checkboxes for each. The 'Identification' section is also visible, showing fields for ID Type (set to 'PASS'), ID Number, Issued Date, and Expiration Date. A 'Save' button is located at the bottom right of the form.

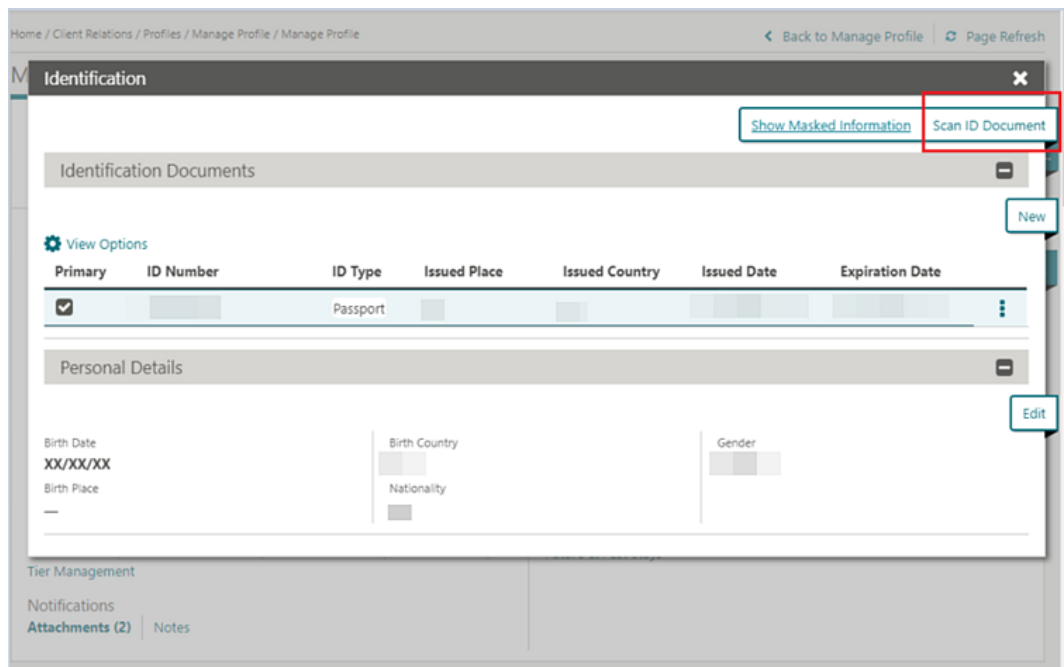
17. The Address section in the existing Details has a drop-down menu that enables you to select any address type and address existing on the current profile.
  - a. The Address Type LOV field is populated with the profile primary address by default. You can update the Address Type by selecting a different value from the list.
  - b. The Add as New switch allows you to add the scanned address to the existing list of addresses on the profile. When this toggle is active, the address from the scan does not replace the address displayed in the Existing Profile. Instead, the address is added into the profile as new.
  - c. To update the existing address with new details, switch off (default) the Add as New toggle.
  - d. The Make Primary switch sets the address from the scanned details as primary for the profile (it does not matter if this is a new address or an address that will override an existing address showing in the profile). This toggle is off by default.
18. Review and click **Save**.
19. Checked fields update in the profile with new details.
20. The scanned image is saved into profile attachments based on the Stored ID Document Image Type setting.

### Scanning Mobile ID Documents from the Identification Panel

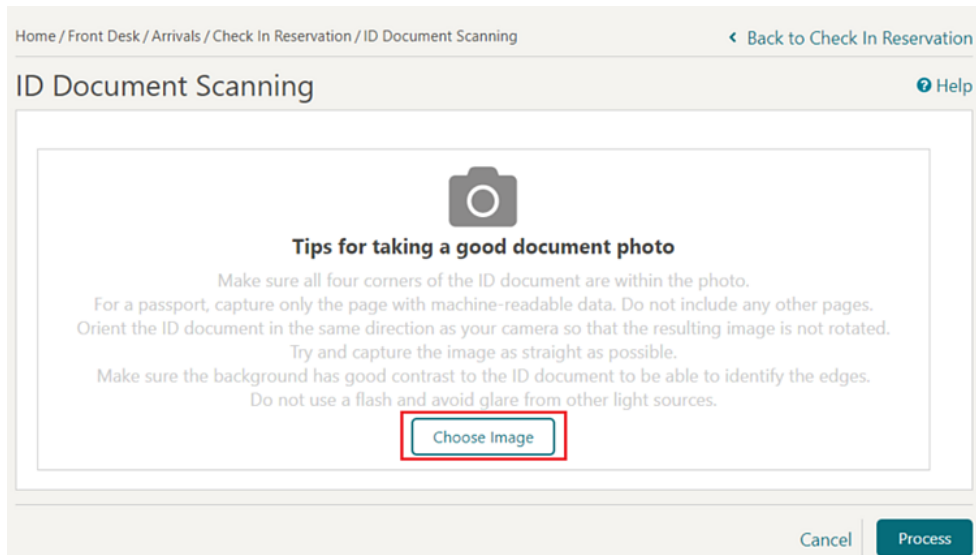
1. From the OPERA Cloud menu, select **Client Relations**, select **Profiles**, and the select **Manage Profile**.
2. Search for the desired Guest or Contact type profile and click the **Profile** name hyperlink
3. In the Profile details section, click the **Identifications** hyperlink or panel.



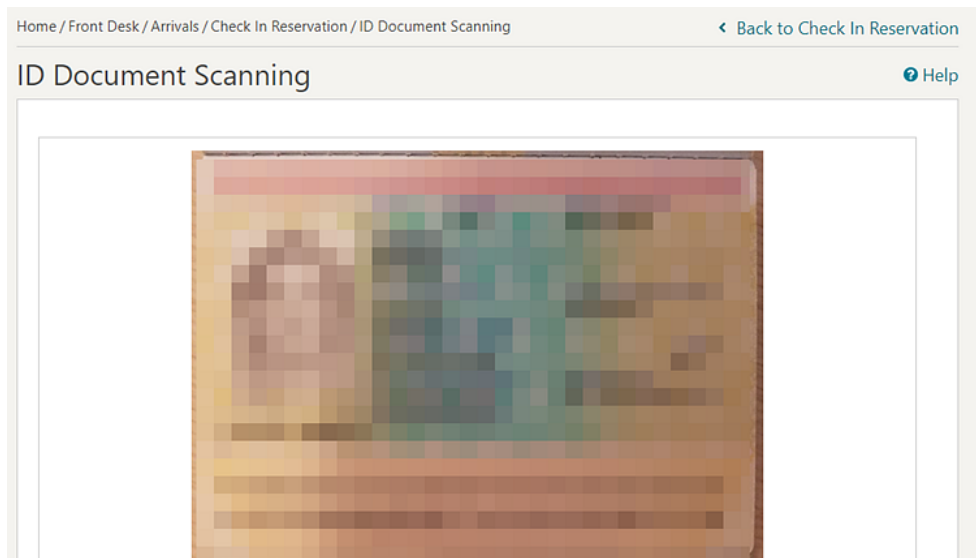
4. Click **Scan ID Document** in the Identification panel or popup.



5. In the ID Document Scanning screen, click **Choose Image** to display the device camera options.



6. Select **Choose Image** (Note: the name of this button can vary based on used device). Follow the listed tips for taking a good document photo when capturing the image.
7. The captured image appears in the ID Document Scanning screen. Review the image if it meets the good document photo criteria.



8. To retake the image, click **Choose Image** again to take new photo of the ID document. The new captured image replaces the existing image in the screen.
9. When you are satisfied with the captured image click the **Process** button. The encrypted image is sent to the vendor for processing, and scan results return the guest data into the profile comparison screen.

## Managing Profile Preferences

You can add preferences to a guest profile to personalize or enhance your guest services.

### Adding Profile Preferences

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profile**.
2. Enter search criteria, click **Search**.
3. Select the profile in the result, click **I Want To...** and then select **Preferences** or open the profile and click the **Preferences** link in Profile Presentation.
4. Click **New**.
  - a. Click the preference group **[+]** to expand the list.
  - b. Select one or preferences in the **Available** column, click **>** to move selection to the **Selected** panel.
5. Click **Save**.

### Deleting Profile Preferences

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profile**.
2. Enter search criteria, click **Search**.
3. Select the profile in the result, click **I Want To...** and then select **Preferences** or open the profile and click the **Preferences** link in Profile Presentation.
4. Enter search criteria and click **Search**.
5. Select the preference, click **Vertical Ellipse** and select **Delete**.
6. Click **Delete** to confirm.

## Managing Profile Communication

You can add communication types to a profile, such as additional addresses, phone numbers, fax numbers, and email addresses.

Select one entry of each communication type as the primary; the primary address is used on guest and company stationery such as folios and AR invoices.

### Adding Profile Communications

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and select **Manage Profile**.
2. Enter search criteria and click **Search**.
3. In the search results click **I Want to...**, select **Communications** or open the profile and click **Communications** in Profile Presentation.
4. To add Phone, Email or Fax, click **Edit**.
  - a. Enter a number of rows to create and click **Add Rows**.
  - b. Complete the following
  - c. **Primary**: Click to mark this entry as the primary communication for this communication type.
  - d. **Type**: Select the communication type from the list.



- e. **Value:** Enter the communication details, such as phone number or email address.
  - f. **Sequence:** Enter a sequence value.
5. Click **Save**.
6. To add Address click **New** and enter the following details:
  - a. **Address Type:** Select the address type from the list.
  - b. **Address1:** Enter the street address.
  - c. **Address2:** Enter the street address.
  - d. **Address3:** Enter the street address.
  - e. **Address4:** Enter the street address.
  - f. **City:** Enter the city (suburb).
  - g. **Country:** Select the country from the list.
  - h. **State:** Select the state from the list.
  - i. **Postal Code:** Enter the postal (zip) code.
  - j. **Postal Code Ext:** Enter the postal code extension.
  - k. **Language:** Select a language for the address
  - l. **Primary:** Select the mark the address as the primary address.
7. Click **Save**.

#### Updating Profile Communications

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and select **Manage Profile**
2. Enter search criteria and click **Search**.
3. In the search results click **I Want to...** , select **Communications** or open the profile and click **Communications** in Profile Presentation.
4. To update click **Edit**.
5. Update details.
6. Click **Save**.

#### Deleting Profile Communications

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and select **Manage Profile**.
2. Enter search criteria and click **Search**.
3. In the search results click **I Want to...** select **Communications** or open the profile and click **Communications** in Profile Presentation.
4. To delete Phone, Email or Fax, click **Edit**.
  - a. Select the entry and click the **Vertical Ellipse** and click **Delete**.
  - b. Click **Delete** to confirm.
5. To delete an address:
  - a. Select the address tab

- b. Click **Delete**.
  - c. Click **Delete** to confirm.
6. Click **Save**.

## Managing Profile Correspondence and Privacy Options

With the Privacy OPERA Control active you can specify whether guests want to receive promotional information, mailings, and so on.

### Editing Privacy Options

1. From the OPERA Cloud menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. Enter search criteria, click **Search**.
3. Select the profile in the search result, click **I Want To...**, then **Correspondence** or open the profile and click the **Correspondence** link in Profile Presentation.
4. Select the **Privacy** tab.
5. Select **Edit** and update the following.
  - a. **Salutation**: Update the guests salutation (letter greeting).
  - b. **Envelope Greeting**: Enter or update the envelope addressee.
  - c. **Primary Email**: Enter or update the primary e-mail.
  - d. **Include in Promotional Mailings/Email**: Select to indicate the guest wishes to be included on your property's mailing list.
  - e. **Allow contact via phone**: Select to indicate the guest wishes to receive phone calls from your property.
  - f. **Allow contact via SMS / Text Message**: Select to indicate the guest wishes to receive SMS from your property.
  - g. **Send information from Third Parties**: Select to indicate the guest wishes to receive information from third-parties.
  - h. **Automatically enroll in the Loyalty Program**: Select to auto-enroll guest in the default membership program (Default Membership Type OPERA Control).
  - i. **Participate in Market Research**: Select to indicate the guest wishes to participate in market research.
  - j. **Allow Contact via Email**: Select to indicate the guest wishes to receive marketing emails from your property.
6. Click **Save**.

### Editing Mailing Options

1. From the OPERA Cloud menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. Enter search criteria, click **Search**.
3. Select the profile in the search result, click **I Want To...**, then **Correspondence** or open the profile and click the **Correspondence** link in Profile Presentation.

4. Select the **Mailings** tab.
5. Select a property and click **Search**.

 **Note:**

If no property is entered or selected the options are set globally.

6. Click **Edit** and update the following:
  - a. **Business Segments:** Select from list of segments. For more information, see [Configuring Business Segments](#).
  - b. **Mailing Action:** Select from a list of mailing lists. For more information, see [Configuring Mailing Action Codes](#).
7. Click **Save**.

## Managing Profile Notes

OPERA Cloud enables you to add multiple notes to profiles. Typically, notes that are flagged as internal are not transmitted to external systems and can be excluded on reports.



### Watch Video

When the Copy Profile Reservation Notes To Reservation OPERA Control is active, notes of type Reservation will copy to new reservations.

### Adding Profile Notes

1. From the OPERA Cloud menu, select **Client Relations** , **Profiles** , and then **Manage Profiles**.
2. Enter search criteria, click **Search**.
3. Select the profile in the search result, click **I Want To...**, **Notes** or click the **Notes** link in Profile Presentation.
4. Click **New**
  - a. **Type:** Select a note type.
  - b. **Internal:** Select this check box if the comment is to be treated as internal..

 **Note:**

Internal notes are not output on stationery, (for example, Confirmation Letters) or on reports unless the report explicitly allows display of Internal Notes.

- c. **Title:** Enter a summary title for the note (is default based on the note type but it can be updated).

- d. **Available In:**
    - i. **Global:** Note is available in all properties.
    - ii. **Property:** Select the property; note is property-specific.
  - e. **Comment:** Enter or paste the note details; a maximum of 4000 characters are permitted.
5. Click **Save**.

#### Viewing and Updating Profile Notes

1. From the OPERA Cloud menu, select **Client Relations** , **Profiles** , and then **Manage Profiles**.
2. Enter search criteria, click **Search**.
3. **I Want To...**, **Notes** or click the **Notes** link in Profile Presentation.
4. Select the note, click  $\pm$  to expand the card and read the note comments.
5. Select **Vertical Ellipse** and click **Edit**.
6. Update details.
7. Click **Save**.

#### Deleting Profile Notes

1. From the OPERA Cloud menu, select **Client Relations** , **Profiles** , and then **Manage Profiles**.
2. Enter search criteria, click **Search**.
3. **I Want To...**, **Notes** or click the **Notes** link in Profile Presentation.
4. Select **Vertical Ellipse**, click **Delete**.
5. Click **Delete** to confirm.

## Viewing Profile Future and Past Stays

You can view a guest's future or past reservations.

Some of the guest reservation details include the following:

- Confirmation number
- Room type, rate code and amount
- Arrival, Nights, Departure Date
- Past reservation status (e.g.: no-shows, cancellations, checked out, and current in-house)
- Linked profiles to the reservations

Future and Past Stays shows the total number of reservation records linked to the guest profile .In multi-property operations you can view reservations at properties associated to your [hub location\(s\)](#).

From a property location you see only view the reservations in that property.

1. From the OPERA Cloud menu, select **Client Relations**, select **Profiles** and then **Manage Profile**.

2. Enter search criteria, click **Search**.
3. Select the profile in the search result, click **I Want to...**, **Future & Past Stays** or click the **Future & Past Stays** link in Profile Presentation.
4. Panel displays list of **Future Reservations and Past Reservations**.
5. Click **[+]** to expand a reservation and view linked profiles.
6. Click **Confirmation** to open Reservation Presentation for the selected reservation. See [Editing a Reservation](#).
7. Click **Rate** to view the rate code information.
8. Click **Room Type** to view the room type information.

## Viewing Profile Future and Past Blocks

You can view a Sales Account's future and past Blocks.

The Block details include the following:

- Block Code and Block Name.
- Arrival, Room Nights, and Departure Date.
- Room and Event Status.

Future and Past Blocks shows the total number of Blocks linked to the guest profile.

In multi-property operations you can view reservations at properties associated to your [hub location](#).

From a property location you see only view the Blocks in that property.

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles** and then **Manage Profile**.
2. Click the **View By** list and select a profile type, such as a Company, Travel Agent, or Source.
3. Enter search criteria, click **Search**.
4. Select the profile in the search result, click **I Want to...**, go to **Future & Past** and click **Blocks** or click the **Future & Past Blocks** link in the Profile Presentation.
5. Panel displays the list of Future Blocks and Past Blocks
6. Click a **Block Code** to open [Block Presentation](#) page.

## Managing Profile Attachments

### [Prerequisites for Profile Attachments](#)

You can attach files (less than 10MB) to Profiles using the Attachments feature.

### Adding Profile Attachments

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.

2. Enter search criteria and click **Search**.
3. Select the profile in search result, click **I Want To. . .**, click **Attachments** or open the profile and click the **Attachments** details link.
4. Click **New** to attach a new file.
  - a. Click **Browse** and select a file on your workstation.
  - b. **Filename**: Enter a filename using only alphanumeric characters, no spaces or special characters are accepted.
  - c. **Description** Enter a description for the attachment.
5. Click **Save**.

#### Downloading Profile Attachments

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. Search for and select a Profile.
3. Select the profile in search result, click **I Want To. . .**, click **Attachments** or open the profile and click the **Attachments** details link.
4. On the Attachments screen, click the **vertical ellipsis** and click **Download**.
5. Select either **Open** or **Save File**.

#### Deleting Profile Attachments

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. Search for and select a Profile.
3. Select the profile in search result, click **I Want To. . .**, click **Attachments** or open the profile and click the **Attachments** details link.
4. On the Attachments screen, click the **vertical ellipsis** and click **Delete**.
5. Click **Delete** to confirm.

### Prerequisites for Profile Attachments

#### OPERA Controls

**Group:** General

**Function:** File Attachments

#### OPERA Cloud Tasks

**Group:** Client Relations

- Profiles Management
- Attachments
  - Download/Preview Attachment
  - New Attachment
  - Delete Attachment

## Viewing Guest Stay Statistics

Use the Stay Statistics option to view a summary of a guest's stay and revenue statistics. The statistics detail revenue from reservations as well as revenue from all other sources such as passer-by and revenue posted in accounts receivables after the business date is closed.

1. From the OPERA Cloud menu, select **Client Relations**, select **Profiles**, and then select **Manage Profiles**.
2. From View By, select **Guest** from the list of values.
3. Enter search criteria, click **Search**.
4. From search results, click the profile and then click **I Want To . . .** and select **Stay Statistics**.
5. Select either the **Reservation Statistics** tab or the **Revenue Statistics** tab and search for statistics by Property, Currency, Stay From Year, or Stay To Year.
  - a. The Reservation Statistics tab shows the guest's stay details such as number of nights, arrivals, cancels, no shows, and day use. The statistics also show the revenue generated from the profile's reservations, such as average daily rate.
  - b. The Revenue Statistics tab shows revenue generated by the profile's stay from all sources.

## Making a Guest Profile Private

You can mark guest profiles as private to your property; preventing the profile from appearing in profile searches at other properties.



### Note:

This feature requires the View Profiles Created in Hubs OPERA Control to be inactive.

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profile** and then select **Manage Profile**.
2. **View By:** Select Guest or Contact from the list.
3. Enter additional search criteria, click **Search**.
4. Search for profiles in search results, click **I Want To...**, select **Mark Profile as Private**

## Merging Profiles

[Prerequisites for Merging Profiles](#)

In the event duplicate profiles are created in error, you can merge the records. Start by searching for the profile you want to keep and select one or more profiles to merge with the original.

You can then review the resulting profile and choose the attributes from each profile to retain on the resulting profile.

Reservation history, statistics, and other profile details are updated accordingly. If AR accounts exist on multiple profiles these will be updated/combined on the resulting profile.

Profile merge activity is tracked in the [Changes Log](#).

You cannot merge profiles under the following conditions :

- Outstanding commissions payable
- Property-specific (private) guest profile
- Anonymized
- Multiple different profile types

### Merging Profiles

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profile**, select **Manage Profile**.
2. Enter search criteria and click **Search**.
3. Select the profile in the search result, click **I Want To. . .** then **Merge Profiles**.
4. On the **Merge Profiles** page:
  - a. Click **Add More Profiles** to add a profile to merge with the original.
    - i. Enter search criteria and click **Search**.
    - ii. In the search result, select a profile and click **Select**.
  - b. Repeat to add another profile
  - c. Use **< >** to scroll between each profile added to this panel (shows **Profiles X of Y**).
  - d. Click **Remove this Profile** to remove the currently displayed profile.
5. In the Search Results to Include in the Merge panel:
  - a. Select the attributes to retain on the profile by selecting the check boxes.
6. Click **Merge Results** or click **Merge Results** and go to **Profile** to edit the profile.

## Prerequisites for Merging Profiles

### OPERA Controls

**Group:** Client Relations

### OPERA Cloud Tasks

Profiles Management

- Profile Merge
  - Contact Profile
  - Guest Profile



- Source Profile
- Travel Agent Profile
- Company Profile
- Group Profile

## Profile Anonymization

### Prerequisites for Profile Anonymization

To protect the personal information of guests and contacts the profile details can be anonymized. The Profile Anonymization feature masks or removes personal information from the profile record so the guest or contact can remain anonymous.

### Initiating Profile Anonymization

You can activate Profile Anonymization for a guest or contact profile by clicking **I Want To...** and then selecting **Anonymize Profile**.

You can also cancel and rollback the anonymization process by selecting the **Do Not Anonymize** action until the point the profile is anonymized.

### Required Conditions for Profile Anonymization

The following conditions are required for a guest or contact profile to be anonymized:

- Number of Days for Anonymization setting requirement must be met. This requirement is met when the defined number of days has passed since the last activity for the profile. For example, if the setting is 5 days, the profile is eligible for anonymization five days after the profile's last activity, such as a stay or transaction.
- Open Folios do not exist for the profile.
- Outstanding Balance does not exist for the profile.
- Routing Instructions do not exist with the guest profile as the payee.
- No Accounts Receivable Invoices (open / closed) exist for the guest profile and none are attached to the profile's Accounts Receivable (AR) account.
- No Accounts Receivable Invoices (open / closed) exist for the guest profile and none are attached to the invoice.
- Outstanding Commissions do not exist for the profile.
- Future Reservations do not exist for the profile.

If a profile cannot be anonymized, a message appears indicating the reason. For example, there might be one or more dependencies as described in the Conditions for Profile Anonymization list. If there are multiple validation failures, all reasons are listed in the message to help you better resolve these issues and anonymize the profile.

### Anonymized Profile Information

The following information is anonymized for the profile:

**Table 2-5 Anonymized Information for the Profile**

Profile Element	Anonymization Format	Removed from Database?
Name — This includes the Profile, Reservation Name, Credit Card Names, Membership Card Name, and Room Key Card Name.	XXXXXXXXXXZ	No
Salutation	XXXXXXXXXXZ	No
Envelope Greeting	XXXXXXXXXXZ	No
Alternate Name	XXXXXXXXXXZ	No
Alternate Salutation	XXXXXXXXXXZ	No
Alternate Envelope Greeting	XXXXXXXXXXZ	No
Alias/Incognito	XXXXXXXXXXZ	No
Address (excluding State and Country)	XXXXXXXXXXZ	No
Communication (that is, Email, Phone)	XXXXXXXXXXZ	No
Identification (that is, Driver's License, Passport Number)	XXXXXXXXXX99	No
Birth Date	Not applicable	Yes, removed
Birth Place	XXXXXXXXXXZ	No
Birth Country	Not applicable	Yes, removed
Gender	Not applicable	Yes, removed
Photographic Images (attachments of any type)	Not applicable	Yes, removed
Tax ID	XXXXXXXXXXZ	No
Comments/Notes	Not applicable	Yes, removed
Membership Card Number	XXXXXXXXXXZ	No
Change Log	Not applicable	Yes, removed
Profile Links/Relationships (including the linked profile's change log)	Not applicable	Yes, removed
Web Accounts (username/password)	Not applicable	Yes, removed
Keywords	Not applicable	Yes, removed
Client ID	XXXXXXXXXXZ	No
Credit Card Number	Not applicable	Yes, removed

**Post Profile Anonymization**

After you anonymize a profile, the following conditions are true:

- The profile no longer appears in Profile drop—down within the application. However, a search from the Profile Search screen still returns the profile, but the data is anonymized.
- You no longer have access to the folio history for the anonymized profile. All options are hidden when the highlighted folio is linked to an anonymized profile, regardless of the Permanent Folio Storage functionality being active.
- The I Want To... actions are hidden for the profile.

- User Log entries are removed, including Join Share/Break Share and Link Profiles/Relationships. This includes all Reservation user logs and Financial user logs.
- Updates to the Profile from external systems are no longer accepted, and a new profile is created.
- Profile match and merge rules are no longer considered. After a profile is anonymized, you cannot merge it into other guest profiles.

## Prerequisites for Profile Anonymization

### **OPERA Controls**

**Group:** Profiles

**Parameter:** Personal Information Protection

**Setting:** Number of Days until Anonymization

### **OPERA Cloud Tasks**

- Profiles Management
- Anonymize Profile

## Viewing a List of Recently Viewed Profiles

1. From the **OPERA Cloud** menu, select **Client Relations**, select **Profiles**, and then select **Manage Profile**.
2. On the Manage Profile screen, click **I Want To...**. A list of recently viewed profiles appears under the View section for easy access to those profiles.

# 3

## Bookings

Bookings provides the ability to create and manage reservations across locations and properties. Easily create and manage all types of reservations, such as individual, group or tour series, travel agency, multi segment (multi-legged), multi-rate, and walk ins. You can find additional reservation and event planning tools within Manage Reservation, Reservations Workspace, Blocks, and Events.

### Reservations

OPERA Cloud Reservations provides a complete set of capabilities for creating and updating individual, share, walk in and day use reservations. Using the Look To Book Sales Screen, you can collect caller information, search and select room types and rates, build reservation scenarios, and book the reservation. If property brochures and photos are added in your system, you can view them from Look To Book.

Look To Book also provides room/rate search and a trip composer for creating multi-property itineraries and multiple room type reservation scenarios.



#### Note:

To create Group Block reservations, refer to [Creating a Block](#).

### About Reservations

Reservations are a central feature of OPERA Cloud. As a key source of information, the reservation specifies a guest's arrival date, departure date, room type, rate, packages, and many other details. It is also a gateway to dozens of other functions that contribute to the guest's experience.

Within Reservations, you can:

- Handle advance deposits.
- Access guest, company, agent, and source profiles.
- Perform guest billing functions.
- Make room assignments.
- Communicate with housekeeping.
- Schedule wake-up calls.
- Search for room availability across properties, and move reservations from one room or property to another.
- Generate confirmation letters and registration cards from the reservation.
- Customize certain screen layouts or fields to streamline the reservation processing.

- Search for reservations quickly by guest name, company, group, block, reservation type, travel agency, or confirmation number.
- Perform complex functions such as shared reservations, split reservations, multiple reservations, frequent flyer memberships, and group bookings.
- Copy an existing reservation for use as a template for an unlimited number of additional reservations.
- Add comments to the reservations for display prior to check in, when guest is in-house, and when posting to guest's bill.
- Add folio instructions by reservation or by profile.
- Apply fixed charges to reservations.

Reservations require a guest profile. The profile identifies the guest's name, address, contact information, and other details. It provides information on billing, membership benefits, service preferences, and more. You can create profiles while booking a reservation or using the Manage Profiles function. If a profile already exists, you can look it up and attach it to the reservation during the reservation booking process.

You can access reservations in multiple ways: from the Bookings menu, by accessing tiles on the Home Dashboard, through Quick Launch, or through confirmation number hyperlinks. You can search for reservations from the Navigation Bar by selecting **Bookings**, selecting **Reservations**, and then selecting **Manage Reservation**. This screen is where you will perform basic and advanced searches to locate existing reservations. You can click **Go to Advanced Search** to perform an advanced search or click **Go to Basic Search** for the basic search if you are on the Advanced Search screen. Many other functions are available in the **Reservations Workspace**.

Reservation search is a process that enables you to select a pre-defined search type, such as Arrivals, Departures, In House, Mass Cancellation, Queue, Quick Check Out, Scheduled Check Out, and so on. This enables you to quickly search for and view reservations at your property that are relevant to the selected search type. The reservation search results have several sorting and viewing options. To sort search results, select the **Sort By** drop-down and make a selection from the list. Additionally, there are several options you can access for viewing search results by selecting the appropriate **Views** icon. These options are table, list, card, or console format. In the search results, you can select the **I Want To..** button for a reservation and choose from several options related to the reservation, such as modify/update, create, view, or go to different screens.

### Reservation Terminology

When working with reservations, there are several terms with which you should be familiar. The table below includes some of these terms.

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<b>Term</b>	<b>Definition</b>
Pseudo Room Reservation	Pseudo rooms are used for accounting purposes. They can be actual rooms, such as meeting rooms, but they do not have to represent a physical location. Pseudo rooms do not affect the property's guest room inventory. Pseudo rooms are used for posting certain charges, including those from POS Interfaces. For example, a POS Cash Card would have all the days postings and payments for cash from the POS system if interfaced. This would bring all revenue into OPERA Cloud for reporting purposes. Physical Rooms are different from Pseudo Rooms. Physical Rooms are the actual physical rooms configured for the property and do affect inventory availability.
Transient Reservation	An individual reservation (non-group reservation) that can include shares, day use, walk-ins, Company, and Travel Agent reservations.
Block Reservation	A block reservation is a group of rooms held for guests who are attending an event, meeting, or function, such as conferences, catered events, weddings, or conventions. A block reservation can also be used for companies booking rooms for delegates attending a conference or meeting, for travel agents who have groups or a tour series, or for holding room allocations.
No Show Reservation	A reservation in which a guest does not check in on the arrival date specified in the reservation. If the reservation is not canceled by the guest and not canceled during the Night Audit process, the Night Audit procedure turns it into a no show.
Day Use Reservation	A reservation made for zero nights with no overnight stay.
Standard Reservation Types	The reservation policies of the property can be set as required. For example, 6:00 PM Hold, Guaranteed by Credit Card, and Guaranteed by Company.

---

Term	Definition
Deduct and Non-Deduct	<p>A reservation type can be marked as Deduct or Non-Deduct. A Non-Deduct reservation type does not deduct the room from availability if you select to view Deduct only. For example, a Non-Deduct reservation type could be used for a 4 PM release, which is not classed as a guaranteed reservation and would normally be cancelled at the specified time if the guest does not arrive. If a property wants to automatically deduct all rooms for reservations from availability, the property would not set up Non-Deduct reservation types.</p> <p>Areas of the application in which Deduct and Non-Deduct appear are the Group Rooms Control screen and the Look To Book Sales Screen.</p>
Checked In	<p>A reservation where the guest has checked in. This is a required reservation type and cannot be removed.</p>
VIP Level	<p>This indicator appears on the reservation to show the primary guest's VIP level.</p>
First or Repeat Guest	<p>This indicator appears on the reservation to show the primary guest is either a first time visitor or a repeat guest at the property.</p>
House Posting Account	<p>An account for managing deposits, charges, and other payments that are posted to a pseudo room. You can create a house posting account from the Manage Reservation screen by clicking <b>I Want To...</b> and clicking <b>House Posting Account</b>.</p>

## Suppress Rates

OPERA Cloud has functionality that will hide the rate amount on screens throughout the application (making rates confidential) if a user does not have appropriate permissions. When the Suppress Rates feature is active, and a rate code has been selected as a suppressed rate, "SR" (suppressed rate) displays in the rate amount field.

Single reservations can only have a suppressed rate when the reservation is assigned a rate code that has been configured as Suppress Rate. If a reservation is created without a rate code or with a non-suppress rate code, the rate amount cannot be suppressed.

For block reservations, rate codes are either suppressed or not suppressed depending on the block configuration and cannot be changed on an individual reservation made as a part of a block.

If a single reservation is created without a rate code and is later attached to a block that has the Suppress Rate check box selected, the single reservation existing rate code is changed to SR. This is because the single reservation is now part of the block that it has been attached to.

## Booking a Reservation

You can book future date or walk-in reservations using the Look to Book Sales screen, which provides you with room type, rates and pricing options for the reservation dates entered. Depending on your [location](#) you can use Look to Book to check room and rate availability and book reservations in multiple properties. You can use the Look to Book Trip Composer to create multi-leg reservations for guests traveling to multiple destinations and staying in multiple properties or requiring multi-rate reservations in your property

### Book a Reservation



#### Note:

With the Sell Message OPERA Control you receives sell messages at the top of Look to Book X, click to close. Click **Sell Messages** to view these messages at a later time.

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations**, and then select **Look To Book Sales Screen**.
2. Enter the caller and/or contact information (if applicable) and then click **New Reservation**.
3. In the search panel enter the various criteria.
  - a. **Single Rate**: Click to create a single leg reservation (default).
  - b. **Multi-segment**: Click to create a multi-leg reservation.
    - i. Click **Add Leg** to add additional dates to the reservation.
  - c. Stay Options:
    - i. **Arrival**: Enter or select the arrival date.
    - ii. **Nights**: Enter the number of nights; the departure date is updated.
    - iii. **Departure**: Enter or select the departure date.
    - iv. **Rooms**: Enter the number of rooms required; a multi-room reservation needs to be split into separate reservations prior to arrival.



#### Note:

If the number of rooms entered equals or exceeds the Block Creation Prompt Threshold Rooms OPERA Control you are prompted to create a reservation or convert the reservation to a block.

- v. **Adults**: Enter the number of adults in the room.
- vi. **Children**: Enter the children in the room.
- d. Profile Options
  - i. **Name**: Click to search for an existing guest profile.



- ii. **New Profile:** Click to create a new guest profile.
  - iii. **Membership Number:** Click to search for guest profile by membership number.
  - iv. **Company:** Click to search for company profile to link to the reservation.
  - v. **Travel Agent:** Click to search for Travel Agent profile to link to the reservation.
  - vi. **Block Code:** Click to search for a Block to link to the reservation (pickup inventory from the Block allocation).
- e. Rate and Room Options:
- i. **Room Features:** Select one or more room features from the list. Look to Book displays room types with the selected Features. Multiple selection is treated as an "OR" type search. For example, if Bath Tub and Hair Dryer are selected then the search is for room types that have either the Bath Tub or the Hair Dryer as feature.
  - ii. **Room Types:** Select one or more room types from the list. When the Room Type Auto Room Assign OPERA Control is active, and the selected room type is flagged as **Auto Room Assign**, an available room will be automatically assigned to the reservation during creation.
  - iii. **Rate Codes:** Select one or more rate codes from the list.
  - iv. **Rate Category:** Select one or more rate categories from the list.
  - v. **Promotion:** Select a promotion from the list. Look to Book displays rate codes linked to the promotion.
  - vi. **Smoking Preference:** Select a smoking preference from the list. Look to Book displays room types with the selected smoking preference.
  - vii. **Include Closed Rates.** Select to include closed rate in the availability search.
- f. Click **Search**.

 **Note:**

You can modify the search options at any time, click **Search** to update the Look to Book result.

4. **Minimum Stay Availability** displays each room type and the minimum (including non-deduct) number of available rooms.

 **Note:**

When the Show Profile Discounted Rates OPERA Control is active and you select a profile with a discount in Look to Book Sales Screen search, the negotiated rates that appear in search results are adjusted by the profile discount amount. When the control is inactive, Look To Book returns the profile negotiated rate without the profile discount applied.

For example, the company ABC Corporation has a Negotiated Rate NEGRATE1 ( \$100 per adult). There is an additional discount of 20% configured for this profile while associating the negotiated rate code. When Show Profile Discounted Rate OPERA Control is active, the Look to Book search results display a rate of \$80 for the negotiated rate NEGRATE1 when search with the profile ABC Corporation.

When Show Profile Discounted Rate OPERA Control is inactive, the Look To Book search results displays the negotiated rate NEGRATE1 with \$100 when search with the profile ABC Corporation.

 **Note:**

Click the **Property Name** to display the [Property Brochure](#).

5. Rates for each room type available are displayed, grouped by [Display Set](#).
6. Click **More Display Sets** to add all other display sets to the result.

 **Note:**

Closed rates are displayed with a red X through the price. Rate codes setup as [Suppress Rate](#) are displayed with price strike through as these rates are confidential and not be quoted to the caller.

7. Click a rate and room type cell to view more information about the rate and room type, including package item inclusions.
  - a. Click **View Policies** to view the Deposit and Cancellation Policy per reservation type for the rate.
  - b. Click **Select** to select this rate and room type combination for the new reservation or drag the cell to the Trip Composer panel.
8. Book Now page is displayed.
9. Stay Information is displayed down the left panel.
  - a. Click the **Rate Amount** to view detailed rate information for the reservation.
10. Enter the Guest Information.
  - a. **Name:** Click to search for an existing guest profile.
  - b. **New Profile:** Click to create a new guest profile.
11. Enter the booking details:

 **Note:**

The fields displayed are based on your chain or property customization.

- a. **Reservation Type:** Select a reservation type from the list.
  - b. **Market:** Enter or select the market code for the reservation; used for statistical purposes.
  - c. **Source:** Enter or select the source code for the reservation; used for statistical purposes.
  - d. **Arrival Time:** Enter the estimated arrival time.
  - e. **Room Type to Charge:** Select the room type to charge for the reservation; this can be different to the room type allocated for the reservation and used in the event of a complimentary upgrade.
  - f. **Rate:** The rate amount per night is displayed; update to modify (override) the rate amount.
  - g. **Fixed Rate:** Select the fix the modified rate amount.
  - h. **Packages:** Select any package items for the reservation. For more information, see [Managing Reservation Package Items](#).
  - i. **Inventory Items:** Select any inventory items for the reservation. For more information, see [Managing Reservation Inventory Items](#).
  - j. **Discount Amount:** Enter a fixed amount discount to adjust the nightly rate.
  - k. **Discount Percentage:** Enter a percentage discount to adjust the nightly rate.
  - l. **Discount Reason:** Select a discount reason from the list.
  - m. **Purpose of Stay:** Enter or select the purpose of stay from the list.
  - n. **Room:** Click to search and assign a room to the reservation. For more information, see [Assigning Rooms to a Reservation](#).
  - o. **Specials:** Click to select special requests for the reservation.
  - p. **Room Features:** Click to select room features requested; this field is defaulted with preferences from the selected profile for the reservation.
  - q. **Smoking Preference:** Click to select the smoking preference of the guest; this field is default with the smoking preferences from the selected profile for the reservation.
  - r. **Notes:** Click **More Info** to manage profile and reservation notes. For more information, see [Managing Reservation Notes](#) and [Managing Profile Notes](#).
  - s. **Promotion:** Click to search and select a promotion to link to the reservation. For more information, see [Configuring Promotion Codes](#).
12. Enter Payment Information
    - a. See [Managing Reservation Payment Instructions](#).
    - b. Click **Add Routing Instructions** to setup charge routing. For more information, see [Managing Reservation Routing Instructions](#).
  13. Click **Adding Sharing Guest** to create a sharing reservation.
    - a. Enter search criteria and click **Search**.

- b. Select a profile in the result, click **Select**.
  - c. Select a rate share method and enter the number of adults. For more information, see [Shared Reservations](#).
14. Click **Membership** to select a profile membership for the reservation.
- a. For more information, see [Managing Reservation Memberships](#).
15. Once the new reservation details are complete
- a. If you wish to book reservations at multiple properties, click **Add to Trip Composer** and repeat your search for another property and/or stay dates; use the trip composer to add more segments to the reservation.
  - b. Click **Book Now** to create and confirm the single or multi-segment reservation. You are taken to the Reservation Presentation page to further manage the reservation. For more information, see [Editing a Reservation](#).
  - c. Click **Wait list Now** to add the new reservation to Wait list.

 **Note:**

When the Closing Script OPERA Control is active, you are presented a [closing script](#) to read to the caller, click **Confirm** to proceed with confirming the new reservation.

## Creating a Multi-Segment Stay Reservation

Using the Multi Segment option in the Look to Book Sales Screen, you can book a reservation for the same guest with multiple rates during the stay.

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations**, and select **Look to Book Sales Screen**.
2. Enter the caller information and click **Begin Booking**.
3. Select **Multi Segment**.
4. Enter the first **Property** and dates for Leg 1 and Leg 2 of the reservation (select **Add Leg** to add additional legs to the reservation) and click **Search**.
5. Drag and drop (or you can click the **Select** button or double-click) the desired rate/room type to the Trip Composer.
6. Enter any additional information necessary. For example, enter a profile/guest name, reservation type, market/source code, payment method, and click **Add to Trip Composer**.
7. Rate/room type information are displayed for Leg 2.
8. Drag and drop (or you can click the **Select** button or double-click) the desired rate/room type to the Trip Composer.
9. Click **Book Now**.

The end result is a single reservation comprised of two different rates during the stay.

## Turnaways

The Turnaways feature enables you to record statistical information related to turned away business. Turnaway business is sometimes classified as either regrets (for example, when the guest declines to place a reservation because of price, property features, location of the property, and so on) or as denials (for example, when the property cannot accept the reservation because inventory is sold out, or the desired rate or room type is not available). Assume a guest calls and wants to make a reservation at the corporate rate for July 17. If a review of the rate query screen shows that the corporate rate is not available on that date for that property, you may record the inquiry as a turnaway if the guest does not accept an alternate rate or date.

The Turnaways screen automatically appears when you search for a room or rate on the Look To Book Sales Screen and select **Exit Booking** without booking a reservation. On the Turnaways screen, you can record the reason that the guest determined that they would not like to proceed with a reservation, link to a specific guest's profile, and more.

## Closing Scripts

### [Prerequisites for Closing Script.](#)

Closing scripts are displayed for you to read at the end of the reservation process to confirm the reservation and other reservation details to the guest. You can create closing scripts for properties and Hub (Chain) as well as edit closing scripts, copy them to other locations, or delete them. Once a closing script is created, you can assign it to a property at any time. The closing script appears once the reservation information has been confirmed and prior to ending the call and helps you summarize the reservation information at the conclusion of a sales call.

### **Closing Script Confirmation**

Closing scripts are controlled by the Reservations group parameter **Closing Script New and Update Reservation**. When this parameter is set to **On** at the Hub (Chain) level, the closing script appears when you are creating a reservation and are logged in at the Hub (Chain) level. When set to **On** at the property level, the closing script appears when you are creating a reservation and are logged in at the property level. If the property-level parameter is set to **Off** and the Hub (Chain) level parameter is **On**, users logged in at the property level do not see the closing script, but users logged in at the Hub (Chain) level see it.

The closing script helps you to summarize the reservation details to the caller using a predefined script. The Closing Script is displayed once the reservation information has been confirmed prior to ending the call.

**Language:** For multi-lingual reservation agents, select a language from the list for display the closing script.

## Prerequisites for Closing Script

### **OPERA Controls**

**Group:** Reservations

**Parameter:** Closing Script (Hub)

## Creating Reservations Using Quick Book

### [Prerequisites for Reservations Quick Book](#)



#### Watch Video

Quick Book is available for rapid guest reservation entry and is an alternative to the [Look to Book Sales Screen](#).

Quick Book commences with entry of the reservation details with optional access to an Available Rates screen for room type availability and rate pricing details. An Analyze Rate screen for assessing and overriding closed rates is also available.



#### Note:

Quick Book does not support the following:

- Promotional Rates
- Negotiated Rates
- Multi-segment reservations
- Closing Script
- Sell Messages
- Upgrade Offers
- Caller Information
- Override Closed Rate Availability (PIN)
- Awards
- Turnaway
- Waitlist
- Auto Attach Elements
- Share Reservations
- Routing/Multi-window payment
- Item Inventory
- Block pickup

#### Creating a Reservation

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations**, select **Quick Book**.
2. Complete the following:
  - a. Property Search.
    - i. **Property**. Select or confirm the property.

- ii. **Arrival Date.** Enter or select a start date for the reservation.
  - iii. **Nights.** Enter the duration.
  - iv. **Departure Date.** Enter or select the reservation's end date.
  - v. **Rooms.** Enter the number of rooms to book.
  - vi. **Adults.** Enter the number of adults.
  - vii. **Children.** Enter the number of children.
  - viii. **Ages.** Enter children ages (available when the Child Rates By Defined Buckets OPERA Control is active).
- b. **Booking Details.**
- i. **Name.** Enter the surname to search for an existing guest profile. Select [Create Profile](#) to create a new profile.
  - ii. Select a rate code for the reservation from the list. Click the search icon to launch the [Available Rates grid](#). This field is mandatory if the Rate Code Mandatory OPERA Control is active.
  - iii. **Room Type.** Select a room type for the reservation. Click the search icon to launch the [Available Rates grid](#).
  - iv. **Room Type to Charge (RTC).** Select a room type to charge for the reservation (if different to room type reserved).
  - v. **Rate Amount.** The rate amount will populate based on the selected rate code and room type to charge.
    - **Fixed rate.** Click the fix the rate if you manually update the rate amount (available with active Fixed Rates OPERA Control).
  - vi. **Reservation Type.** Select a reservation type from the list to confirm the status of the reservation (deduct from inventory or non-deduct).
  - vii. **Discount Amount.** Enter a rate discount amount if applicable (enabled based on selected rate code and active Reservation Discounts OPERA Control).
  - viii. **Discount Percentage.** Enter a rate discount percentage if applicable (enabled based on selected rate code and active Reservation Discounts OPERA Control).
  - ix. **Discount Reason.** Select a discount reason from the list (enabled based on selected rate code and active Reservation Discounts OPERA Control).
  - x. **Market Code.** Select a market code from the list. This is required for revenue statistics.
  - xi. **Source Code.** Select a source code from the list. This is required for revenue statistics.
  - xii. **Room Features.** Select requested room features from the list; features will default from selected guest profile.
  - xiii. **Specials.** Select requested special requests from the list.
  - xiv. **Smoking Preference.** Select guest smoking preference from the list; preference will default from selected guest profile.
- c. **Add Notes.** Click to add reservation notes. Refer to [Managing Reservation Notes](#).

- d. **Add Packages.** Click to add package items. Refer to [Reservation Package Items](#).
- e. Complete the Payment Details

 **Note:**

If your property is integrated with a payment partner you can enter card details via a payment terminal using the [Payment Instructions](#) panel from Manage Reservation.

- i. **Method.** Select a payment method from the list.
  - ii. **Card Number.** Enter the credit card Primary Account Number (PAN).
  - iii. **Expiration.** Enter the credit card expiry date.
  - iv. **Card Holder.** Enter the name on the credit card.
3. Click **Save** to create and confirm the reservation. The [Reservation Presentation](#) opens enabling you to make further updates.

### Using the Available Rates Grid

 **Note:**

The Default Availability Option OPERA Control is referenced to determine which rates to display by default.

1. On the Rates Grid, you can use the following search options:
  - **Display Set.** Select a display set from the list.
  - **Rate Code.** Enter or select a rate code.
  - **Include Closed Rates.** Select to include a display of closed rates (due to rate or room type availability).
2. Click **Update** to refresh the Rates Grid.
3. Click **Legend** to view details of the color indicators on the Rates Grid.
4. For Rate/Room Type Information, select any room and rate combination rate amount to view detailed information about the room type and rate policies.
  - **Room Rate Summary.** Shows room type and rate code information.
  - **Rate Information.** Shows the rate detail breakdown by day.
  - **Policies.** Shows the available Reservation Type options for the rate and room combination that is selected.
5. Select Rate/Room Type:
  - Double click any available room and rate combination rate amount to select it for the reservation and return to Quick Book entry.
  - If the room type and rate combination has restrictions (closed), you are directed to the **Rate Availability Analysis** screen.



### Using the Rate Availability Analysis

Rate availability analysis appears automatically if there are availability restrictions for the reservation details you have entered on the Quick Book screen.

The left panel displays the analysis of the restriction(s) on the room type or rate.

The right panel displays alternate dates for when the restrictions do not apply. Use the calendar or < > navigation to display alternate months.

The following options are available:

- **Override.** Users with override tasks assigned to their roles can override and proceed with booking the selected room and rate combination.
- **Goto LTB.** Users without override task assigned to their roles can transfer to the [Look To Book Sales Screen](#) to continue creating the reservation.
- **Available Rates.** This launches the Available Rates Grid with focus on the selected room and rate combination. Refer to [Rate Restrictions](#).

## Prerequisites for Reservations Quick Book

### OPERA Controls

**Group:** Reservations

**Parameter:** Quick Book

### OPERA Cloud Tasks

**Group:** Reservation Management

## Managing Reservations

When managing reservations, you can:

- Search by property for reservations. You can filter your search by name, travel agent, arrival/departure dates, source profile types, and other criteria. Search results provide reservation summaries.
- View, add, and edit reservations. The Manage Reservations screen provides access to reservation details, connected profiles, awards/certificates, deposits/cancellations, memberships, guest messages, and other information.
- View billing information where you can post charges and adjustments, transfer postings (within a folio or to/from other rooms), make payments, generate folios, and so on.
- Use the Reservations Workspace to perform multiple actions such as adding traces, configuring wake up calls, generating confirmation letters, sending messages to guests, and so on.

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Choose from the following that correspond to the groups organized as on the Reservation Overview screen for more detail on each panel.

## Credit Card Authorization Reversals

OPERA Cloud allows you to switch the credit or debit card authorized for the reservation to a different credit card or payment method at any time during the guest's stay. For example, the guest uses a Visa card when checking in but decides to use a different card or other payment method at checking out.

If the credit card vendor supports authorization reversal and the card type is configured for Authorization Reversal Allowed in the OPERA Controls Credit Card group, changing a credit card on a reservation triggers OPERA Cloud to send an authorization reversal amount on the card to the credit card vendor for releasing the amount on hold.

### Changing an Authorized Credit Card Payment Method

Guests can switch the credit card authorized for their reservation to another payment type. If the Authorization Reversal Allowed setting is configured for the cardholder's card type in the OPERA Controls Credit Card group, OPERA Cloud will send an authorization reversal request to the cardholder's credit card company. Guests can change their card regardless of whether reversal is configured.

1. From the OPERA Cloud menu, open the guest's reservation using either Quick Launch or by searching for the guest in Manage Reservations.
2. If switching cards prior to checkout, click **I Want To . . .** and then select **Payment Instructions**.
3. Enter the new payment instructions.
4. If switching cards at checkout, click **I Want To . . .** and then select **Check Out**.

You can also use **I Want To . . .** to view credit card authorizations history.

5. Click the payment method drop-down and select a new payment type.

If selecting a different card type, swipe or enter the card number, expiration date, and cardholder name

6. Complete the remaining check out tasks.
7. Click **Check Out Now**.

At checkout, OPERA Cloud sends the credit card authorization reversal to the vendor only after you select **Check Out Now**. If you perform settlement during checkout but leave the checkout process, authorizations will remain on the card until checkout is finalized.

### Viewing a List of Recently Viewed Reservations

1. From the **OPERA Cloud** menu, select **Reservations**, and then select **Manage Reservation**.
2. Click **I Want to...**
3. A list of recently viewed reservations appears under the **View** section.
4. Click a reservation link to [Edit the Reservation](#).

## Editing a Reservation

The Reservation Presentation page provides you with access to all reservation details, detail links and actions.

With the Sell Message OPERA Control you will receive sell messages at the top of Look to Book, click **X** to close. Click **Sell Messages** to view these messages at a later time.

When the Alerts OPERA Control is active reservation alerts may be displayed, based on the status of the reservation.

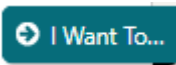
An **Additional Reservations** tab is displayed for any linked reservations. See [Linked Reservations](#).

Within the Stay Detail panel, Details tab, any attribute with multiple values as a result of daily detail changes will display a small number to the right of the field value.

When the Reservation Upgrade OPERA Control is active you may see a notification regarding upgrade offers; click the notification to view the offers. For more information, see [Managing Reservation Upgrade Offers](#).

When the Enrollment OPERA Control is active, you might receive a notification regarding Enrollment; click link to enroll the guest. See [Enrolling Guests in External Loyalty Programs](#).

### Editing a Reservation

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to . . .** and select (Go to) **Reservation**, or open the reservation by clicking the confirmation number.
4. The Guest business card is at the top of the page; click the guest name link to open [profile presentation](#) to update the linked profile.
5. Click  to display various actions for this reservation.
6. **Reservation Overview Panel:**
  - a. Click **Edit** to update the fields available in the Overview panel.
  - b. Update the details.
    - i. Click the **Membership Info** link next to the member number to view membership (Award point and Tier) details (Enabled when the Loyalty Membership Configuration OPERA Control is active or integration with the OPERA Customer Loyalty Cloud Service is active).
  - c. Click **Save**.

 **Note:**

All reservation detail links are available to view and update related reservation detail. See the Reservation Detail Links table below.

### Change Stay Dates

To change stay dates, room type, or rate code you are directed to the Look to Book Sales Screen to confirm availability.

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria and click **Search**.
3. Select the reservation in the search result, click **I Want To . . .** and select **Reservation**, or open the reservation by clicking the confirmation number.
4. Select **Stay Details** and then click **Change Stay Dates** to launch **Look to Book**.
  - a. When the [Look To Book Sales Screen](#) appears, make changes to stay dates, number of guests, and other details.
  - b. If changing the room type/rate, click and drag a different room type/rate to the Trip Composer and then click **Confirm**.

### Edit Daily Details

Daily details enables you to adjust the rate code, rate amount, room type to charge, discount, source, market and number of adults and children for each night of the reservation.

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want To . . .** and select **Reservation**, or open the reservation by clicking the confirmation number.
4. Select **Stay Details** and click **Edit**.
5. Select the **Daily Details** tab to edit the daily rate details.
  - a. Select a date in the table, click the **vertical ellipsis**, and select **Edit**.
    - i. **Apply Until:** Enter an end date to apply the changes to all nights up to the date entered update.
    - ii. Update the details.
  - b. Click **Save**.
  - c. Repeat for other nights as required.

 **Note:**

With the Fixed Rates OPERA Control active, you can update (override) the rate amount and select the Fixed Rate check box to fix the rate to the specified amount.

6. Click **Save**.

**Table 3-1 Reservation Detail Links**

<b>Reservations</b>	<b>Billing</b>
<a href="#">Call History</a>	<a href="#">Payment Instructions</a>
<a href="#">Item Inventory</a>	<a href="#">Deposit Cancellation</a>
<a href="#">Packages</a>	<a href="#">Fixed Charges</a>
<a href="#">Stay Details</a>	<a href="#">Prepaid Cards</a>
<a href="#">Transportation</a>	<a href="#">Routing Instructions</a>
<a href="#">Confirmation Letters</a>	
<a href="#">eSigned Registration Cards</a>	
<a href="#">External References</a>	
<a href="#">Linked Reservation</a>	
<a href="#">Reservation Activities</a>	
<a href="#">Track It</a>	
<a href="#">Shares</a>	
<a href="#">Prepaid Cards</a>	
<a href="#">Tickets</a>	
<b>Notifications</b>	<b>Profile</b>
<a href="#">Alerts</a>	<a href="#">Communication</a>
<a href="#">Attachments</a>	<a href="#">Future and Past Stays</a>
<a href="#">Guest Messages</a>	<a href="#">Linked Profiles</a>
<a href="#">Housekeeping</a>	<a href="#">Preferences</a>
<a href="#">Notes</a>	<a href="#">Accompanying Profiles</a>
<a href="#">Service Requests</a>	<a href="#">Membership</a>
<a href="#">Traces</a>	<a href="#">Matching Reservations</a>

## Confirming Reservations

Reservation confirmations can be generated for any profile linked to the reservation; plus the Caller (available when Caller Info OPERA Control is active).

Reservation confirmations can be previewed to print, emailed or delivered via SMS (Available when the Text message OPERA Control and integration to an SMS provider are active).

When delivered via email confirmations can be embedded HTML in the email body or sent as a PDF attachment. When the Multi-language OPERA Control is active the confirmation / cancellation templates listed are based on the language specified in the profile selected to receive the confirmation letter.

SMS confirmation delivery is also configured in Delivery Management.

You can setup default confirmation templates for each profile type in OPERA Controls. For more information, see [OPERA Controls — Reservations](#).

When the multi-language OPERA Control is active the confirmation / cancellation templates listed are based on the language specified in the selected profile to receive the communication. See [About Stationery Editor \(Oracle Business Intelligence \(BI\) Publisher\)](#).

### Adding a Reservation Confirmation

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...** then **Confirmations** or click the **Confirmations** link in Reservation Presentation.
4. Click **Email/Print**.
  - a. **Send To**: Select the recipient name; all profiles linked to the reservation are listed.
  - b. **To Email**: Select the recipient email address if the selected profile has more than one email address.
    - i. Click **New/Edit Email** to add an email address.
  - c. **Confirmation Letter**: Select the template to generate from the list.
  - d. **Secondary letter**
  - e. **Send To**: Select the recipient name; all profiles linked to the reservation are listed.
  - f. **To Email**: Select the recipient email address if the selected profile has more than one email address.
    - i. Click **New/Edit Email** to add an email address.
  - g. **Confirmation Letter**. Select the template to generate from the list.
5. Click **Send** to generate.
6. Click **Save** to add to the reservation and transmit at a later time.

### Customizing a Reservation Confirmation

Prior to sending you can customise a confirmation for a specific reservation.

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...** then **Confirmations** or click the **Confirmations** link in Reservation Presentation.
4. Click **Email/Print**.
  - a. **Send To**: Select the recipient name; all profiles linked to the reservation are listed.
  - b. **To Email**: Select the recipient email address if the selected profile has more than one email address.
  - c. **Confirmation Letter**: Select the template to generate from the list.
  - d. Click **Customize** to launch the Rich Text Editor.
    - i. Update details in the confirmation.

- e. Click **OK** to save changes.
5. Click **Send** to generate.
6. Click **Save** to add to the reservation and transmit at a later time.

#### Editing a Reservation Confirmation

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...** then **Confirmations** or click the **Confirmations** link in Reservation Presentation.
4. Select a confirmation from the list, click **Vertical Ellipse** and select **Edit**.
5. Update details.
6. Click **Save**.

#### Previewing a Reservation Confirmation

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...** then **Confirmations** or click the **Confirmations** link in Reservation Presentation.
4. Select a confirmation from the list, click **Vertical Ellipse** and select **Preview**.

#### Sending (Generating) a Reservation Confirmation

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...** then **Confirmations** or click the **Confirmations** link in Reservation Presentation.
4. Select a confirmation from the list, click **Vertical Ellipse** and select **Send**.

#### Adding an SMS Reservation Confirmation

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...** then **Confirmations** or click the **Confirmations** link in Reservation Presentation.
4. Click **Vertical Ellipse** and select **Text**.
  - a. **Send To**: Select the recipient name; all profiles linked to the reservation are listed.
  - b. **To Mobile**: Select the recipient mobile number if the selected profile has more than one number.
  - c. **Secondary**

- d. **Send To:** Select the recipient name; all profiles linked to the reservation are listed.
  - e. **To Mobile:** Select the recipient mobile number if the selected profile has more than one number.
5. Click **Send** to transmit SMS.
  6. Click **Save** to add to the reservation and transmit at a later time.

#### Editing an SMS Reservation Confirmation

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...** then **Confirmations** or click the **Confirmations** link in Reservation Presentation.
4. Select a confirmation (text) from the list, click **Vertical Ellipse** and select **Edit**.
5. Update details.
6. Click **Save**.

#### Sending an SMS Reservation Confirmation

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...** then **Confirmations** or click the **Confirmations** link in Reservation Presentation.
4. Select a confirmation (text) from the list, click **Vertical Ellipse** and select **Send**.

#### View Closing Script

Available when the Closing Script OPERA Control is active. See [Closing Scripts](#).

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...** then **Confirmations** or click the **Confirmations** link in Reservation Presentation.
4. Click the **Vertical Ellipse** and select **Closing Script**.

## Managing Reservation Additional Information

#### [Prerequisites for Reservation Additional Information](#)

The Additional Information panel is available to capture additional, country-specific information required for integration with fiscal partner, invoice solutions and other similar requirements.

The attributes displayed and enabled for update are dependant on OPERA Controls and country-specific integration requirements. For further information please refer to [Oracle Hospitality Localization Center for Hotel](#).



### Editing Profile Additional Information

1. From the **OPERA Cloud** menu, select **Booking**, select **Reservations**, and select **Manage Reservations**.
2. Enter search criteria and click **Search**.
3. In the search results click **I Want to. . .**, select **Additional Information** or open the profile and click **Additional Information** in Profile Presentation.
4. Click **Edit**.
  - a. Update details
5. Click **Save**.

### Prerequisites for Reservation Additional Information

#### OPERA Controls

**Group:** General

**Parameter:** Information Collection

**Setting:** Information Collection Methods

#### Opera Cloud Tasks

Bookings

- Edit Additional Details

### Assigning a Room to a Reservation

You can assign a room to a reservation from the Manage Reservation screen.

#### From Manage Reservation

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria and click **Search**.
3. Locate the reservation in the search results and click **Assign Room**.
4. In the Room Search panel enter search criteria and click **Search**. See [Available Room Search](#).
5. In the Room Search panel, enter the following search criteria.
6. In the search results, click **Assign Room** for the room to be assigned to the reservation.

#### Overriding Room Selection (if prompted)

In the Room Search, you might be prompted to select another room if the room you assigned is unavailable.

1. Click **Select Another Room** (if prompted) to return to the search results and assign an alternate room.

2. Click **Accept Room Selection** to accept the warning and continue with the room assignment.

## Managing Reservation Prepaid (Gift) Cards

### Prerequisites for Managing Reservation Prepaid (Gift) Cards

#### Issuing Reservation Prepaid Card

1. From the application menu, select **Bookings**, and then select **Manage Reservations**.
2. Enter search criteria and click **Search**.
3. Select the reservation in the results, click **I Want To . . .** and select **Prepaid Card** or open the reservation presentation, and click **Prepaid Card** details link.
4. Click **Issue Card** and complete the following:
  - a. **Interface**. Select the Stored Value System from the list.
  - b. **Card Number**. Enter the gift card number.
  - c. **Name/First**. Default the primary profile linked to the reservation.
  - d. **PIN**. Enter the PIN (Available when the SVS interface is flagged to Show Prepaid Card PIN).
  - e. **Amount**. Enter the issue amount.
  - f. **Payment Options**
    - i. **Post to Room**. Select the post issue amount to guest folio (reservation account).
    - ii. **Post Payment**. Select the post payment.
      - i. **Method**. Select a payment method from the list.
      - ii. **Card Number**. Enter credit card number.
      - iii. **Expiration**. Enter credit card expiry date.
      - iv. **Card Holder**. Enter card holder name.
  - g. Click **Issue Card**.

#### Managing Reservation Prepaid Card



#### Note:

Card details are fetched from the Stored Value system.

1. From the OPERA Cloud menu, select **Bookings**, and then select **Manage Reservations**.
2. Enter search criteria and click **Search**.
3. Select the reservation in the results, click **I Want To . . .** and select **Prepaid Card** or open the reservation presentation, and click **Prepaid Card** details link.
4. Select a card, click the vertical ellipsis, and click **Manage**.
5. For further details, see [Managing Prepaid \(Gift\) Cards](#)

## Prerequisites for Managing Reservation Prepaid (Gift) Cards

### OPERA Cloud Tasks

**Group:** Bookings

**Tasks:** Reservation Management

Prepaid Cards

- Manage Prepaid Cards

## Redeeming Loyalty Awards for Stays and Room Type Upgrades

### [Prerequisites for Redeeming Loyalty Awards for Stays and Room Type Upgrades](#)

When integrated with the OPERA Cloud Customer Loyalty Tracking Cloud Service, you can redeem Member Award points or stays or room type upgrade awards offered based on specific validity dates, the member's tier or level, and other factors.

For room type upgrade awards, a link appears in reservation Book Now when an upgrade award is available for the dates and the room type booked. The **Upgrade Award** link appears in the [reservation presentation](#) for eligible member future or arrival reservations based on the Auto Upgrade Prompt All Dates OPERA Control.

Once redeemed, the Points Available value on the profile membership panel is updated to show the deduction in points (or increase based on updates/cancellations).

An Award record is also created for each night on the profile membership panel. See [Viewing \(Loyalty\) Award](#).

### Booking a Stay (Rate) Award Redemption Reservation

To redeem a stay, the available points balance must be sufficient to cover all nights.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Look To Book Sales Screen**.
2. Enter the caller and contact information (available when the Caller Information OPERA Control is active).
3. Click **New Reservation**.
4. In the search panel enter the reservation stay details:
  - a. **Name:** Enter and search for the loyalty member profile.
    - i. Select the profile from the search results and click **Select**.
    - ii. The **Member Number** field is populated automatically.
  - b. **Redeem Awards:** Select the check box to indicate an Award reservation.

 **Note:**

The Rooms field will be set to 1 and disabled.

5. Click **Search**.

6. The Availability panel displays a list of the available Awards rates and the points per night.

 **Note:**

The rates are based on the available points balance, member level/tier, validity dates and other criteria. If the member does not have sufficient points for any of the available awards, no awards appear.

1. Click the rate and room type cell to select for the reservation and then click **Select**.
2. Complete the entry of the reservation details. See [Booking a Reservation](#).

 **Note:**

The **Stay Information** panel displays the Total Points Needed and the Remaining Points Balance.

### Updating a Stay (Rate) Award Redemption Reservation

When increasing the length of stay, additional points are deducted and an additional award appears for each additional night on the profile membership Award List panel.

When reducing the length of stay, the deducted points are credited and the award appears as cancelled on the profile membership Award List panel.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Look To Book Sales Screen**.
2. Enter search criteria and click **Search**.
3. Select the reservation in the search results, click the **I Want To . . .** menu and select **Reservation**, or click the confirmation number in the reservation presentation.
4. Update the stay details as needed. See [Managing Reservations Editing Reservation stay Details](#).

### Cancelling a Stay (Rate) Award Redemption Reservation

When cancelling an Award reservation, the deducted points are credited and the award appears as cancelled on the profile membership Award List panel.

See [Managing Reservation Cancellation](#).

### Booking a Room Type Upgrade Award Redemption Reservation

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Look To Book Sales Screen**.
2. Enter the caller and contact information (available when the Caller Information OPERA Control is active).
3. Click **New Reservation**.
4. In the search panel, enter the reservation stay details:

- a. **Name:** Enter and search for the loyalty member profile.
  - i. Select the profile from the search result and click **Select**.
  - ii. The **Member Number** field is populated automatically.
5. Click **Search**.
6. Click the rate and room type cell to select for the reservation and then click **Select**.
7. The Book Now page appears for entering the reservation details.
8. Click the **Member Award Upgrade available for this reservation** link at the top of the page.

 **Note:**

The upgrade offer is based on the available points balance, member level/tier, validity dates, and other criteria. If the member does not have sufficient points, no awards appear.

- a. The Member Award Upgrade page displays the details of the upgrade available
- b. Click **Select** to confirm and proceed with the upgrade.

 **Note:**

The room type is updated, and the Room Type to Charge (RTC) retains the original room type.

9. Complete the entry of the reservation details. See [Booking a Reservation..](#)
10. Click **Book Now**.

 **Note:**

The Member Award Upgrade available for this reservation link also appears in the [reservation presentation](#) for eligible member future or arrival reservations based on the Auto Upgrade Prompt All Dates OPERA Control.

### Updating a Room Type Upgrade Award Redemption Reservation

When increasing the length of stay, additional points are deducted and an additional award appears for each additional night on the profile membership Award List panel.

When reducing the length of stay, the deducted points are credited for the nights reduced and the award appears as cancelled on the profile membership Award List panel.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.

3. Select the reservation in the search result, click the **I Want To . . .** menu and then click **Reservation**, or click the confirmation number in the reservation presentation.
4. Update the stay details as needed. See [Managing Reservations Editing Reservation stay Details](#).

### Canceling a Room Type Upgrade Award Redemption Reservation

When cancelling an Award reservation, the deducted points are credited and the award appears as cancelled on the profile membership Award List panel. See [Managing Reservation Cancellation](#).

## Prerequisites for Redeeming Loyalty Awards for Stays and Room Type Upgrades

### Integration

OPERA Customer Loyalty Tracking Cloud Service

### OPERA Controls

**Group:** Membership

**Function:** Award Points Redemption

- Loyalty Member Room Upgrade
- Auto Upgrade Prompt All Dates (optional)

### OPERA Cloud Tasks

**Group:** Bookings

**Task:** Reservation Management

Awards / Certificates

## Redeeming Promotional e-Certificate



### [Prerequisites for Redeeming Promotional e-Certificates](#)

Promotional e-Certificates are available in OPERA Cloud when integrated with Oracle Hospitality OPERA Customer Loyalty Tracking Cloud Service and are used to offer a promotional rate via redemption of an e-Certificate issued to loyalty members.

Promotional e-Certificates are limited to one promotion per reservation. Multiple e-Certificates for the same promotion can be selected for a reservation.

### Applying e-Certificates to New Reservation

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Look To Book** Sales Screen.
2. Enter the caller and/or contact information (if applicable) and then click **New Reservation**.
3. In the search panel enter the criteria for the reservation
  - a. In the **Profile** options section
    - i. **Name:** Click to search for the guest/member profile by surname.

- Enter search criteria and click **Search**.
- Select the profile in the result and click **Select**.
- ii. **Membership Number**: Click to search for guest/member profile by membership number.
- iii. **eCertificate**: Click to view the list of e-Certificates allocated it to the guest profile.
  - Select certificate(s) from the Available list and use   to move the selected certificate to the Selected panel (for the same promotion).
  - Click **OK**.
- b. In the **Rate and Room** options section.
  - i. **Promotion**: The field will populate with the promotion based on the selected e-Certificates (input disabled).
- c. Click **Search**.
- d. Select the promotion rate associate with the e-Certificate promotion in the rate grid.
- e. Select the required room type for the reservation.
- f. Click **Select**.

**Note:**



The Stay Information panel in **BOOK NOW** will display the selected e-Certificate number and promotion code.

**Note:**

In OPERA Customer Loyalty Tracking Cloud Service the selected e-Certificate status is updated to **RESERVED**.

For more details on Booking a Reservation See [Booking a Reservation](#).

**Applying e-Certificates to Existing Reservation**

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to . . .** and select **Reservation**, or click the confirmation number to open Reservation Presentation.
4. Select **Stay Details** and then click **Edit**.
  - a. **eCertificate**: Click to view the list of e-Certificates allocated it to the guest profile.
    - i. Select certificate(s) from the Available list and use   to move the selected certificate to the Selected panel (for the same promotion).

- ii. Click **OK**.
  - b. **Rate Code**: Select the rate code that is associate with the promotion e-Certificate.
5. Click **Save**.

**Note:**

If the incorrect rate code is selected you will be prompted to launch Look to Book to select the required rate code for promotion.

For more details on updating a Reservation see [Editing a Reservation](#).

**Note:**

In OPERA Customer Loyalty Tracking Cloud Service the selected e-Certificate status is updated to **RESERVED**.

## Prerequisites for Redeeming Promotional e-Certificates

### Integrations

- Oracle Hospitality OPERA Customer Loyalty Tracking Cloud Service

### OPERA Controls

**Group:** Rate Management

**Function:** Promotions Module

**Parameter:** Hide Promotion Rates

### OPERA Cloud Tasks

Reservation Management

- Awards / Certificates

## Managing Custom Charge Exemption

### [Prerequisites for Managing Custom Charge Exemption](#)

OPERA Cloud references the number of adults and children in a reservation to determine the total amount of the custom charge posting. The price of the custom charge is multiplied by the number of persons

If you add a custom charge exemption then the number of persons eligible for a custom charge is reduced by one for each custom charge exemption added; it is not possible to have more custom charge exemptions than persons on a reservation.



### Editing Custom Charge Exemption

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**
3. Select the reservation in the search result, click **I Want to . . .** then **Custom Charge Exemptions**.
4. Click **Edit**.
  - a. Enter exemption details per exemption type
  - b. **Qty**. Enter quantity to exempt throughout stay
  - c. **Choose Nights**. Select to enable entry of Quantity for specific dates during stay
5. Click **Save**.

### Prerequisites for Managing Custom Charge Exemption

#### OPERA Controls

**Group:** Cashiering

**Parameter:** Custom Charges

#### OPERA Cloud Tasks

Bookings

- Custom Charge Exemptions

### Managing Reservation eCoupons

#### Prerequisites for Managing Reservation eCoupons

eCoupons are complimentary items such as drinks / meals etc offered and redeemed by a guest in POS outlets (bar, cafe or restaurant).; the charge for which is posted to a specified posting master room reservation. When the Attach eCoupon Prior to the Arrival Date OPERA Control is active, the eCoupon link and panel is available as soon as the reservation is created and eCoupons can be managed immediately. When the OPERA Control is inactive, the eCoupon panel will only be displayed and accessible from the reservation's arrival date.

If specific rate codes entitle guests to an eCoupon the eCoupon is automatically added (with default quantity) to the reservation. In the event a reservation is updated with different rate code, the eCoupons automatically added will be removed.; any eCoupons applicable to the new rate code will be automatically added to the reservation. See [Configuring Reservation eCoupons](#) .

A Reservation [eCoupon report](#) is available to list Reservation eCoupons.

#### Adding a Reservation eCoupon

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations**, select **Manage Reservation**.

2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To...**, click **eCoupon** or open the reservation presentation and click **eCoupon** details link.
4. Click **New** and enter the following details:
  - a. **Code**: Select an eCoupon from the list
  - b. **Quantity**: Enter a quantity of the eCoupon to add to the reservation; a default quantity will populate.
  - c. **Reason**: Enter the reason for adding the eCoupon to the reservation.
5. Click **Save**.

#### Editing a Reservation eCoupon

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations**, select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To...**, click **eCoupon** or open the reservation presentation and click **eCoupon** details link.
4. Select the eCoupon and click the **vertical ellipsis** and click **Edit**.
  - a. Update quantity
  - b. Enter additional reason
5. Click **Save**.

#### Deleting a Reservation eCoupon

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations**, select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To...**, click **eCoupon** or open the reservation presentation and click **eCoupon** details link.
4. Select the eCoupon and click the **vertical ellipsis** and click **Delete**.
5. Click **Delete** to confirm.

## Prerequisites for Managing Reservation eCoupons

### OPERA Controls

**Group**: Reservations

**Parameter**:

- eCoupons
- Attach eCoupons Prior to Arrival

### OPERA Cloud Tasks

- Reservation Management
- eCoupons

- New/Edit eCoupons
- Delete eCoupons

## Managing Reservation Upgrade Offers

### Prerequisites for Managing Reservation Upgrade Offers

Reservation Upgrade functionality enables the ability to present reservation and guest service agents will room type upgrade opportunities; detailing the available room type(s) and pricing on offer.

Agent upgrade conversion performance is tracked in OPERA Cloud and the details available on the Reservation Upgrade report.

The upgrade charge is posted to a separate transaction code, defined in the upgrade rules. This allows you to route the original room charge separately from the upgrade charge and exclude the upgrade charges from travel agent commission.

An information link appears at the top of the following pages to view upgrade offers available for eligible reservations; based on the selected room type and rate code.

- [Look Book , Book now](#)
- [Reservation Presentation](#)
- [Check-in](#)

Reservation updates via Look to Book (stay dates, room type, rate code amended) will result in the removal of the upgrade offer applied; Look to Book will display new upgrade offers based on the amended stay details.

Reservation updates via Reservation Presentation (Adults etc) will result in you being prompted to manage the upgrade offer accordingly.

Upgrades not available for reservations with following conditions:

- Shared Reservation
- Checked In Reservation
- Block Reservation
- Multi leg Reservation
- Multi rate Reservation
- Reservations with reserved room type <> room type to charge (RTC)
- Suppress Rate Reservation

### Viewing and Applying Reservation Upgrade Offer

1. Click the **Room upgrade available for this reservation** link displayed at the top of Reservation Presentation.
2. The upgrade offers are displayed.
3. Click the < > to navigate left and right through the offers.

 **Note:**

During mobile check-in you can present the offers to the guest directly on the tablet.

4. Tap to select an offer
5. Click **Apply Upgrade**.

The room type, room rate and fixed rate checkbox will be updated after applying the upgrade

#### Viewing Reservation Upgrade Activity

1. From the application menu, select **Bookings**, and then select **Manage Reservations**.
2. Enter search criteria, click **Search**
3. Select the reservation in the result, click **I Want To...** , click **Upgrade** or open the reservation presentation and click **Upgrade** details link.
4. Details of the upgrade as well as the user and date that the upgrade was applied are displayed.

#### Removing Reservation Upgrade Offer

1. From the application menu, select **Bookings**, and then select **Manage Reservations**.
2. Enter search criteria, click **Search**
3. Select the reservation in the result, click **I Want To...** , click **Upgrade** or open the reservation presentation and click **Upgrade** details link.
4. Click **Remove Upgrade** to revert the reservation to the original room type reserved.

## Prerequisites for Managing Reservation Upgrade Offers

### OPERA Controls

**Group:** Reservation

**Functions:** Fixed Rates

**Functions:** Reservation Upgrade

- Allow Fixed Rate Reservation
- Allow Reservation Discounts
- Room Status Setting
- Maximum Length of Stay
- Maximum Number of Offers Displayed
- Transaction Code
- Occupancy Level Details

### OPERA Cloud Tasks

**Group:** Bookings

**Tasks:** Reservation Management

### Upgrade Reservation

- Reservation Upgrade for New Reservation
- Reservation Upgrade for change Reservation
- Reservation Upgrade for Check In

## Managing Reservation Scheduled Activities (External Leisure)

### Prerequisites for Managing Reservation Scheduled Activities

The Reservation Activities details link is available when integrated with an external activity solution used to manage guest (leisure) activity reservations such as golfing, spa appointments horseback riding and so on. Through an integration with OPERA Cloud the activity reservation details can be associated with OPERA Cloud profiles and, in turn, guest reservations so you are aware of the guest's activity schedule during their stay. Similarly, changes to the reservation details that may impact the activities scheduled (for example, when a guest cancels a reservation, changes the dates of a reservation, or makes an early departure) can be sent to the external activity solution for appropriate action.



The Reservation Activities panel lists the activities, for the current profile, which have been entered in the external activity management solution. The **Scheduled Activities** section shows other scheduled activities attached to the profile. The **Reservation Activities** section shows those activities that are associated with the current reservation. By highlighting activities in the **Scheduled Activities** panel and moving the activity to the **Reservation Activities** panel you can associate the activity with the current reservation. Only activities that are scheduled between the reservation arrival and departure dates can be associated with the reservation.



#### Note:



A specific activity may only be associated with a single reservation. Once the activity has been associated with a reservation, it will no longer appear in the Scheduled Activities panel for any other reservations that may be made for the same profile during the time frame of the activity.

### Selecting Reservation Activities

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria and click **Search**.
3. Select a reservation in the search results, click **I Want to . . .** and then select **Reservation Activities** or click the **Reservation Activities** link in Reservation Presentation.
4. Select one or more activities in the **Scheduled Activity** panel and click   to move to the **Reservation Activity** panel.
5. Click **Save**.

### Deselecting Reservation Activities

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria and click **Search**.
3. Select a reservation in the search results, click **I Want to. . .** and then select **Reservation Activities** or click the **Reservation Activities** link in Reservation Presentation.
4. Select one or more activities in the **Reservation Activity** panel and

click   to move to the **Scheduled Activity** panel.

5. Click **Save**.

### Generating Scheduled Activities Report

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria and click **Search**.
3. Select a reservation in the search results, click **I Want to. . .** and then select **Reservation Activities** or click the **Reservation Activities** link in Reservation Presentation.
4. Click the **Vertical Ellipse** and select **Report**.
5. Select a destination and click **Process**.

### Canceling a Reservation with Scheduled Activities

When you [cancel a reservation](#) that has scheduled activities associated with it, a series of options are presented allowing you to indicate how you want to treat the scheduled activities.

The **Scheduled Activities Exist** screen appears immediately after you receive the reservation cancellation confirmation.

- Leave Activities Scheduled - Remove the activity links from the reservation but leave the scheduled activities unchanged in the External Activity Solution. This is the default.
- Cancel Activities with the Scheduler System - Remove the activity links from the reservation and instruct the External Activity Solution to cancel the activities.
- Scheduler System to Follow Up on Rescheduling - Remove the activity links from the reservation, leave the activities scheduled and notify the External Activity Solution that follow up is required .

### Changing Reservation Dates with Scheduled Activities

When you [change the dates for a reservation](#) that has scheduled activities associated with it so that any of the activities no longer fall within the time frame of the reservation, a message advises you that activities fall outside the reservation dates. OPERA Cloud will remove the activity links from the reservation, leave the activities scheduled in the Activity solution and notify the Activity solution that follow-up is required to reschedule the activity.

## Prerequisites for Managing Reservation Scheduled Activities

### OPERA Cloud Tasks

**Group:** Bookings

**Tasks:** Reservation Management

## Reservation Activities

## Managing Linked Reservations

### Prerequisites for Managing Linked Reservations

Linked reservations are a way to identify associated reservations staying at your property. For example, linked reservations could be used if a guest makes reservations for a family celebration or a group of friends traveling on holiday together. Initially, a single multi-room reservation can be created, which is later split into individual reservations, then linked to different guest profiles. The resulting reservations are identical to the original reservation and linked together. When the Unique Confirmation Number for Linked Reservation OPERA Control is active split reservations are assigned a unique confirmation number.

The following details are copied from the original multi-room reservation to the split reservations:

- Stay Details
- Payment methods (prompt to copy credit card information)
- Sell separate packages
- Inventory items
- Specials
- Preferences
- Reservation Membership
- Traces
- Linked Profiles
- Reservation Notes
- Deposit / Cancellation Policy

You can also link existing reservations together to identify an association between them.

In the [Room Diary](#) linked reservations are indicated by .

### Splitting a Multi-Room Reservation

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations** and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to. . .**, click **Split Reservations**.
  - a. Split Options
    - i. **Split 1 Reservation:** Select to split 1 reservation from the multi-room reservation.

- ii. **Split All Reservations:** Select to split all reservations from the multi-room reservation.
  - b. Copy Options
    - i. **Copy Credit Card Payment Methods:** Select to copy the Credit Card payment methods existing for Billing Windows 1-to all split reservations.
    - ii. **Copy Other Payment Methods:** Select to copy other (non-credit card) methods existing for Billing Windows 1-to all split reservations. See [Copy Credit Card Payment Method](#).
  - c. Payment Details
    - i. See [Managing Reservation Payment Instructions](#).
- 4. Click **Split Reservations**.
- 5. Click the **Additional Reservations** tab in Reservation Presentation to view the split linked reservations.
  - a. Click the confirmation number to open and update a reservation. See [Editing a Reservation](#).

**Note:**

When the Mandatory Method of Payment OPERA Control is active and you select not to copy the payment methods, you are required to manually enter the payment details before splitting the reservations.

**Note:**

Split reservations are linked to the original guest profile, to link a different guest profile, see [Managing Reservation Linked Profiles](#).

**Linking Existing Reservations**

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to. . .** then click **Link to a Reservation**.
4. Enter search criteria, click **Search**.
5. Select the reservation to link to and click **Select**.

**Linking a New Reservation**

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to. . .**, then click **Link to a Reservation**.



4. See [Booking a Reservation](#).

#### Unlinking Reservations

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to. . .** then click **Link Reservation** or click the **Link Reservation** link in Reservation Presentation.
4. Select the reservation, click the **vertical ellipsis** and select **Unlink**.

 **Note:**

You can also unlink reservations in the reservation presentation; select the **Additional Reservations** tab, select the reservation and click the **vertical ellipsis**, and select **Unlink**.

## Prerequisites for Managing Linked Reservations

### OPERA Controls

**Group:** Reservations

**Parameter:** Unique Confirmation Number for Linked Reservation (optional)

### OPERA Cloud Tasks

Reservation Management

- Link Reservations
- Copy Credit Card Payment Method

## Managing Reservations Shares

### [Prerequisites for Managing Reservations Shares](#)

Shared reservations support two or more reservations occupying the same room. When the Enforce Same Stay Dates For Sharing Guests OPERA Control is not active, shared reservations are not required to share the same arrival and departure dates, but must share at least one night in common. When the Enforce Same Rate Code For Sharing Guests OPERA Control is not active, shared reservation can have different rate codes and package entitlements. Share reservation can be setup so that one reservation has the entire rate or each reservation may share a portion of the rate amount.

Unlike the [Accompanying Guests feature](#), each share reservation has separate billing and folio details. You can combine existing reservations into a share reservation and add a new reservation to create a share.

### Adding New Share Reservation

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria for the reservation and click **Search**.
3. Select a reservation in the search results, click **I Want to . . .** and then select **Shares** or click the **Shares** link in Reservation Presentation.
4. Click **Create New Share** and enter the following details:
  - a. **Name:** Click to search for a profile or create a profile.
    - i. Click **Create Guest Profile** to create a new profile. Refer to [Creating Guest or Contact Profile](#).
  - b. **Adults:** Enter the number of adults.
  - c. **Children:** Enter the number of children.
  - d. **Arrival:** Enter or select the arrival date.
  - e. **Departure:** Enter or select the departure date.
  - f. **Reservation Type:** Select a reservation type from the list.
  - g. Enter Payment Information.
    - i. Refer to [Managing Reservation Payment Instructions](#).
5. Click **Save**.
6. Refer to Adjusting Share Rates below.

### Combining Existing Reservations into a Share Reservation

To combine existing reservations there must be at least night of the stay in common.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria for the reservation and click **Search**.
3. Select a reservation in the search results, click **I Want to . . .** and then select **Shares** or click the **Shares** link in Reservation Presentation.
4. Click **Combine Existing Reservation**.
  - a. **Name:** Enter surname of the reservation and click the icon to search.
  - b. Select the reservation in the search result and click **Select**.
5. Click **Save**.
6. Refer to Adjusting Share Rates below.

### Separating (Breaking) Share Reservations

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria for the reservation and click **Search**.
3. Select a reservation in the search results, click **I Want to . . .** and then select **Shares** or click the **Shares** link in Reservation Presentation.

4. Select the reservation to be separated and click the vertical ellipsis and select **Separate Share**.

 **Note:**

When the Enforce Credit Card Entry for Credit Card Guaranteed During Break Share OPERA Control is active a list of credit card guaranteed reservations which does not have credit card details will be presented in addition to the payment screen to enter new credit card details to be attached to those reservations.

### Adjusting Shared Rates

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria for the reservation and click **Search**.
3. Select a reservation in the search results, click **I Want to . . .** and then select **Shares** or click the **Shares** link in Reservation Presentation.
4. Click the **vertical ellipsis** and select on the following options:
  - a. **Apply Full Rate:** Select this option to apply the rate in full to each sharing guest.
  - b. **Apply Entire Rate:** Select this option to apply the rate in full for the total number of persons to the first share reservation. First select the reservation for which the entire rate is to be applied.
  - c. **Apply Split Rate:** Select this option to split the rate evenly between all sharing guests.
  - d. **Apply Custom Split Rate:** Select this option to apply a custom split rate between all sharing guests.
    - i. For each date and each reservation enter the rate amount
    - ii. For eligible rate codes you can also enter a discount amount per night and select a discount reason from the list.
    - iii. Click **Save**.
5. Refer to Fixed Rate Share Considerations below.

### Managing Share Guests

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria for the reservation and click **Search**.
3. Select a reservation in the search results, click **I Want to . . .** and then select **Shares** or click the **Shares** link in Reservation Presentation.
4. Click the vertical ellipsis and select **Manage Shared Guests**.
5. Drag and drop the Adults and Children icons to move guests between reservations.
6. Click **Save**.

## Fixed Rate Share Considerations

This section describes OPERA Cloud shares handling for fixed rate reservations.

When the Share Rate Splitting for Fixed Reservations OPERA Control is inactive the following conditions apply when a sharer has a fixed rate:

- The sharer cannot be designated to pay the full rate (Full option). The sharer pays the fixed rate, regardless of whether it is more or less than the full rate.
- The sharer cannot be designated to assume the total rate charge using the Entire option. Neither will the rate for the sharer be set to zero if another sharer is chosen to assume the total room rate charge. The rate for this sharer remains at the fixed rate.
- If the Split option is selected, the fixed rate will not change for the sharer. The fixed rate will be used as this sharer's portion of the split, and other sharers will equally divide the remainder of the rate. For example, assume a three-way share, with Guest 1, having a fixed rate of 145. If the total rate for the night is 450, the Guest 1 share is 145, while the other two guests split the remainder (305), paying 152.50 each.

When the Share Rate Splitting for Fixed Reservations OPERA Control is active the Entire, Full, and Split options are available and behave the same as for non-fixed rates, provided that:

- All sharer reservations have a fixed rate.
- All sharer reservations have the same rate code.

OPERA Cloud simply adds the fixed rates shown on the reservations. The rate amounts are added together each time Full is selected.

For example, assume that Guest 1, Guest 2 and Guest 3 are sharing, that all three have the same rate code, and all three have a fixed rate.

**Table 3-2 Example of Rate Code and Fixed Rates of Guest 1 Guest 2 and Guest 3**

Rates	Guest 1	Guest 2	Guest 3
Original Fixed Rate	99	100	109
Rate if Split is applied	102.66	102.66	102.66
Rate if Full is applied* [1]	308	308	308
Rate if Entire is applied to Carson** [2]	308	0	0

- OPERA Cloud simply adds the fixed rates shown on the reservations. The rate amounts are added together each time Full is selected. For example, if one sharer has a fixed rate of 140 and another has a fixed rate of 145, the rate for each sharer will be 285 when Full is selected. If Full is selected again, the rate for each sharer will be 570. The rate is not refreshed (for example, to account for a 3-adults rate that may be specified on the rate detail).
- OPERA Cloud simply adds the fixed rates shown on the reservations. The rate is not refreshed (for example, to account for a 3-adults rate that may be specified on the rate detail)

## Prerequisites for Managing Reservations Shares

### OPERA Controls

**Group:** Reservations

**Functions:** Shares

### OPERA Cloud Tasks

Reservation Management

- Shares
  - Combine/Break Share Reservations
  - Manage Share Reservation Rates

## Managing Waitlist Reservations

### Prerequisites for Managing Waitlist Reservation

At times it is not possible to create and confirm a reservation for the dates requested by the caller; this may be due to the property may be fully occupied, sell limits applied or the particular room type and/or rate code requested by the caller is not be available. In situations like these, the waitlist feature is available to assign a Waitlist status to a future reservation. A reservation may be moved to Waitlist status at the time it is being created.

When the callers requested room type or rate becomes available for their desired stay dates, the waitlisted reservation can then be accepted and confirmed.



#### Note:

Wait-listed reservations are deleted during **End-of-Day** processing two days after the reservations departure date.

### Moving Reservation to Waitlist

A reservation can be moved to Waitlist status at the time it is being created, select **Waitlist** from the [Look to Book](#) sales screen.

### Viewing Waitlist Reservation Details

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, select **Waitlist** reservation status from list, click **Search**.
3. Select the reservation in the search result, click **I Want to...** then **Waitlist Details**.

### Accepting (Confirming) Waitlist Reservation

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, select **Waitlist** reservation status from list, click **Search**.

3. Select the reservation in the search result, click **I Want to...** then **Accept Reservation**.
4. You will be directed to Look to Book to confirm room type and rate availability, click **Continue to Look to Book**.
5. For more information, see [Booking a Reservation](#).

## Prerequisites for Managing Waitlist Reservation

### OPERA Controls

**Group:** Reservations

**Function:** Waitlist

**Parameter:** Show Waitlist for Open Rates

## Merging Matched Reservations

### [Prerequisites for Merging Reservations](#)



#### Watch Video

A **Matching Reservations** details link is enabled in reservation search and reservation presentation for current day or future date arrival reservations when there are possible matching reservations identified. The Matching Reservations panel lists the possible matching reservation(s) that have an identical Lastname + Middlename + Firstname match and sequential reservation dates.

When the Allow Merge Reservations For Future Arrivals OPERA Control is inactive, the Matching Reservations details link is enabled only for current day arrivals.



#### Note:

The Matching Reservations details link is only enabled in Reservation Presentation for reservations reserved for one room

Reservation details such as Rate Code, Number of Persons, Discount, Linked Profiles, Accompanying Profiles, Linked Reservations, Traces, Guest Messages, Track It, Notes, Locators, Alerts, Routing, Payment Instructions, and Fixed Charges are merged from the matched reservation to the main reservation. If the merged reservation has any deposit payment, the deposit payment is transferred to the main reservation after the merge.

Once the merge of reservations is successful, the original matched reservations are canceled with the cancellation reason code selected in the Cancel Reason Code for Merge Reservations OPERA Control.

The following should be considered when merging reservations:

- If you select reservations that do not have sequential nights, a message prompt is displayed that the merge cannot be completed.

- If you select reservations with multiple nights and room type is different for at least one of the stay nights, a message prompt is displayed that the merge cannot be completed. If the selected multiple night reservation has same room type for all stay nights, but the room type is different than the room type in main reservation, reservations will be merged with the Main Reservation's room type
- If different room types exist on the reservations, a message prompt is displayed as notification that the merge cannot be completed.
- If room numbers have already been assigned to the reservations, the room number assigned to the Main reservation is retained as the room number for the reservation.
- One block reservation can be merged into an individual reservation. When this merge occurs, the block inventory for the room type will only be affected for the dates that the block reservation is for. So any updates to the main reservation will only effect the block reservation if it has a direct effect on the block inventory for those dates. For the selected reservation(s) being merged into the main reservation, they are canceled after the merge has been completed.
- Non-pseudo and pseudo room type reservations cannot be merged.
- Share reservations cannot be merged.
- Day use reservations cannot be merged.
- The deposit and cancellation rule of the main reservation is refreshed with revised deposit / cancellation amount after the reservation is extended due to merge.

### Merging Reservations

1. From the **OPERA Cloud** menu, select **Bookings**, select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select and open the reservation in the search result, then click the **Matching Reservations** details link in reservation presentation Note: All matched reservations are listed
4. Select reservations to merge
5. Click **Merge Reservations**.

 **Note:**

Reservation merge activity is recorded in the [Change Log](#) under the CANCEL action type for merged reservations and Update Reservation action type for the Main reservation.

## Prerequisites for Merging Reservations

### OPERA Controls

**Group:** Reservations

**Function:** Merge Reservations

**Parameter:** Allow Merge Reservations for Future Arrivals

**Setting:** Cancel Reason for Merge Reservations

### OPERA Cloud Tasks

**Group:** Bookings

**Tasks:** Reservation Management

Merge Reservations

## Viewing Reservation Delivery History

### Prerequisites for Viewing Reservation Delivery History

Reservation Delivery History details the status of reservation (and profile) message delivery to external systems integrated via OPERA eXchange Interface (OXI).

Users with the Interface Re-synchronization task granted to their role can initiate a re-synchronization of messages to all external systems.

The Delivery History panel displays the following details for each message:

- **Property:** Property Code
- **Reservation Name:** Internal Reservation ID
- **Delivery ID:** Sequence ID generated by OXI
- **Method:** Delivery method of the OXI message
- **Delivery Date:** Delivery date of the OXI message
- **Interface ID:** External system ID
- **Status:** Message status
- **Error Description:** Error description
- **Retry:** Retry count

### Viewing Reservation Delivery History

1. From the **OPERA Cloud** menu, select **Bookings** , select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To. . .** , then click **Delivery History** or open Reservation Presentation and click **I Want To. . .** .then click **Delivery History**.
4. To refresh the panel, click vertical ellipse and select **Refresh** to update.

### Re-syncing (Resend) Reservation Delivery

1. From the **OPERA Cloud** menu, select **Bookings** , select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To. . .** , then click **Delivery History** or open Reservation Presentation and click **I Want To. . .** .then click **Delivery History**.
4. Click **Resync**.



**Note:**

You can also click **I Want To. . .** then **Synchronize to External System** to initiate a re-synchronization.

## Prerequisites for Viewing Reservation Delivery History

### OPERA CLOUD TASKS

**Group:** eXchange Interfaces

Interface Resynchronization

## Managing Reservation Call History

### [Prerequisites for Managing Reservation Call History](#)

The Call History screen displays information about the phone calls or other contact received by guest or reservation contacts (such as a travel agent) to set up and make changes to reservations.

### Viewing Call History

1. From the **OPERA Cloud** menu, select **Bookings**, select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To...**, click **Call History** or open the reservation presentation and click **Call History** details link.

### Adding Call History

1. From the **OPERA Cloud** menu, select **Bookings**, select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To...**, click **Call History** or open the reservation presentation and click **Call History** details link.
4. Click **New** and enter the following details:
  - **Call Date:** Enter the date of the call/contact.
  - **Name:** Enter caller Surname.
  - **First Name:** Enter caller First name.
  - **Email:** Enter caller email address.
  - **Phone:** Enter caller phone number.
  - **Fax:** Enter caller fax number.
5. Click **Save**.

## Prerequisites for Managing Reservation Call History

### OPERA Controls

**Group:** Reservations

**Functions:** Caller Information

### OPERA Cloud Tasks

**Group:** Bookings

**Tasks:** Reservation Management

Call History

- New Call History

## Managing Reservation Tickets

### Prerequisites for Managing Reservation Tickets

The Tickets panel enables you to manage the tickets available and issued for a reservation. This feature utilizes the [reservation package](#) functionality and works in conjunction with an integrated ticketing partner solution.

The following details are listed for each ticket.

- **Package:** Ticket package code.
- **Description:** Ticket package description.
- **Price:** Price of the ticket package.
- **Ticket Number(s):** Number assigned to the ticket as assigned by the ticket vendor.
- **Issue Date:** Date the ticket was issued. On the date populated in this column, the Rate Code, Adults, and Child fields are disabled for the reservation as an update to one of these fields would modify the rate code posting. But these fields can be modified for any other date of the stay, except for the date populated in this column.
- **Status/Description:** Status of the ticket received from the ticket partner.



#### Note:

Any actions performed in the Tickets panel are recorded in the [Changes Log](#) under the Reservation Activity group and Miscellaneous activity type.

### Adding Reservation Tickets

1. From the OPERA Cloud menu, select **Bookings** then **Reservations**, and then **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...**, **Tickets** or click the **Tickets** link in Reservation Presentation

4. Click **New**.
  - a. Click **Show Available Packages**.
  - b. Click **Add**.
    - i. **Quantity**: Enter quantity.
5. Click **Save**.

#### Editing Reservation Tickets

1. From the OPERA Cloud menu, select **Bookings** then **Reservations**, and then **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...**, **Tickets** or click the **Tickets** link in Reservation Presentation
4. Select the ticket in the result, click **Manage**.
5. Update details.
6. Click **Save**.

#### Deleting Reservation Tickets

1. From the OPERA Cloud menu, select **Bookings** then **Reservations**, and then **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...**, **Tickets** or click the **Tickets** link in Reservation Presentation
4. Select the ticket in the result, click **Delete**.
5. Click **Delete** to confirm.

#### Ticket Partner Solution Actions

##### Inquire Tickets

Sends an inquiry to the ticket partner regarding existing tickets attached to the reservation that have already been printed. An Inquiry to the ticket partner must be performed prior to a Reprint or Refund can be completed. This ensures that all of the tickets associated to a reservation are populated in the Tickets screen.

1. From the OPERA Cloud menu, select **Bookings** then **Reservations**, and then **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...**, **Tickets** or click the **Tickets** link in Reservation Presentation
4. Enter search criteria, click **Search**.
5. Select the ticket in the list, click **Vertical Ellipse** and select **Inquiry**.

##### Issue Tickets

Sends a request to the ticket partner for the selected ticket package to be printed. The ticket vendor creates the ticket numbers and a print command is then sent to the property so the tickets can be printed for the guests.

1. From the OPERA Cloud menu, select **Bookings** then **Reservations**, and then **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...**, **Tickets** or click the **Tickets** link in Reservation Presentation
4. Enter search criteria, click **Search**.
5. Select the ticket in the list, click **Vertical Ellipse** and select **Tickets**.

#### Reprint Tickets

Available for tickets that have already been printed. Sends a request to the ticket partner to verify that the tickets can be reprinted. Upon a successful Reprint response the tickets are reprinted.

1. From the OPERA Cloud menu, select **Bookings** then **Reservations**, and then **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...**, **Tickets** or click the **Tickets** link in Reservation Presentation
4. Enter search criteria, click **Search**.
5. Select the ticket in the list, click **Vertical Ellipse** and select **Reprint**.

#### Refund Tickets

Sends a request to the ticket partner to verify that a refund can be given for the tickets. Upon a successful Refund response the refund can be granted to the guest.

1. From the OPERA Cloud menu, select **Bookings** then **Reservations**, and then **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...**, **Tickets** or click the **Tickets** link in Reservation Presentation
4. Enter search criteria, click **Search**.
5. Select the ticket in the list, click **Vertical Ellipse** and select **Refund**.

## Prerequisites for Managing Reservation Tickets

### OPERA Controls

**Group:** Rate Management

**Parameter:** Tickets

### OPERA Cloud Tasks

**Group:** Bookings

**Tasks:** Reservation Management

Tickets

- New/Edit Tickets

- Delete Tickets
- Issue Tickets
- Inquiry Tickets
- Reprint Tickets
- Refund Tickets

## Managing Locators

Locators inform hotel personnel, particularly front desk staff and telephone operators, of a guest's on-premises location if the guest wants to be contacted for phone calls or other reasons while away from their room. A locator can even be placed on a guest who has checked out, but only for the check-out date of the guest, not any date in the future. This feature may, for example, be used when guests request that their phone calls be temporarily transferred to an alternate location, such as the spa or dining room.

1. From the Navigation Bar, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Search for and select a reservation.
3. In the Reservation Overview section, select **Locator**. You may need to select **Show All** to show all options.
4. Review existing locators, or click **New** to add a new one.
5. Enter the beginning and end dates, beginning and end times, and location information in the text field, and then click **Save**.
6. To edit or delete an existing locator, click the vertical ellipses and select **Edit** or **Delete**.

## Managing Reservation Transportation

### [Prerequisites for Managing Reservation Transportation](#)

Transportation enables you to specify the pick up and drop off transportation information for guests linked to a reservation. These details can be output on the [Transport Requirements](#) report.

1. From the Navigation Bar, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...** then **Transportation** or open the reservation and click **Transportation** in Reservation Presentation.
4. Click **Edit** and update the following
  - a. Pickup
    - i. **Date**: Enter the pickup date.
    - ii. **Station**: Enter the airport, bus station or other location of the guest arrival; for example, JFK International, Penn Station, Port Authority Bus Terminal.
    - iii. **Time**.: Enter a pickup time.
    - iv. **Carrier**: Enter an airline carrier code.

- v. **Type:** Select the transport type required from list.
  - vi. **Transport Number:** Enter the transportation number such as the airline flight number applicable to the guest mode of transportation upon arrival.
  - vii. **Notes:** Enter any notes related to the pickup.
  - viii. **Pickup Required:** Check to select a pickup is required for this reservation.
- b. Dropoff
- i. **Date:** Enter the drop off date.
  - ii. **Station:** Enter the airport, bus station or other location of the guest departure; for example, JFK International, Penn Station, Port Authority Bus Terminal.
  - iii. **Time:** Enter the drop off time.
  - iv. **Carrier:** Enter an airline carrier code.
  - v. **Type:** Select the transport type required from list.
  - vi. **Transport Number:** Enter the transportation number such as the airline flight number applicable to the guest mode of transportation for departure.
  - vii. **Notes:** . Enter any notes related to the drop off.
  - viii. **Dropoff Required:** Check to select a drop off is required for this reservation.
5. Click **Save**.

## Prerequisites for Managing Reservation Transportation

### OPERA Controls

**Group:** Reservations

**Parameter:** Transportation

### OPERA Cloud Tasks

**Group:** Booking

**Task:** Reservation Management

Transportation

- Edit Transportation

## External References

An External References number can be associated with a reservation by referencing it to the External References number on a reservation. The External References Update utility is used to maintain the External References number of the reservation when changing external systems that are interfaced through OPERA Xchange Interface (OXI). This utility might be used when your property is switching from once Central Reservation system to another provided by the same company (for example, from UNIREZ to PEGASUS).

## Setting a Reservation to Do Not Move Status

[Prerequisites for Setting a Reservation to Do Not Move Status](#)

Once a room is assigned to a reservation, you can prevent the room from being reassigned by setting a do not move status on the reservation. The do not move status is in effect until the reservation is checked in and only other users with the Do Not Move Room task granted are able to reassign the room for the reservation. Once the reservation is in-house the do not move status is cancelled and room moves may be performed by as usual

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and select **Manage Reservation**.
2. Enter the name of the reservation for which you want to lock the room assignment and click **Search**.
3. In the search results, click the **confirmation number** of the reservation.
4. In the Stay Details panel, click the **room number** and on the Room Details screen, click **Mark as Do Not Move Room**.

A lock symbol appears to the right of the room number to show the room is now locked.

## Prerequisites for Setting a Reservation to Do Not Move Status

### OPERA Controls

**Group:** Reservations

**Functions:** Do Not Move Room

### OPERA Cloud Tasks

**Group:** Reservations

**Task:** Do Not Move Room

## Moving Reservations to Other Properties

When logged into a Hub, you can move reservations to other properties. You cannot move cancelled reservations or those that have incurred financial transactions.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, select **Manage Reservation**., and then search by property for the reservation.
2. From your search results, select the reservation you want to move.
3. Click the **Action** menu and then click **I Want To . . . Move to Another Property**.
4. In the **Property** field, enter the destination property name.
5. Search for available rates and then click and drag the new room/rate to the Trip Composer.
6. When the Booking Details screen appears, click **Update Trip Composer**.
7. Click **Move Reservation** and enter a reason.

## Room Interfaces

Room interfaces enable access to various services and amenities, such as key card, point of sale, telephone, video, accounting, and voicemail. You can configure these

interface systems for individual rooms and change their statuses through Property Interface Controls. For example, a guest might want to order a movie and need you to turn on the video interface for the room. Certain interfaces trigger the message-waiting lamp on the room phone.

## Copying Reservations

Copying a reservation enables you to create a second instance of an existing reservation. You can change certain reservation information on the copied reservation, including the guest, property, and stay details.



### Note:

The copy reservation functionality is available when the Reservation function for Copy Reservation is active in OPERA Controls.



### Note:

The credit card payment method can be copied from the reservation when the **Copy Credit Card Payment Methods** task under the Bookings group is granted to your user in Role Manager. If this task is not granted, you must enter a payment method to check in the reservation.

1. From the Navigation Bar, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Search for and select a reservation.
3. Select **I Want To...**, and then select **Copy Reservation**.
4. Select the reservation information to be copied and then click **Copy Reservation**.
5. On the Look to Book Sales Screen, make changes as needed to the room/rate combinations, arrival/departure dates, and the guest profile and then click **Search**.
6. Drag and drop (or you can click the **Select** button or double-click) the desired rate/room type to the Trip Composer.
7. Click **Book Now** on the details screen when you are ready to book the new reservation.

## Copy Credit Card Payment Method

You can copy credit card payment methods from one reservation to another when copying a source reservation that has a credit card payment method. To reduce the potential error of copying a guest's payment method to the wrong reservation, this feature is controlled by the **Copy Credit Card Payment Method** task in Role Manager.

To use the copy payment method feature, the following requirements must be met:

- The **Reservation Management** task in the Bookings group in Role Manager must be granted to the user. When this task is granted, the Copy Credit Card Payment Method task becomes available.



- The **Copy Credit Card Payment Method** task under the Bookings group in Role Manager must be granted to the user.
- The payment method on the source reservation (that is, the reservation to be copied) must be a credit card.

### Use Case Scenarios

This section describes the various scenarios and differences that occur when copying a credit card payment method to a reservation with the Copy Credit Card Payment Method task granted or with it revoked.

When the Copy Credit Card Payment Method task is granted, you can copy a credit card payment method in these scenarios:

- Copying a reservation
- Creating a share reservation
- Splitting a reservation with multiple rooms
- Checking in a reservation with multiple rooms
- Creating a new reservation within a block via the Rooming List option
- Updating the payment method on a block reservation
- Adding a reservation via the Trip Composer

**Table 3-3 Tasks / Scenarios**

Tasks / Scenarios	Related Screens	Copy Credit Card Payment Method task granted = YES	Copy Credit Card Payment Method task granted = NO
Copying a reservation	Reservati on screen	You can select the reservation attributes to copy from the source reservation into the new reservation (that is, the target reservation). The Payment Methods section provides two options (Credit Cards and Non Credit Cards) which are selected by default. When you click <b>Copy Reservation</b> , any selected reservation attributes are automatically copied to the new reservation. All payment methods from all windows of the source reservation are copied to the new reservation.	The credit card payment method under Payment Methods is disabled by default. You are not permitted to copy the payment method of the source reservation into the new reservation when the payment type of the source reservation is a Credit Card. The credit card payment method of the source reservation is not copied into the windows of the new reservation. When you copy the reservation, you must manually add payment information into any window of the new reservation that had a credit card payment method.

Table 3-3 (Cont.) Tasks / Scenarios

Tasks / Scenarios	Related Screens	Copy Credit Card Payment Method task granted = YES	Copy Credit Card Payment Method task granted = NO
Creating a share reservation	Shares screen	<p>When the <b>Create New Share</b> option is selected, the payment methods selected in the Payment Methods section are automatically copied from the payment windows of the source reservation to the windows of the target reservation. You can still change these payment method details before saving the share reservation.</p> <p>If you select the <b>Combine Existing Reservation</b> option, the payment methods from each of the reservations remains unchanged and the Copy Credit Card Payment Method task is not considered in this scenario.</p>	The Payment Methods information is automatically removed from any windows where the payment type of the source reservation is a credit card. You must populate new Payment Method information for the windows of the new share reservation.
Splitting a reservation with multiple rooms	Split Reservation screen	When splitting a reservation, you are presented with the split options for the reservation. In the Copy Options panel on the Split Reservation screen, the <b>Credit Cards</b> and <b>Non-Credit Cards</b> options are selected by default. You can deselect these options before splitting the reservation.	The <b>Credit Cards</b> option is disabled when you open the Split Reservation screen. The <b>Non-Credit Cards</b> option is enabled and selected by default. The reservations are split according to the split option you defined, and the split reservations have the credit card payment methods removed from all windows. You can enter new payment information for each split reservation via the Payment Instructions panel on the Reservation screen.
Checking in a reservation with multiple rooms	Split Reservation screen and Check In Reservation screen	When checking in a reservation with multiple rooms, the Verify Payment panel is automatically populated with the payment method from the source reservation. No further action is required for this panel. Other payment windows can be access via the vertical ellipsis button.	The credit card payment methods are removed from all windows and the Verify Payment panel is not populated with payment method information. An “Attention Required” message appears indicating that further information is needed before check-in can be completed. Entering new payment method information for other windows is available via the vertical ellipsis button.

Table 3-3 (Cont.) Tasks / Scenarios

Tasks / Scenarios	Related Screens	Copy Credit Card Payment Method task granted = YES	Copy Credit Card Payment Method task granted = NO
Creating a new reservation within a block via the Rooming List option	Rooming List screen	When you add an additional reservation(s) into a block and payment methods are already defined on the PM Reservation, the payment methods are automatically copied into the new reservation(s).	When you select the <b>Add Rows</b> link from the Rooming List screen to create a new reservation(s) within the block, the credit card payment methods of the windows on the source reservation/PM reservation are not copied to the new reservation. You must add new payment methods using the <b>Payment Information</b> link for the new reservation(s)  If the <b>Mandatory Method of Payment</b> parameter is active in OPERA Controls, a payment method is required for each new reservation. The confirmation number is not assigned to the new reservation(s) until their method of payments are entered.

Table 3-3 (Cont.) Tasks / Scenarios

Tasks / Scenarios	Related Screens	Copy Credit Card Payment Method task granted = YES	Copy Credit Card Payment Method task granted = NO
Updating the payment method on a block reservation	Block Reservation screen	When you update the payment method on a block reservation, you are prompted to apply changes to other reservations in the group. Selecting <b>Yes</b> to this prompt enables you to define the criteria for applying changes to these other reservations.	When you update the method of payment on a block reservation to a credit card, the “apply changes to other reservations in the group” prompt does not appear. Updates to the payment method only apply to the selected reservation and do not affect other reservations. If you update another payment method (Cash, Check, or Direct Bill), the prompt appears.  If you update the method of payment to a credit card and also update other areas of the reservation (for example, creating routing instructions, adding reservation notes, adding preferences), an "Apply Changes to All" prompt appears. Additionally, a warning message also appears and informs you that the method of payment update cannot be applied to the other reservations.
Adding a reservation via the Trip Composer	Trip Composer	When you add additional reservations into Trip Composer, the payment method on the first reservation is copied to the other reservations placed in Trip Composer. You maintain the ability to click the room/rate combination to access the Book Now screen where you can change the method of payment for the additional reservations. However, if you select a different property (that is, a second leg) for the other reservations, the payment details are not copied.	When you add additional reservations into Trip Composer, the credit card payment method on the first reservation is not copied into the additional reservations placed in Trip Composer. The Book Now screen appears, enabling you to enter the payment method for each additional reservation added to Trip Composer. If the payment method on the first reservation is not a credit card, it is automatically copied into the reservations added to Trip Composer.

## Searching for Reservations Flagged for External Guest Notifications

To search for only those reservations that are flagged to receive external notifications, follow one of these procedures.

### From the Manage Reservations Advanced Search

You must be in the default (blank) or the Manage Reservation Search Type.

1. From the **OPERA Cloud** menu, select **Bookings, Reservations**, and then **Manage Reservation**.
2. In the **Search** panel, select the Property and Arrival Date, and then check the **Receive External Notifications** check box, and then click **Search**.

### From the Room Assignment Search

1. From the **OPERA Cloud** menu, select **Bookings, Reservations**, and then **Room Assignment**.
2. In the **Search** panel, select the **Receive External Notifications** check box, and then click **Search**.

Since this is a predefined search, you might need to show the full search panel by selecting **Modify Search Criteria**.

## Managing Reservation Notes

Multiple reservation notes can be added to a reservation; each note is categorized by note type (link: note type config) and set to appear in a specific notification area/condition.

When the **Copy Profile Reservation Notes To Reservation OPERA Control** is active, reservation notes on the profile will copy to new reservations for the selected profile. If travel agent, company, source, group or contact profiles are attached to the reservation, and these profiles have their own Reservation Notes, the system will prompt the reservation agent with the following message, *“Reservation comments exist for this <Company/Travel Agent/Source/Group> profile”*. If you wish to copy them to the reservation, select **Yes** or else select **No**.

### Adding Notes

1. From the OPERA Cloud menu, select **Bookings , Reservations**, and then **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to..., Notes** or click the **Notes** link in Reservation Presentation.
4. Select **Reservation Notes** tab.
5. Click **New**.
  - a. **Type**: Select a note type.
  - b. **Internal**: Select this check box if the comment is to be treated as internal..

 **Note:**

Internal notes are not output on stationery, for example, Confirmation Letters or on reports unless the report explicitly allows display of Internal Notes.

- c. **Title:** Enter a summary title for the note (is default based on the note type but it can be updated).
- d. **Notification Area:** Select an area where note should appear.
  - i. **Reservation:** Display prior to check in.
  - ii. **Inhouse:** Display after check in.
  - iii. **Cashier:** Displayed on Billing Screen.
  - iv. **General:** Displayed on Billing Screen, After Check In, Prior to check in.
- e. **Comment:** Enter or paste the note details; a maximum of 4000 characters are permitted.
- f. Click **Save**.

### Viewing and Updating Notes

1. From the OPERA Cloud menu, select **Bookings** , **Reservations**, and then **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to..., Notes** or click the **Notes** link in Reservation Presentation.
4. Select **Reservation Notes** tab.
5. Select the note, click  $\pm$  to expand the card and read the note comments.
6. Select **Vertical Ellipse**, click **Edit**.
7. Update details.
8. Click **Save**.

### Deleting Notes

1. From the OPERA Cloud menu, select **Bookings** , **Reservations** , and then **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to..., Notes** or click the **Notes** link in Reservation Presentation.
4. Select **Reservation Notes** tab.
5. Select **Vertical Ellipse**, click **Delete**.
6. Click **Delete** to confirm.

## Managing Reservation Traces

### [Prerequisites for Adding Traces To Reservations](#)

Traces are actionable instructions for a selected department for a specific date and time; once actioned the trace is updated as resolved.

When you attach inventory items to a reservation (for example, when you select items by using the Item Inv. field on the Reservation screen, or when you attach a package containing inventory items to the reservation) OPERA Cloud checks item availability of the items for the dates of the stay. A message will advise you if there is insufficient inventory for the selected dates: "Insufficient quantity for some item(s). Please check Traces." A system generated

trace is created for each day of the reservation when inventory is insufficient. (The department associated with the trace is the department assigned to the inventory item in Item configuration.) The trace message reads: "Insufficient quantity available for item <item code>".

When a multi-room reservation has traces added and the reservation is split to individual reservations, the trace is copied from the original reservation to each of the split-off party reservations. If the trace attached to the original reservation had been resolved before the split, the trace will remain unresolved in each of the split-off party reservations to ensure that the required action has been taken for each individual room.

### Adding Trace

1. From the Navigation Bar, select **Bookings**, select **Reservations**, and select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want To...**, **Traces** or click the **Traces** link in Reservation Presentation.
4. Click **New** and complete the following.
  - a. **Department:** Select a department(s) to receive the trace.
  - b. **From Date:** Enter a start date for the trace.
  - c. **To Date:** Enter an end date for the trace; one trace per day is created.
  - d. **Time:** Enter a trace time.
  - e. **Trace Text:** Enter the trace text.
  - f. **Quick Insert:** Click to select from pre-configured trace text for the selected department. For more information, see [Configuring Trace Texts](#)
5. Click **Save**.

### Viewing/Updating Trace



#### Note:

Only open traces are displayed by default, to view completed traces click **Vertical Ellipse, Show Completed**.

1. From the Navigation Bar, select **Bookings**, select **Reservations**, and select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want To...**, **Traces** or click the **Traces** link in Reservation Presentation.
4. Click **+** to expand the card and view trace details
5. Select **Vertical Ellipse** and click **Edit**.
6. Update details.
7. Click **Save**.

### Complete Trace

To mark a trace as completed, once it has been actioned:

1. From the Navigation Bar, select **Bookings**, select **Reservations**, and select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want To...**, **Traces** or click the **Traces** link in Reservation Presentation.
4. Select **Vertical Ellipse** and click **Complete**.

### Deleting Trace

1. From the Navigation Bar, select **Bookings**, select **Reservations**, and select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want To...**, **Traces** or click the **Traces** link in Reservation Presentation.
4. Select **Vertical Ellipse** and click **Delete**.
5. Click **Delete** to confirm.

## Prerequisites for Adding Traces To Reservations

### Licenses / Subscriptions

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

### OPERA Controls

- **Group:** Reservation
- **Functions:** Reservation Traces

### OPERA Cloud Tasks

**Group:** Bookings

**Tasks:** Reservation Management

Reservation Traces

- New/Edit Reservation Trace
- Delete Reservation Traces

## Reservation Routing Instructions

### [Prerequisites for Manage Reservation Routing Instructions](#)

Charge routing enables the automatic transfer of charges to a selected billing folio within the same reservation account or to another reservation account entirely, based on the selection of individual charge codes or routing codes, pre-defined groupings of charge codes.



OPERA Cloud has a total of 8 billing folios for guest settlement; you can route charges to folio windows 2 through to 8; all non-routed charges are posted to billing folio #1, which is associated with the primary profile linked to the reservation.

When the **ROUTING LIMITS** OPERA Control is active you can also set a limit to the amount that can be routed. Refer [Routing Limits](#)

When the **POST STAY CHARGES** and **OPEN FOLIO** OPERA Controls are active, room and folio routing instructions can be set/edited for Open Folio reservations.

When the **ALLOW ROUTING OF TAX** OPERA Control is active you can route tax posting independent of the originating charge.

Default Routing can be setup in various ways to avoid billing errors:

- On Company, Agent, Source and Contact profiles so that when the profile is linked to a reservation you are prompted to apply the charge routing to the reservation Refer [Default Profile](#).  
On rate codes for a specific profile type; when a profile of that type is linked to the reservation, you can use the default routing for the reservation. Refer [Default Rate Code](#).
- On a promotion. Refer [Managing Promotion codes](#).

## Prerequisites for Manage Reservation Routing Instructions

### OPERA Controls

**Group:** Cashiering

**Functions:** Routing

- Refresh Room Routing
- Allow Routing of Tax Transactions
- Exclude Deposit from Authorization based on Routing
- Exclude Rate from Authorization based on Routing

**Group:** Comp Accounting

**Function:** Comp Request

### OPERA Cloud Tasks

**Group:** Bookings

**Task:** Reservation Management

Routing Instructions

- New/Edit Routing Instructions
- Delete Routing Instructions

## Managing Reservation Routing Instructions

### Adding Routing Instructions

Routing Instructions are managed via the Routing Instructions details link on the reservation.

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations** select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To...**, click **Routing Instructions** or open the reservation presentation and click **Routing Instructions** details link.

 **Note:**

You can click **Show All** to display all detail links.

4. Click **New** and add Folio Window Routing Instructions (Same Reservation).
  - a. **Type:** Select Folio.
  - b. **Folio:** Select the folio window to route charges to : 2 through to 8 available.
  - c. **Payee:** Select the payee for the billing window; the list displays all profiles linked to the reservation.
  - d. Click **Profile Search:** to search and select another profile for the folio window.
  - e. **Address:** Select the address for payee - the primary address is selected by default.

 **Note:**

Select an **AR ADDRESS** to select a specific AR Account; this applies when the company or agent profile selected has multiple AR accounts.

- f. **Date Range**
  - i. **Entire Stay:** Select when routing applies throughout the reservation dates.
  - ii. **Specific Dates:** Select when routing apply for specific dates only.
    - i. **Begin Date:** Enter or select the start date.
    - ii. **End Date:** Enter or select the end date.
- g. **Days of Week:** Select days of the week the routing applies to; by default all days are selected.
- h. **Charge Code Selection.**
  - i. **Routing Codes:** Select checkbox to view a list of routing codes.
  - ii. **Transaction Codes:** Select checkbox to view a list of charge codes.
  - iii. Use the filter to enter a partial description of routing / charge code and click **Go** to search.

- iv. Select one or more codes in the **Available** panel and click > to move the selected codes to the **Selected** panel.
        - i. To select all codes listed in **Available** panel use >>.
    - i. Refer [Routing Limits](#).
    - j. Click **Save** or **Save and Refresh** to update the reservation billing and route charges accordingly.
  - 5. Click New and add Other Room Reservation Routing Instructions (Other Reservation)
    - a. **Type**: Select Room.
    - b. **Room**: Enter or search and select the room reservation to route charges to.
    - c. **Payee**: The payee will populate based on the reservation selected; you can also search for room reservation by name using this field.
    - d. **Date Range**
      - i. **Entire Stay**: Select when routing applies throughout the reservation dates.
      - ii. **Specific Dates**: Select when routing apply for specific dates only.
        - i. **Begin Date**: Enter or select the start date.
        - ii. **End Date**: Enter or select the end date.
    - e. **Days of Week**: Select days of the week the routing applies to; by default all days are selected.
    - f. Charge Code Selection.
      - i. **Routing Codes**: Select checkbox to view a list of routing codes.
      - ii. **Transaction Codes**: Select checkbox to view a list of charge codes.
      - iii. Use the filter to enter a partial description of routing / charge code and click **Go** to search.
      - iv. Select one or more codes in the **Available** panel and click > to move the selected codes to the **Selected** panel.
        - i. To select all codes listed in **Available** panel use >>.
    - g. Refer [Routing Limits](#).
    - h. Click **Save** or **Save and Refresh** to update the reservation billing and route charges accordingly.

### Viewing and Updating Routing

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations** select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To...**, click **Routing Instructions** or open the reservation presentation and click **Routing Instructions** details link.

 **Note:**

You can click **Show All** to display all detail links.

4. Click **Vertical Ellipse**, click **Edit** and update details.
5. Click **Save** or **Save and Refresh** to update the reservation billing and route charges accordingly.

### Deleting Routing

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations** select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To...**, click **Routing Instructions** or open the reservation presentation and click **Routing Instructions** details link.
4. Click **Vertical Ellipse**, click **Delete**.
5. Click **Delete** to confirm.

## Reservation Housekeeping and Task Schedule

### [Prerequisites for Managing Reservation Housekeeping and Task Schedule](#)

To access the housekeeping options for a room reservation click the **Housekeeping** details link in **I Want To...** or from the reservation presentation page. In the Housekeeping panel, you can add the time the guest would like the room serviced each day, which is printed on the housekeeping task sheet reports and displayed in the [housekeeping task companion](#). Instructions to the housekeeping room attendant can also be added. For example, if you mention a pet is in the room, these instructions are included on the task sheet reports and task companion.

When the **Turndown** OPERA Control is active the Housekeeping panel displays a **Turndown** check box to indicate if a turndown service is required for the room. You can also change the Turndown status and include or exclude the room from the Turndown task by selecting or deselecting the check box.

When the **Housekeeping Task Schedule** OPERA Control is active you can use the calendar to view and manage the housekeeping task(s) and supplies that are scheduled for each day the reservation is in house. You can add, change or remove a task along with their supplies. For example, if the guest is requesting no service on a particular day, the task can be removed from the calendar and the room is not included in that day's task sheet generation process. Or if the guest only requests light service, the full service task can be removed and the light service task (if configured) can be added instead.

### Prerequisites for Managing Reservation Housekeeping and Task Schedule

#### Licenses / Subscriptions

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

#### OPERA Controls

**Group:** Room Management

**Functions:** Housekeeping Task Schedule

**Functions:** Task Sheets

**Functions:** Turndown

### OPERA Cloud Tasks

**Group:** Reservation Management

**Task:** Reservation Housekeeping

- Manage Housekeeping Schedule for Reservations

## Managing Reservation Housekeeping and Task Schedule

### Editing Reservation Housekeeping Options

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...**, select **Housekeeping** or click the **Housekeeping** link in Reservation Presentation.
4. Click **Edit** on the housekeeping panel and enter the following details:
  - a. **Service Time:** Enter the requested service time
  - b. **Turndown:** Click to include this reservation in the Turndown task
  - c. **Room Instructions:** Enter any room instructions to display in the task companion or task sheet reports.
5. Click **Save**.

### Creating Reservation Housekeeping Task Schedule

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...**, select **Housekeeping** or click the **Housekeeping** link in Reservation Presentation.
4. Click **New** to add a new schedule, enter the following details:
  - a. **Task:** Select a task from the list.
  - b. **Entire Stay:** Select to perform the task for the entire stay. This check box works with the Every XX Days and the **Starting on Day** fields.
  - c. **Every:** Specify how frequently, in days, the task is to be completed.
  - d. **Day to Start:** Select the day of stay to start the schedule.
5. **Supplies** :Click **New** to add supplies for the task.
  - **Code:** Select the supply item.
  - **Quantity:** Enter a quantity.

6. Repeat to add additional items.
7. To delete a supply item, highlight the item and click **Vertical Ellipse** and click **Delete**.
8. Click **Save**.

### Editing Reservation Housekeeping Task Schedule

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...**, select **Housekeeping** or click the **Housekeeping** link in Reservation Presentation.
4. Click a date in calendar and click **Edit** to edit a scheduled task.
5. Update schedule and supplies.
6. Click **Save**.

### Deleting Reservation Housekeeping Task Schedule

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...**, select **Housekeeping** or click the **Housekeeping** link in Reservation Presentation.
4. Click **Vertical Ellipse** and click **Delete**.
5. Click **Delete** to confirm.

### Resetting Reservation Housekeeping Task Schedule to Defaults

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...**, select **Housekeeping** or click the **Housekeeping** link in Reservation Presentation.
4. Click **Vertical Ellipse** and click **Reset**.
5. Click **Reset** to confirm.

### Extending the Stay Dates with Customized Task Schedule

When the stay dates for a reservation having a customized task schedule are amended / extended, OPERA Cloud prompts you to indicate how you want to proceed. Choose one of the options and select the **OK** button:

- **Remove Customized Schedule and recreate Default Schedule:** Choose this option if you want to cancel the existing customized task schedule and replace it with the default task schedule for all days (or all remaining days if the guest has checked in) of the stay. The default facility schedule consists of the tasks configured for the room type. The **New** action is available if you later decide to customize the default task schedule.
- **Keep Customized Schedule and Update Additional Nights:** Choose this option if you want to retain the existing customized task schedule and automatically apply the default

tasks to the extra stay dates being added. (The reservation arrival date is used as the basis for determining task frequency scheduling for the added dates.)

- **Keep Customized Schedule and Do Not Update Additional Nights:** Choose this option if you want to retain the existing customized task schedule without automatically setting default facility tasks for the stay dates being added. (This is the default option.) You can manually add, edit and delete tasks for the schedule.

## Managing Reservation Payment Instructions

Reservation payment instructions enable you to define the payment method and payment details for each Billing window (folio); used in conjunction with [charge routing instructions](#).

Payment instructions is also used to manage credit card pre-authorizations, credit card transaction history and privileges such a pre and post stay charging authority, video checkout and folio auto-settlement.

When integrated with a payment partner Payment Details input are captured via EMV device and pre-auths automated through to the partner.

### New/Edit Payment Instructions

1. From the OPERA Cloud menu, select **Bookings** , select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To...**, click **Payment Instructions** or open the reservation presentation and click **Payment Instructions** details link.
4. Click **New/Edit Payment Instructions** to add or edit the payment details for a Billing window.
5. Enter the following details:
  - a. **No Post:** Select this check box to prevent interface charges posting to this reservation account. Users manually posting charges are presented a warning.
  - b. **Always Checked In:** When a user (or the end of day procedure) checks out a pseudo room reservation that is designated as Always Checked In, an End of Day process creates an add-on reservation, with duplicate reservation details, and checks in the new reservation. This is commonly used for 'permanent house accounts' reservations for a pseudo room type. (Available when the Auto Check In Pseudo Rooms after Check Out OPERA Control is active and the [room type](#) is enabled for Always Checked In).
  - c. **Pre-Stay Charging:** Select this check box to allow charges to be posted to this reservation account prior to check in. Payments (guest ledger) may also be made to the reservation when this option is selected (Available when the Pre Stay Charges OPERA Control is active). Refer [Setting up Pre Stay Charging Rules](#).
  - d. **Post-stay Charging:** Select this check box to allow charges to be posted to this reservation account after check out and prior to the End of Day. Available when the Post Stay Charges OPERA Control is active. Refer [Setting up Post Stay Charging Rules](#).

- e. **Auto-settle (folio):** Check to enable periodic auto-settlement of the folio balance. Refer [Auto Folio Settlement](#) (Available when the Auto Settlement Rules OPERA Control is active).
  - i. **Type:** Displays the Auto Folio Settlement Type selected in the primary profile linked to the reservation. Refer [Configuring Auto Folio Settlement Rules](#).
  - ii. **Days:** Enter a periodic number of days for auto-settlement to occur. OPERA Cloud refers this value when the **Use Days on Reservation** check box is selected on the Auto folio Settlement screen.
- f. **Video Checkout:** Select this check box to indicate the guest is authorized to use the video check out method. (Available when the Video Check Out OPERA Control is active).
- g. **Credit Limit Auto Pay:** Select to auto-settle the account balance exceeds the payment type credit limit. Available when the Credit Limit Overages OPERA Control is active. See [Using Credit Limit Overage](#)
- h. **Reservation Type:** Select a reservation type from the list to update the reservation type (for future arrival reservation) based on an update to the payment details.
- i. **Payment Details:** Select a Billing window (1-8) to add or update the payment details accordingly.
  - i. **Payment Method:** Select a payment method from the list.
  - ii. **Card Number:** Enter the PAN on credit card.

 **Note:**

When integrated with payment partner click **Get Token** to read the card details from an EMV terminal.

- iii. **Expiry:** Enter the expiry date of credit card.
- iv. **Card Present.** (Available when the **Payment Services Directive** OPERA Control is active) This check box is deselected by default and remains deselected if you manually enter a credit card number. A 'Credit Card Was Entered Manually' message appears when you manually enter a credit card. This check box is automatically selected if you insert or swipe a credit card in a credit card terminal.
- v. **Card Holder Name:** Enter the cardholder name on credit card.
- vi. **Authorisation Rule:** Select a credit card pre-auth calculation rule. For more information, see [About Credit Card Authorization Rules](#).
- vii. **Amount/Percentage:** Enter a value based on the pre-auth rule selected.
- j. **Opt In Email Folio:** Select the opt-it for email delivery of folios on checkout or when generating [Batch Folios](#) or when [auto-settling folios](#). The email address of the linked profile is displayed.
  - i. Click the email address to select a different email address or add a new email address.
  - ii. If no email address is available, click **Add Email** to add an email address for profile linked to the Billing window.
- k. Repeat payment details entry for other Billing windows.



6. Click **Save**.

### Moving Payment Method

To move the payment details for a Billing window to another Billing window.

1. From the OPERA Cloud menu, select **Bookings**, select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To...**, click **Payment Instructions** or open the reservation presentation and click **Payment Instructions** details link.
4. Click **Vertical Ellipse** and click **Move Payment Method**.
  - a. Select the **from window** from the list.
  - b. Select the to **window** from the list.
5. Click **Save**.

### Credit Card Authorization

To initiate a pre-authorization of the credit card:

1. From the OPERA Cloud menu, select **Bookings** , select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To...**, click **Payment Instructions** or open the reservation presentation and click **Payment Instructions** details link.
4. Click **Vertical Ellipse**, and click **Credit Card Authorization**.
  - a. Click **Additional** to obtain additional authorization amount.
    - i. Enter an **Authorization Amount** and click **Run Additional Authorization**.
    - ii. Select an EMV terminal (select a device areas to view list of terminals assigned to the area), click **Select Terminal**.
  - b. Click **Manual** to add an offline authorization and enter the following details:
    - i. **Authorization Amount**: Enter the amount authorized.
    - ii. **Approval Code**: Enter the approval code received.
    - iii. Click **Run Manual Authorization**.

### Viewing Credit Card Transaction History

1. From the OPERA Cloud menu, select **Bookings** , select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To...**, click **Payment Instructions** or open the reservation presentation and click **Payment Instructions** details link.
4. Click **Vertical Ellipse**, and click **Credit Card History**.
5. Select search options for Authorizations, Payments, Refunds and Failures, click **Search**.

6. Click **Report** to generate the **cc\_auth\_history** report with this information.

### Viewing Routing Instructions

To view and manage the reservation routing instructions. Available when the Routing OPERA Control is active.

1. From the OPERA Cloud menu, select **Bookings** , select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To...**, click **Payment Instructions** or open the reservation presentation and click **Payment Instructions** details link.
4. Click the **Vertical Ellipse**, and select **View Routing Instruction**.  
See [Reservation Routing Instructions](#).

## Managing Reservation Deposit Request and Cancellation Policy

### Prerequisites for Managing Reservation Deposit and Cancellation



#### Watch Video

Use the Deposit and Cancellation panel to manage a deposit requests and payments and any cancellation penalty for a reservation:

- Reservation deposit deals with managing the deposit requirements and payment that guests make prior to their stay.
- Reservation cancellation covers the handling of cancellation penalty charges, which might involve forfeiture of deposits paid.

Deposit and cancellation rules can be defined and scheduled via [Booking Rules and Schedules](#), allowing you to automatically apply the deposit and cancellation rules for reservations with a specific rate codes or reservation types, but you can also manually add deposit requests and cancellation policies directly to a reservation.

#### Note:

Only one deposit rule and one cancellation rule is in effect at a time - the rate code rule takes precedence, followed by the reservation type rule, and finally by any rule manually setup on the reservation.

### Add Reservation Deposit and Cancellation Details

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...** then **Deposit Cancellation** or open the reservation and click **Deposit Cancellation** in Reservation Presentation.

 **Note:**

Deposit and Cancellation details will already appear here if the rate code or reservation type selected for the reservation has a deposit and/or cancellation rule.

4. **Add Deposit Request:** Click **New** and enter the following details:
  - a. **Deposit Rule:** Select a deposit rule from the list to setup the deposit requirements or manually enter details. See [Configuring Deposit Rules](#).
  - b. **Percentage:** If a deposit rule was selected a percentage of the rate will populate the field; update as required.
  - c. **Deposit Amount.:** If a deposit rule was selected a deposit amount will populate to the field; update the deposit amount as required.
  - d. **Due Date.:** If a deposit rule was selected a due date will populate to the field; update the deposit amount as required.
  - e. **Comments:** Enter any comments applicable.
5. Click **Save**.
6. **Add Cancellation Penalty:** Click **New** and enter the following details:
  - a. **Cancel Rule:** Select a cancel rule from the list to setup the cancellation policy or manually enter the details. See [Cancel Penalties \(Cancellation Penalty Rules\)](#).
  - b. **% Cancel:** Enter the percent of the total charge for the number of room nights specified in Room Nights that is to be charged as a cancellation penalty (if the Percentage method is used to compute the penalty).
  - c. **Room Nights:** The number of room nights for this reservation.
  - d. **% Due:** Enter the percentage of the cancellation amount that is due.
  - e. **Cancel Amount:** The amount of the cancellation charge.
  - f. **Cancel Date:** Enter the date on or before which the cancellation must take place to avoid application of the cancellation penalty.
  - g. **Comments:** Enter any comments applicable.
7. Click **Save**.

#### Edit Reservation Deposit and Cancellation Details

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...** then **Deposit Cancellation** or open the reservation and click **Deposit Cancellation** in Reservation Presentation.
4. Select the deposit rule or cancellation penalty.
5. Click **Vertical Ellipse** and select **Edit**.
6. Update the details.
7. Click **Save**.

### Delete Reservation Deposit and Cancellation Details

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...** then **Deposit Cancellation** or open the reservation and click **Deposit Cancellation** in Reservation Presentation.
4. Select the deposit rule or cancellation penalty.
5. Click **Vertical Ellipse** and select **Delete**.
6. Click **Delete** to confirm.

### Post Deposit Payment

#### Post Unallocated Deposit

An unallocated deposit is not applied to a specific deposit request

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...** then **Deposit Cancellation** or open the reservation and click **Deposit Cancellation** in Reservation Presentation.
4. In the Deposit section, click **Vertical Ellipse** and select **Post Unallocated Deposit** and enter the following details:
  - a. **Payment Method**: Select a payment method from the list.
  - b. **Card Number**: Enter card number if payment method is a credit card.
  - c. **Expiration**: Enter expiry date if the payment method is a credit card.
  - d. **Card Present**. (Available when the **Payment Services Directive** OPERA Control is active) This check box is deselected by default and remains deselected if you manually enter a credit card number. A 'Credit Card Was Entered Manually' message appears when you manually enter a credit card. This check box is automatically selected if you insert or swipe a credit card in a credit card terminal.
  - e. **Card Holder**: Enter cardholder name details.
  - f. **Change Payment Method on Reservation**: Select to update the payment method in the reservation.
  - g. **Amount**: Enter the deposit amount.
  - h. **Comments**: Enter any comments.
  - i. **Reference**: Enter any reference details.
  - j. **Reservation Type**: Select a reservation type to update the reservation type based on deposit payment.
5. Click **Post Payment**.

#### Post Allocated Deposit

To post a deposit payment against a specific deposit request:

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...** then **Deposit Cancellation** or open the reservation and click **Deposit Cancellation** in Reservation Presentation.
4. In the Deposit section, click **Vertical Ellipse** and select **Post Deposit** and enter the following details:
  - a. **Payment Method**: Select a payment method from the list.
  - b. **Card Number**: Enter card number if payment method is a credit card.
  - c. **Expiration**: Enter expiry date if the payment method is a credit card.
  - d. **Card Holder**: Enter cardholder name details.
  - e. **Change Payment Method on Reservation**: Select to update the payment method in the reservation.
  - f. **Amount**: Enter the deposit amount.
  - g. **Comments**: Enter any comments.
  - h. **Reference**: Enter any reference details.
  - i. **Reservation Type**: Select a reservation type to update the reservation type based on deposit payment.
5. Click **Post Payment**.

## Prerequisites for Managing Reservation Deposit and Cancellation

### OPERA Controls

**Group**: Cashiering

**Functions**: Cancellation Handling

**Functions**: Deposit Handling

## Managing Reservation Cancellation

### Prerequisites for Managing Reservation Cancellation

You can cancel a reservation at any time prior to the reservation check-in. Cancelling a reservation returns the room type reserved back to inventory.

When the Cancellation Handling OPERA Control is active there is a cancellation policy (rule) on the reservation; informing you of the cancellation penalty. For more information, see [Managing Reservation Deposit and Cancellation](#).



**Watch Video.**

If required, you can generate a cancellation confirmation detailing the cancellation number.

 **Note:**

You cannot cancel an auto-created event reservation for a guest room reserved as an event space in OPERA Cloud Sales and Event Management **Premium**.

### Canceling a Reservation

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...** then **Cancel Reservation**.
4. Enter the following details:
  - a. **Cancel Reason:** Select a [Cancellation reason](#).
  - b. **Description:** Field defaults based on the reason selected; you can enter more details
  - c. **Delete All Traces:** Select the delete reservation traces on the cancelled reservation.
5. Click **Cancel Reservation**:
6. The cancellation number is displayed in the confirmation panel .
7. To generate a cancellation confirmation click **Email/Print**.
  - a. **Send To:** Select a linked profile from the list.
  - b. **Email To:** Select an email address from the list
  - c. **Confirmation Letter:** Select a cancellation template from the list.
8. Click **Send**.

 **Note:**

If cancelling a share reservation, a message prompts you to indicate whether you want to cancel each of the sharing reservations as well. If you proceed to cancel share reservations, an individual cancellation number is provided for each canceled sharer.

### Canceling a Reservation with Deposit Payment

When the Cancel with Deposit OPERA Control is active, a reservation with a deposit payment posted can be canceled; the deposit refund or retention can be managed at a later time.

When the Cancel with Deposit OPERA Controls is inactive you will be prompted to manage refund or retention of the deposit payment.

With the No Show and Cancellation Postings OPERA Control active, the cancelled reservations can be accessed in Billing to post a cancellation fee and refund any remaining deposit.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.

2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...** then **Cancel Reservation**.
4. Complete the following:
  - a. **Cancel Reason:** Select a [Cancellation reason](#).
  - b. **Description:** Field defaults based on the reason selected; you can enter more details.
  - c. **Delete All Traces:** Select the delete reservation traces on the cancelled reservation.
5. Click **Cancel Reservation**.

#### Reinstating Cancelled Reservation

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...** then **Reinstate Reservation**.

#### Viewing Cancellation History

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...** then **Cancel Reason**.

## Prerequisites for Managing Reservation Cancellation

### OPERA Controls

**Group:** Cashiering

**Functions:** Cancellation Handling

- Cancel with Deposit

### OPERA Cloud Tasks

**Group:** Bookings

**Task:** Reservation Management

- Cancel Reservations

## Managing No Show and Cancellation Deposits and Charges

### [Prerequisites for No Show and Cancellation Deposits and Charges](#)

When the No Show and Cancellation Postings OPERA Control is active, you can access No Show or Cancelled status reservations in Billing to post charges and payments as you would for any inhouse reservation. This enables you to process the

refund of deposit payment(s) or the posting of a cancellation or no show charge and then generate an [interim folio](#) to settle the balance and generate a folio.

If any deposit payments exist on these reservations, OPERA Cloud prompts you to transfer (mature) the deposit balance when accessing the reservation account in Billing. Selecting No to the prompt results in the deposit payments remaining on the deposit ledger; you can transfer the deposit balance to the guest ledger at a later time.

When the Post Revenue To No Shows OPERA Control is active, you can configure rules to automate the posting of a no show charge and the transfer of all deposit payments during End of Day on the arrival date of the no show.

See, [Configuring No Show Posting Rules](#).

### Manually Transferring Deposit Balances

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Select **No Show** or **Cancelled** Reservation Status, enter any other search criteria, and click **Search**.
3. Select the **reservation** in the search results, click the **I Want To . . .** link, and select **Billing**.
4. Click the **I Want To . . .** link and select **Transfer Deposit**.

### Posting a No Show or Cancellation Charge

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Select **No Show** or **Cancelled** Reservation Status, enter any other search criteria, and click **Search**.
3. Select the **reservation** in the search results, click the **I Want To . . .** link, and select **Billing**.
4. Select the **billing window**.
5. Click **Post Charge**.

Refer to: [Posting Charges to Guest Folios](#).

### Posting Settlements (Payment)

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Select **No Show** or **Cancelled** Reservation Status, enter any other search criteria, and click **Search**.
3. Select the **Reservation** in the search results, click the **I Want To . . .** link, and select **Billing**.
4. Select the **Billing Window** to settle.
5. Click the **Vertical Ellipsis** and select **Interim Folio**.

Refer to: [Generating a Folio for an Interim Bill](#).

### Posting Deposit Refunds (Payment)

A refund payment requires entry of a negative payment amount.



1. From the OPERA Cloud menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Select **No Show** or **Cancelled** Reservation Status, enter any other search criteria, and click **Search**.
3. Select the **reservation** in the search results, click the **I Want To . . .** link, and select **Billing**.
4. Select the **billing window** with a deposit balance to refund.
5. Click **Post Payment**.

Refer to: [Applying Payments to Guest Folios](#).

## Prerequisites for No Show and Cancellation Deposits and Charges

### OPERA Controls

**Group:** Cashiering

**Functions:** No Show and Cancellation Postings

**Parameters:** Post Revenue To No Shows (No Show Posting Rules)

**Settings:** No Show Posting Transaction Code

## Managing Reservation Fixed Charges

### [Prerequisites for Reservation Fixed Charges](#)

The Fixed Charges feature enables you to schedule the automatic posting of re-occurring charges to reservations during the End of Day process.

It also offers a convenient way to automatically post a one-time charge on a specific date in the future.

#### **Note:**

If charge routing is active on the reservation, the fixed charge will route to the billing window or room based on these instructions.

### Adding Fixed Charges

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria for the reservation and click **Search**.
3. Select a reservation in the search results.
4. Click **I Want To...** and then select **Fixed Charges** or click the **Fixed Charges** link in Reservation Presentation.
5. Click **New** and enter the following details:
  - a. **Frequency.** Select the frequency with which the fixed charge should be posted.

- **Once.** Post the charge one time. When this option is selected, the **End Date** field becomes unavailable.
  - **Daily.** Post the charge every day.
  - **Weekly.** Post the charge once a week. When this option is selected, the **Day to Execute** field appears. Select the down arrow to choose the day of the week (1 = Sunday, 2 = Monday, 3 = Tuesday, and so on) to have the fixed charge posted.
  - **Monthly.** Post the charge once a month. When this option is selected, the **Day to Execute** field becomes available. Select any number from 1 to 31 or **END**. Numbers 1 through 31 trigger a posting on that date each month. If the date does not fall in that month (for example, some months have fewer than 31 days), no posting occurs for the month. Selecting **END** always posts the fixed charge on the last day of the month.
  - **Quarterly.** Post the charge once a quarter. When this option is selected, the **Day to Execute** field becomes available. Fixed charges are posted every quarter, that is, every three months. Select the down arrow to choose the date during the last month in the quarter to have the fixed charge posted. For example, if you select 15, the fixed charges are posted on the 15th of March, the 15th of June, the 15th of September, and the 15th of December. To post the charge on the last day of the quarter, regardless of the date, select **END**.
  - **Yearly.** Post the charge once a year. When this option is selected, the **Date to Execute** field becomes available. Fixed charges always post every year on the month and day you select. The year portion of the date is ignored.
- b. **Begin Date /End Date.** Select the **Begin Date** and **End Date** to determine the period when the fixed charge can be posted to the AR Account.
  - c. **Transaction Code.** Enter or select the charge from the list.
  - d. **Quantity.** Enter the number of units to be charged.
  - e. **Amount (Price).** Enter the unit price of the charge.

 **Note:**

Fixed charges are always posted in the local/base currency for the property. The posted amount will be the price x quantity.

- f. **Supplement.** Use this field for supplemental information about the charge. For example, for a fixed parking charge you may want to enter a parking ticket number or parking space number.
6. Click **Save** or **Save and Continue** to add another fixed charge.

### Editing Fixed Charges

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria for the reservation and click **Search**.
3. Select a reservation in the search results.
4. Click **I Want To...** and then select **Fixed Charges** or click the **Fixed Charges** link in Reservation Presentation.
5. Click the row level vertical ellipsis for the fixed charge and select **Edit**.

6. Update details.
7. Click **Save**.

#### Deleting Fixed Charges

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria for the reservation and click **Search**.
3. Select a reservation in the search results.
4. Click **I Want To...** and then select **Fixed Charges** or click the **Fixed Charges** link in Reservation Presentation.
5. Select the fixed charge and click the **Vertical Ellipsis**.
6. Click the row level vertical ellipsis for the fixed charge and select **Delete**.
7. Click **Delete** to confirm.

## Prerequisites for Reservation Fixed Charges

#### Licenses / Subscriptions

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

#### OPERA Controls

**Group:** Cashiering

**Functions:** Fixed Charges

#### OPERA Cloud Tasks

**Group:** Bookings

**Task:** Reservation Management

Fixed Charges

- New/Edit Fixed Charges
- Delete Fixed Charges

## Managing Reservation Alerts

#### Prerequisites for Reservation Alerts

Alerts are messages for hotel staff that are displayed as a notification when the reservation is accessed at a specific time (status) in the reservation life cycle.

When the **Popup Alerts** control is enabled Alerts appear as a pop-up page, which the user must close to continue. When the control is not enabled Alerts are indicated in a notifications link.

Reservation alerts can also be setup to print to an (email addressable) printer, such a printer in In-room Dining or Concierge and generating a "chit" in the selected template format.

### Adding Reservation Alert

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...** then **Alert** or open the reservation and click **Alert** in Reservation Presentation.
4. Click **New** and enter the following details:
  - **Code:** Select the [Alert message](#).
  - **Area:** Select the area of the alert. The area determines when the alert will be displayed.
    - **Reservation** - Alert is triggered whenever the future reservation is accessed.
    - **Inhouse** - Alert is triggered whenever the inhouse reservation is accessed
    - **Check- In** - Alert is triggered at the time the reservation checks in (due in)
    - **Check- Out** - Alert is triggered at the time the reservation checks out (due out)
  - **Description:** The text of the alert. Based on the alert code selected , default text is populated and can be edited if required.
  - **Display Alert:** Select this check box to display alert as an on-screen notification when the alert is triggered. This check box is selected by default
  - **Print Alert:** Select this check box to print the alert notification using a selected alert template to the selected printer.
    - **Printer** -Select the printer from list. This printer must be configured as belonging to the alert printing group and be email addressable. See [Configuring Printers](#) for details.
    - **Report** - Select the alert template to be printed . If no alert report is selected, the alphabetically first alert template auto-populates to the field. See [Stationery Report Groups](#) for details.
5. Click **Save**.

### Editing Reservation Alert

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want to...** then **Alert** or open the reservation and click **Alert** in Reservation Presentation.
4. Click **Vertical Ellipse**, Click **Edit**.
5. Update the alert details.
6. Click **Save**.

### Deleting Reservation Alert

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria, click **Search**.

3. Select the reservation in the search result, click **I Want to...** then **Alert** or open the reservation and click **Alert** in Reservation Presentation.
4. Click **Vertical Ellipse**, Click **Delete**.
5. Click **Delete** to confirm.

## Prerequisites for Reservation Alerts

### OPERA Controls

**Group:** Reservations

**Functions:** Alerts

- Popup Alerts

### OPERA Cloud Tasks

**Group:** Bookings

**Tasks:** Reservation Management

Reservation Alerts

- New/Edit Reservation Alerts
- Delete Reservation Alerts

## Managing Reservation Preferences

### Adding Reservation Preferences

1. From the OPERA Cloud menu, select **Bookings** , select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To...** click **Preferences** or open the reservation presentation and click **Preferences** details link.
4. Click **New**.
  - a. Click the preference group **[+]** to expand the list.
  - b. Select one or preferences in the **Available** column, click **>** to move selection to the **Selected** panel.
5. Click **Save** to save on reservation.
6. Click **Save to Reservation and Profile** to save the preferences on reservation and also update the preferences on the linked profile.

### Deleting Reservation Preferences

1. From the OPERA Cloud menu, select **Bookings** , select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To...** click **Preferences** or open the reservation presentation and click **Preferences** details link.
4. Enter search criteria and click **Search**.
5. Select the preference, click **Vertical Ellipse** and select **Delete**.

6. Click **Delete** to confirm.

## Authorizing Credit Card Transactions

You can authorize credit card transactions from the reservation or from Billing. If your property uses chip and pin terminals, you must select the terminal during the authorization process.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**. Search for and open a reservation.
2. If authorizing from Billing, click **I Want To . . .** and click **Billing**. Next, click **I Want To . . .** and click **Interim Folio**, enter an **Amount**, and click **Settle and Send Folio**.
3. If authorizing from the reservation, click **Payment Instructions**, click the vertical ellipsis button, and select **Credit Card Authorization**.
4. Click the vertical ellipsis button and do one of the following:  
  
If charging a partial amount, select **Additional**, enter the **Authorization Amount**, and click **Run Additional Authorization**.  
  
If authorizing the credit card manually, select **Manual**, gain authorization approval, enter the **Approval Code**, and click **Run Manual Authorization**.

## Viewing Credit Card History

You can view a guest's credit card history while settling the guest folio.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Search for and open a reservation.
3. On the Reservation screen, click **I Want To** and click **Billing**.
4. On the Billing screen, click **I Want To . . .** and click **Authorization and History**.
5. On the Authorization & History screen, click **Credit Card History** and click **Search**. Use the check boxes to filter your search by Authorizations, Payments, Refunds, or Failures.

## Viewing Credit Card Details

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and select **Manage Reservation**.
2. Search for and go to the reservation.
3. In the **Payment Details** section, click **View Sensitive Information**.

## Managing Reservation Linked Profiles

[Prerequisites for Managing Reservation Linked Profiles](#)

The Linked Profile panel is used to link a Company, Travel Agent, Contact, Group or Source profile to a reservation. You can also select a profile as the reservation contact and the billing contact for the reservation.

Use the Linked Profile panel to select a different guest profile for a future reservation (i.e. name change); your role must be granted the Select Another Profile task to access this action.

When the Accompanying Profile OPERA Control is active you can also link guest profile as an accompanying guest , who is someone that also occupies a room but does not require a separate reservation account or has independent stay dates. If the guest requires a separate folio or has staggered arrival or departure dates use the Shares option instead. Using Accompanying Profiles on a reservation ensures that you can locate a guest via Manage Reservation search.

### Selecting Another Profile for Reservation

To link a different guest profile to a reservation:

1. From the **OPERA Cloud** menu, select **Bookings**, select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To...** click **Linked Profiles** or open the reservation presentation and click the **Linked Profiles** details link.
4. Click **Select Another Profile**.

 **Note:**

Click **Create Guest Profile** to create a new profile. See [Creating Profiles](#).

5. Enter search criteria and click **Search**.
6. Select a profile in the search result, click **Select**.
7. The **Linked Profiles** panel will update to show the new profile linked to reservation.

 **Note:**

Please be sure to check the reservation preferences based on new profile linked to the reservation.

### Managing Associated Profiles

1. From the **OPERA Cloud** menu, select **Bookings**, select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To...** click **Linked Profiles** or open the reservation presentation and click the **Linked Profiles** details link.
4. Click the **Associated Profiles** tab to view any sales account or group profiles linked to the reservation or any accompanying guests added to the reservation.
5. Click **Edit**.

- a. **Company:** If the reservation is associated with a company and you want to maintain statistics on this company, link the company profile to the reservation.
  - b. **Agent:** If the reservation is made through a travel agency, link the travel agency profile to the reservation in order to maintain statistics for the travel agent and enable commission to be calculated.
  - c. **Group:** If the reservation is associated with a group, link the group profile to the reservation in order to maintain statistics for the group.
  - d. **Source:** If the reservation is made through a reservation service, link the source profile to the reservation in order to maintain statistics for the source.
  - e. **Reservation Contact:** Select to link a contact profile to the reservation. Available when the **Contacts OPERA Control** is active.
  - f. **Billing Contact:** Select to link a contact profile to the reservation. Available when the **Contacts OPERA Control** is active.
6. Click **Save**.

### Managing Accompanying Profiles

1. From the **OPERA Cloud** menu, select **Bookings**, select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To...** click **Linked Profiles** or open the reservation presentation and click the **Linked Profiles** details link.
4. Click the **Associated Profiles** tab to view any sales account or group profiles linked to the reservation or any accompanying guests added to the reservation.
5. Click **Attach**.
  - a. Enter search criteria, click **Search**.

 **Note:**

Click **Create Guest Profile** to create a new profile. See [Creating Profiles](#)

- b. Select a profile in the result and click **Select**.
  - c. Click **Save**.
6. Click **Vertical Ellipse** and select **Remove** to delete the link for the selected profile
  7. Click **Save**.

## Prerequisites for Managing Reservation Linked Profiles

### OPERA Controls

**Group:** Reservations

**Functions:** Accompanying

### OPERA Cloud Tasks

**Group:** Reservation Management

**Task:**



- Associated Profiles
  - Edit Profile
  - Select Another Profile
  - Attach Accompanying Guest
  - Attach Travel Agent
  - Attach Source

## Reservation Package Items

### [Prerequisites for Reservation Package Items.](#)

Package items enable you to provide guests with amenities and services as part of their reservation stay. You can link package items to a rate code to create a package rate, sell package items directly on a reservation, or both link them to a rate code and sell them on a reservation.

A "Bed and Breakfast" package rate code is an example of a package item that includes both accommodation and breakfast in the rate amount. A "Honeymoon" package rate code might include items such as champagne, chocolates, dinner, and breakfast in addition to the accommodation.

An extra bed or crib might be required for a specific reservation and sold separately as a package item. A package item can be configured with an item price, which adds it to the rate, thereby increasing the total room rate. When the Item Inventory OPERA Control is active package items can also be configured to deduct inventory items when the package item is added to a reservation.

Other examples of reservation-specific package items are transportation (airport pickup / drop off) and tours sold "on the fly" that must be added to the reservation and posted to the reservation in order for a sales charge to be posted to the reservation account.

For details on how package items are configured, see [Package Codes](#) and [Package Groups](#) . For details on how package rates are configured, see [Rate Codes](#).

The Packages details screen allows you to view a list of all package items that are included in the rate code or manually added (sold) directly on the reservation. When package items are added to the reservation, you may later delete them entirely from the reservation or edit the quantity of the item.

When package items are configured on the reservation rate code, you are unable to delete the package item or change the quantity of package elements. The quantity value shown in the **Quantity** field refers to the number of packages associated with the reservation. This number is determined based on the calculation rules for the package — per person, per adult, per room, per flat rate, and so on. For example, if the Breakfast package is per-person, and two guests are covered by the reservation, the quantity would be 2. However, you can exclude the package item.

With the Override Package Amount task granted, you can also amend the pricing and/or allowance amount of the package item for a specific reservation.

## Prerequisites for Reservation Package Items

### OPERA Controls

**Group:** Rate Management

**Function:** Advanced Packages [Allowances] (Optional)

### OPERA Cloud Tasks

**Group:** Bookings

**Task:** Reservation Management

Packages

- New/Edit Packages
- Delete Packages

## Managing Reservation Package Items

### Viewing Package Items

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria and click **Search**.
3. Select the reservation in the search results, click **I Want To...** and then select **Packages** or click the **Packages** link in Reservation Presentation.

 **Note:**

The number that appears with the Packages link indicates the number of package items linked to the rate code / reservation.

### Packages Tab

The **Selected Packages** panel displays a list of the included package items:


- **Price:** Shows the package price.
- **Quantity:** Shows the quantity how often the package element was added to the reservation. (also see Quantity vs Calculated Quantity details).
- **Calculated Quantity:** Considers the calculation rule such as per person, per adult to indicate the total quantity.
- **Excluded Quantity:** Quantity Excluded (refer Exclude Package Items topic below).
- **Start Date / End Date:** Dates that define the period during which this package is available.

### Daily View Tab

- The Daily View panel displays a breakdown on package elements and inventory items per date for the reservation, occurring each date based on the posting rhythm set in the item.
- All reservation dates are shown vertically with the option to scroll.
- Package details are collapsed by default ; click **Expand** to show additional details for each package item.
- To update the package price click the package code, see **Edit Package Item Pricing** below.

### Excluding Package Items Included in Rate Code

Package items are often linked to the reservation as part of the rate code selected for the reservation. (Package items that are attached to the reservation by the rate code display the rate code in the Rate Code column.) You may, however, decide that you do not want to include the package item in the rate code for a specific reservation. For example, an (add to rate) airport pickup package item may be linked to a rate code and certain guests might not require the transportation and can request this package item to be excluded for their reservation. Excluding a package item does not reduce the reservation rate amount; rather the internal revenue split is adjusted accordingly.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria and click **Search**.
3. Select the reservation in the search results, click **I Want To...** and then select **Packages** or click the **Packages** link in Reservation Presentation.
4. In the **Selected Packages** panel, click  for the selected package element and update details.
  - a. **Excluded Quantity:** Enter the number of the package elements to exclude. The Excluded Quantity cannot exceed the Calculated Quantity displayed.

#### Note:

The Excluded Quantity flag is applied to the entire stay. Once the reservation has checked in and **End of Day** processing has been run, the **Excluded Quantity** field can no longer be edited.

5. Click .
6. Click **Save**.

#### Note:

Excluding a package item included in the rate does not reduce the reservation rate amount; rather the internal revenue split is adjusted , increasing the room revenue based on the item price of the excluded package item.

## Editing Package Pricing

If you have the **Override Package Amount** task granted, you can amend the pricing of a package item for a specific reservation.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria and click **Search**.
3. Select the reservation in the search results, click **I Want To...** and then select **Packages** or click the **Packages** link in Reservation Presentation.
4. Click the **Daily View** tab.
5. Click a package code link and update pricing:
  - a. **Price:** Enter a new item price - this is the amount split from the rate or added to the rate depending on the rate rule of the package item.
  - b. **Allowance:** Enter a new allowance amount - this is the amount the guest is allowed to consume in the outlet before incurring an overage on their account. (Available when the Advanced Package OPERA Control is active and the package item is configured as an allowance)
6. Click **Save**.

## Managing Add-on (Sell Separate) Package Items

In addition to any package items that are attached to the reservation by the reservation rate code, you can manually add additional package items or package item groups to a reservation and edit certain package features.


This is typically used for “on-the-fly” requests from guests for items (to be supplied and charged), such as transportation, extra bed, crib, or a tour.

### Note:

The package item must be configured as Sell Separately to be able to add directly to a reservation.

## Adding a Package Item

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria and click **Search**.
3. Select the reservation in the search results, click **I Want To...** and then select **Packages** or click the **Packages** link in Reservation Presentation.
4. Uncheck **Show Selected Only** to view all package items.
5. A list of package items and groups is displayed; use the **Filter by Keyword** search field to refine the search:

- a. **Code:** Package Item Code. Multi-item package groups are indicated with  and displays as a link. Click the link to view the details of items included in the package group.
- b. **Description:** Package item description (hover over field to view the full description).
- c. **Calculation Rule:** How the package amount is calculated:
  - **Flat Rate:** The price posted as a flat rate, regardless of the number of guests. The flat rate is per guest sharing the room, that is, each share-with in the room is charged the flat rate amount.
  - **Per Person:** The price times the number of adults plus the number of children.
  - **Per Adult:** The price times the number of adults.
  - **Per Child:** The price times the number of children. With the selection of this calculation rule and the Rates > Rates By Defined Buckets is set to Y, packages can be setup with different amounts per child bucket on the Package Details tab.
  - **Per Room:** The price times the number of rooms. The Per Room calculation is applied to the room. If a reservation is shared, instead of applying the package per reservation, it considers the package for that room.
- d. **Posting Rhythm:** Posting frequency of the package.
- e. **Price:** Shows the package item price.
- f. **Incl Rate:** Indicates if package item is included in the rate code.
- g. **Item:** Indicates if there is item inventory linked to the package item (hover mouse over to view full details).

 **Note:**

Only package items with a pricing schedule configured for dates matching the reservation dates are listed.


6. Click **Add** on the package item or group to select it for the reservation and enter the following details:
  - a. **Quantity:** Number of package elements to be attached to the reservation. The default value is 1.

 **Note:**

For Ticket Packages, the Quantity field is the only field that can be edited.

- b. **Begin/End Dates:** Dates that define the period during which this package is to be available. Enter dates manually or use the calendar tool to select dates. The default Begin Date and End Date for a package being attached to a reservation prior to check-in are the reservation arrival date and departure date. Once the reservation is checked in, the default Begin Date is the current

business date and the default End Date is the reservation departure date. Dates cannot be earlier than the arrival date or later than the departure date.

7. Click  .
  - You will be informed if package cannot be applied due to restrictions on package element, or due to unavailability of linked item inventory .
  - If there is an inventory item attached to the package that is not available. will be considered:
    - If you have the **Override item sell control** user task granted to your role(s) you will be able to override the item availability and proceed with adding the package including items.
    - If you do not have the **Override item sell control** user task granted to your role(s), when you click on override, an override login screen is displayed, allowing another user that has the **Override item sell control** task granted to override the item availability .



Once the package element has been confirmed, the calculated quantity for the package is displayed on the package element and the Package element displays **Pending Save**.

- Repeat steps to select more package items for the reservation.
8. Click **Save**.

#### **Note:**


When a package item that includes inventory items has been manually added to a reservation, the inventory items cannot be edited or deleted via the Item Inventory screen. To remove these inventory items, the manually attached package item must be deleted from the reservation.

### Editing a Package Item

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria and click **Search**.
3. Select the reservation in the search results, click **I Want To...** and then select **Packages** or click the **Packages** link in Reservation Presentation.
4. Click the **Packages** tab.
5. Click  for the selected package element or package group and update details.
  - a. **Start Date / End Date:** Dates that define the period during which this package is to be available. Change dates manually or use the calendar tool to select dates.
    - Prior to check-in you can change the package dates within the reservation time frame.
    - Once the reservation is checked in, the start date can only be changed if it is in the future and the earliest allowed date is the business date.
6. Click  .

7. Click **Save**.

#### Deleting a Package Item

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria and click **Search**.
3. Select the reservation in the search results, click **I Want To...** and then select **Packages** or click the **Packages** link in Reservation Presentation.
4. Click the **Packages** tab.
5. Click the  icon on the package item or package group to remove from the reservation.
6. Click **Delete** to confirm.
7. Click **Save**.



#### Note:

When you proceed with deletion any inventory items that are configured for the package item are also removed.

## Reservation Item Inventory

### Prerequisites for Reservation Inventory Items

The item inventory feature enables you to manage items required for a reservation; such as extra beds or cribs where a finite number is available on a given day

Other uses for reservation inventory items could be the tracking of limited seating for a special event, limited capacity for a daily tour, boat tickets, or parking spaces at your property.

Once an item is selected for a reservation the availability of the item is reduced for the applicable dates. When the **Allow Inventory Items Outside Of Stay Days** OPERA Control is active, items can be selected for dates outside of the reservation dates, so long as there is at least one overlapping date with the reservation dates.

When the Sell Control Items OPERA Control is active the sale (selection) of the item will be restricted if there is no inventory available for the selected dates. Users with the **Override Item Sell Control** task granted will be able to book items when there is no inventory available for the selected dates. Users without the **Override Item Sell Control** task granted can request a PIN override; other users with the **Override Item Sell Control** task granted can authorize the override of the sell control via input of their PIN

When the Item Inventory Pool OPERA Control is active items can be grouped into item pools that have a single shared inventory level. The items that are part of the pool must be from the same Item Inventory Class and when sold, all of the items included in the pool are deducted from a single quantity, the maximum quantity of the Item Inventory Pool. When any of the items that are associated to an Item Inventory Pool are sold, the number available will be updated with the new quantity at the pool-level

only. Validation for each item booked from the pool will occur when the item itself is reserved. Item Pools are indicated in bold.

An example of the availability of an Item Inventory Pool.

- Item: Adult Tickets - Quantity in Stock 10
- Item: Child Tickets - Quantity in Stock 2

These two items are associated with the Item Inventory Pool called Boat Tickets.

The availability of the Boat Tickets Pool is 10, or the maximum quantity of the items associated with the pool. This means that:

- 10 Adult Tickets can be sold OR
- 2 Child Tickets and 8 Adult Tickets can be sold OR
- 1 Child Ticket and 9 Adult Tickets can be sold

The above scenarios are possible without overselling any Item or the Item Inventory Pool itself. Should the Sell Control attribute be defined for the [items](#) then overbooking of the items and thus the pool itself can be overbooked.

When used in conjunction with reservation [package items](#) a sales charge for an inventory item can be auto-posted to the reservation account during end of day; this is useful for items such as cribs and extra beds for which a charge is incurred.

In the event that reservation dates are amended an automated process will identify and apply the required changes to the dates for selected reservation items. When the Allow Inventory Items Outside Of Stay Days OPERA Control is inactive or the **Outside of Stay Days** check box is not selected for the item, the inventory item will be automatically removed from the updated reservation when it is saved. You will be informed if any item had to be removed due to no item availability, or item dates falling outside of the new reservation stay dates. The same applies to items added via a package item selected for the reservation.

## Prerequisites for Reservation Inventory Items

### OPERA Controls

**Group:** Reservations

**Functions:** Item Inventory

- Item Inventory Pool
- Allow Inventory Items Outside Of Stay Days
- Sell Control Items

### OPERA Cloud Tasks

**Group:** Bookings

**Task:** Reservation Management

Override Item Sell Control

- Item Inventory
- New/Edit Item
- Delete Item



## Managing Reservation Inventory Items

### Viewing Reservation Inventory Items

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria and click **Search**.
3. Select the reservation in the search results, click **I Want To . . .** and then select **Item Inventory** or click the **Item Inventory** link in Reservation Presentation.

 **Note:**

A number displayed on the **Item Inventory** link indicates the number of inventory items selected for the reservation.

4. The Selected Inventory Item panel appears a list of the items for each item the following is indicated:
  - a. **Image:** Click to view an image of the item.
  - b. **Code:** The item code for the inventory item.
  - c. **Description:** The name of the inventory item.
  - d. **Quantity:** Number of items selected for the reservation.
  - e. **Start Date / End Date:** Date range for which the item is selected for the reservation.

The **Daily View** tab shows a breakdown of inventory items per reservation date.

### Adding an Inventory Item to a Reservation



 **Note:**

When the Allow Inventory Items Outside Of Stay Days OPERA Control is active, eligible items that are selected for dates outside of the reservation stay dates have to overlap at least one night of the reservation stay dates.



 **Note:**

When the Sell Control OPERA Control is active.


- If your role(s) are granted the Override Item Sell Control task you can override items that are not available.
- If your roles(s) are not granted the **Override Item Sell Control**, you can request other users with the Override Item Sell Control task granted to authorize the override via input of their PIN.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria and click **Search**.
3. Select the reservation in the search results, click **I Want To . . .** and then select **Item Inventory** or click the **Item Inventory** link in Reservation Presentation.
4. From the Item Inventory screen, click **New**.
  - a. Enter search criteria and click **Search**.
  - b. Items and their availability are listed in the Available Inventory Items section.
  - c. To select an item, click the **(availability) number** link for the item and applicable start date.
  - d. The item appears in the **Selected Inventory Items** panel. Enter the following details:
    - i. **Quantity**: Enter or select the quantity of items required.
    - ii. **Begin Date**: Enter the date for which the item should be linked to the reservation (defaults to arrival).
    - iii. **End Date**: Enter the end date for the item (if left empty, OPERA Cloud assumes the departure date).
    - iv. Click .
    - v. Click  to remove an item.
5. Click **Save**.

#### Editing an Inventory Item on a Reservation

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria and click **Search**.
3. Select the reservation in the search results, click **I Want To . . .** and then select **Item Inventory** or click the **Item Inventory** link in Reservation Presentation.
4. In the **Selected Inventory Items** panel, select the inventory item, click .
5. Update details.
6. Click .
7. Click **Save**.

#### Deleting an Inventory Item from a Reservation

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria and click **Search**.
3. Select the reservation in the search results, click **I Want To . . .** and then select **Item Inventory** or click the **Item Inventory** link in Reservation Presentation.
4. In the **Selected Inventory Items** panel, select the inventory item, click .
5. Confirm by clicking **Yes**.

6. Click **Save**.

## Managing Reservation Memberships

### Prerequisites for Reservation Memberships.

You can associate an unlimited number of memberships with a guest's profile. Similarly, you can select multiple memberships, one per membership type and membership class, for a reservation. Loyalty points can then be calculated for the memberships selected for the reservation.

### Viewing a Reservation Membership

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria and click **Search**.
3. Select the reservation in the search results, click **I Want To...** and then select **Membership** or click the **Membership** link in Reservation Presentation.



#### Note:

You might need to click **Show All** to view all detail links.

4. To Manage Profile Memberships, click **Manage**. For more information, see [Managing Profile Memberships](#).

### Selecting Memberships for a Reservations

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria and click **Search**.
3. Select the reservation in the search results, click **I Want To...** and then select **Membership** or click the **Membership** link in Reservation Presentation.
4. Select a profile membership and then click the down arrow to move the selected membership to the reservation membership panel.
5. Click **Save**.

### Deselecting Memberships for a Reservation

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria and click **Search**.
3. Select the reservation in the search results, click **I Want To...** and then select **Membership** or click the **Membership** link in Reservation Presentation.
4. Select a membership in the reservation membership panel and then click the up arrow to move the selected membership back to the profile membership panel.
5. Click **Save**.

## Prerequisites for Reservation Memberships

### OPERA Cloud Tasks

**Group:** Bookings

**Task:** Reservation Management

Membership

- New/Edit Membership
- Delete Membership
- Link Membership

## Managing Reservation Attachments

### Prerequisites For Attachments

You can attach files (less than 10MB) to Reservations using the Attachments feature. Reservation attachments are retained for the life of the reservation and purged after departure.

### Adding Reservation Attachments

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria and click **Search**.
3. Select the reservation in search result, click **I Want To. . .**, click **Attachments** or open the reservation and click the **Attachments** details link.
4. Click **New** to attach a new file.
  - a. Click **Browse** and select a file on your workstation.
  - b. **Filename.** Enter a filename using only alphanumeric characters; no spaces or special characters are accepted.
  - c. **Description** Enter a description for the attachment.
5. Click **Save**.

### Downloading Reservation Attachments

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria and click **Search**.
3. Select the Reservation in search result, click **I Want To. . .**, click **Attachments** or open the reservation and click the **Attachments** details link.
4. On the Attachments screen, click the **vertical ellipsis** button.
5. Click **Download** and choose to either **Open** or **Save File**.

### Deleting Reservation Attachments

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Enter search criteria and click **Search**.
3. Select the Reservation in search result, click **I Want To. . .**, click **Attachments** or open the reservation and click the **Attachments** details link.
4. On the Attachments screen, click the **vertical ellipsis** button.
5. Click **Delete** and confirm the deletion.

### Prerequisites for Attachments

#### OPERA Controls

**Group:** General

**Function :** File Attachments

#### OPERA Cloud Tasks

**Group :** Bookings

- Attachments
- Download/Preview Attachment
- New Attachment
- Delete Attachment

### About Reservation Transaction Diversion

#### [Prerequisites for Reservation Transaction Diversion](#)

Transaction diversion is a process whereby charges for selected transaction codes are automatically "diverted" to a pseudo room reservation based on the membership type and level, or the VIP level of the primary profile linked to a reservation.

Transaction diversion rules determine the conditions under which the posting will be diverted. For example, a transaction diversion rule could state that charges for Internet access are to be diverted to pseudo room 9020 for reservations that have a Platinum level Priority Club membership attached.

The transaction diversion panel indicates if the threshold rule is property-level or reservation-level and if it is based on Count, Quantity, or Minutes. You can manage reservation-level diversion rules.

 **Note:**

If a reservation has two threshold rules attached, either Property or Reservation level or a combination of the two, that both contain the same transaction code; the sequence associated with the rule will determine how the charge is processed and which PM room it is diverted to. The rule with the lowest sequence number has the highest priority.

### User Activity Logging of Transaction Diversions

A record is entered into the Changes Log (link: [c\\_logs\\_changes\\_log.htm](#)) under the Posting Activity Group : DIVERTED TRN. CODE <transaction code> FOR <amount> <local currency> FROM <guest name> OF ROOM #<room no> CONF. #<confirmation no> TO <guest name> OF ROOM #<room no> CONF. #<confirmation no>

## Prerequisites for Reservation Transaction Diversion

### OPERA Controls

**Group:** Cashiering

**Function :** Transaction Diversions.

### OPERA Cloud Tasks

#### Reservation Management

- Transaction Diversions
  - New/Edit Transaction Diversions
  - Delete Transaction Diversions

## Managing Reservation Transaction Diversion

### Adding Reservation Transaction Diversion Rules

Reservation type Threshold rules can be attached to an active reservation on the day of arrival, after check in, or that is arriving in the future.

1. From the OPERA Cloud menu, select **Bookings**, select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To**, click **Transaction Diversion** or open Reservation Presentation and click the **Transaction Diversion** details link.
4. Click **New** and complete the following
  - a. **Code:** Select a transaction diversion code from the list; selection depends on the VIP or Membership details of the primary profile linked to the reservation.
  - b. **Notes:** Enter any notes
5. Click **Save**.

### Editing Reservation Transaction Diversion Rules

1. From the OPERA Cloud menu, select **Bookings**, select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To** , click **Transaction Diversion** or open Reservation Presentation and click the **Transaction Diversion** details link.
4. Select the diversion rule, click vertical ellipse and select **Edit**.
  - a. Update details.
  - b. **Inactive**: Click to inactive the rule
5. Click **Save**.

### Deleting Reservation Transaction Diversion Rules

1. From the OPERA Cloud menu, select **Bookings**, select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To** , click **Transaction Diversion** or open Reservation Presentation and click the **Transaction Diversion** details link.
4. Select the diversion rule, click vertical ellipse and select **Delete**.
5. Click **Delete** to confirm.

### Viewing Transaction Diversion Summary

1. From the OPERA Cloud menu, select **Bookings**, select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To** , click **Transaction Diversion** or open Reservation Presentation and click the **Transaction Diversion** details link.
4. Select the diversion rule, click **+** to expand.

### Viewing Transaction Diversion Daily Details

1. From the OPERA Cloud menu, select **Bookings**, select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To** , click **Transaction Diversion** or open Reservation Presentation and click the **Transaction Diversion** details link.
4. Select the diversion rule , click vertical ellipsis and select **View Daily Details**.

### Viewing Transaction Diversion Rule Configuration

1. From the OPERA Cloud menu, select **Bookings**, select **Manage Reservation**.
2. Enter search criteria, click **Search**.
3. Select the reservation in search result, click **I Want To** , click **Transaction Diversion** or open Reservation Presentation and click the **Transaction Diversion** details link.

4. Select the diversion rule, click vertical ellipsis and select **View Configuration**.
5. See [Configuring Transaction Diversion](#).

## Creating House Posting Accounts

House accounts are a pseudo room type reservation used for managing billing charges of non-residential guest or internal administration purposes like hotel staff accounts.

### Creating a House Account

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and select **House Posting Account**.
2. Enter the following details:
  - a. **Property**: Select or confirm the property.
  - b. **Arrival Date**: Enter or select a start date for the account.
  - c. **Nights**: Enter the duration.
  - d. **Departure Date**: Enter or select an end date for the account.
  - e. **Adults**: Enter number of adults; if applicable.
  - f. **Name**: Search for an existing profile; select Create Guest Profile from the search page to add a new profile.
  - g. **Room Type**: Select a room type for this account. Room types designated as Pseudo on the [Room Types screen](#) (e.g., posting masters) are available in the list.
  - h. **Room**: Select a room from the list. The Available Rooms Search screen appears, showing rooms of the selected room type.
  - i. **Rate Code**: Select a rate code for the reservation from the list. This field is mandatory if the **Rate Code Mandatory Opera** Control is active.
  - j. **Reservation Type**: Select a reservation type from the list.
  - k. **Market Code**: Select a market code from the list. This is required for revenue statistics.
  - l. **Source Code**: Select a source code from the list. This is required for revenue statistics.
3. Enter the payment details:
  - a. **Method**: Select a payment method from the list.
  - b. **Card Number**: Enter the credit card PAN.
  - c. **Expiration**: Enter the credit card expiry date.
  - d. **Card Holder**: Enter the name on the credit card..
4. Click **Save** or **Save and Add More Details** to open [Editing a Reservation](#) and more details or check in the house account.

## About the Room Diary



The Room Diary screen provides a chart view of Inventory rooms and the reservations assigned for particular date ranges in the future. The Room Diary also displays rooms scheduled for Out of Order or Out of Service.

The Room Diary displays a chart with room numbers and their room status in the first two columns; if you click the room number or room type code it launches a room information overlay, with image, features and room description details.

Subsequent columns in the chart reflect a date in a daily sequence. Double clicking on the reservation overlays the reservation overview with I Want to action links available to further manage the reservation.

By using drag-n-drop it is possible to also manage a reservation, amending the stay dates or moving (assigning) the reservation to another room. You can change view dates and the range of view days.

From the Room Diary you can:

- Select the start date to view chart.
- View Reservations for a period of 1 day, 7 days, 14 days, 21 days, 28 days.
- Open and edit a reservation overview.
- View and edit the profile business card and other details about the reservation.
- Launch the **I Want To . . .** menu and select **Create Reservation**, **Create Walk-in** or **Manage Out of Order** or **Manage Out of Service**.
- Select the **Legend** link to display a legend of the indicators displayed on the Room Diary.
- Select a value from the **Views** list to increase or decrease the number of days (columns) displayed in the chart. You can view reservation by a range of days spanning periods of 1, 7, 14, 21 and 28 days, depending on your browser resolution.
- Select the **Sort-by** list to change the order of the rooms displayed in the chart.
- Select the **Filter Results** link to further filter rooms by room status , connecting rooms or rooms with a room condition. Select **Apply Filter** to save changes.
- Select the **Statistics** link to overlay occupancy statistics for the selected date.
- Select **Property Calendar** to launch the Property Calendar. For more information, see [Using the Property Calendar Setup](#).
- Scroll to the bottom of the Room Diary and select **Load More Results** to display more results.


## Using the Room Diary



[Watch Video](#)

### Searching for Room Diary Reservations and Rooms

The Room Diary search panel enables you to search for unassigned rooms and/or reservations assigned to rooms by Property, Start Date, and other optional search criteria. Unassigned rooms or reservations with a room assigned matching the search criteria appear on the Room Diary. Enter a past date to view the Room Diary for past

reservations; a 'CO' indicator is displayed for Checked Out reservations. Select the **Include Room Move History** check box to display room moves in the Room Diary; these are indicated by  icons.

 **Note:**

Room move history is limited to activity in the past 30 days only.

1. From the OPERA Cloud menu, select **Bookings, Reservations**, and then **Room Diary**.
2. Search and select a **Property**.
3. Enter a Start Date for which you need to search.
4. Use the optional fields and check boxes to apply additional search criteria to your search.
5. Click **Search**.
6. Rooms and reservations matching your search criteria appear by date on the Room Diary.
7. Blocks with events booked in rooms can also appear in the Room Diary.
8. Hover your cursor over a Reservation for a brief summary of information.

#### Applying Filters to Search Result

To further refine the results displayed on Room Diary select **Filter Results**.

- **Assigned Status :**
  - **Assigned Rooms:** Select this check box to display rooms that are assigned to guests. This check box is selected by default.
  - **Unassigned Rooms:** Select this check box to display rooms that are not assigned to guests. This check box will be selected by default if the Room Plan is called from the Detailed Availability screen with the **Available** option button selected.

 **Note:**

Unassigned rooms do not include rooms that are due out. Select the **Include Departure** check box to display rooms that are due out.

- **Partially Assigned Rooms:** This option is available when the **Component Rooms** control is Active. Select this check box to display component rooms that have not been assigned to reservations but which have at least one of their individual room elements assigned to a reservation.
- **Room Status:** Select one or more room status options.
- **More Options:**
  - **Component Rooms:** This option is available when the Component Rooms control is enabled. Select this check box to display component-room room followed by an indented breakout of the individual room numbers in the component room.
  - **Connecting Rooms:** Select this check box to display rooms that interconnect with other rooms

- **Include Departures:** Select this check box to display due out rooms. When this check box is not selected, due out rooms are included in the display along with rooms that meet your other filter criteria. When the **Unassigned Rooms** check box is also selected, unassigned rooms and due out rooms are shown on the grid.
- **Room Conditions:** This option is available when the Room Conditions control is active. Select this check box to list only rooms having a room condition assigned (including those with a room condition that is flagged "Do Not Display in Room Assignment"). When this check box is not selected, rooms having a room condition assigned are included in the display along with rooms that meet your other filter criteria.
- **Advanced Check-in:** Available when the Advanced Check-in control is enabled. Select this check box to list only rooms have a reservation in Advanced Check-in status.
- **Reset Filter:** Click to reset these filter options.
- **Apply Filter:** Click to update the Room Diary chart.

### Modifying Reservations from Room Diary

1. From the OPERA Cloud menu, select **Bookings, Reservations**, and then **Room Diary**.
2. Search and select a **Property**.
3. Use the optional fields and check boxes to apply additional search criteria and filters to your search.
4. Click **Search**.
5. Double click an **Reservation** to view or edit Reservation Overview and Profile details.
  - a. Click on the **Edit** button to make changes to reservation.
  - b. Click **Details** to update details.
  - c. Click on the **Profile Name** to launch and edit the profile linked to the reservation.
  - d. Click **I Want To . . .** to display various actions for this reservation.

### Using Drag and Drop

Reservations that appear in the Room Diary support click and drag functionality to update. Following are some of the most-used drag and drop activities:

1. **Room Move:** Click the block representing the guest's reservation and drag it to a vacant block representing another room. OPERA Cloud uses the same availability checks and updates that also apply for reservation updates made via In House search and Reservations screens. You cannot move a guest to an out-of-order room. If the reservation was checked in, OPERA Cloud prompts whether the room status of the original room should be changed to dirty (DI).
2. **Reservation Date Changes:** To change the stay dates for a reservation that has not yet checked in, click the block representing the guest's reservation and drag it to a vacant block representing a future date (and different room, if desired). OPERA Cloud uses the same availability checks and updates that also apply for reservation changes made on the Reservations screen. You cannot move a reservation to an out-of-order room.

You may also select the left or right edge of a block to extend or shorten stay dates. You cannot change the arrival date for already checked in reservations; you cannot change the arrival date to a date earlier than the current business date. A prompt asks you to confirm the date change: "Do you want to change the arrival date or departure date from date to date? for guest name?" If fixed charges apply to the reservation, a prompt asks you to "Please verify reservation's fixed charges.". When updating the dates of a reservation that has a specific Routing Instruction attached with a specific Begin and End date for the reservation, the "Reservation Dates have been changed, please verify existing Routing Instructions." message prompt is displayed for verification.

- 3. Do Not Move:** This feature is available when the **Reservations > Do Not Move Room** OPERA Control is Active. When a reservation is flagged Do Not Move (DNM) the room that is assigned to the reservation cannot be changed. In addition, you cannot change the room type, as this would un-assign the room. The Do Not Move functionality is in-effect until the reservation is checked in. Once the reservation has checked in the Do Not Move status is canceled and room moves may be performed for the reservation as usual. If a reservation has the Do Not Move status applied a Do Not Move indicator appears in the reservation block . The drag and drop feature cannot be used to change the room for reservations flagged as Do Not Move.

### Creating Room Reservations From Room Diary

It is possible to make a new reservation for a specific room from the Room Diary.

1. From the OPERA Cloud menu, select **Bookings, Reservations**, and then **Room Diary**.
2. Search and select a **Property**.
3. Use the optional fields and check boxes to apply additional search criteria and filters to your search.
4. Click **Search**.
5. Rooms matching your search criteria appear by date on the Room Diary.
6. Navigate to the required room and click the **Arrival Date** and then click the **Departure Date**.
7. From the **I Want to...** panel select **Create Reservation**.
8. To create Walk in Reservation:
  - a. Navigate to the required room and click the **Arrival Date** (current date) and then click the **Departure Date**.
  - b. From **I Want to...**select **Create Walk-in**.For more information, see [Booking a Reservation](#)

### Creating Out of Service or Out Of Order From Room Diary

1. From the OPERA Cloud menu, select **Bookings, Reservations**, and then **Room Diary**.
2. Search and select a **Property**.
3. Use the optional fields and check boxes to apply additional search criteria and filters to your search.
4. Click **Search**.
5. Rooms matching your search criteria appears by date on the Room Diary. You can view reservation by a range of days spanning periods of 1, 7, 14, 21 and 28 days.

6. Navigate to the required room and click the **Arrival Date** and then click the **Departure Date**.
7. From **I Want to...**, select **Create Out of Service** or **Create Out of Order**.



### Viewing Calendar Events in Room Diary

The Room Diary provides a visual indication of property calendar events such as holidays, city celebrations taking place at or near your property. Refer to: [Using the Property Calendar Setup](#)

An indicator appears above the dates/days of the special event. A **Day Details** panel appears on the right side of Room Diary providing details about the special events.

1. From the OPERA Cloud menu, select **Bookings, Reservations**, and then **Room Diary**.
2. Search and select a **Property** and enter a **Start Date**.
3. Use the optional fields and check boxes to apply additional search criteria to your search.
4. Click **Search**.  
Dates with Calendar Events are highlighted with color band above the date.
5. Click **Day Details** to slide open the panel showing details about the calendar events.

### Viewing Out of Order / Out of Service Room Indicators on Room Diary

The Room Diary marks rooms scheduled for Out of Order  or Out of Service  with a visual indicator that the room is blocked.

1. From the OPERA Cloud menu, select **Bookings, Reservations**, and then **Room Diary**.
2. Search and select a **Property** and enter a **Start Date**.
3. Use the optional fields and check boxes to apply additional search criteria to your search.
4. Click **Search**.
5. When the Room Diary opens, rooms that are scheduled as out of order or out of service rooms are visually marked for the applicable dates

## Reservations Workspace

Reservations Workspace contains options for generating batch confirmation letters and guest messages; cancelling reservations en-masse; managing events in the property calendar and managing item inventory availability.

### Mass Cancellation

Mass cancellation enables you to cancel multiple reservations in a single process. For example, this feature could be used to cancel non-guaranteed reservations with 6PM-hold reservation-type that have not arrived by the agreed time.



### Watch Video

To cancel multiple reservations:

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations Workspace**, select **Mass Cancellation**.
2. Enter search criteria, click **Search**.
3. Select one or more reservations in search result.

 **Note:**

Change to table view for multiple selection.

4. Click **Mass Cancellation** and complete the following.
  - a. **Cancel Reason:** Select a [Cancellation reason](#) .
  - b. **Description:** Field defaults based on the reason selected; you can enter more details
  - c. **Delete All Traces:** Select the delete reservation traces on the cancelled reservation.
  - d. **Ignore Cancel Penalty:** Select to ignore the cancellation penalty based on cancellation rule.
  - e. **Cancel Sharers:** Select to also cancel sharing reservations.
5. Click **Cancel Now**.

## Property Calendar

The Property Calendar provides a quick overview of the events and day types that were defined for a certain period of time. It is accessed by clicking **Bookings**, selecting **Reservations Workspace**, and then selecting **Property Calendar**. Using the calendar, you can see at a glance a broad view of the daily status of the property. For example, you can view total arrivals and departures, availability, occupancy, events, and daily type.

- Use the Property Calendar to manage events or special periods that can affect rates. Here you can enter certain events which might affect your booking situation. Events can be city-wide festivals, concerts in town, property happenings, and so on. You might use this option, for example, when you are in the Control Panel and see a plus [+] beside the indicated event of the day. This means that there is more than one event on that particular day, but there is no room in the Control Panel to show you the additional events.
- The Property Calendar can also be used to organize the order that your property's rate codes display within a rate query. Day types can be used to increase/decrease existing rates by a certain predefined factor. Day types can also be used to control the sequence of the rates in the rate grid on a daily basis. The date range option allows you to view from one day to a range of days.

- The Property Calendar can be helpful in assisting guests when making reservation stay changes, or informing guests making reservations of the local events happening during their stay.

You can view the Property Calendar in several ways. You can select various view icons to change the view:

- Day: Show only one day at a time
- Week: Show only one week at a time
- Month: Show one month at a time (this is the default view)
- List: Show the calendar events as separate lines in a list

## Using the Property Calendar Setup

The Property Calendar allows you to view and manage Calendar Events and Day Types (Available when the Day Types OPERA Control is active). Day Types are used to adjust (increase or decrease) the pricing schedule of selected rate codes by a flat amount or percentage on nominated dates. For more information, see [Configuring \(Calendar\) Event Codes](#) and day types. For more information, see [Configuring Day Types](#) for specific dates. Select one of the view icons to change the calendar display.

- **Day:** Show only one day at a time
- **Week:** Show only one week at a time (this is the default view)
- **Month:** Show one month at a time
- **List:** Show the calendar events as separate lines in a list

For current and future dates the **Maximum Availability** figure is displayed in the top left corner of each date in the monthly and list views of the calendar. Double-click the **Maximum Available** figure to launch the Property Availability. For more information see, [Availability](#) page for the selected date.

### Adding Events to the Calendar

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations Workspace**, and then select **Property Calendar**.
2. Click **New** and complete the following:
  - a. **Start Date:** Enter or select a start date- this defaults to the date selected on the calendar.
  - b. **End Date:** Enter or select an end date.
  - c. **Event:** Select an event from the list.
  - d. **Days of the Week:** Select Days of the Week to specify on which days the selected event applies within the date range.
3. Click **Save**.

### Adding Day Types to the Calendar

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations Workspace**, and then select **Property Calendar**.
2. Click **New** and complete the following:

- a. **Start Date:** Enter or select a start date- this defaults to the date selected on the calendar.
  - b. **End Date:** Enter or select an end date.
  - c. **Day Type:** Select a day type from the list.
  - d. **Days of the Week:** Select Days of the Week to specify on which days the selected event applies within the date range.
3. Click **Save**.

#### Deleting Events from the Calendar

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations Workspace**, and then select **Property Calendar**.
2. Enter search criteria and click **Search**.
3. Select the Event in the calendar, click the **Vertical Ellipsis** and select **Delete**.
4. Confirm the date range for deletion.
5. Click **Delete** to confirm.

#### Deleting Day Types from the Calendar

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations Workspace**, and then select **Property Calendar**.
2. Enter search criteria and click **Search**.
3. Select the Day Type in the calendar, click the **Vertical Ellipsis** and select **Delete**.
4. Confirm the date range for deletion.
5. Click **Delete** to confirm.

## Managing All Reservation and Block Traces

Traces are actionable instructions for a selected department for a specific date and time; once in action the trace is updated as resolved.

This reservation workspace option provides access to all reservation and block traces for selected departments and date range.

#### Adding a Reservation Trace

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservation Workspace**, and then select **Traces**.
2. Click **New** and enter the following details:
  - a. **Trace Type:** Select Reservation.
  - b. **Name:** Enter reservation name and search for reservation. Default search is for inhouse reservations.
  - c. **Department:** Select the department(s) for the trace.
  - d. **From Date:** Enter a start date for the trace.



- e. **To Date:** Enter an end date for the trace (field defaults to same as start date).
  - f. **Time:** Enter a time.
  - g. **Trace text:** Enter the trace text.
    - i. **Quick Insert Text:** Click to select from pre-configured trace text for the selected [department](#).
3. Click **Save**.

### Adding a Block Trace

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservation Workspace**, and then select **Traces**.
2. Click **New** and enter the following details:
  - a. **Trace Type.** Select **Block**
  - b. **Block:** Enter block name and search for block.
  - c. **Department:** Select the department(s) for the trace.
  - d. **From Date:** Enter a start date for the trace.
  - e. **To Date:** Enter an end date for the trace (field defaults to same as start date).
  - f. **Time:** Enter a time.
  - g. **Trace text:** Enter the trace text.
    - i. **Quick Insert Text:** Click to select from pre-configured trace text for the selected [department](#).
3. Click **Save**.

### Viewing /Updating a Trace



#### Note:

Only open traces are displayed by default; to view completed traces click **vertical ellipsis** then, **Show Completed**.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservation Workspace**, and then select **Traces**.
2. Enter search criteria, click **Search**.
3. Click **±** to expand the card and view trace details.
4. Select **vertical ellipsis**, click **Edit**.
5. Update details.
6. Click **Save**.

### Completing a Trace

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservation Workspace**, and then select **Traces**.
2. Enter search criteria, click **Search**.

3. Select **vertical ellipsis**, click **Complete**.

#### Deleting a Trace

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservation Workspace**, and then select **Traces**.
2. Enter search criteria, click **Search**.
3. Select **vertical ellipsis**, click **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Managing All Reservation and Block Traces

#### OPERA Controls

**Group:** Reservations

**Function:** Traces

**Group:** Block

**Function:** Traces

#### OPERA Cloud Tasks

**Group:** Bookings

**Task:** Reservation Management

Reservation Traces

- New/Edit Reservation Traces
- Delete Reservation Traces

**Task:** Manage Blocks

Block Traces

- New/Edit Block Traces
- Delete Block Traces

## Blocks

A block is an allocation of rooms for multiple room types, reserved for a specific date period, that does not require you to create individually named reservations. Blocks are used to reserve multiple rooms for events such as weddings or conferences, inbound tour groups or airline crews, or for long-term allocations such as airline allotments.

You can set blocks to not deduct rooms from inventory (non-deduct status) or to deduct rooms from inventory (deduct status) as needed. If the block is canceled or lost, the block status is updated to a value that returns the inventory held back to house availability. You can quickly create recurring blocks, such as inbound tour groups, using the [Group Tour Series](#) functionality. Once a block is confirmed individual named reservations are created closer to the arrival date, deducting inventory from the block allocation rather from the house availability. Reservation pickup can be either be through entry or import of a [Group Rooming Lists](#), through individual reservation pickup from the [Look To Book](#) sales screen or from a web booking engine (website) or other third-party reservation system. As reservations have

their own reservation status (reservation type), this allows you to have a non-deduct block in pickup-status (for example, airline allotment) that only deducts rooms from inventory after a deduct reservation is created. With the Simple Diary OPERA Control or Sales and Event Management Cloud Service active, you can link catering events to a block with the block then indicating projected revenue for rooms and catering. See [Simple Events](#) (PMS). [Events](#) and [Function Diary](#) for further details

## Creating a Block

When creating a block, you are presented with two or three panels to complete: Block Definition, Room Details, and Catering Details.



### Note:

The Catering Details panel is available when the Simple Events or Catering Events OPERA Control is active.

After entering the preliminary information in these panels and saving the block, you can proceed to add more details via [Block Presentation](#).

### Creating a Block

1. From the **OPERA Cloud** menu, select **Bookings**, select **Blocks**, and then select **Manage Block**.
2. Click **Create Block** and enter the following details:



### Note:

Click **I Want to . . .** to create a Master Block or Master Allocation. See [Master and Sub Blocks](#).

- a. **Block Definition Panel**
  - i. **Property** : Enter or select the property.
  - ii. **Account**: Select a sales account (company, travel agent, or source) to link to the block.
    - The Account magnifier opens the **Quick Profile Search** screen where you can search for a **Company**, **Travel Agent**, and related Contact Profiles to associate with the Block. Or, you can select **I Want to . . .** and create a new profile. See [Creating a Sales Account Profile](#).
    - Search results display account profiles and account contacts. After selecting an account, click **Select Account Only** or click **Select Account and Contact**. If you select Account and Contact, the system auto fills the Account field and the Contact field on the Create Block screen.
    - While on the Quick Profile Search screen, you can add a contact to an account by clicking the **Account Actions** ellipsis and selecting **Create**

**Linked Contact.** Click **Save and Select** on the Create Linked Profile screen to auto populate the selected account and the newly created contact in the relevant fields on the Create Block screen.

- iii. **Start Date** : Enter or select the start date for the Block; this may vary from reservation arrival date if Events occur on the day prior. Field is blank when the Blank Business Block Start Date OPERA Control is active.
- iv. **Nights**: Enter the number of nights for the block. The Maximum Number of Block Days OPERA Control determines the maximum value that can be entered.
- v. **End Date**: If you enter a number of nights in the Nights field, OPERA Cloud automatically updates the End Date.
- vi. **Block Name**: Enter a block name; field auto fills from your Account field selection.
- vii. **Block Code**: Enter a Block Code. After Block Name and Block Dates fields are populated, the Block Code field auto generates. The Block code must be unique when the Unique Block Code OPERA Control is active. Block code format is determined by the Block Code Generation Pattern OPERA Control.
- viii. **Block Status** : Select a Block Status from the list . Field defaults based on Default New Block Status OPERA Control.
- ix. **Market** : Select a market from the list; used for statistical purposes.
- x. **Source** : Select a source code from the list; used for statistical purposes.
- xi. **Reservation Type**: Select the Reservation Type from the list. The Res Type affects how the individual reservations are made.
  - If the selected Block Status is Non-Deduct, only Non-Deduct Reservation Types are available.
  - If the selected Block Status is Deduct, only Deduct Reservation Types are available.
  - If the Block Status is configured with a default Res Type, the default Res Type is automatically populated when you select the Status Code.
- xii. **Inventory Control**: Select an Inventory Control value from the list. Options available determined by the Elastic Block OPERA Control.
  - Non Elastic prohibits you from extending a guest from the Allotment for a room type within the Block or selecting another room type outside the block.
  - Elastic allows you to extend a guest who is a part of the block room allotment to a future date even if rooms are not available in the Allotment for a future date.
  - Sell Limit enables you to define a set number of rooms per room type that can be borrowed from house availability after the total rooms within the block are picked up.
  - Refer to [Non-Elastic, Elastic, Sell Limits, and Shoulder Dates](#).
- xiii. **Block Owner**: Select a sales owner. You can search for blocks assigned to a specific sales owner. Available when the Owner OPERA Control is active.
- xiv. **Decision Date**: Enter or select a date when the group organizer must make a decision to proceed with booking.
- xv. **Followup Date**: Enter or select a follow-up date for this block. This date could be used to confirm room requirements or confirm block status.

- xvi. Trace Code** : Select an Activity Trace Code to be associated with this block. This specifies standard Activities to be created for this block.
- xvii. Catering Only** : Select the check box if the Block is for Events only (no guest room allotment is required).
- When the Catering Only OPERA Control is active and this check box is selected the Room Details section is hidden on the Create Block screen and the Save and Go To Grid button is disabled. The check box is used in reports to identify Events-only blocks.
  - When the Catering Only OPERA Control is inactive and the check box is checked the **Room Details** panel and **Save and Go To Grid** button remain available.
- xviii. Origin** : Select a booking origin from the list to identify where this block originated; used for statistical purposes.
- xix. Type** : Select a block type from the list to categorize the block for reporting purposes. Available when the Business Block Type OPERA Control is active.

#### b. Room Details Panel

- i. Room Owner**: Select a sales owner responsible for the Rooms (accommodation) portion of the block. Available when the Owner OPERA Control is active .
- ii. Rate Code**: Select a rate code from the list. You can select multiple rate codes when the Multi Block Rates OPERA Controls is active. The field is mandatory when the Rate Code Mandatory Block Header OPERA Controls is activate. When profiles linked to the block have negotiated rates selected, these rate codes are listed by default. Select the **All Rates Codes** option to display all rate codes.
- iii. Currency** : Displays the rate code currency. Available when the Multi-currency OPERA Control is active.
- iv. Print Rate** : Defaults from the rate code select for the block; this becomes the default Print Rate setting for all reservations created for the block. See [Group Rooming Lists](#).
- v. Suppress Rate** : Defaults from the rate code select for the block when selected the rate will displayed strike-through to indicate the price should not be quoted to any caller. Available when the Suppress Rate OPERA Control is active.
- vi. Cutoff Date**: Enter or select a cutoff date. Rooms not picked up by this date are returned to inventory . This field is only accessible if the Cutoff Days field is empty or 0. Available when the Cutoff OPERA Control is active.
- vii. Cutoff Days**: Enter a value indicating a "rolling" cutoff days cycle. Instead of fixing one date to release all available rooms for the block, the value in Cutoff Days is used to release one night at a time. This field is only editable if the Cutoff Date field is empty. Available when the Cutoff OPERA Control is active.
- viii. Persons Per Room**: Enter the average number of persons per room.
- ix. Premium**

When the Quick Room Grid OPERA Control is active you will see additional fields to populate the initial room grid:

- i. **Room Type/Room Pool:** Select a room type or room pool from the list. (Room Pool is available when the Room Pool OPERA Control is active) .

 **Note:**

When Rate Code is selected for block:

- The Room Pools that have at least one Room Type with rate details for the selected rate code, appear in Room Pool list.
- When the Room Pools are not configured, only the room types that have rate details for the selected rate code appear in the Room Type list.

- ii. **Number of Rooms:** Enter the number of rooms for the selected room type or room pool.
- iii. **Rate Amount:** Enter price per night for the selected room type or room pool, this field is enabled when no rate code has been selected for the block.

 **Note:**

When the Occupancy Split Per Room Type OPERA Control is active you will see fields for Occupancy 1, Rate 1, Occupancy 2, Rate 2 to enter the number of rooms and rate amount for single and double occupancy levels.

**c. Catering (Events) Details Panel** **Note:**

The Catering Details Panel is available when the Simple Events or Catering Events OPERA Control is active.

- i. **Catering Owner:** Select a sales owner responsible for the Events. Available when the Owner OPERA Control is active
- ii. **Catering Status :** Select an initial status for catering events associated with the block. Field is enabled when the Use single Block status for Rooms and Catering OPERA Control is inactive.
- iii. **Event Attendees :** Enter the expected number of attendees. Each time a new event is created for this Block, the value in this field will be the default in the Attendees field . The field becomes mandatory after you populate the Catering Status field. Updating the Event Attendees field activates the Save and Create Event, the Save and Add Template, and the Save and Add Catering Package buttons.
- iv. **Onsite Name :** Enter the client's in-house representative name or contact who will be at the event.

- v. **Function Type:** Enter the type of event. For example, Trade Show, Meeting, or Annual Convention.
  - vi. **Post As :** Enter name/information about the event for posting outside the function space or on a reader board.
3. Click **Save** or
    - a. Click **Save and Manage Block** to open [Block Presentation](#) and add more details.
    - b. Click **Save and Go To Room Grid** to opens the [Room & Rate Grid](#) where you can allocate rooms and rates for the block dates.

These additional actions are available when the Catering Events OPERA Control is active

- a. **Save and Create Event** – opens the [Create Event screen](#) where you can attach events and sub events to the block.
- b. **Save and Add Template** – opens the Select [Catering Templates screen](#) where you can select templates containing Item and Menu resources configured for events.
- c. **Save and Add Catering Package** – opens the [Select Catering Packages screen](#) where you can select packages containing Items and Menu resources for events. Packages also provide pricing.

## Managing Blocks

The Block Presentation page provides you with access to all Block details, detail links and actions.


With the Block Sell Message OPERA Control active you may receive sell messages at the top of page, click **X** to close. Click **Sell Messages** to view these messages.

### Editing Blocks

1. From the **OPERA Cloud** menu, select **Bookings** ,select **Blocks** and then **Manage Block**.
2. Enter search criteria, click **Search**.
3. Select the block in the search result, click **I Want to...**, click **Block** or open the Block by clicking the **Block ID** or **Block Code**.
4. The Block Presentation page is displayed.

#### Note:

Block Detail panels selected in the default [Presentation Style](#) are displayed. Click **Customise** to select other Detail panels on the presentation page. See the **Block Detail Links** table below.

5. The Block business card is displayed at the top of the page; click the **Block Name** link to open [Profile Presentation](#) and update the linked profile.
6. Click  to display various actions for this Block.

## 7. Block Overview

 **Note:**

This panel can be customized; the fields available for update may vary.

- a. Click **Edit**.
  - i. Update details.
- b. Click **Save**.

## 8. Block Details

 **Note:**

This panel can be customized; so the fields available for update may vary.

- a. Click **Edit** and update the following:
  - **Block Name:** Enter a name for the Block and related events.
  - **Start Date:** Enter or select the start date for the Block; this may vary from reservation arrival date if Events occur on the day prior.
  - **Nights:** Enter the number of nights.
  - **End Date:** End date is calculated based on the Nights entered.
  - **Inventory Control**
    - **Non-elastic:** Prevents you from extending Block reservations for a room type within the Block or selecting another room type outside the block.
    - **Elastic:** Allows you to extend a Block reservation to a future date even if rooms are not available in the Allotment for a future date.
    - **Sell Limit:** Enables you to define a set number of rooms per room type that can be borrowed from house availability after the total rooms within the block are picked up.
    - Refer to [Non-Elastic, Elastic, Sell Limits, and Shoulder Dates](#).
  - **Shoulder Start/ End:** Once the block has been saved and marked as Elastic or Sell Limit in the Inventory Control field , these fields can be used to define a shoulder period start date and shoulder period end date. The start shoulder period will run from the Shoulder Start date until the start date of the business block. The shoulder end period will run from the end date of the business block to the Shoulder End date. The Max Shoulder Days OPERA Control allows you to restrict the number of shoulder days to a maximum number before the booking arrival date and after the booking departure date. Reservations or events cannot be made for dates outside the Shoulder Start and Shoulder End Dates (available when the SHOULDER DATES OPERA Control is active).
  - **Catering Only:** Select the indicate this block is for catering events only; the room grid will not be accessible.
  - **Decision Date:** Enter the date when the group must make a decision on confirming the block.



- **Follow-up Date:** Enter a follow-up date for reminder purposes.
- **Reservation Type:** Select a value from the list. If the Block Status is configured with a default Res Type, the default value is populated when you select a status code.
- **Market:** Select a market from the list used for statistical purposes.
- **Source.** Select a source of booking from the list; used for statistical purposes.
- **Origin:** Select an origin from the list; used for statistical purposes.
- **Trace Code.:** Select an Activity Trace Code to specify the standard Activities to be generated for the Block (Available with the OPERA Cloud Sales and Event Management subscription).
- **Block Owner:** Defaults to the Sales Manager (Owner) that is the primary owner of the Sales Account profile linked to the block. Select to add additional owners and change the primary owner of the block. (Available when the OWNER OPERA Control is active).
- **TA Record Locator:** Travel Agent reservation identifier number.
- **Block Type:** Select a block type value from the list. Block type is used to categorize the block for reporting / statistical purposes (available when the Business Block Type OPERA Control is active).
- **Rate Protect:** Rate protect is an indicator that no other groups should be booked using rates lower than those assigned to the block that is flagged as rate protect. The rate protect flag can be applied to all or selected dates of the flagged block. (OPERA Cloud does not enforce this restriction.) An indicator is displayed on the Group Rooms Control screen and Function Diary for any date that has a rate protect booking (available when the Lowest Rate Guaranteed OPERA Control is active).
- **Non Compete:** The Non Compete flag on a business block can be used to indicate that no competing accounts (accounts having the designated NC Industry code) should be booked at the same time as this block. The non compete flag can be applied to all or selected dates of the flagged block. (OPERA Cloud does not enforce this restriction.) An indicator is displayed on the Group Rooms Control screen and Function Diary for any date that has a non compete booking. (available when the Lowest Rate Guaranteed OPERA Control is active).

## 9. Room Details

- **Room Owner:** Select an Owner from the list (available when the Owner OPERA Control is active).
- **Rate Code:** Select a rate code from the list. You can select multiple rate codes if the Multi Block Rates OPERA Controls is active. The rate code field is mandatory when the Rate Code Mandatory Block Header OPERA Controls is active. When profiles linked to the block have negotiated rates selected, these rate codes are listed by default. Select the **All Rates Codes** option to display all rate codes.
- **Shoulder Start/ End:** Once the block has been saved and marked as Elastic or Sell Limit in the Inventory Control field, these fields can be used to define a shoulder period start date and shoulder period end date. The start shoulder period will run from the Shoulder Start date until the start date of the business block. The shoulder end period will run from the end date of the business

block to the Shoulder End date. The Max Shoulder Days OPERA Control allows you to restrict the number of shoulder days to a maximum number before the booking arrival date and after the booking departure date. Reservations or events cannot be made for dates outside the Shoulder Start and Shoulder End Dates (available when the Shoulder Dates OPERA Control is active).

- **Payment:** Select a method of payment for this business block's charges from the list.
- **Reservation Method:** Select a method to indicate how the individual reservations will be handled (e.g., Individual Call In, Rooming List, etc.).
- **Rooming List Due.:** Enter the due date of the rooming list. (Field is enabled when the value selected for Reservation Method matches the Rooming List Reservation Methods OPERA Control).
- **Currency:** Select a currency from the list.
- **Arrival Time:** Enter the approximate check-in time for the group.
- **Departure Time:** Enter the approximate checkout time for the group.
- **Cut-off Date:** Enter the date that you want any rooms not picked up (reservation entered) to be released back to inventory. This field is editable when the **Cutoff Days** field is empty or 0.
- **Cut-off Days:** Instead of fixing one date to release all non-picked rooms, enter a value to release one night at a time as a 'rolling cutoff'. This field is only editable if the **Cutoff Date** field is empty.
- **Print Rate:** Defaults from the rate code select for the block; this becomes the default Print Rate setting for all reservations picked up from the block.
- **Suppress Rate:** Defaults from the rate code select for the block when selected the rate will displayed strike-through to indicate it should not be quoted to caller.
- **Breakfast Included:** Select this check box if the room rate quoted includes any breakfast. If you mark the check box, the following **Price** field will be disabled (enabled with Simple Diary or Catering Events OPERA Control active).
  - **Breakfast Description**
  - **Breakfast Price**
- **Porter-age Included:** Select this box if the room rate quoted includes any portorage cost. If you mark the check box, the **Porter-age Price** field will be disabled (enabled with Simple Diary or Catering Events OPERA Control active).
- **Persons Per Room:** Enter the persons per room (enabled with Occupancy Split Per Room Type OPERA Control active).
- **Room Revenue Transaction Code:** Select the room revenue transaction code (Enabled with Room Transaction Code On Block Control active).

## 10. Catering Details

### Note:

Enabled when Simple Diary or Catering Event OPERA Control is active

- **Catering Owner:** Select a catering owner from the list (available when the Owner OPERA Control is active).

- **Catering Status:** Select an initial event status from the list.
- **Event Attendees:** Enter the maximum number of attendees for catering events. Each time a new event is created for this Block, the value in this field will be the default in the Attendees field . When this field is updated you are prompted if the attendees on each event should also be updated.
- **Attendees Guaranteed**
- **Function Type:** Enter the type of event. For example, Trade Show, Meeting, or Annual Convention .
- **Onsite Name:** Enter the name of the client's in-house representative or contact on the day of the event. The name entered will also generate on the Banquet Event Order.
- **Post As:** Enter name/information about the event for posting outside the function space or on a reader board.
- **Distributed:** Select this check box to indicate if the Banquet Event Orders have been distributed.

11. Click **Save** .

### Canceling a Block

To cancel a block update the block status to return block room allocation to house availability.

Refer to [Managing Block Status](#).

**Table 3-4 Block Detail Links**

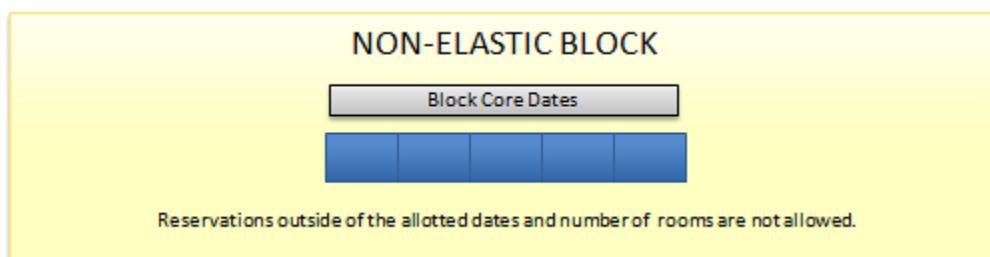
Block Main	Rooms	Events
<a href="#">Block Status.</a>	<a href="#">Access Exclusion</a>	<a href="#">Events</a>
<a href="#">Linked Profiles</a>	<a href="#">Block Restrictions</a>	<a href="#">Event Resources</a>
<a href="#">Attachments</a>	<a href="#">Items</a>	<a href="#">Manage Catering Packages</a>
<a href="#">Block Notes</a>	<a href="#">Packages</a>	
<a href="#">Deposits Cancellation</a>	<a href="#">Room and Rate Grid</a>	
<a href="#">Sell Messages</a>	<a href="#">Wash Schedule</a>	
<a href="#">Traces</a>		

## Non-Elastic, Elastic, Sell Limits, and Shoulder Dates

Non-Elastic, Elastic, Sell Limits, and Shoulder Dates settings allow you to control if block reservations can be made beyond the allotted number of rooms and/or beyond the number of days outside of the block's core (start and end) dates.

### Non-Elastic Block

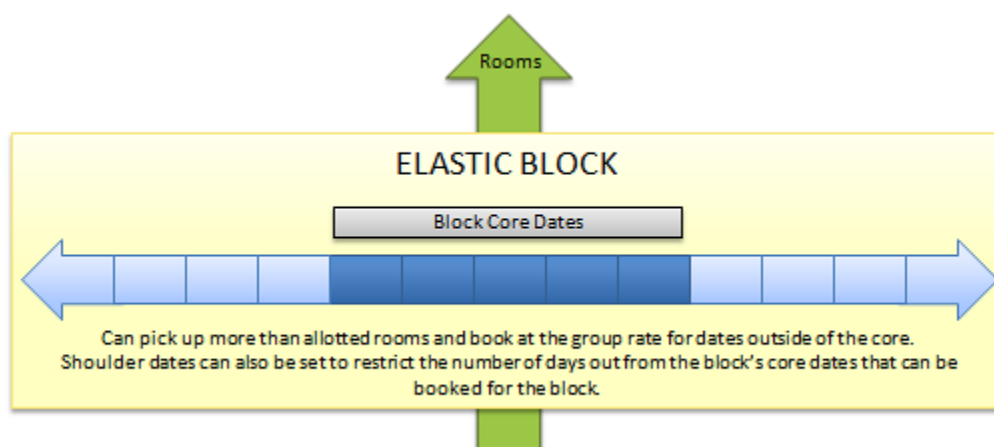
Reservations outside of the allotted dates and number of rooms are not allowed.



### Elastic Block

(In the Blocks group, the Elastic Block controls must be active.)

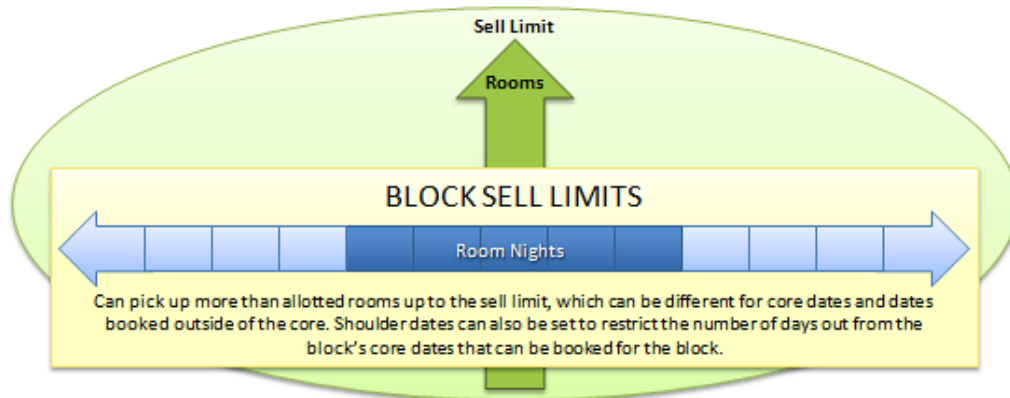
Elastic means that the block can be stretched to accommodate reservation demand, having the ability to pick up more than the block's allotted rooms and to book outside of the block's core dates. You can use shoulder dates in conjunction with Elastic to set restrictions on how many days outside of the block's core dates that reservations can be booked (see Shoulder Dates).



### Sell Limits

(In the Blocks group, the Sell Limits controls must be active.)

With Sell Limits, you can specify a maximum number of rooms that can be borrowed from house availability for the block beyond the allotted number of rooms or room types. You can use Shoulder Dates in conjunction with Sell Limits to set restrictions on how many days outside of the block's core dates that reservations can be booked (see Shoulder Dates). You can set Sell limits separately for core dates and for shoulder periods.

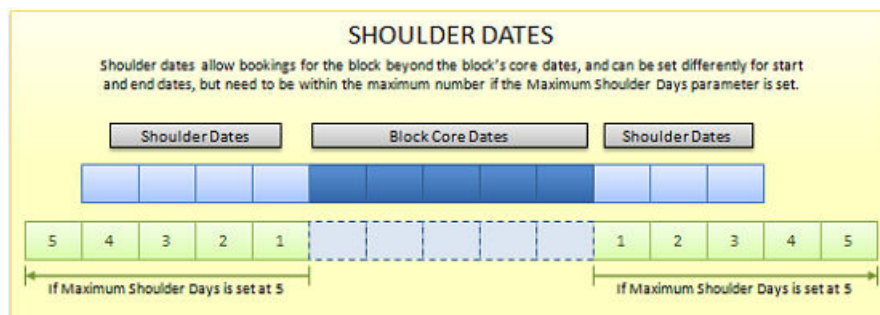


### Shoulder Dates

(In the Blocks group, the Shoulder Dates controls and the Maximum Shoulder Days controls must be active.)

Shoulder Dates are available with both Elastic and Sell Limit options. Shoulder Dates define a period of time before and/or after the block core dates where reservations can be made against the block during the reservation pickup process. You can set different rates for the shoulder start period and the shoulder end period.

The Maximum Shoulder Days group level setting allows you to restrict the number of shoulder days to a maximum number before and after the block's core dates.



## Simple Events

### Prerequisites for Simple Events

The Simple Events feature enables you to create and manage basic catering events on block reservations. You can schedule an event for a specific date, time period, and number of attendees, assign an Event space and specify the Event Type and Setup Style. You can also add event notes to track various resource requirements for the event.

These events then appear on the Function Diary, which shows scheduled events by date, time of day, and Event space.

You can also use the Contract Merge Report to generate a pseudo Banquet Event Order report for the events. Refer to [Blocks and Groups Reports](#).

## Prerequisites for Simple Events

### Licenses / Subscriptions

OPERA Cloud Property Management Services

### OPERA Controls

**Group:** Events

**Function:** Simple Events

### OPERA Cloud Tasks

**Group:** Bookings

**Tasks:** Manage Blocks

Simple Events

- New/Edit Simple Events
- Delete Simple Events

## Managing Simple Events

You can add basic events to blocks if your property has activated the Simple Events functionality. To create events ensure the [Event Attendees](#) field has a value set.

Events are then displayed in the [Function Diary](#).

### Adding Simple Events

1. From the OPERA Cloud menu, select **Bookings**, select **Blocks** and then select **Manage Block**.
2. Enter search criteria and click **Search**.
3. Select the block in the search result, click **I Want to. . .** then select **Events** or click the **Events** link in Block Presentation .
4. Click **New** and enter the following information in the Events panel.
  - a. **Event Type:** Select the Event Type, such as wedding, lunch buffet, or so on. Completing this field automatically populates the Event Name field.
  - b. **Status:** Select the Event Status, such as inquiry, definite, or so on. The field defaults to the current block status.
  - c. **Attendees:** This is the number of expected attendees for the event. The field defaults from the Event Attendees from Block Details, Catering Details.
  - d. **Set Attendees:** Specifies the set number of attendees for the event.
  - e. **Event Name:** Add or update the name of the event.
  - f. **Start Date / Time:** Enter the event start date and time.
  - g. **End Date / Time:** Enter the event End Date and Time.
  - h. **Space:** Select the Event Space.

- i. **Setup Style:** Select a setup style for the event space.
  - j. **Rental:** Enter a price for the event space rental.
  - k. **Setup Time/Tear Down Time:** Enter the amount of time allotted for staff to set up the room or return it to normal.
  - l. **Do Not Move:** Select the check box to prevent other from moving the event to a different space.
5. Click **Save**. Or click **Save and Continue** to add more events.

### Editing Simple Events

1. From the OPERA Cloud menu, select **Bookings**, select **Blocks**, and then select **Manage Block**.
2. Enter search criteria and click **Search**.
3. Select the block in the search result, click **I Want to. . .** then select **Events** or click the **Events** link in Block Presentation .
4. Enter search criteria and click **Search**.
5. Select the Event, then click the **vertical ellipsis** and select **Edit**.
6. Update the event. details.
7. To cancel the event, select **Cancelled** from the Status field list.
8. Click **Save**.

### Deleting Simple Events

1. From the OPERA Cloud menu, select **Bookings**, select **Blocks**, and then select **Manage Block**.
2. Enter search criteria and click **Search**.
3. Select the block in the search result, click **I Want to. . .** then select **Events** or click the **Events** link in Block Presentation .
4. Enter search criteria and click **Search**.
5. Select the Event, then click the **vertical ellipsis** and select **Delete**.
6. Click **Delete** to confirm.

## Managing Notes on Simple Events

### Adding Notes

1. From the OPERA Cloud menu, select **Bookings**, select **Block**, and then select **Manage Blocks**.
2. Search for the block.
3. From search results, click the **I Want To . . .** menu and select **Events**. Or, from the block presentation screen, click **Events**.
4. Search for the event.
5. Click the row level **vertical ellipsis** of the event and select **Add Notes**.
  - a. The Note Type defaults to the Event Title.

- b. Enter a **Note Title**.
  - c. Select the **Internal** check box if you want only internal staff to see the note.
  - d. Enter a **Sequence** number to rank the order of appearance of the note in lists.
  - e. Enter **notes** in the Comments field.
6. Click **Save**.

#### Editing Notes

1. From the OPERA Cloud menu, select **Bookings**, select **Block**, and then select **Manage Blocks**.
2. Search for the block.
3. From search results, click the **I Want To . . .** menu and select **Events**. Or, from the block presentation screen, click **Events**.
4. Search for the event.
5. Click the **notes icon** in the row.
6. Click the **vertical ellipsis** and select **Edit** for the notes to edit.
7. Click **Save**.

#### Deleting Notes

1. From the OPERA Cloud menu, select **Bookings**, select **Block**, and then select **Manage Blocks**.
2. Search for the block.
3. From search results, click the **I Want To . . .** menu and select **Events**. Or, from the block presentation screen, click **Events**.
4. Search for the event.
5. Click the **notes icon** in the row.
6. Click the **vertical ellipsis** and select **Delete** for the notes to delete.
7. Click **Delete** to confirm your decision.

## Using the Simple Function Diary

Use the Function Diary to view the availability of event spaces and view the events scheduled to occur in each space on a selected date / time. The diary displays events by date, function space, and time of day.

The events displayed on the diary are colored coded according to the block status they are linked to. Refer to: [Configuring Block Status](#).

A function space that is out of order or out of service for a period is indicated by an icon in the chart for the respective dates.

#### Viewing the Function Diary

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and select **Function Diary**.
2. Enter or select the **Property**, enter a **Start date**, and enter any other search criteria.



- a. **View.** Select the number of days to display on the Diary from the list.
  - b. **Sort By.** Select a sort order from the list.
3. Click **Search**.

**Note:**

Click **Include Hidden** to show function spaces configured not to appear in the Function Diary. Click **Legend** to view a legend.

### Changing Event Label Display

By default, each event displays the Booking Name as the event label that appears in the chart. Other choice include:

- **Booking Name:** displays the business block name to which the event is linked.
- **Event Type:** displays the type of event that it is.
- **Set Up Style:** displays the style of setup to be used for the event.
- **Attendees:** displays the number of attendees for the event.
- **Attendees and Setup Style:** displays the number of attendees and the setup style for the event.
- **Event Name:** displays the name of the event.

To change the event label display:

1. From the Function Diary, click **Modify Search Criteria** to open the Search panel.
2. Click the **Event Label** list and select an option.
3. Click **Search**.

### Viewing Guest Room Availability

To view a summary of property availability above the Function Diary, click **Show Rooms**.

The panel displays a summary of deduct and non-deduct blocks and reservations and the Maximum Available Rooms per date.

**Note:**

Select a multi-day view to display room availability.

### Viewing Function Space Information

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and select **Function Diary**.
2. Select the **Property**, **Start date**, and **Number of Days** to view; enter any other search criteria, and then click **Search**.

3. To view the details of a function space, click the **Function Space** name on the far left of the chart. The details of function space appear across the following three tabs:
  - **Overview tab**: displays details of the space, the setup styles, and capacities supported per style.
  - **Image Gallery tab**: displays images of the function space.
  - **Dimensions tab**: displays the room dimensions in imperial and metric measurements.

#### Viewing Event Information

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Function Diary**.
2. Select the **Property**, **Start date**, and **Number of Days** to view; enter any other search criteria, and then click **Search**.
3. Hover your mouse over the event in the chart to view the details.

## Copying Blocks

The Block Copy feature is used to copy the block and its attached rooms and catering. The block you are copying from (the source) serves as a template for the new one you create (the target). Once the block has been copied, you can edit it as necessary.

1. To copy a block to Property:
  - a. From the **OPERA Cloud** menu, select **Bookings**, select **Blocks**, and then select **Manage Block**.
  - b. Search for the block and click **I Want To . . . Copy Block**
  - c. Select the **Copy to Property** check box and then select a Property to which you want to copy the block.
  - d. Enter **New Start Date** and **New Block Code**. You can click Get Default Block Code to get a block code.
  - e. Select **Include Booking Notes** check box to copy booking notes to the new block.
  - f. Select **Keep Same Group Profile** check box for the new block as the one used for the source block.
  - g. Select **Adjust Decision** and **Follow-up Dates** to adjust the decision and follow up dates for the new block by the same number of days before or after the New Start Date as applied to the source block. The value of the new dependent dates will not be less than the current date. If no date was specified for any of these fields on the source block, the field will remain null (empty) on the copied block. If this check box is not selected, the dependent dates from the source block will be copied to the new block.
  - h. In the Required Fields panel the Market Source and the Source Code for the selected property are automatically displayed.
2. To copy the block:
  - a. Do not select the **Copy To Property** check box.
  - b. Add a **New Start Date** and **New Block Code** or select a default one.

- c. Select **Room Block** check box to copy room block information from the source block to the new block. If the source block has a room grid, this option will be checked by default.
  - d. Select **Events and Space** check box to copy events to the new block. Available when the application function Events - Diary is active.
  - e. Select **Include Event Notes** check box to copy event notes to the new block. check box to copy event notes to the new block.
  - f. Select **Include Change Notes** option to include event change notes when copying event notes. This option is available when the Blocks - Extended Copy Options is active.
  - g. Select **Keep Same Number of Attendees** check box to copy the same number of attendees to the new block and all the new events will be copied with the same number of attendees as the source events. This option is available when the Events & Space check box is selected.
3. Click **Copy Block**.

## Creating Additional Posting Master Reservation

Additional posting master (PM room type) reservations can be created for a block as needed.

Block Posting Master reservations are used for two purposes:

- **Billing** : where various sales charges need to be routed or transferred from individual block room reservation accounts to a 'Block master account' for settlement.
- **Rooming List**: where the selected Posting Master reservation is used as a template for reservations created via rooming list. Reservations created inherit their attributes from the selected post master reservation You can create multiple PM templates reservations according to your needs.



### Note:

The rate code(s) selected for the block require a 0.00 price schedule for the PM room type.

### Creating Block Posting Master Reservation

1. From the **OPERA Cloud** menu, select **Bookings**, select **Blocks**, and then select **Manage Block**.
2. Enter search criteria, click **Search**.
3. Select a Block in the search result, click **I Want To . . .**, and then click **Posting Master**.
4. The message **You are about to create an additional PM reservation. Do you wish to continue?** is displayed.
5. Click **Yes**.

6. Click **Go to Posting Master** to launch [Reservation Presentation](#) and update the PM reservation details.

## Creating a Tour Series

### Prerequisites for Creating a Tour Series

A Tour Series is a reoccurring block. You can easily copy and repeat the original block for each time the group plans to revisit your property

For example, you might create a Tour Series for an inbound tour group that needs to book 30 rooms Monday through Wednesday every two weeks during the season.

You can create two types of Tour Series:

- **Custom Tour Series:** Use for block reservations returning at varied or specific arrival dates
- **Periodic Tour Series:** Use for block reservations returning at regular date intervals and arriving on the same day of the week (such as every Wednesday through Friday every 4 weeks).

 **Note:**

Periodic Tour Series can only be selected when the Auto Assign Sub Block Codes OPERA Control is active.

To create a Tour Series, open an existing (original) block; use the **Create Tour Series** action from the **I Want To...** menu.

### Creating Custom Tour Series

1. From the **OPERA Cloud** menu, select **Bookings**, select **Blocks**, and then select **Manage Block**.
2. Enter search criteria and click **Search**
3. From the search result select the block and click **I Want to**, then click **Tour Series** and enter the following details:
  - a. Types and Codes
    - i. **Type:** Select Custom.
    - ii. **Tour Code:** Enter a tour code - this field is available in Block search .
    - iii. Select the **Vertical Ellipse** and select **Initiate** .
  - b. Tour Blocks
    - i. **Arrival:** Enter the arrival date.
    - ii. **Start Status:** Select a block status from the list.
    - iii. **Block Name:** Enter a block name.
    - iv. **Block Code:** Enter a block code. When the UNIQUE BLOCK CODE OPERA Control is active the same block code cannot be used for multiple blocks.

- v. Click **New** to add another tour series.
  - vi. Click **Next** to continue.
- c. Attributes
- i. **Copy Block Rooms:** Select to copy room block allocation from the source block to the new blocks created. If the source block has a room allocation, this option will be checked by default.
  - ii. **Include Booking Notes:** Select to copy booking (block) notes from the source block to the new blocks created.
  - iii. **Keep Same Group Profile:** Select to retain the group profile linked on the source block on the new blocks created.
- Adjust the Decision and Followup Dates to the New Arrival Date:**  
Select to adjust the decision and follow up dates for the new blocks created by the same number of days before or after the New Start Date, as applied to the source block. The value of the new dependent dates will not be less than the current date. If no date was specified for either of these fields on the source block, the field will remain null (empty) on the new blocks. If this check box is not selected, the dependent dates from the source block will be copied to the new blocks.
- 4. Click **Next**.
  - 5. Review the details.
  - 6. Click **Save**.

#### Creating Periodic Tour Series

1. From the **OPERA Cloud** menu, select **Bookings**, select **Blocks**, and then select **Manage Block**.
2. Enter search criteria and click **Search**
3. From the search result select the block and click **I Want to**, then click **Tour Series** and enter the following details:
  - a. Type
    - i. **Type:** Select Periodic.
    - ii. **Tour Code:** Enter a tour code - this field is available in Block search.
    - iii. **Tour Start Date:** Enter first arrival date of tour series.
    - iv. **Tour Frequency:** Enter the frequency (interval).
    - v. **Number of Blocks:** Enter the quantity of blocks to create.
    - vi. Select the **Vertical Ellipse** and select **Initiate** .
  - b. Tour Blocks - dates will populate according to the frequency and quantity
    - i. **Arrival:** Enter the arrival date.
    - ii. **Start Status:** Select a block status from the list.
    - iii. **Block Name:** Enter a block name.
    - iv. **Block Code:** Enter a block code. When the UNIQUE BLOCK CODE OPERA Control is active the same block code cannot be used for multiple blocks.

- v. Click **New** to add another tour series.
- vi. Click **Next** to continue.
- c. Attributes
  - i. **Copy Block Rooms**: Select to copy room block allocation from the source block to the new blocks created. If the source block has a room allocation, this option will be checked by default.
  - ii. **Include Booking Notes**: Select to copy booking (block) notes from the source block to the new blocks created.
  - iii. **Keep Same Group Profile**: Select to retain the group profile linked on the source block on the new blocks created.

**Adjust the Decision and Followup Dates to the New Arrival Date**: Select to adjust the decision and follow up dates for the new blocks created by the same number of days before or after the New Start Date, as applied to the source block. The value of the new dependent dates will not be less than the current date. If no date was specified for either of these fields on the source block, the field will remain null (empty) on the new blocks. If this check box is not selected, the dependent dates from the source block will be copied to the new blocks.
4. Click **Next**.
5. Review the details.
6. Click **Save**.

## Prerequisites for Creating a Tour Series

### OPERA Controls

**Group:** Blocks

**Function:** Tour Series

### OPERA Cloud Tasks

**Group:** Bookings

**Task:** Manage Blocks

- New/Edit Block

## Viewing a List of Recently Viewed Blocks

1. From the **OPERA Cloud** menu, select **Bookings**, select **Blocks** and then select **Manage Blocks**.
2. Click **I Want to...**
3. A list of recently viewed blocks appears under the **View** section.
4. Click a reservation link to [Edit the Block](#).

## Viewing Stay Statistics

The View Stay Statistics screen shows detailed stay information for the block for the date range selected. It is an overview of the rooms and revenue of the block.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Blocks**, and select **Manage Block**.
2. Enter search criteria and click **Search**.
3. Select the block in the search result, then click **I Want To...** then **Stay Statistics** or open the block and click **I Want To...** then **Stay Statistics**.
4. Click **Potential vs Actual** tab to view the Room and Revenue statistics. A graphical representation shows the statistics for Potential Rooms, Actual Rooms, Potential Revenue, and Actual Revenue.
5. Click **Daily Block Summary** tab. The Daily Block Summary displays consolidated information of the entire Business Block.
  - a. Enter the **Date** and **Range** and click **Search**.
  - b. Click **View Options** to select values to display. Select or Deselect the Statistics Types and click **Apply**.

## Viewing Production Changes

The Production Changes display a view only Search screen that will take you to the revenue and status changes screens.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Blocks**, and select **Manage Block**.
2. Enter search criteria and click **Search**.
3. Select the block in the search result, click **I Want to...** then **Production Changes** or open the block and click **I Want to...** then **Production Changes**.
4. Click **Status Changes** tab.
  - a. Enter search criteria and click **Search**.
  - b. The Block number is there by default. Search for the **Current Status**.
  - c. If looking for changes that have been made from one specific date onwards, select the dates in **Change Date From** and **Change Date To** in the calendar button, and then click **Search**. You can view the following Revenue Changes:

**Table 3-5 Status Changes**

View Options	Description
Change Date	Change of date that took place.
Prior Status	Status of the event before the change.
Current Status	Status of the event after the change.
Rooms	Number of rooms blocked at time of status change.
Avg. Rate	The average room rate for blocked and picked-up room nights.
Room Revenue	The net Rooms revenue calculated at the moment of status change.
FB Revenue	The net F&B revenue calculated at the moment of status change.

**Table 3-5 (Cont.) Status Changes**

View Options	Description
Other Revenue	The net Other revenue calculated at the moment of status change.
Non-Revenue	Non-revenue generating figures calculated at the moment of status change.

5. Click **Revenue Changes** tab.
  - a. Enter search criteria and click **Search**.
  - b. The Block number is there by default. Search for the **Status**.
  - c. If looking for changes that have been made from one specific date onwards, select the dates in **Change Date From** and **Change Date To** in the calendar button, and then click **Search**. You can view the following Revenue Changes:

**Table 3-6 Revenue Changes**

View Options	Description
Change Date	Change of date that took place.
Stay Date	The stay date for the booking. The Stay Date is any date between the Arrival and Departure Date of the Block.
Room Nights	The number room nights, added or removed, for the business block stay date.
Room Revenue	The revenue type that was affected by the change and the amount the revenue for the specified type was changed by. This can be either positive or negative amounts.
Status	Displays the status of the business event (Inquiry, Definite, Tentative, Cancelled).

## Master and Sub Blocks

Master Blocks and Sub Blocks have a variety of uses.

- You can split sleeping rooms of one group between different properties using a master and sub booking structure.
- You can create one block for a client, then attach events at any property within your cluster.
- The master Block can be used to link future tour series Blocks that belong to a specific tour.

### Master / Sub Block tab

The Master / Sub Block tab on the Block screen presents the Master Block information in a business card style format. This includes the following details:

- **Master Block icon** — You can hover over the icon to view a description of it.
- **Block Name** — The block name.
- **Block ID** — The block ID.
- **Block Code** — The block code.
- **Block Dates** — The dates for the block reservation.



- **Property** — The property for the block reservation.
- **Room Status** — The current room status. Appears when the OPERA Cloud Sales and Event Management Standard Cloud Service subscription is active and Catering Events is active in OPERA Controls.
- **Catering Status** — The current catering status. Appears when the OPERA Cloud Sales and Event Management Standard Cloud Service subscription is active and Catering Events is active in OPERA Controls.
- **Block Status** — The current status of the block.
- **Total Room Nights Booked** — The total number of nights booked from all the sub blocks.
- **Total Room Nights Picked Up** — The total number nights picked up from all the sub blocks.
- **Mode** — The Sub Blocks/Allocations icon appears under this column.

You can apply the **Sort By** filter to order the sub-block listings by Block Code or Block Name (A to Z or Z to A). When you apply the filter, the sub-blocks are sorted based on the selected value. The default grouping for the sub-block listings is by Property.

Each sub block and sub allocation is listed below the Master Block. The following columns provide the details for each sub block and/or sub allocation:

- **Property** — The property for the sub block or sub allocation.
- **Mode** — Displays an icon for sub block or sub allocation. You can hover over the icon to view a description of it.
- **Block Code** — The sub-block code.
- **Start and End Dates** — The start and end dates for the sub block or sub allocation.
- **Block Name** — The block name.
- **Block Status** — The current status of the block.
- **Catering Status** — The current catering status. Appears when the OPERA Cloud Sales and Event Management Standard Cloud Service subscription is active and Catering Events is active in OPERA Controls.
- **Room Nights Booked** — Displays the number of room nights booked for the specific sub block or sub allocation.
- **Room Nights Picked Up** — Displays the number of room nights picked up for the specific sub block or sub allocation.

 **Note:**

When logged in at the property level, the **Total Room Nights Booked** and **Total Room Nights Picked UP** values are calculated based on all sub blocks in the hub. Only the sub blocks created for the logged-in property appear in the sub-block listing

## Master and Sub-Allocations

Master and Sub-Allocations provide a way for hotels to hold room inventory for wholesale reservations throughout the year based on past demand.

- The Master Allocation holds inventory that the property wants to protect for certain customers such as tour operators and other groups.
- The Sub Allocation takes rooms from the Master Allocation and marks them for reservations.

**EXAMPLE:** Based on experience, a property decides to set aside 50 rooms a night for tour groups. The property creates a Master Allocation and sets aside 50 rooms a night. When a tour company requests 20 rooms for a tour stay, the property creates a Sub Allocation and takes 20 of the 50 rooms from the Master Allocation. When a second tour company requests 10 rooms, the property creates another Sub Allocation and takes the 10 rooms from the Sub Allocation. The property can create additional Sub Allocations until the Master Allocation inventory is empty.

#### **Master / Sub Allocation Rules:**

- The Elastic flag on a Master Allocation allows you to borrow room inventory from the House.
- The Elastic flag on a Sub Allocation allows you to borrow room inventory from the Master Allocation (Sub Allocations cannot borrow inventory from each other).
- If the Master Allocation inventory status is set to Definite, set all Sub Allocations to Definite.
- If the Master Allocation inventory status is set to Tentative, set the Sub Allocations to either Tentative or Definite.
- You can apply Sell limits to the Master Allocation or Sub Allocation. For the Master Allocation, the Sell Limit indicates the maximum number of rooms that can be part of the Master Allocation. For Sub Allocations, the Sell Limit indicates the maximum number of reservations that can be made on the Sub Allocation.
- Shoulder Dates on a Sub Allocation must fall within the Master Allocation dates. Reservations against a Sub Allocation can extend to the Shoulder Dates on the Sub Allocation.
- Wash Schedules on Sub Allocations return the rooms to the Master Allocation. Wash Schedules on Master Allocations return the rooms to house availability.

## Creating Master and Sub Blocks

When creating a master Block that will have Sub Blocks:

1. From the **OPERA Cloud** menu, select **Bookings** and then select **Blocks**.
2. Select **Manage Block**.
3. Click **I Want To...** and select **Create Master Block**.
4. Select a **Property**. The **Synchronize** check box is already selected. This check box will only be checked automatically when application parameter Blocks – Synchronize Master Sub Blocks is active.
5. Enter the details in the **Block Definition** panel.
6. Add **Rates / Packages**.
7. Enter **Block Details** and click **Save** or **Save and Go To Presentation**.

8. When you select **Save**, the grid in the lower portion of the Block screen is automatically populated with a Sub block that has been created in the property of the master block.
9. To search for a Master or Sub block:
  - a. On the Manage Block screen, enter the Master block name and click **Search**.
  - b. The master block and the automatically created sub block appear in the search results.

## Creating a Master Allocation

1. From the **OPERA Cloud** menu, select **Bookings**, select **Blocks**, and then select **Manage Block**.
2. Search for and select a block.
3. Click **I Want to . . .** and select **Create Master Allocation**.
4. Enter or select an Associated Profile name in the **Company**, **Travel Agent**, **Source**, or **Group** fields. If no profile exists, click the magnifier icon to search for or create the profile.
  - If creating a profile, click **I Want To . . .** and select the profile type.
5. On the Block Details step, enter the start and end dates of the room allocation. Enter a **Block Name**, **Block Code**, **Market**, and **Source**.

After entering a Block Name, the system generates a Block Code.
6. Click **Add** to search and assign a rate code to the allocated rooms.
7. On the Block Status step, select a status that reflects the current state of the block; for example, a Definite status allows pickup (that is, ready for reservation); a Lost status returns rooms to inventory.
8. On the Room Details step, specify cutoff dates/days for reserving rooms. You can enter reservation methods, rooming list due dates, a decision date, and a follow-up date.
9. On the Catering Details step, identify the catering owner, number of attendees, and other details.

## Creating Sub-Allocations

Use Manage Block to create a sub-allocation. A sub-allocation takes rooms from the Master Allocation and marks them for reservations.

You must create a Master Allocation before creating a sub-allocation.

1. From the **OPERA Cloud** menu, select **Blocks**, and then select **Manage Block**.
2. Search and select a Master Allocation block.
3. Click **I Want To...** and select **Create Sub Allocation**.
4. In the Associated Profiles step, select a **Company**, **Travel Agent**, **Source**, or **Group** to associate with the Sub-Allocation.

If no profile exists for the Associated Profile you select, the system lets you create the profile before continuing.

5. Click **Next**.
6. In the Block Details step, the start and end dates align with the master allocation dates.
7. Enter a **Block Name**. The Block Code is generated automatically.
8. Search and select a **Market** code and **Source** code.
9. In the Rates / Packages section, click **Add** to search and assign a rate code to the allocated rooms.
10. In the Block Status step, select a status that reflects the current state of the block. For example, a Definite status may allow pickup, a Lost status returns rooms to inventory, and so on.
11. In the Room Details section, you can specify cutoff dates/days for reserving rooms, reservation methods, rooming list due dates, a decision date, a follow-up date, and currency.
12. Click **Save and go to Presentation** to view the Master Allocation. Click **Master / Sub** to view the Sub-Allocation.

## Group Rooming Lists

Block rooming list is used to quickly enter or import the profile and reservations details needed to create block reservations. You can also create share reservation while entering the rooming list details. Reservations created will be linked to the block and will deduct inventory from the available rooms in the block allocation. The block must be in a status which allows for pickup.

The following profile and reservation fields are available for the Block rooming list entry and import.



### Note:

Fields available are based on the OPERA Controls active at your property.

**Table 3-7 Profile and Reservation Fields**

Entity	Field	Note	Mandatory
Profile	Name	Lastname, Firstname	Yes
Profile	Title	Select from list	
Resv	Arrival	Arrival Date	Yes
Resv	Departure	Departure Date	Yes
Resv	Room Type	Select from list	Yes
Resv	Room	Room Assigned	
Resv	Adults	Number of Adults	
Resv	Child	Number of Child	
Resv	Rooms	Number of Rooms	
Resv	Rate Code	Select from list	Determined by OPERA Control
Resv	Specials	Select from list	

**Table 3-7 (Cont.) Profile and Reservation Fields**

Entity	Field	Note	Mandatory
Resv	Room Feature Preference	Select from list	
Resv	Smoking Preference	Select from list	
Resv	Notes	Click <b>View</b> to view existing notes on profile	
Resv	Payment	Click <b>Add Payment Information</b> to add payment details per folio window	Yes
Profile	Email Type	Select from list	
Profile	Email Address		
Profile	ID Type	Select from list	
Profile	ID Number		
Profile	VIP	Select from list	
Profile	Language	Select from list	
Profile	Alt Name	Lastname, Firstname (non-western characters)	
Profile	Alt Name Language	Select from list	
Resv	Accompanying Guests	Enter names with pipe   delimiter. Example AccLastname1, AccFirstname1   AccLastname2, AccFirstname2   AccLastname3, AccFirstname3	

## Creating Block Reservations Using Rooming List Import

Using Excel or equivalent software you can produce a .csv , .xls or .xlsx data file containing profile and reservation details for import as a Block rooming list.

Ensure the block has available rooms and that the block is in a status that allows for pickup, click [View Room/Rate Grid](#) to view the available rooms in the block.

Consider the following when setting up the group rooming list import file:

- Files must be in .csv or Microsoft Excel .xls or .xlsx formats.
- Begin each column with headings at cell A1. Upon import, the spreadsheet's column headings map to corresponding rooming list field names.
- Only columns with data import.
- Only mapped columns import.

- The following columns are mandatory:
  - **Last name**
  - **First name** (Initial)
  - **Room Type**
  - **Email Type** if an email address is supplied.
  - **ID Type** if an ID Number is supplied.
  - **Rate Code** if the Rate Code Mandatory Block Header OPERA Control is active.
- Create columns for **Line** and **Sharer** and reference the line number of the row for the first (primary) reservation in the **Sharer** column of the secondary reservation(s).

**Figure 3-1 Rooming List Spreadsheet**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Name	First Name	Title	Room Type	Number of Rooms	Adults	Children	Line	Share	Email Type	Email	Room Type	ID Type	ID Number	VIP	Accom
2	Lastname1	First1	Mr.	DLXQ	1	1	1	1	Share	EMAIL	[redacted]	STDK	PASSPORT	[redacted]	V1	
3	Lastname2	First2	Ms	DLXQ	1	1	1	1	Share	EMAIL	[redacted]	STDK	PASSPORT	[redacted]	V2	
4																
5																

Figure 3-2 Field Mapping

Import Rooming List

Import File +

Map Columns -

Name: A-Name

First Name: B-First Name

Title: C-Title

Arrival:

Departure:

Room Type: D-Room Type

Number of Rooms: E-Number of Rooms

Adults: F-Adults

Children: G-Children

Line: H-Line

Sharers: I-Share

Email Type: J-Email Type

Email: K-Email

ID Type: M-ID Type

ID Number: N-ID Number

VIP: O-VIP

Accompanying Guests: P-Accompanying Guests

Language: Q-Language

Alternate Name: R-Alternate Name

Alternate First Name: S-Alternate First Name

Alternate Language: T-Alternate Language

Preview

2 Refresh

View Options

Line	Name	First Name	Title	Arrival	Departure	Room Type	Number of Rooms	Adults	Children	SI
	Lastname1	First1	Mr.			STDK	1	1	1	
	Lastname2	First2	Ms			STDK	1	1	1	

Cancel Add Reservations

### Importing A Rooming List File

When importing a rooming list, OPERA Cloud attempts to map the spreadsheet columns to their corresponding rooming list fields.

If a column does not map, you can manually map the column.



When mapping rooming list columns:

- The Map Columns section shows the Rooming List fields.
  - The drop-down lists next to the fields show the column headers from the spreadsheet.
  - The Preview pane shows the columns ready to import.
1. From the OPERA Cloud menu, select **Bookings**, select **Blocks**, and then select **Manage Block**.
  2. Enter search criteria and click **Search**.

3. Select the block in the search result, click **I Want To...** and then click **Rooming List**.
4. Click **Import Rooming List**.
5. Click **Choose File** and browse folders and select the .csv or Microsoft Excel .xls or .xlsx file, and click **Open**.
6. Click **Import File**.

 **Note:**

If you need to re-import a corrected data file, click **Clear** and repeat the Choose File and Import File steps.

7. The Map Columns panel expand:
  - a. If there are data errors to be corrected in the data file an X  displays in the column with the error in the preview panel.
  - b. Click  next to a field in the Mapping panel to view a list of values for a specific field - ensure values in data file match the configuration.
  - c. Click the list button below a field you need to map to data file column.
  - d. Select the column name that corresponds to field.
  - e. In the Preview panel click **Refresh**. The spreadsheet data populates the column in the import preview pane.
8. Review the mapped columns and make any adjustments.
9. Click **Add Reservations**.
10. The reservation are imported to the Rooming List page.
11. Update reservations with any additional details. For more details see [Creating Blocks Reservations Using Rooming List Entry](#).
12. Click **Save**.
13. Reservations will be created and assigned a confirmation number.

## Creating Blocks Reservations Using Rooming List Entry

You can manually create block reservations using rooming list entry.

Ensure the block has available rooms and that the block is in a status that allows for pickup; click [View Room/Rate Grid](#) to view the available rooms in the block.

The PM reservation created for the block is used as a template; reservations entered will inherit attributes from the PM reservation.

You can create multiple PM reservations (templates) for a Block. See [Creating Additional Posting Master Reservation](#).

Use the **Change Template** action link to select a different PM/template reservation for the rooming list. See [Changing Template](#).

When the Rate Code Mandatory for Block Pickup OPERA Control is active a rate code must be selected for each reservation (value will default from the template reservation).



Click **View Options** to select the rooming list columns and their display order.

### Entering Rooming List

1. From the OPERA Cloud menu, select **Bookings**, select **Blocks**, and then select **Manage Block**.
2. Enter search criteria and click **Search**.
3. Select the block in the search result, click **I Want To...** and then click **Rooming List**.
4. Enter the number of rows to add to the rooming list page and click **Add Rows**.
5. Enter the profile and reservation details in each row - mandatory values:
  - a. **Name**: Enter a guest name to create a new profile or click to search for an existing profile.
  - b. **Arrival Date**: Enter or select the arrival date.
  - c. **Departure Date**: Enter or select the departure date.
  - d. **Room Type**: Enter or select the room type (from block allocation).
  - e. **Rate Code**: Enter or select the rate code.
  - f. **Payment**: Click to enter payment details.
  - g. **Deleting Rooming List**  
To delete the reservation entries on the rooming list screen prior to saving.
    - i. Click **Delete**.
    - ii. Click **Delete** to confirm.
6. Click **Save**.

### Creating Shared Block Reservations via Rooming List

A shared reservation allows two or more reservations to occupy the same room; each reservation and linked guest can then have a separate billing folio.

To combine reservations into shares while entering a rooming list simply enter an identical numerical value in the **Shares** column for any of the reservations in the table you want to combine into a share reservation.

1. From the OPERA Cloud menu, select **Bookings**, select **Blocks**, and then select **Manage Block**.
2. Enter search criteria and click **Search**.
3. Select the block in the search result, click **I Want To...** and then click **Rooming List**.
4. Enter the number of rows to add to the rooming list page and click **Add Rows**.
5. Enter the reservation details in each row:
  - a. **Name**: Enter a guest name to create a new profile or click to search for an existing profile.
  - b. **Arrival Date**: Enter or select the arrival date.
  - c. **Departure Date**: Enter or select the departure date.

- d. **Shares:** Enter the line number of the first (primary) reservation in this field of the secondary reservations.
  - e. **Room Type:** Enter or select the room type (from block allocation).
  - f. **Rate Code:** Enter or select the rate code.
  - g. **Payment:** Click to enter payment details.
6. Click **Save**.
  7. On the **Shared Room Rate** prompt select a **Rate Share Type** to specify the rate share method:
    - a.
    - b. **Split:** Splits the rate evenly between all sharing reservations..
    - c. **Entire:** Applies the rate in full to one sharing reservations.
    - d. **Full:** Applies the rate in full to each sharing reservations.
  8. Click **Save**.

#### Attributes Inherited from Template

When new reservations are made via the Block Rooming List screen, the following attributes in the template posting master reservation (or the reservation that is currently selected as the template) and the group profile are carried over to new reservations and new profiles created via rooming list:

Template (PM) Reservation	Template (PM) Reservation Details	Template (Group) Profile
<ul style="list-style-type: none"> <li>• Purpose of Stay</li> <li>• Reservation Type</li> <li>• Print Rate Status</li> <li>• Rate Code(s)</li> <li>• Specials</li> <li>• Room Features</li> <li>• Commission Flag Status</li> <li>• Tax Type</li> <li>• Market Code</li> <li>• Source Code</li> </ul>	<ul style="list-style-type: none"> <li>• Linked Profiles               <ul style="list-style-type: none"> <li>– Company</li> <li>– Agent</li> <li>– Source</li> </ul> </li> <li>• Alerts</li> <li>• Routing Instructions</li> <li>• Payment Instructions               <ul style="list-style-type: none"> <li>– No Post YN</li> </ul> </li> <li>• Housekeeping               <ul style="list-style-type: none"> <li>– Turn-down YN</li> <li>– Room Instructions</li> </ul> </li> <li>• Packages</li> <li>• Notes</li> <li>• Deposit Rules</li> </ul>	<ul style="list-style-type: none"> <li>• Country Code</li> </ul>

## Changing Rooming List Template

To change the template for rooming list:

1. From the **OPERA Cloud** menu, select **Blocks**, and then select **Manage Block**.
2. Enter search criteria and click **Search**.
3. From your search results, click **I Want To...** and select **Rooming List**.
4. On the Rooming List screen, click **Change Template**.
5. On the Manage Reservations screen:

- Enter search criteria and click **Search**.
6. Select the template reservation from the search results and then click **Select**.

## Applying Changes to Multiple Block Reservations

You can apply changes made in one block reservation to other reservations in the block under certain circumstances. When a change to one reservation can be copied to other reservations, the Apply Changes screen guides you through the steps for applying the changes.

1. From the **OPERA Cloud** menu, click **Bookings** and then **Manage Blocks** and then search for the block.
2. On the block in your search results, click **I Want To...** and select **Manage Reservations**.  
This shows the reservations associated with the block.
3. Open the reservation you want to change by selecting the reservation's confirmation number.
4. Make changes to the reservation. In some cases, you might have to click **Edit** to make changes.
5. Click **Save**.
6. Click **Back to Manage Block Reservation**.

If the change you made on the reservation can be applied to other reservations in the block, a pop-up screen appears.

7. Click **Yes** to show the **Apply Changes To** panel.  
This panel guides you through the copy process.
8. On the **Copy To** step, select a type of guest. Options include All Guests in the Group, Selected Guests, Only Guests with Same Arrival Date, and so on.
9. Click **Next**.
10. From the Reservations panel results, select the reservations.

## Generating Key Packets for Blocks

The key packet functionality provides a sample template that can be customized. The template is provided in BI Publisher format and can be printed for Individual or Block reservations, or as a batch process. Once configured, the Key Packet labels can be printed from three different areas. The printer specified for the LIST & Reports print task is used for label output.

1. From **OPERA CLOUD** menu, select **Booking > Blocks > Manage Blocks** and then search for the block.
2. From your search results, click **I Want To...** and then **CreateKey Packets**.
3. In the Generate Key Packets window, select one or more reservations and click **Search**.

## Using Group Rooms Control

The Group Rooms Control (GRC) page provides a daily summary of rooms set aside for blocks, including the number of blocked, contracted, picked up, and available rooms.



### Watch Video

The summary section displays **Status** and **Block Inventory**.

In the **Status** section, you can view the summary for all statuses that apply to blocks during the date range being viewed and will be listed here.

In the **Block Inventory** section, you can view the summary for the following:

- **Deduct Inventory:** Blocked rooms are deducted from inventory.
- **Non Deduct Inventory:** Blocked rooms not deducted from inventory.
- **Available Rooms:** Total current house availability.
- **Available Rooms with Non-Deduct:** Available rooms and not deducted from the inventory.
- **Pick Up** tells you the day by day total available for pickup.

### Premium

With the OPERA Cloud Sales and Event Management Premium Cloud Service, date-driven [sell messages](#) appear informing you of special offers and announcements. Multiple sell message are sorted by Begin date.

1. Click **X** to close the sell message panel.

OR

2. Click **Sell Messages** to toggle the Sell Message panel.

RP - Rate Protect (Red) and NC - Non Compete (Yellow) color indicators appear on applicable date columns.

- Rate Protect indicates that no other groups should be booked using rates lower than those assigned to the block that is flagged as rate protect (available when the Lowest Rate Guaranteed OPERA Control is active).
- Non-compete indicates that no competing accounts (accounts with the designated NC industry code) should be booked for same dates as the block flagged as non-compete (available when Non Compete OPERA Control is active).

### Viewing Group Rooms Control

1. From the **OPERA Cloud** menu, select **Bookings**, select **Blocks**, and then select **Group Rooms Control**.
2. Enter a **Property** and **Date**, along with any other relevant information, then click **Search**.
3. Review the summary information and more details about each block in the search results.
4. Navigate to previous and future dates using the arrow buttons on the left and right sides of the horizontal date panel.
5. Click **View Options** to customize the information that appears in in the GRC. This option enables you to specify what information you would like to see in the summary section,

detail level, and block summary sections of the screen. Select or deselect the options you wish to view, and then click **Apply**.

6. Click **Collapse** or **Expand** details for each block listed.
7. Depending on the View Options selected, the screen displays details of the rooms allocated to the block, including the number of blocked, contracted, picked up, and available.

### Viewing Day Details on the Group Rooms Control

The GRC screen visually indicates dates with special events such as holidays or festivals taking place at or near your property. Refer to [Using the Property Calendar](#).

Color indicators appear above the dates/day columns with special calendar events or Day Types setup.

**Premium** RP - Rate Protect and NC - Non Compete color indicators are also displayed on applicable dates

To view the details open the Day Details drawer:

1. From the OPERA Cloud menu, select **Bookings**, select **Blocks**, and then select **Group Rooms Control**.
2. Enter a **Property** and **Date** and any other search criteria and click **Search**.
3. Click the **Day Details** tab on the right side of the GRC to slide open the panel showing details about the Calendar events, Day Types, Rate Protect and Non Compete

### Viewing Block Details from the Group Rooms Control

1. From the OPERA Cloud menu, select **Blocks** and then select **Group Rooms Control**.
2. Enter a **Property** and **Date** and any other search criteria and click **Search**.
3. Click a **Block Code** link to open a new window to view the Block Presentation page and make any changes to the block. For more information, see [Managing Blocks](#).

### Viewing Account Profile from Group Rooms Control

1. From the OPERA Cloud menu, select **Blocks** and then select **Group Rooms Control**.
2. Enter a **Property** and **Date** and any other search criteria and click **Search**.
3. Click the **Account** link for a Block to open a new window to view the Profile Presentation page and make any changes to the sales account profile. For more information, see [Managing a Sales Account Profile](#).

### Creating Blocks from Group Rooms Control

1. From the OPERA Cloud menu, select **Blocks** and then select **Group Rooms Control**.
2. Enter a **Property** and **Date** and any other search criteria and click **Search**.
3. Click vertical ellipsis and select [Create Block](#). or select Create Master Block or Create Master Allocation. For more information, see [Master and Sub-Allocations](#).

## Modify/Update Block — Shift Block Date

Use the **Shift Block Date** action to update a business block and associated events to a new arrival/start date. When a shift date is initiated, any events associated with the block are updated. To ensure that the date change does not create availability conflicts, OPERA Cloud checks to ensure that rooms, function spaces, and event resources are available on the new date.

When the Event Waitlist OPERA Control is active, and the status change/shift dates would cause a wait list situation, a processing screen appears with the option to wait list or cancel the event. When the Event wait list is not active, and status change/shift dates would cause an over book situation (with another block), a processing screen appears with the appropriate message, and you are required to cancel the current action.

1. From the **OPERA Cloud** menu, select **Blocks**, and select **Manage Block**.
2. Enter search criteria and click **Search**.
3. Select the block in the search result and click **I Want To . . .**, click **Modify/Update**, and click **Shift Block Date**.
4. Enter or select a new start date for the business block.
5. Click **Save**.

## Modify/Update Block — Cutoff Block

Use the Block Cutoff option to manually release all non-picked rooms held in a block on or before the cutoff date (or days) set in the block. You cannot undo a cutoff without manually adding the rooms back to the room block. See [Using Block Room and Rate Grid](#).

### Cutoff (Release) Block Rooms

1. From the **OPERA Cloud** menu, select **Blocks**, and select **Manage Block**.
2. Enter search criteria and click **Search**.
3. Search for a block. From search results, click **I Want To . . .** and the click **Cutoff Block**.
4. Click **Yes** to confirm cutoff.

## Modify/Update Block — Delete Block

Normally, you would delete a block only when you have inadvertently duplicated the booking. If any reservations or Posting Masters are attached to the block, you will not be able to delete the booking. The Delete action is inactive unless you have a role assigned with the delete user task granted. After deleting a room block, OPERA Cloud retains no record of it, which is a useful feature for data entry errors.

1. From the Application menu, select **Booking**, select **Blocks**, and then select **Manage Blocks**.
2. Search for a block. From search results, click the row level **I Want To . . .** and select **Modify/Update — Delete Block**.

3. When the confirmation message appears, click **Yes**.

## Managing Block Attachments

### Prerequisites for Attachments

You can attach files (less than 10MB) to Blocks using the Attachments feature. Block attachments are retained for the life of the block and purged after departure.

### Adding Block Attachments

1. From the **OPERA Cloud** menu, select **Bookings**, select **Blocks**, and then select **Manage Blocks**.
2. Enter search criteria and click **Search**.
3. Select the Block in search result, click **I Want To. . .**, click **Attachments** or open the block and click the **Attachments** details link.
4. Click **New** to attach a new file.
  - a. Click **Browse** and select a file on your workstation.
  - b. **Filename**: Enter a filename using only alphanumeric characters, no spaces or special characters are accepted.
  - c. **Description** Enter a description for the attachment.
5. Click **Save**.

### Downloading Block Attachments

1. From the **OPERA Cloud** menu, select **Bookings**, select **Blocks**, and then select **Manage Blocks**.
2. Enter search criteria and click **Search**.
3. Select the Block in search result, click **I Want To. . .**, click **Attachments** or open the block and click the **Attachments** details link.
4. On the Attachments screen, click the **vertical ellipsis** and click **Download**.
5. Select either **Open** or **Save File**.

### Deleting Block Attachments

1. From the **OPERA Cloud** menu, select **Bookings**, select **Blocks**, and then select **Manage Blocks**.
2. Enter search criteria and click **Search**.
3. Select the Block in search result, click **I Want To. . .**, click **Attachments** or open the block and click the **Attachments** details link.
4. On the Attachments screen, click the **vertical ellipsis** and click **Delete**.
5. Click **Delete** to confirm.

## Prerequisites for Attachments

### OPERA Controls

**Group:** General

**Function :** File Attachments

### OPERA Cloud Tasks

**Group :** Bookings

- Attachments
- Download/Preview Attachment
- New Attachment
- Delete Attachment

## Managing Block Status

To change the status of a block, including canceling a block.

1. From the **OPERA Cloud** menu, select **Blocks**, and then select **Manage Block**.
2. Enter search criteria and click **Search**.
3. Select the block in the search result, click **I Want to..** then **Change Block Status** or click the **Block Status** link in Block Presentation and click **Change Block Status**.
4. Select an option:
  - a. **Rooms:** Update the status for accommodation rooms allocated to the block.
  - b. **Catering (Events):** Update the status for Events linked to the Block.
5. **Status:** Select a status from the options available. The statuses available are based on the block status flow configured at your property. For more information, see [Block Status](#).
6. Click **Save**.

### Canceling a Block

Cancel blocks to return room inventory held in the block back to house availability. Cancellation can also be for an inquiry or a tentative block that is either lost or declined (refusal) .

1. From the **OPERA Cloud** menu, select **Blocks**, and then select **Manage Block**.
2. Enter search criteria and click **Search**.
3. Select the block in the search result, click **I Want to..** then **Change Block Status** or click the **Block Status** link in Block Presentation and click **Change Block Status**.
4. Select an option:
  - a. **Rooms:** Update the status for accommodation rooms allocated to the block.
  - b. **Catering (Events):** Update the status for Events linked to the Block.



5. **Status:** Select a status from the options available. The statuses available are based on the block status flow configured at your property. For more information, see [Block Status](#).
6. Enter cancellation details:
  - a. **Block Cancel / Lost Reason:** Select a cancellation reason from the list.
  - b. **Destination:** Select a destination from list if the opportunity booked elsewhere.
  - c. **Property:** Enter property name if the opportunity booked elsewhere.
  - d. **Description:** Enter a description.
  - e. **Cancel PM Resv:** Click to cancel any pseudo room reservations created for the block.

 **Note:**

The cancellation number is recorded in the [Viewing Changes Log Details](#).

- f. Click **Save**.

## Managing Block Reservation Deposits and Cancellations

Use the Deposit and Cancellation feature to manage a blocks reservation deposit requirements, deposit payments and block cancellation penalties.

Block Reservation Deposit and Cancellation covers two separate but related features:

- Reservation Deposit deals with managing the advance deposit pre-payments that guests make prior to their stays.
- Reservation Cancellation covers the handling of cancellation charges or penalties, which might involve forfeiture of deposits already applied to the reservation.

On the Deposit Cancellation screen, the Projected Catering Revenue in the Reservation panel shows the events revenue on the books as calculated on the Block Overview Statistics panel. The Projected Total Revenue calculation includes events revenue on the books.

If a Posting Master does not already exist, you will be prompted to create a Posting Master reservation for the business block.

### Adding Block Deposit and Cancellation Details

1. From the OPERA Cloud menu, select Bookings, select Blocks, and then select Manage Block.
2. Enter search criteria and click Search.
3. Select the block in the search result, click **I Want To...** then **Deposit and Cancellation** or click the **Deposit and Cancellation** link in Block Presentation.

## Managing Block Linked Profiles

The Linked Profiles panel displays all sales accounts and contacts linked to a block. The profiles are presented in a business card format showing the profile name, address, and communication details.

Profile names are displayed as links, allowing you to access Profile Presentation when clicked.



### Note:

You can access the profile details only after saving all changes on the Linked Profiles panel.

### Adding Sales Account and Contact Links to Block

1. From the **OPERA Cloud** menu, select **Blocks**, and then select **Manage Block** to search for the block.
2. Enter search criteria, and then click **Search**.
3. Select the block in the search result, click **I Want To...** then **Linked Profiles** or click the **Linked Profiles** link in Block Presentation.
4. Click **Add Account** to link a Company, Agent or Source profile to the block.
  - a. On the Quick Profile Search screen, enter search criteria and click **Search**.
  - b. Select the profile (sales account) in the result and click **Select Account Only**.
  - c. If the sales account has a contact, select the contact and click **Select Account and Contact** to link both to the block.
5. Click **Add Contact** to link a contact to the block.
  - a. On the Quick Profile Search screen, enter search criteria and click **Search**.
  - b. Select the contact in the search result and click **Select Contact Only**.
  - c. If the contact is linked to a sales account, select the contact and click **Select Account and Contact** to link both to the block.



### Note:

If you cannot find the Sales Account or Contact, you can create new profiles and attach them to the block.

6. Click **I Want To...** in the top right. For more information, see [Managing Profiles](#).

### Selecting Print and Primary Profiles

1. Each profile type must have at least one profile with the **Primary** check box selected for the block.
2. You can select the **Print** check box for one account and one contact to nominate these profiles to print on customer stationery, such as the contract or the banquet event order.

### Remove Accounts and Contact Links from Block

1. From the **OPERA Cloud** menu, select **Blocks**, and then select **Manage Block** to search for the block.
2. Enter search criteria, and then click **Search**.
3. Select the block in the search result, click **I Want To...** then **Linked Profiles** or click the **Linked Profiles** link in Block Presentation.
4. Select the **Sales Account** or **Contact**, click vertical ellipse, select **Remove**.
5. Click **Remove** to confirm.

## Managing Block Access Exclusion

Use Block Access Exclusion screen to exclude the block from selected Hubs/Central Reservation Office (CRO) when the Oracle Hospitality OPERA Multi-Property Reservation Cloud Service is active. When access exclusion is setup for a business block, the selected Hubs/CROs will not be able to manage block reservations.

### Adding Block Access Exclusion

1. From the OPERA Cloud menu, select **Bookings, Blocks**, and then select **Manage Block**.
2. Enter search criteria and click **Search**.
3. Select the block in the search result, then click **I Want To...** then **Access Exclusion** or open the block then click **Access Exclusion**.
4. Click **New** and complete the following:
  - a. **Message:** Enter a message. This message is global and will be displayed for the selected Hubs.
  - b. **Hub:** Select one or more hubs from the list
  - c. **Hide from Availability Screen:** Select checkbox to hide block allocation from Hub users
  - d. **Prevent Reservation Creation:** Select checkbox to prevent Hub users from creating reservations for the block
  - e. **Prevent Reservation Modification:** Select checkbox to prevent Hub users from updating reservations for the block
  - f. **Allow Cancel Reservation:** Select checkbox to allow Hub users to cancel reservations
  - g. **Inactive:** Select checkbox to inactivate the access exclusion rule.
5. Click **Save**.

### Editing Block Access Exclusion

1. From the OPERA Cloud menu, select **Blocks**, and then select **Manage Block**.
2. Enter search criteria and click **Search**.

3. Select the block in the search result, then click **I Want To...** then **Access Exclusion** or open the block then click **Access Exclusion**.
4. Select the hub then click the **Vertical Ellipsis** and select **Edit**.
5. Update details.
6. Click **Save**.

#### Deleting Block Access Exclusion

1. From the OPERA Cloud menu, select **Blocks**, and then select **Manage Block**.
2. Enter search criteria and click **Search**.
3. Select the block in the search result, then click **I Want To...** then **Access Exclusion** or open the block then click **Access Exclusion**.
4. Select the hub then click the **Vertical Ellipsis** and select **Delete**.
5. Click **Delete** to confirm.

## Managing Block Restrictions

You can setup block-level restrictions as needed; these could be length of stay restrictions or other restriction types enabled at your property. Restrictions can be set for specific room class or room type as needed. For more details see [Restrictions](#).



#### Note:

Restriction dates must be within the block dates, no matter if the block reservation is elastic or non-elastic.

#### Adding Block Restrictions

1. From the **OPERA Cloud** menu, select **Blocks**, and then select **Manage Block** to search for the block.
2. Enter search criteria and click **Search**.
3. Select the block in the search result, click **I Want To. . .**, click **Block Restrictions** or click the Block Restrictions link in Block Presentation.
4. Click **New** and enter the following details:
  - a. **Start Date**: The restriction start date.
  - b. **End Date**: The restriction end date.
  - c. **Restriction Days**: All check boxes are preselected by default. Click to remove the check mark for days you do not want the restriction to be applied. For example, if a date range is for the entire month, but you do not want it to apply on Saturdays and Sundays, you would remove the check marks from the Saturday and Sunday check box.
  - d. **Restriction Type**: Select the down arrow to choose the restriction type you want to apply. For more information, see [Restrictions](#).
  - e. **Inventory**:

- i. **House:** Select to indicate that the restriction applies at the house (property) level.
  - ii. **Room Class:** Select the room classes from list to which this restriction applies (Available when the Room Class OPERA Control is enabled).
  - iii. **Room Types:** Select the room types from list to which this restriction applies.
5. Click **Save** or **Save and Continue** to save and add another restriction.

#### Editing Block Restrictions

1. From the **OPERA Cloud** menu, select **Blocks**, and then select **Manage Block** to search for the block.
2. Enter search criteria and click **Search**.
3. Select the block in the search result, click **I Want To. . .**, click **Block Restrictions** or click the Block Restrictions link in Block Presentation.
4. Select the restriction in the calendar.
5. Click the **vertical ellipsis** and select **View**.
6. Update restrictions details.
7. Click **Save**.

#### Deleting Block Restrictions

1. From the **OPERA Cloud** menu, select **Blocks**, and then select **Manage Block** to search for the block.
2. Enter search criteria and click **Search**.
3. Select the block in the search result, click **I Want To. . .**, click **Block Restrictions** or click the Block Restrictions link in Block Presentation.
4. Select the restriction in the calendar, click the **vertical ellipsis** and select **Delete**.
5. Click **Delete** to confirm.

#### Clear All Restrictions for Selected Date

1. From the **OPERA Cloud** menu, select **Blocks**, and then select **Manage Block** to search for the block.
2. Enter search criteria and click **Search**.
3. Select the block in the search result, click **I Want To. . .**, click **Block Restrictions** or click the Block Restrictions link in Block Presentation.
4. Select a date in the calendar
5. Click the **vertical ellipsis** click **Clear All**.
6. Click **Clear All** again to confirm.

## Managing Block Item Inventory

[Prerequisites for Managing Block Inventory Items](#)

Items or Inventory Items include any equipment, products, supplies, or services that can be rented or sold to a guest, or to a catering customer as part of a catering function or block add-on.

### Adding Inventory Item to Block

1. From the **OPERA Cloud** menu, select **Bookings** , select **Blocks** , and select **Manage Block**.
2. Enter search criteria, click **Search**.
3. Select **Block** in search result, click **I Want to...**, select **Items** or click the **Items** link in Block Presentation.
4. Click **New** and enter the following details:
  - a. Enter search criteria and click **Search**.
  - b. Items and their availability are listed in the Available Inventory Items section.
  - c. To select an item click the (availability) number link for the item and start date applicable
  - d. Enter the following details:
    - i. **Quantity**: Enter or select the quantity of items required.
    - ii. **Begin Date**: Enter the date for which the item should be linked to the reservation (defaults to arrival).
    - iii. **End Date**: Enter the end date for the item (if left null OPERA Cloud assumes the departure date).
    - iv. Click **Select Item**.
  - e. The item is listed in the Selected Inventory Items panel.
    - i. Click **Remove** to remove an item .
5. Click **Save**.

### Editing Inventory Item on Block

1. From the **OPERA Cloud** menu, select **Bookings** , select **Blocks** , and select **Manage Block**.
2. Enter search criteria, click **Search**.
3. Select **Block** in search result, click **I Want to...**, select **Items** or click the **Items** link in Block Presentation.
4. From the Item Inventory screen
5. Select the inventory item, click **Vertical Ellipse**, click **Edit**.
6. Update details.
7. Click **Save**.

### Deleting Inventory Item from Block

1. From the **OPERA Cloud** menu, select **Bookings** , select **Blocks** , and select **Manage Block**.
2. Enter search criteria, click **Search**.

3. Select **Block** in search result, click **I Want to...**, select **Items** or click the **Items** link in Block Presentation.
4. From the Item Inventory screen.
5. Select the inventory item, click **Vertical Ellipse**, click **Delete**.
6. Confirm by clicking **Delete**.

## Prerequisites for Managing Block Inventory Items

### OPERA Controls

**Group:** Reservations

**Function:** Item Inventory

**Parameter:**

- Item Inventory Pool
- Allow Inventory Items Outside Of Stay Days
- Sell Control Items

### OPERA Cloud Tasks

**Group:** Bookings

**Task:** Manage Blocks

Packages/Items

- New/Edit Items
- Delete Items

## Managing Block Wash Schedule

### Prerequisites for Managing Block Wash Schedule

Block Wash Schedule makes it possible to reduce either a percentage or a fixed number of rooms from the Block on a preset schedule for any number of days or room types. Block wash is often used by hotels that do not routinely hold the same number of rooms out of inventory as are contracted, based on past experience, the type of business, or industry trends. The Block Wash Schedule allows you to determine when to reduce the number of rooms and by how much, either a percentage or a number of rooms, then automates the process for you prior to the cutoff date.



**Note:**

A Cutoff Date must be set in order to access Wash Schedule.

### Applying Block Wash Template

To add a wash schedule using a wash template:

1. From the OPERA Cloud menu, select **Blocks**, and then select **Manage Block**.

2. Enter search criteria and click **Search**.
3. Select the block in search result, click **I Want to .. Wash Schedule** or open the block and click **Wash Schedule** from the Block Presentation page.
4. In the Wash Schedule panel, click **Vertical Ellipse** and click **Apply Template**.
  - a. **Standard Wash Schedule**. Select a wash template from list; a wash schedule will be generated for update.
  - b. For each date listed; update
    - i. **Wash Date**. Enter a wash date
    - ii. **Room Type**. Select a room type from the list
    - iii. **Wash By%**. Enter a wash %
    - iv. **Wash by Rooms**. or enter a number of rooms to wash
  - c. Click **Save**.

#### Adding Block Wash Schedule

1. From the OPERA Cloud menu, select **Blocks**, and then select **Manage Block**.
2. Enter search criteria and click **Search**.
3. Select the block in search result, click **I Want to .. Wash Schedule** or open the block and click **Wash Schedule** from the Block Presentation page.
4. In the Wash Schedule window, click **New** to complete the following.
  - a. **Wash Date**. Enter a wash date
  - b. **Wash By%**. Select the wash a percentage of rooms
  - c. **Wash by Rooms**. Select to wash a fixed number of rooms
  - d. **%/Rooms**. Enter a wash value
  - e. **Room Type**. Select a room type from the list.
5. Click **Save**.

#### Editing Block Wash Schedule

1. From the OPERA Cloud menu, select **Blocks**, and then select **Manage Block**.
2. Enter search criteria and click **Search**.
3. Select the block in search result, click **I Want to .. Wash Schedule** or open the block and click **Wash Schedule** from the Block Presentation page.
4. Select the schedule , click the vertical ellipse and select **Edit**.
5. Update the wash schedule.
6. Click **Save**.

#### Deleting Block Wash Schedule

1. From the OPERA Cloud menu, select **Blocks**, and then select **Manage Block**.
2. Enter search criteria and click **Search**.
3. Select the block in search result, click **I Want to .. Wash Schedule** or open the block and click **Wash Schedule** from the Block Presentation page.



4. Select the schedule , click the vertical ellipse and select **Delete**.
5. Click **Delete** to confirm.

## Prerequisites for Managing Block Wash Schedule

### OPERA Controls

**Group:** Blocks

**Functions:** Wash Schedule

### OPERA Cloud Tasks

**Group:** Bookings

**Task:** Manage Blocks

Block Wash Schedule

- New/Edit Block Wash Schedule
- Delete Block Wash Schedule

## Managing Block Sell Messages

### Prerequisites for Block Sell Message

The sell messages can contain important selling features that the agent can read to the customer or motivational messages intended for the sales agent themselves. Sell messages can be configured in multiple languages. By default, sell messages appear in the language you select when you log in.

### Adding Block Sell Message

1. From the OPERA Cloud menu, select **Blocks**, and select **Manage Block**.
2. Enter search criteria and click **Search**.
3. Select the block in the search result, click **I Want to..** then **Sell Messages** or click the **Sell Messages** link in Block Presentation.
4. Click **New** and complete the following:
  - a. **Language:** Select the Language in which you want the sell message to be displayed.
  - b. **Sell Message:** Enter the Sell Message text in the language selected.
  - c. **Begin Date:** Enter a begin date to display the sell message.
  - d. **End Date:** End an end date to display the sell message.
5. Click **Save** or **Save and Continue** to add another sell message.

### Editing Block Sell Message

1. From the OPERA Cloud menu, select **Blocks**, and select **Manage Block**.
2. Enter search criteria and click **Search**.

3. Select the block in the search result, click **I Want to..** then **Sell Messages** or click the Sell Messages link in Block Presentation.
4. Select the **Sell Message**, click Vertical Ellipse and select **Edit**.
5. Update the details.
6. Click **Save**.

#### Deleting Block Sell Message

1. From the OPERA Cloud menu, select **Blocks**, and select **Manage Block**.
2. Enter search criteria and click **Search**.
3. Select the block in the search result, click **I Want to..** then **Sell Messages** or click the Sell Messages link in Block Presentation.
4. Select the **Sell Message**, click Vertical Ellipse and select **Delete**.
5. Click **Delete** to confirm.

## Prerequisites for Block Sell Message

#### OPERA Controls

**Group:** Reservation

**Functions:** Sell Messages

#### OPERA Cloud Tasks

**Group:** Bookings

**Task:** Manage Blocks

Block Sell Messages

- New/Edit Block Traces
- Delete Block Sell Messages

## Managing Blocks Traces

Traces are actionable instructions for a selected department for a specific date and time; once actioned, the trace is updated as resolved.

#### Prerequisites for Block Traces

#### Adding a Trace

1. From the **OPERA Cloud** menu, select **Bookings**, select **Blocks**, and then select **Manage Block**.
2. Enter search criteria and click **Search**.
3. Select the block in the search result, click **I Want To...**, **Traces** or click the **Traces** link in Block Presentation.
4. Click **New** and complete the following:
  - a. **Department.** Select the department(s) for trace.

- b. **From Date:** Enter a From date.
  - c. **To Date:** Enter a To date.
  - d. **Time:** Enter time.
  - e. **Trace text:** Enter the trace text.
  - f. **Quick Insert:** Click to select from pre-configured trace text for the selected department. [Configuring Trace Texts](#).
5. Click **Save**.

### Updating a Trace



#### Note:

Only open traces are displayed by default, to view completed traces click **Vertical Ellipse, Show Completed**.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Blocks**, and then select **Manage Block**.
2. Enter block criteria, click **Search**.
3. Select the block in the search result, click **I Want To..., Traces** or click the **Traces** link in Block Presentation.
4. Click **+** to expand the card and view trace details.
5. Select vertical ellipse and click **Edit**.
6. Update details.
7. Click **Save**.

### Resolving / Completing Trace

1. From the **OPERA Cloud** menu, select **Bookings**, select **Blocks**, and then select **Manage Block**.
2. Enter search criteria, click **Search**.
3. Select the block in the search result, click **I Want To..., Traces** or click the **Traces** link in Block Presentation.
4. Select vertical ellipse, click **Complete**.

### Deleting a Trace

1. From the **OPERA Cloud** menu, select **Bookings**, select **Blocks**, and then select **Manage Block**.
2. Enter search criteria, click **Search**.
3. Select the block in the search result, click **I Want To..., Traces** or click the **Traces** link in Block Presentation.
4. Select vertical ellipse, click **Delete**.
5. Click **Delete** to confirm.

## Prerequisites for Block Traces

### OPERA Controls

**Group:** Block

**Functions:** Traces

### OPERA Cloud Tasks

**Group:** Bookings

**Task:** Manage Blocks

Block Traces

- New/Edit Block Traces

## Managing Block Notes

### Adding Block Notes

1. From the OPERA Cloud menu, select **Bookings** , **Blocks** , and then **Manage Block**.
2. Enter search criteria, click **Search**.
3. Select Block in search result, click **I Want to...**, **Notes** or click the **Notes** link in Block Presentation.
4. Click **New**.
  - a. **Type:** Select a note type.
  - b. **Internal:** Select this check box if the comment is to be treated as internal.

 **Note:**

Internal notes are not output on stationery (for example, Confirmation Letters) or on reports unless the report explicitly allows display of Internal Notes.

- c. **Title:** Enter a summary title for the note (is default based on note type but it can be updated).
  - d. **Comment:** Enter or paste the note details; a maximum of 4000 characters are permitted.
5. Click **Save**.

### Viewing and Updating Block Notes

1. From the OPERA Cloud menu, select **Bookings** , **Blocks** , and then **Manage Block**.
2. Enter search criteria, click **Search**.
3. Select the Block in the search result, click **I Want to...**, **Notes** or click the **Notes** link in Block Presentation.

4. Select the note, click  $\pm$  to expand the card to read the note comments.
5. Select **Vertical Ellipse** and click **Edit**.
6. Update details.
7. Click **Save**.

#### Deleting Block Notes

1. From the OPERA Cloud menu, select **Bookings** , **Blocks** , and then **Manage Block**.
2. Enter search criteria, click **Search**.
3. Select the Block in the search result, click **I Want to...**, **Notes** or click the **Notes** link in Block Presentation.
4. Select **Vertical Ellipse** and click **Delete**.
5. Click **Delete** to confirm.

## Managing Block Room and Rate Grid

Use the Room & Rate Grid screen to:

- Manage the room allocation for a block.
- Manage the contracted room information for inclusion on the [Sales Contract](#).
- Customize the room rate per room type.
- View the pickup, pickup percentage and available rooms.

#### Room & Rate Grid Types

There are various block grid types available, depending on the status of the Block.

- **House Availability**. Displays general house availability.
- **Original**. Default value, and only available when the block is not in an Open-for-Pickup status. Displays the original room allocation, prior to status change.
- **Current**. Default value when the block is in an Open-for-Pickup status . Displays the current room allocation.
- **Contract**. This grid does not deduct rooms from inventory; instead it is used in conjunction with the Sales Contract and can be manipulated without affecting any other grid. (Available when the Block Contract Grid OPERA Control is active).
- **Pickup Rooms**. Displays the rooms picked up (reservations exists) in the room allocation.
- **Pickup Percentage**. Displays room picked up as a percentage.
- **Available**. Displays the Available Rooms remaining in the block allocation. (Current -Picked up) Available when the block is in an Open-for-Pickup status.
- **Changes to Original**. Display a comparison between original and current room allocation.

- **Rates.** Displays the rate amounts. When the Occupancy Split Per Room Type OPERA Control is active, rates are managed per occupancy level.
- **Released Rooms.** Displays the room released from room allocation back to general house availability.

The Block Business card displays at the top of the Room & Rate Grid and indicates block name, block code, block ID, start and end dates, room and catering status, owners and the property code. Click **+/-** to expand and collapse the business card.

The Room & Rate Grid shows you a summary of the rooms allocated per room type by dates and the associate rate amount (price).

### Changing the Grid View Options

1. From the OPERA Cloud menu, select **Bookings**, select **Blocks** and then **Manage Block**.
2. Enter search criteria, click **Search**.
3. Select the block in the search result, click **I Want to . . . Room & Rate Grid** or open the Block and click **Room & Rate Grid**.
4. Click **View Options**.
  - a. **Manage Grid By.**
    - i. **Room Type.** Select to display each room type.
    - ii. **Room Pool.** Select to display [room pools](#). (Available when the Room Pools OPERA Control is active).
  - b. **Show**
    - i. **All Room Types.** Select to display all room types.
    - ii. **Used Room Types.** Select to display allocated room types only.
  - c. **Grid Type**
    - i. Select checkboxes to display various room and rate grid types.
  - d. **Room Type Order.** Use the navigation buttons to change the display sequence of room types in the grid; position allocated room types at top of the list.
5. Click **Apply**.

### Loading Block Room Allocation

Use the Load Room Grid action to load the entire block room allocation; that is, the number of rooms per room type and (optionally) rates if rates are the same each night.


Even if the rates are not the same, it is recommended that you use this functionality to load the grid and then edit each Date and Room Type combination as required.



#### Note:

When the Autoload Contract Grid OPERA Control is active, the Original Grid is auto loaded (copied) to the Contract grid. Select the **Stop Auto Load Contract** option from the **Actions** link to prevent this from occurring.

1. From the OPERA Cloud menu, select **Bookings**, select **Blocks** and then **Manage Block**.
2. Enter search criteria, click **Search**.
3. Select the block in the search result, click **I Want to . . . Room & Rate Grid** or open the Block and click **Room & Rate Grid**.
4. Click **Actions** then select **Load Room Grid**, complete the following
  - a. **From**. Enter or select a start date.
  - b. **To**. Enter or select an end date.
  - c. **Grid Type**. Select the grid to update.
    - **Original**. Default value, and only available, when the business block is not in an Open-for-Pickup status.
    - **Current**. Default value, and only available, when the business block is in an Open-for-Pickup status.
    - **Contract**. Display the contract grid to manage the number of rooms you want to record as Contracted for this group. This grid does not deduct rooms from inventory; instead it is used in conjunction with the Sales Contract and can be manipulated without affecting any other grid.
    - **Available**. Display the Available Rooms grid. These are the rooms remaining in the allocation; not picked up. Available when the business block is in an Open-for-Pickup status.
  - d. **Day of the Week**. Select check boxes for each day of the week. By default all the check boxes for the days within the From/To date range are marked. You may mark or un-mark the check boxes to make changes to only a specific day or days of the week.
  - e. **Shoulder**. Select to allow selection of Shoulder Start or Shoulder End Date Range (when Shoulder Dates are defined for block) to load rates for these dates. No Inventory can be loaded for Shoulder Dates.
  - f. **Room Types / Room Pools**. Select one or more room types or room pools.
  - g. **Increase/Decrease Rooms**. Select this check box to indicate that you want to add or subtract rooms from the existing allocation in the grid. To increase the number of room nights on the grid, select this check box and insert in Occupancy fields the number of rooms by which to increase the block. To decrease the number of room nights on the grid, select this check box and insert a negative number, a number preceded by a minus sign (-), in Occupancy fields. To change (replace) the number outright, do not select this check box and insert a positive number in the appropriate Occupancy field.

 **Note:**

The Increase/Decrease flag only applies to the Number of Rooms; this excludes sell limits and booking positions. The values entered into those fields are always considered to be absolute values.
  - h. **No of Rooms**.
    - i. **Occupancy 1, 2, 3, 4, Total**. Specify number of rooms per occupancy.

- ii. **Rate 1, 2, 3, 4, Additional.** Available if a rate code has not been selected for the business block. Specify the rate for each occupancy. Rate amounts are shown in the currency selected on the Rooms Grid.

 **Note:**

The rate fields will not display if there is a rate code selected for the block.

- iii. **Block Sell Limits.** Allows you to set a maximum number of available rooms per room type for elastic block (Available when the Elastic Block OPERA Control is active).
  - i. **Cutoff Date.** Every block can have a specific cutoff date, a rolling cutoff date, a fixed number of days before every arrival date or no cutoff date at all. If you enter a cutoff date, the OPERA Cloud will release the not-yet-picked-up rooms from the block on the night of the cutoff date. OPERA Cloud releases the rooms by reducing the number of allotted rooms until it equals the number of picked-up rooms, thereby leaving zero rooms Available in the block. The original block does not change so you can see how many rooms were originally blocked even after the cutoff date. The picked-up grid does not change and the actual blocked grid now equals the picked-up grid. Because the Rooms Available grid is only the difference between actual and picked-up, the rooms available are all zeros after the cutoff date. The rooms are returned to house availability and can be picked up by non- block guests. It is still possible, if desired, to increase the block after the cutoff date has passed. (Available when the CUTOFF OPERA Control is active).
  - j. **Cutoff Days.** Cutoff days is basically the same as cutoff date with one important difference. If you use a cutoff date, the entire block will be released on the same night. If you use cutoff days, OPERA Cloud will release only one day of the block at a time. If you enter a 7 in the Cutoff Days field, rooms will be cutoff one week before each date within the block. This is useful for travel agent allotments, where the travel agent has, for example, up to 14 days before arrival to pick up the reservations, after which they are returned to the property availability. (Available when the CUTOFF OPERA Control is active).
5. Click **Save** or **Save and Continue** to load more rooms.

#### Editing Block Room Allocation

1. From the OPERA Cloud menu, select **Bookings**, select **Blocks** and then **Manage Block**.
2. Enter search criteria, click **Search**.
3. Select the block in the search result, click **I Want to . . . Room & Rate Grid** or open the Block and click **Room & Rate Grid**.
4. On the Room & Rate Grid complete the following
  - a. **Date.** Enter a Start Date
  - b. **Range.** Select a date range to display from the list.
  - c. Click **Search**.
5. Click **Edit** to update the rooms in the grid.



6. Enter the number of rooms for each date and room type into the grid.
7. Use << and >> to scroll left and right through the room types.
8. Click **Save**.

#### Override Rates for Block Room Allocation

Use this option to change rate amounts through load and edit, if a rate code has been selected on the block header.

1. From the OPERA Cloud menu, select **Bookings**, select **Blocks** and then **Manage Block**.
2. Enter search criteria, click **Search**.
3. Select the block in the search result, click **I Want to . . . Room & Rate Grid** or open the Block and click **Room & Rate Grid**.
4. Click **Actions** then select **Override Rates**.
5. Select an **Override Rates Reason** from the list.

#### Remove Rate Override from Block Room Allocation

Use this option to edit rates through Edit and Load if the block has a rate code assigned.

1. From the OPERA Cloud menu, select **Bookings**, select **Blocks** and then **Manage Block**.
2. Enter search criteria, click **Search**.
3. Select the block in the search result, click **I Want to . . . Room & Rate Grid** or open the Block and click **Room & Rate Grid**.
4. Click **Actions** then select **Remove Rate Override**.

#### Wash Block Room Allocation

Using Block Wash, you can quickly remove either a percentage or a fixed number of rooms from the room allocation for any number of days and room types.

You may also setup a wash schedule to automate the block wash process. For more information, see: [Managing Block Wash Schedule](#).

 **Note:**

If you wash an Original room allocation (not yet open for pickup status) and the Autoload Contract Grid OPERA Control is active, the wash also affects the Contract grid room allocation.

1. From the OPERA Cloud menu, select **Bookings**, select **Blocks** and then **Manage Block**.
2. Enter search criteria, click **Search**.
3. Select the block in the search result, click **I Want to . . . Room & Rate Grid** or open the Block and click **Room & Rate Grid**.
4. Click **Actions** then select **Wash**.
  - a. **From**. Enter or select a start date

- b. **To.** Enter or select an end date
- c. **Day of the Week.** Select check boxes for each day of the week. By default all the check boxes for the days within the From/To date range are marked. You may mark or un-mark the check boxes to make changes to only a specific day or days of the week.
- d. **Room Types / Room Pools.** Select one or more room types or room pools used within the block.
- e. **Value.** Select this option when you would like to wash the block by a specific number of rooms.
  - i. **Number of Rooms.** Enter the number of rooms to reduce by.
- f. **Percentage.** Select this option when you would like to wash the block by a percentage of the number of rooms of each room type.
  - i. **Percentage.** Enter a percentage amount.
- g. **Percentage by Day.** Select this option when you would like to wash the block by a percentage of the number of rooms of each room type by Day of the Week.
  - i. **Days of the Week.** Enter a percentage amount for each day of the week.
- h. Click **Save**.

## Events

### Prerequisites for Events

- **Add an Event to a Block (Creating an Event)**



[Watch Video](#)

- **Create a Catering Block and Event**



[Watch Video](#)

The Events feature is designed to manage any kind of catering activity. Events can be as simple as a one-hour reception or more complex, such as a three-day business meeting with meals, breaks, and specific meeting room with setup and resource requirements. Any group function can be an event.

Events require many levels of organization including: booking a function space for the event, creating a food and beverage menu, and making sure all other resources needed for the event are available. All of these aspects of managing events are available when your property has an active OPERA Cloud Sales and Event Management Cloud Service subscription.

The Manage Events presentation screen enables you to search for events at your property. You can open Manage Events from the OPERA Cloud menu under Bookings by selecting Events. The screen provides the Advanced Search function where you can search by property, dates, and other key information related to an event, a sub event, the block associated with the event, and so on.

## Prerequisites for Events

### License / Subscription

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

Or

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition

### OPERA Controls

**Group:** Events

**Function:** Catering Event

### OPERA Cloud Tasks

**Group:** Bookings

**Task:** Manage Events

New/Edit Catering Events

- Set Do Not Move
- Override Do Not Move
- Override Space Capacity

## Creating Events

You can create events and sub events from a block; certain fields inherit their details from values on the block. When the Single Block Status OPERA Control is active, the status of events is the same as the status of the block they are linked to.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Blocks**, and select **Manage Blocks**.
2. Enter or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. From search results, locate the block, click the **I Want To . . .** action, and select **Event** from the Create column.
4. In the Event Details panel, select or confirm the property depending on whether you are working at the Hub level or Property level.
  - a. **Event Type:** Select the Event Type, such as breakfast, reception, breakout session, or so on. If the Event Type you select has configured start and end times, the Start Time and End Time fields automatically populate.

If the Event Forecast Maintenance is configured, the Forecasted Revenue amount for each Event Type automatically populates on the event. You can edit the Forecasted Revenue on the Event Revenue Summary Panel after creating the event.

- b. **Event Name:** The Event Name automatically populates from the Event Type. You can edit the name up to 60 characters.
- c. **Event Status:** Populates with the Catering Status on the Block. Select a new status as required. The event status determines whether the Function Space and any Event Resources are deducted from inventory.
- d. **Start Date:** Defaults to the Block Start Date. You can edit the date, but it must fall within the Block Dates or the Block Shoulder Dates if they exist. The Block and Shoulder dates are visible in the block Business Card or in the calendar icon. Type the date directly in the field or use the calendar icon to select the date.
- e. **End Date:** Defaults to the Block Start Date and is read-only. When the Start date is changed, the End date automatically updates.
- f. **Start and End Time:** Defaults if a value is configured for the selected Event Type, but can be edited.

You can have an event that spans two days, for example, a reception from 9 p.m. to 1 a.m. If the end time is past midnight, the end date adjusts to the next day automatically. Events cannot exceed a 24-hour period. If the end time entered exceeds 24 hours, a warning message appears.

- g. **Expected Attendees:** This is an estimate of the number of guests expected to attend the event and is used for forecasting revenue. The number populates automatically from the attendees listed on the block, but can be edited.
- h. **Guaranteed Attendees:** Enter the guaranteed number of attendees. This is the contracted minimum number of attendees that will attend the event and reflects as Guaranteed Revenue. If the Guaranteed check box on the block is selected, the Guaranteed Attendees field populates automatically.
- i. **Actual Attendees:** After the event takes place, enter the number of attendees that actually attended. This value will be the billed amount of Attendees and determines the amount charged to the client. If the Catering Status on the block is set to Actual, the Actual Attendees field populates automatically.
- j. **Space:** Select a space for the event. You will have the option to Show Available Spaces or Show All Spaces. By default, the option for Show Available Space is selected and lists spaces not reserved for events in Deduct or Actual status for the selected date/time. After selecting a space, the Space Rental Code field and Setup Style field become mandatory. Any default values configured for the space automatically populate the following fields: Rental Code, Setup Style, Setup Time, Tear Down Time, and Rental Amount. If you select a space that requires an alternate, an asterisk (\*) is indicated and you are forced to select an alternate function space. Click the **Select Alternate Space** button.
  - i. Click **Show Available Spaces** to list spaces not reserved for Events in deduct or actual status for the selected date/time.

 **Note:**

If other events are booked in the space, they appear in the Events Booked in Shareable Space popup. To book the space so no other events can occupy the room at the same time, select the **Book As Exclusive** check box.

- ii. Click **Show Selected Spaces** to list only the spaces that have been selected as Alternates.

After selecting a space, the Rental Code field and Setup Style field become mandatory. Any default values configured for the space automatically populate the following fields: Rental Code, Setup Style, Setup Time, Tear Down Time, and Rental Amount. If you select a space that requires an alternate, an asterisk appears and you are required to select an alternate function space. Click the **Select Alternate Space** button. Refer to: [Managing Alternate Space Events](#)

 **Note:**

When the Event Waitlist OPERA Control is active and you select a function space that is already booked by an event that is part of a different block, you will receive the following message: Function space is not Available. Do you want to Waitlist? Select **Yes** to add the event to the Waitlist. For more information, see [Managing Event Waitlist](#).

- k. **Space Rental Code and Rental Amount:** Select from a list of available Rental Codes for the selected space. If you select Custom Rental Code, you must enter a custom Rental Amount. The Discount field then becomes disabled, and you cannot discount the rate. If the Rental Code has a pre-configured amount attached to it, you cannot edit the Rental Amount field. However, the Discount field becomes enabled for discounting the rate.

 **Note:**

When Use Forecast Value is active and room rental is assigned to an event, the revenue appears automatically as forecast and expected revenue. If Use Forecast Value is inactive and room rental is assigned to an event, the revenue appears as expected revenue only.

- l. **Discount:** Enables you to enter a discount percentage if the Rental Code has a pre-configured amount attached. See [Applying Discounts to Event Resources on Blocks](#).
- m. **Setup Style:** Select a style for the selected space. If the number of attendees on the event is outside of the Setup Style minimum and maximum capacity range, you are prompted to override the space capacities. This requires the override user task. If you do not have the user task, you can adjust the number of attendees or select a different setup style and/or space.
- n. **Setup Time and Tear Down Time:** Enter the time needed to set up and tear down the event space. The space setup/tear down time might default based on the Setup Style. The time is added to the start/end time of the event to determine the total amount of time the room is booked.
- o. **Display Doorcard:** Selected by default. If selected, the check box indicates the doorcard should be displayed on reports or sent to external AV systems such as door card display solutions.
- p. **Doorcard:** The field is populated automatically based on the value in the block Post As field. Changes to the Post As field on the block automatically update the event Doorcard field. If the Post As field on the block is populated, the

Doorcard field defaults to the block doorcard. Changes to the Post As field on the block automatically update the event Doorcard field.

- q. **Loud Event:** Provides a warning to colleagues who might want to avoid booking their clients in the adjoining space. The Loud Events flag appears on the [Function Diary](#).
  - r. **Do Not Move:** Prevents anyone from changing the date, time, or space of the event. Requires the Set Do Not Move user task.
5. After entering the event details, select from the following actions:
- a. **Save and Copy Event:** Saves your new event and copies (clones) the event as a new event. Refer to: [Copying Events to Other Dates](#).
  - b. **Save and Create Another Event:** Saves your new event and takes you into the creation process for the next event.
  - c. **Save and Create Sub Event:** Saves your new event and takes you into the creation process for a sub event.
  - d. **Save and Manage Event:** Saves your new event and takes you to the [Event Presentation](#) screen where you can continue to manage the event, for example, by adding notes or resources.
  - e. **Save:** Saves your new event

## Creating Events from Templates

Catering templates provide a combination of events and defaulted resources that you can use to quickly create events for a block. You can select pre-configured catering templates provisioned with events and potential resources. The events and their resources are priced separately, unlike a [Catering Package](#) where a total price per person is defined for the events and resources.

After booking the catering template on the block, regular event management capabilities are available for adding, deleting, moving, copying, and updating events.

### Adding Template Events to Blocks

You can search for templates, save them to the block, and then add more events as needed.

1. From the OPERA Cloud menu, select **Bookings**, select **Blocks**, and select **Manage Blocks**.
2. Enter or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. From search results, select the block, click the block's **I Want To . . .** action, and select **Event From Templates** from the Create column.
4. From the Select Catering Templates, select a **template** and click **Save**. You can search for catering templates and specify the following options for the template you select:
  - a. **Begin Date.** Select a begin date for the template. The date must fall within the block's Booking Dates as shown on the screen.
  - b. **Set Template Status.** Select to set the template status to either the same as the catering status of the block or to the configured default catering status.
5. Manage Events opens displaying following:
  - a. The template events and the ability to sort the order of events.
  - b. The block name, ID number, and dates.

- c. The Expand All hyperlink enabling you to see hyperlinks attached to each event.
  - d. Columns providing information on each event.
6. Click the page level **I Want To . . .** arrow and select **Event** from the Create column.
7. In Create Event, enter or select Event type, Event Name, Status, Start Date, Start Time/End Time, Expected Attendees, and other optional information.
8. Click one of the following button options:
  - a. **Select Alternate Space.** If you select an event space that requires an alternate space (usually for outdoor events), you must select an alternate space. Refer to: [Configuring Function Spaces](#)
  - b. **Save and Copy Event.** Saves the event to the template, opens the Copy Event screen, and lets you copy it to another block and date.
  - c. **Save and Create Another Event.** Saves the event to the template and lets you create another event.
  - d. **Save and Create Sub Event.** Saves the event to the template, opens the Sub Event panel on Create Event, and lets you create a sub event.
  - e. **Save and Manage Event.** Saves the event to the template, opens the event, and lets you make changes to the event.
  - f. **Save.** Saves the event to the template.

### Editing Template Events

You can search for templates and save them to the block. **Edit**, **Delete**, and **Copy to Other Date(s)** buttons are available for multiple events as well. The Edit button is available only for Premium subscription enabled properties.

1. From the OPERA Cloud menu, select **Bookings**, select **Blocks**, and select **Manage Blocks**.
2. Enter or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. From search results, select the block, click the block's **I Want To . . .** action, and click **Manage Events**.
4. Select **Events** and select one of the following buttons:
  - a. **Group Stationery.** Enables selecting a report and downloading sample data or report.
  - b. **Reports.** Enables selecting a report and report group.
  - c. **Copy to Other Date(s).** Enables copying the event to a different block and dates.
  - d. **Edit.** Enables editing the event.
  - e. **Delete.** Enables deleting the event.

### Editing Template Resources

1. From the OPERA Cloud menu, select **Bookings**, select **Blocks**, and select **Manage Blocks**.

2. Enter or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. From search results, select the block, click the block's **I Want To . . .** action, and click **Manage Events**.
4. Click the page level **I Want To . . .** arrow and select **Event Resources**.
5. Select an **event** and select one of the following options:
  - a. Select a **resource** and then click **Delete**, **Copy**, or **Move buttons**.
  - b. Select a resource's **vertical ellipsis** and select **Edit**, **Add Note**, **Delete**, **Copy**, or **Move**.
  - c. Select the **Menus drawer** or the **Items drawing** to add menus or items resources.

## Managing Alternate Space Events

### Premium

You might want to configure outdoor function spaces to require an alternate space as a back-up space in the event of inclement weather. When creating an event in a function space that requires an alternate, you are forced to select one or more alternate function space(s) with the following exceptions:

- The event status is actual.
- The event type is excluded from requiring an alternate.
- The event is a sub event.

An alternate event is automatically created for each alternate space you select. Forecast revenue does not populate on the alternate event, however, if the alternate space has a room rental charge, OPERA Cloud copies the expected room rental revenue to the forecast revenue.

### Selecting Alternate Spaces(s) for an Event

When the Alternate Spaces screen opens:

1. Enter search criteria and click **Apply Filter**.

#### Note:

Select the Sort By list to change the display order of spaces.

2. Select one or more alternate spaces in the search results.
3. Click the **Select Alternate Space(s)** button. OPERA Cloud returns you to the Create Event or the Event Presentation screens.

### Editing Alternate Events

OPERA Cloud creates an Alternate Event for every alternate space you add to an event. You can edit Alternate Events from the Alternate Event tab on the Event screen. The Alternate Event tab appears only when the event has an alternate event.



1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Select or confirm the **Property**, enter search criteria, and click **Search**.
3. From search results, click the alternate event's **I Want To . . .** action and select **Event** from the Go To column.
4. Click **Edit** and make your changes.
5. Click **Save**.

### Converting Alternate Events to Master Events

You can convert Alternate Events to Master Events. When converting the Alternate Event, OPERA Cloud deletes the Alternate Event and updates the Master Event with the Function Space, Rental code (not amount), Setup Style, and Setup/Teardown times of the Alternate Event. The original master event ID is retained.

If there are multiple Alternate Events:

- The last one to convert takes the place of the Master and any previous Alternate events that were converted will be regular standalone events.
- If there are resources attached to the master, the resources will remain on the master.
- If there are existing sub events, those will remain untouched.

If the Alternate Master becomes Actualized, the Alternate Events are automatically deleted. If you change the status to Actual, you are prompted that the alternates will be deleted and asked to confirm proceeding.

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Select or confirm the **Property**, enter search criteria, and click **Search**.
3. From search results, select the alternate event's **I Want To . . .** action and select **Convert to Master Event** from the Modify/Update column.

## Managing Events

The Manage Events search function provides options for finding events by property, dates, event type, block, account or contact, and so on.

Search results provide columns for the Event ID, Event Name, start date and time, space reserved for the event, number of attendees, event status, and package code (for identifying events belonging to the packages). You can expand events to reveal key details and links to additional information such as Event Details, Event Notes, Revenue Summary, and so on. The Sort By function changes the order of rows and remembers your last selection. View options are Table and List.



#### Note:

You can also access Events linked to a Block from the Block search screen by selecting the Manage Events details link. For more information, see [Searching for Blocks: Advanced Search](#).

 **Note:**

When the Event Waitlist OPERA Control is active and you select a function space that is already booked by an event this is part of a different block, you will receive the following message: “Function space is not available. Do you want to Waitlist? Select **Yes** to add the event to the Waitlist.” For more information, see [Managing Event Waitlist](#).

 **Note:**

If you select a space that requires an alternate, an asterisk (\*) is indicated, and you are forced to select an alternate function space. Click the Select Alternate Space button. Refer to: [Managing Alternate Space Events](#).

Related Topic: [Creating Events](#)

### Editing Events

You can edit event details from the Manage Events screen.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Enter or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. Locate the event in search results and click **Event Details** or click the **Event ID** and scroll to the Event Details panel.
4. Click **Edit**.
5. Update the event details.
6. Click **Save**.

Related Topics: [Editing Multiple Events](#)

### Cancelling Events

1. From the **OPERA Cloud** menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Enter or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. Locate the event in search result and click **Event Details** or click the **Event ID** and scroll to the Event Details panel.
4. Click **Edit**.
5. On the Status field, update the event status to cancelled (or lost or regret).

 **Note:**

Event statuses available in the list of values depend on the block status flow configured for your property [Block Status](#).

6. Click **Save**.

### Deleting Events

1. From the **OPERA Cloud** menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Enter or confirm the **Property** , enter any additional search criteria, and click **Search**.
3. Locate the event in the search result and click the **I Want To . . .** then **Delete Event**.
4. Click **Yes** to confirm.

**Table 3-8 Event Main**

Event Main	Links
Event Details	<a href="#">Event Details</a>
Manage Resources	<a href="#">Manage Resources</a>
Event Notes	<a href="#">Event Notes</a>
Revenue Summary	<a href="#">Revenue Summary</a>

## Editing Multiple Events

### Premium

You can edit multiple events at the same time from the Multi Edit Events screen. When making multi edits, keep the following in mind:

- If the Keep Event Details On Type Change OPERA Control is active and no start time and end time are entered, the existing start time and end time of the events will not update with the Event Type change.
- If the Keep Event Details On Type Change OPERA Control is inactive and no start time and end time are entered, the start time and end time of the events will update with the configured defaults of the selected Event Type. If no defaults are configured, the existing start and end time will not be changed.
- Regardless of the Keep Event Details On Type Change OPERA Control, if Start and End Time are entered in this screen, the marked events will update with those times.

### Editing Multiple Events

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Enter or confirm the **Property**, enter the **Block ID** or **Block Name** and any additional search criteria, and click **Search**.

 **Note:**

You can also edit multiple events by clicking the OPERA Cloud menu, selecting Bookings, selecting Blocks, and then selecting Manage Blocks.

3. Select one or several **event(s)** and click **Edit**.
4. In the Multi Edit Events screen, make your changes. The changes will affect all events you selected.
5. Click **Save**.

 **Note:**

OPERA Cloud checks function space availability for events with the new space details. If one of more of the events has an availability conflict, OPERA Cloud prompts you with the Event Overbooking screen to resolve the conflict.

 **Note:**

All event changes are recorded in the event changes log. All event production changes are recorded in the event production change logs.

### Deleting Multiple Events

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Enter or confirm the **Property**, enter the **Block ID** or **Block Name** and any additional search criteria, and click **Search**.
3. Select one or several **event(s)** and click **Delete**.
4. Click **Delete** to confirm.

Related Topic: [Managing Events](#)

## Converting Events or Sub Events

You can convert an event to a sub event or convert a sub event to an event if the OPERA Controls for Sub Events is active at your property.

### Converting an Event to a Sub Event

When converting an event (sometimes referred to as a regular or standalone event) to a sub event, you must associate the new sub event with a master event. The new sub event inherits the function space, setup, and rate from the master event.

1. From the OPERA Cloud menu, select **Bookings**, and then select **Manage Events**.
2. Select or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. From your search results, click the regular event's **I Want To . . .** action and select **Convert To Sub Event** from the Modify/Update column.

4. From the Select a Master Event screen:
  - a. Select the **event** for the converted sub event.
  - b. Select the **Inherit Master Event Space** check box if you want the sub event to inherit the same function space as the master event.
  - c. Click **Save** to return to the Manage Events screen.
5. Search Manage Events to refresh the master event and sub event indicators.

### Converting a Sub Event to a Regular Event

When converting a sub event to a regular event, no master event is required. You must assign a function space to the event, define the setup, and specify other details as required for regular events.

1. From the OPERA Cloud menu, select **Bookings**, and then select **Manage Events**.
2. Select or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. From your search results, click the sub event's **I Want To . . .** action and select **Convert to Regular Event** from the Modify/Update column. The sub event converts immediately to a regular event.

## Copying Events to Other Dates

The copy function is designed to make it easy to set up events on other blocks. You can copy one or several events to dates within the same block or within a different block. While copying, you determine whether to include notes, resources, and other information in the copy.

### Note:

When you copy an event to a space that is not available and the Events Waitlist OPERA Control is active, the processing screen displays a message indicating the event will be waitlisted. For more information, see [Managing Event Waitlist](#)

1. In the OPERA Cloud menu, select **Bookings**, select **Blocks**, and select **Manage Blocks**.
2. Search and open a **Block**.
3. Click the row level **I Want To . . .** and select **Go To Manage Events**.
4. Select the check box of the event you want to copy.
5. Click **Copy to Other Dates**.

The Copy Event screen appears showing copy options such as Event Notes, Other Resources, and so on. Some options are selected by default. Select or deselect any of the options. Selected options will copy to the target block.

6. From the Select Event(s) to Copy section, select one or more events. The events you selected in the previous screen will already be selected here. If you missed one, you can select **Show All Events** to show the rest of the block's events.

7. In the Select Dates(s) to Copy section, the Target Block defaults to Source Block, but can be changed. The Manage Block search dialog enables you to search and select a Target Block, including Shoulder Dates if they exist.
8. Select the **Copy to Date** check box(es) indicating when the event will occur on the target block. You can copy events to the block's shoulder dates.
9. Click **Copy Event**. If there are conflicts with items or with space availability, the Event Processing screen will appear.
10. If the events copy successfully, you are taken to the Manage Event screen for the Target Block, and a success message appears in green.

## Managing Event Notes

You can add notes to events to communicate details and updates to other departments. The Event Notes feature is available from the row-level I Want To action on the Manage Event Search screen and from the I Want To action on the Event Presentation screen.



### Note:

You can also access Events linked to a Block from the Block search screen by selecting the **Manage Events** details link. For more information, see [Searching for Blocks: Advanced Search](#).

### Adding Event Notes

1. From the **OPERA Cloud** menu, select **Bookings**, select **Events**, and select **Manage Events**.
2. Enter search criteria and click **Search**.
3. Select the Event in the search result, click **I Want To . . .** then click **Event Notes** or open the event and click **Event Notes** in Event Presentation.
4. Click **New** and enter the following details:
  - a. **Type**: Select the note type from the list.
  - b. **Internal**: Select check box to mark the note as internal; internal notes are excluded from output on client correspondence by default.
  - c. **Title**: Enter a title for the note.
  - d. **Sequence**: Enter a sequence for the note.
  - e. **Comment**: Enter the note details.
5. Click **Save** or click **Save and Create Another Note** to add another note.

### Viewing and Updating Event Notes

1. From the **OPERA Cloud** menu, select **Bookings**, select **Events**, and select **Manage Events**.
2. Enter search criteria and click **Search**.
3. Select the Event in the search result, click **I Want To . . .** then click **Event Notes** or open the event and click **Event Notes** in Event Presentation.

4. Select the note, click **[+]** to expand the card and read the note comments.
5. To edit click the **Vertical Ellipsis**, and then click **Edit**.
6. Update note details.
7. Click **Save**.

#### Deleting Event Notes

1. From the **OPERA Cloud** menu, select **Bookings**, select **Events**, and select **Manage Events**.
2. Enter search criteria and click **Search**.
3. Select the Event in the search result, click **I Want To . . .** then click **Event Notes** or open the event and click **Event Notes** in Event Presentation.
4. Select the note, click the **Vertical Ellipsis**, and then click **Delete**.
5. Click **Delete** to confirm.

## Managing Events Revenue Summary

### [Prerequisites for Managing Events Revenue Summary](#)

The Event Revenue Summary panel provides the ability to view and manage revenue details for an event. It displays Forecast, Guaranteed, On the Books, and Billed Revenue totals and by revenue type.

**Use Forecast Revenue.** The Use Forecast Revenue check box is selected by default when the Use Forecast Revenue is set to On in OPERA Controls. As long as the check box is selected, OPERA Cloud uses the forecast revenue for the On the Books revenue calculation even when expected or guaranteed revenue exists for the event. When the check box is deselected, the On the Books revenue calculation is based on the expected or guaranteed revenue. If Use Forecast Revenue is set to Off in OPERA Controls, the check box does not appear, and OPERA Cloud uses the most recent revenue category for revenue calculations.

**Exclude from Forecast.** Select to exclude the revenue for the event from the forecast (for example events in the public restaurant). The following reports are affected by this check box:

- Daily Catering Forecast (REP\_EV\_FORECAST)
- Catering Summary Report (REP\_CATERING\_SUMMARY)
- Monthly Catering Forecast Report (REP\_MONTH\_FORECAST)

**Revenue Actualization.** You can edit this field when the status of the event is set to Actual and the Event Revenue Actualization control is set to Resource\_Option or Event\_Option. If the setting is set to Resource\_Option, the billed revenue calculation is calculated and managed at the Resource level. The Event\_option defaults to Actualization at the event level and enables you to manually override/update the amount.

**Forecast.** Forecast amounts are inherited from the [Event Forecast Maintenance](#) configuration screen. The revenue can be forecasted by per person or flat amount. Revenue types that are generally entered with flat forecast figures are miscellaneous items such as audio visual equipment or decorations.

**Expected.** This value is calculated based on the resources attached to the event. Resources have revenue types linked to their rates and depending on their configuration, the revenue types are updated in the table based on changes at the event or resource levels. For menu items that are priced per person, the column is calculated by the number of expected attendees multiplied times the per person price of the menu or menu item.

**Guaranteed.** For resources priced per person, the column is calculated using the number of guaranteed attendees multiplied times the per person price of the item.

**Billed.** Billed revenue is visible only when the event is in an Actual status and indicates the final amount the group was charged. If the actualization process is set to the Event level, the revenue is inherited from the Guaranteed Revenue. If the Guaranteed Revenue is not populated, it is inherited from the Expected Revenue. You can manually update the billed amount if there is a change in what the customer was actually charged. Since the billed revenue is editable, the ability to enter actuals at the resource level is disabled.

**Total Cost.** This is updated from the associated cost prices of the attached resources. The value is visible when the OPERA Controls Resource Cost is Active.

**Total Margin.** Entries in this column are calculated from the last entered revenue column minus the associated cost. The value is visible when the OPERA Controls Resource Cost is Active.

**Margin.** This is the percentage of revenue to cost calculated from the last used revenue column. The value is visible when the OPERA Controls Resource Cost is Active.

 **Note:**

If an event belongs to a package, revenue types appear twice in the table; once to indicate the regular revenue of the event type that is not included in the package and a second time to indicate the revenue of each type included in the package. Revenue coming from a package is indicated in the column next to the revenue type code.

### Related Controls

- **Resource Cost.** When the Resource Cost parameter is set to On in OPERA Controls, it exposes cost fields for catering resources.
- **Event Revenue Actualization.** Determines whether catering revenue is tracked at the event or resource level.
- **Use Forecast Revenue.** The On the Books Revenue calculation uses the forecasted revenue until you deselect the Use Forecast Revenue check box.

 **Note:**

You can access Events linked to a Block from the [Block Search](#) screen by selecting the Manage Events details link.

### Editing Revenue Summary

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.



2. Enter search criteria and click **Search**.
3. From the search results, select the **event**, click the event's **I Want To . . .** action, and click **Revenue Summary**.
4. Click **Edit** to manage the following details:
  - a. **Use Forecast Revenue**. Deselect the check box to use Guaranteed or Expected revenue to calculate On the Books Revenue.
  - b. **Exclude from Forecast**. Select to exclude the revenue for this event from the forecast.
  - c. **Revenue Actualization**. Select the desired option.
5. Editing Forecast and Billed Revenue:
  - a. **Forecast Per Person**. Enter the desired amount. You can edit this for Revenue Types forecasted per person.
  - b. **Forecast Total**. You can edit this for Revenue Types forecasted as a flat amount.
  - c. **Billed**. Enter the desired amount.

 **Note:**

When Revenue Actualization happens at the event level, you cannot edit the Package Revenue fields when the event turns to Actual (ACT). You can modify only the revenue from items that were added to package events, but not included in the package price. Otherwise, to edit Packaged Revenue in this case, you must edit from the Package Pricing screen (available by selecting Pricing on the Manage Catering Packages screen).

6. Click **Save**.

## Prerequisites for Managing Events Revenue Summary

### OPERA Controls

**Group:** Events

**Function:** Event Resources

**Parameters:** Resource Cost; Use Forecast Revenue

## Running Reports from Event Search

You can run event reports three different ways from the Manage Event search screen.

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and select **Manage Events**.
2. Select or confirm the **Property** name, enter any additional search criteria, and click **Search**.
3. From search results, use any of the following methods to run event reports:

- a. From the Block Business Card, click the **I Want To . . .** menu and select Go To Reports. The Run Reports screen opens showing Blocks and Groups in the Report Group field.
  - b. From the row level Event, click the **I Want To . . .** menu and select Go To Reports. The Run Reports screen opens showing Events in the Report Group field.
4. You can also perform a Block ID search enabling you to run reports on multiple events. This method opens a new column in search results with check boxes allowing you to multi select events.
- a. On the search screen, enter the **Block ID** in your search criteria and click **Search**.
  - b. From search results, select the **check box(es)** of the events you want in your report. You can click **Expand All** to view more details about all of the events listed in your search results.
  - c. Click **Reports** at the bottom of the screen. The Run Reports screen opens showing Events in the Report Group field.

## Posting Charges for Events

### [Prerequisites for Posting Charges for Events](#)

Posting event charges allows you to invoice for the charges associated with the resources selected for the event. These event resources might include, function space rental, menu (food and beverage) charges, AV equipment, and entertainment.

From the Event Posting screen you can also access the Billing screen for the event (the Billing screen attached to the PM for the event) to post other charges that were not configured as event resources.

In addition to the invoice produced and a detailed pro-forma invoice report, the OPERA Cloud Sales and Event Management Standard Cloud Service subscription provides two different banquet folio styles showing all posted charges related to the event: Folio Style 21 (Banquet Folio by Revenue Type) and Folio Style 22 (Banquet Folio by Event). Refer to [Folio Styles](#).

To post event charges using the Event Posting screen, the following conditions are required:

- The block must have a checked-in PM (posting master). To create a posting master, refer to [Posting Master](#).
- The event status must be ACTUAL. This status enables the system to know the final number of attendees upon which event charges are based. You can make positive or negative postings based on changes in the number of event attendees or in the quantity of items.
- Appropriate transaction codes must exist for the event resources that are posted. Refer to [Revenue Type Mapping](#).
- Your user account must be assigned a Cashier ID and your role must have the Manage Events, Manage Event Postings task.

## Prerequisites for Posting Charges for Events

### **Licenses / Subscriptions**

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

Or

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition

### **OPERA Controls**

**Group:** Events

**Function:** Event Posting

**Function:** Event Resources

- Event Revenue Actualization

### **OPERA Cloud Tasks**

**Main Task:** Bookings

**Parent Task:** Manage Events

- Manage Event Postings

## Managing Event Posting

You can post event charges directly from the Event Posting screen when the OPERA Controls for Event Posting is active. The Event Posting screen displays events with dates and time, an indicator for revenue not posted or only partially posted, and a link to the Event.

The Event Posting screen includes a column for Resource Name. When revenue is posted at the Resource Level, the resource name appears in the Resource Name column. When revenue is posted at the Event Level, the event name appears in the Resource Name column since the revenue is posted by Revenue Type instead of by individual resources.

### **Viewing Catering and Property Currencies**

When the catering currency of the property is different from the resort currency, the total revenue appears twice on the Event Posting screen in each currency.

If the Catering Currency (configured in Property Controls) is different than the Property Currency (configured in Property Controls), the Event Posting screen shows two columns for revenue – one for each currency. The following example uses Canadian (CAD) and US (USD) dollars:

1. **CAD Revenue (Catering Currency).** This field reflects the amount of revenue in Canadian dollars attributable to each transaction code in the configured catering currency for the property. The label is dynamic based on the currency configured. Consider the exchange rate (posting) configured for the currency.
2. **USD Revenue (Local Currency).** This field reflects the amount of revenue attributable in US dollars to each transaction code in the configured local currency for this property. In this example, the field is for US Dollars. The label is dynamic based on the currency configured. Consider the exchange rate (posting) configured for the currency.

If the configured Catering Currency is the same as the Property Currency, only one column for Revenue appears in the event posting screen.

## Posting Charges

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Event Posting**.
2. Select or confirm the **Property** name, enter optional search criteria, and click **Search**.
3. From search results, select an event with revenue to post. The charges assigned to the event appear in the Event Posting area of the screen.
  - a. To verify or change the transaction code assigned to the charge, click the Transaction Code magnifier icon. If the Transaction Code by User Role function is active, you are restricted to the transactions codes available for selection.
4. Select the posting record(s) and click **Post**.

 **Note:**

The Post button becomes active only if the group has a valid checked-in posting master. If Cashier Sign In is required, you are prompted to enter your Cashier ID and PIN.

 **Note:**

If there is more than one eligible posting master reservation account checked in, you are prompted to select the Posting Account Reservation to post the charges to and then click **Select**. When you return to the Event Posting screen, you can generate a banquet check using the **I Want To . . .** action.

5. If you want to open the event posting master, view the PM account, and post additional charges to the posting master, click the **I Want To . . .** action and select **Billing**.
6. To print a Banquet Check, click the **I Want To . . .** action and generate the **Banquet Check**.
  - a. When the default folio style opens, enter values in the mandatory fields and in any optional fields.
  - b. Use the optional From Date and To Date fields to specify the time period within the block to appear in the Banquet Check.
7. Click **Process**.

## Editing Posted Amounts

Posted event charges appear in the event's Revenue Summary panel. If you post charges incorrectly, you can open the event from the Event Posting screen, correct the billed amount, and return to the Event Posting screen for posting the adjusted difference. To correct posting amounts after posting:

1. From the Event Posting screen, click the **event number** on the event tile.
2. When the event opens, scroll to the panel and click **Edit** and then click **Save**.
3. Click the **Back to Event Posting** link.

## Viewing Event Production Changes

The Event Production Changes feature provides information on changes in event status and event revenue. You can search for Status Changes by date, prior status, or current status. For Revenue Changes, search by change date, event date, revenue type, or status.

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.

 **Note:**

You can also access events linked to a block from the Block Search screen by selecting the **Manage Events** details link. Refer to: [Searching for Blocks](#)

2. Select or confirm the **Property**, enter search criteria, and click **Search**.
3. From search results, click the event's **I Want To . . .** action and select **Event Production Changes** from the View column.
4. Select the **Status Changes** tab or the **Revenue Changes** tab.
5. Enter search criteria and click **Search to view the changes**.

## Viewing the Events Changes Log

The Events Changes Log shows a specific event or the events of a specific booking or events in a certain date range.

To view the changes log for an Event.

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.

 **Note:**

You can also access events linked to a block from the Block search screen by selecting the Manage Events details link. Refer [Searching for Blocks](#)

2. Select or confirm the **Property**, enter search criteria, and click **Search**.
3. From search results, click the event's **I Want To . . .** action and select **Event Changes Log** from the View column.
4. In the Event Changes Log screen, enter search criteria and click **Search**.
5. From search results, click the **[+] icon** to expand any of the search results to view the details.

## Managing Catering Packages on Blocks

You can attach pre-configured Catering Templates or pre-configured Catering Packages to blocks and add, edit, copy, or delete the events provided in the templates or packages. Events and their resources are priced individually in Catering Templates. In Catering Packages, a total price per person is defined for the events and resources.

### Adding Catering Templates to Blocks

1. From the OPERA Cloud menu, select **Bookings**, select **Blocks**, and select **Manage Blocks**.
2. Enter or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. From search results, click the block's **I Want To . . .** action, and select **Event From Templates** from the Create column.
4. From the Template Status Options panel, select the **Begin Date** for the package template. The Begin Date must fall within the block dates.
5. Select a **Set Template Status** for the template. Options are:
  - a. **Catering Status of Business Block INQ**. This option sets the template status to match the block status.
  - b. **Default Catering Status INQ**. This option sets the template status to the default status of the template.
6. Select a template and click **Save**. The Manage Events screen opens, displaying the events associated with the template package.
7. From Manage Events, you can create additional events for the template package, edit the events already attached to the template package, or delete events from the template package.

### Adding Catering Packages to Blocks

1. From the OPERA Cloud menu, select **Bookings**, select **Blocks**, and select **Manage Blocks**.
2. Enter or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. From search results, click the block's **I Want To . . .** action, and select **Book Catering Packages** from the Create column.
4. From the Package Status Options panel, select the **Begin Date** and **End Date** for the package.
5. Select a **Set Package Status** for the package. Options are:
  - a. **Catering Status of Business Block INQ**. This option sets the package status to match the block status.
  - b. **Default Catering Status INQ**. This option sets the package status to **Inquiry**.
6. Select a **package** and click **Save**. The Manage Events screen opens, displaying the events associated with the package.
7. From Manage Events, you can create additional events for the package, edit the events already attached to the package, or delete events from the package.

## Editing Catering Packages on Blocks

After adding packages to a block, you can return to the block and add more packages or edit, delete, and copy the existing packages.

1. From the **OPERA Cloud** menu, select **Blocks**, and then select **Manage Block**.
2. Enter or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. From search results, click the block's **I Want To . . .** action, and select **Manage Catering Packages**.
4. Click **New** to add another package to the block.
  - a. In the Search panel, enter search criteria and click **Search**.
  - b. From search results, select the **package** and click **Save**. If the Event Processing Screen appears, click **Continue** to add the package and save only the events that can be processed successfully.
5. From the Manage Catering Packages screen, you can make the following changes to each package:

### Update Package Description or Attendees.

- a. Select the **package** and select **Edit**.
- b. Make your changes and click **Save**.

### Update Revenue Details.

- a. Select the package, click the vertical ellipsis, and select Pricing.
- b. Update Price or Cost Split and click **Save**. To delete the package pricing, click the vertical ellipsis and select **Delete**.

### Delete Packages.

- a. Select the package and click the vertical ellipsis.
- b. Select **Delete**.

### Copy Packages.

- a. Select the **package**, click the vertical ellipsis, and select **Copy**.
- b. Select the **Target Block** and **Dates** for the copied package.

## Editing Events on Catering Packages

1. From the OPERA Cloud menu, select **Bookings**, select **Blocks**, and select **Manage Blocks**.
2. Enter or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. From search results, click the block's **I Want To . . .** action, and select **Manage Events**.
4. Select the event and perform any of the following:
  - a. **Edit**. Click **Edit** and update the event details as needed in such fields as Expected Attendees, Guaranteed Attendees, Actual Attendees, Start/End Date, Start/End Time, and so on.

- b. **Copy to Other Date(s)**. Click **Copy**, select the **event**, select the **Target Block** and **Dates** for the copied package, and click **Copy Event**.
- c. **Delete**. Click **Delete** and confirm.

## Managing Attendees on Package Events

When editing a package menu on the Edit Menu screen, you can edit the Expected, Guaranteed, and Actual attendee fields if they were populated on the event when added to the block. If you add attendees, the additional attendees are calculated in the Menu Revenue separately from the original number of package attendees to show the difference they make in revenue.

Updates for total attendees also update menu resources. If the value (Attendees) of Menu Resources match prior to the update of attendees on the event, the menu resources are automatically updated. If the values were different prior to the changes, the menu resources do not update.

### Adding Attendees

You can edit the number of attendees in the Expected, Guaranteed, and Actual attendee fields if they were populated when the packages was added to the block.

1. From the OPERA Cloud menu, select **Bookings**, select **Blocks**, and select **Manage Block**.
2. Select or confirm the **Property**, enter additional search criteria, and click **Search**.
3. Select the **block**, click the block's **I Want To . . .** action, and select **Manage Resources**.
4. Select the **Event Resources** link on the event.
5. From the Event Resources screen, select the **event**, select the event resource's **vertical ellipsis**, and click **Edit** to edit the menu.
6. On the Edit Menu screen, adjust the following fields:
  - a. **Expected**. If this field is populated, you can edit the number of expected attendees. Changing the value changes the Revenue amount.
  - b. **Guaranteed**. If this field is populated, you can edit the number of guarantee attendees.
  - c. **Actual**. If the event status is set to ACT and the field is populated, you can edit the number of actual attendees.
  - d. **Discount %**. Changing the discount percentage changes the Revenue amount.
  - e. **Consumption Base**. Selecting the Consumption Base check box changes the Menu Price column to a Forecast column.
7. In the table of menu items, you can edit certain the values and selections, such as Included, Consumption, Sales, Price, Expected, and so on. Changes to the menu items might affect revenue, for example, selecting the **Included** check box on a menu item excludes the menu item price from the Revenue total.
  - a. Selecting a menu item in the table and clicking the item's vertical ellipsis enables you to edit or delete the menu item.
8. Click **Save**.



## About Event Resources

### Prerequisites for Event Resources

The Event Resources screen is "command central" for managing the resources (menus, decoration, audio visual equipment, etc) allocated to one or more events



### Watch Video

The Event Resources screen displays events by date range. Selecting an event reveals the resources attached to it and displays summary information on the quantity, expected revenue, discounts, notes, and so on. The Items tab and Menus tab let you search for and add more resources to an event.

You can edit, delete, copy, move, or add notes to the resources. The Event Resources screen also provides a link to the **I Want To . . .** menu for quick access to **Create**, **View**, and **Go To** actions related to events.

## Prerequisites for Event Resources

### Licenses / Subscriptions

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

Or

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition

### OPERA Controls

**Group:** Events

**Function:** Event Resources

### OPERA Cloud Tasks

**Booking Admin:** Resource Management

## Managing Event Resources

Event Resources are Items and Menus you can add to events. They include audio/visual equipment, decorations, meals, beverages, and so on. Use the Event Resources screen to add, edit, or delete items and menu resources on events.

You can add Item/Menu resources to events by searching for and selecting them from the Item/Menu drawers. Consumption based menus are visually distinguished from regular menus on the Event Resources screen by the letter (C). Multi-choice menus are marked on the Events Resources screen and the Menus drawer by (M).

## Using Quick Insert

### Premium

Another way to add Item/Menu resources to events is to use the Quick Insert link on the Event Resources screen. Quick Insert enables you to add the exact resource (menu or item) you need for an event without having to filter through multiple search results on the Item drawer or Menu drawer screens.

- Properties must configure Quick Inserts in advance in order to select them for events.
- You must know the unique Quick Insert number configured for the Item/Menu when adding it through Quick Insert. For inserting Items, you can use either the Quick Insert number or the Item Template Name.
- When adding a new Item/Menu using Quick Insert, the Item/Menu immediately appears on the Event Resources screen. All fields and values (attendees, revenue, and so on) associated with the Item or Menu remain with the Item/Menu.
- By default, the Item/Menu comes from the existing inventory of the property where the event is scheduled.
- At the Hub level, if the Event property and the Block property are in different locations, OPERA Cloud checks for Item/Menu availability at the event property first. If the Item/Menu does not exist at the event property, but does exist and is available from the Block property, select the Quick Insert from the Block property.

## Adding Resources Using Quick Insert


1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Enter or confirm the **Property**, enter any optional **search** criteria, and click **Search**.
3. From search results, click the event's row level **I Want To . . .** and select **Event Resources** from the Go To column.
4. From the Event Resources screen, Click the **Quick Insert** link and complete the following fields:
  - a. **Quick Insert/Item Template**. Enter the **Quick Insert** number for Items/Menus or enter the **Item Template** name.
  - b. **Resource Quantity**. Enter a **value** if you want to override the default quantity configured for Menus or Items.
  - c. **Include in Package**. Click the **check box** to include the Quick Insert Item/Menu in the package. The Resource Quantity field becomes disabled.
5. Click **Save** to add the resources to the event, or click **Add More** to continue adding resources before saving.

## Adding Resources Using Item/Menu Drawers

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Enter or confirm the **Property**, enter any optional search criteria, and click **Search**.
3. From search results, click the event's row level **I Want To . . .** menu and select **Event Resources** from the Go To column.

 **Note:**

An alternative way to open Event Resources from search results is to click the record's **Expand** icon and then click the **Event Resources** link. You can expand all records by clicking the Expand All link.

4. From the Event Resources screen, select an **Event** and then select either the **Items** drawer or the **Menus** drawer.
  - a. Expand the Search bar for locating item or menu resources.
  - b. Enter search criteria and click **Search**.
  - c. From the list of Items or Menus, click **Expand All**.
  - d. Select **Resources**. You can select multiple menu items.
  - e. Click **Save** to save your selection and return to the list of Item or Menu resources, or click **Save and Add More** to continue adding items or menus to the event.
5. With the OPERA Cloud Sales and Event Management Premium Cloud Service, you can add Items Templates to an event using the Item Drawer.
  - a. Select an **Event** and then select the **Items** drawer. Multi-Item templates are indicated by the .
  - b. Select the item template **check box**. You can select the template and save all of its items by clicking the **Save** button.
  - c. Select **[+]** to expand the item template you selected. After expanding the Item Templates, all items are selected and you can edit the number of each item in the Quantity field.
  - d. You can select individual items from the Item Template and add only those items to the Event by clicking the **Save** button.

### Editing Resources

You can edit the number of Item or Menu resource selections added on events.

1. From the Event Resources screen, select the **Event**.
2. Select the **Item** or **Menu** you want to edit.
3. Click the **vertical ellipsis** and select **Edit**.
4. Make your changes on the Edit Item screen.
5. Click **Save**.

### Deleting Resources

1. From the Event Resources screen, select the **Event**.
2. Select the **Item** or **Menu** you want to delete.
3. Click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Copying/Moving Resources

You can copy or move item and menu resources, including the notes attached to them, to other events. Use **Copy** to copy resources from events on one block to events in other blocks. Use **Move** to move resources from events on a block to other events on the same block. You cannot copy or move space resources.

When the Item Inventory Warning parameter is set to Yes in OPERA Controls, a warning appears when you attempt to copy a critical item that has a low inventory count.

1. From the OPERA Cloud menu, select **Bookings**, select **Blocks**, and select **Manage Block**.
2. Search for the block containing the event resources you want to copy (this block is referred to as the source block in the following steps).
3. From your search results, click the row-level **I Want To . . .** associated with the source block and select **Manage Events**.
4. Locate the event containing the resources you want to copy and click the row-level **I Want To . . .** associated with it. Select **Event Resources**.

All events belonging to the block appear on the left side of the screen. Resources attached to events appear on the right side of the screen. Select any event to view the resources attached to it.

5. Select the **item** and **menu** check box(es) of resources you want to copy and click **Copy**. The Copy Resources to Other Events screen opens.

The resources you selected appear in the Resources panel. If you select a limited menu, a calendar icon appears. The calendar icon shows the menu's limited availability date(s). You can copy a limited menu only if the menu date falls within the target event dates.

If you select the Show All check box, all resources attached to the event appear, enabling you to select additional resources to copy.

6. In the Events panel, select the **Target Block**. Click the **magnifier** search icon to locate the target block for the copied resources.

When you begin the copy process, the source block appears in the Target Block field as the default block. If moving resources to events in the same source block, you do not need to select a target block.

7. When the Manage Block screen opens, click **Modify Search Criteria**.
8. Enter search criteria in any of the optional fields and click **Search**.
9. Select the **Target Block** and click the **Select** button. The Copy Resources to Other Events screen reopens.
10. In the Events panel, click **Search** to locate events on the target block.
11. Select the **events** to receive the copied resources.

Events created from a configured package are identified by a package icon. If you want to add the copied resources to both the event and the configured package, select the **Include Resources to the Package** check box.

12. Click **Copy Resources**.

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## Applying Discounts to Event Resources

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**Premium**

You can apply a discount to event resources (menus, menu items, items, and function spaces) on the block presentation screen.

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### Applying Discounts

1. From the OPERA Cloud menu, select **Bookings**, select **Blocks**, and select **Manage Block**.
2. Select or confirm the **Property**, enter additional search criteria, and select **Search**.
3. In search results, select the block's **Block ID**.
4. In Block Overview, click **Edit** and scroll to Catering Details.
5. Enter a **discount percentage** in the Resource Discount (%) field and click **Save**.
6. From the Apply Discount dialog, apply the discount to any of the following options:
  - a. **All discountable**. Applies the discount to spaces and items (marked as discountable) with a rate code attached other than custom and the rate value is not zero. The discount also applies to menus and menu items where the rate value is not zero.
  - b. **All resources with same discount%**. Applies the discount to spaces and items with the same discount value, and have a rate code attached other than custom, and the rate value is not zero. The discount also applies to menus and menu items with the same discount value and where the rate value is not zero.
  - c. **All discountable item resources**. Applies the discount only to items that are configured as discountable, have a rate code attached other than custom, and the rate value is not zero. Menus and spaces are not updated with discount.
  - d. **Item resources with same discount%**. Applies the discount only to items that are configured as discountable, have the same discount entered, have a rate code attached other than custom, and the rate value is not zero. Menus and spaces are not updated with a discount.
  - e. **All discountable menu and menu item resources**. Applies the discount only to menus and menu items where the rate value is not zero. Items and spaces are not updated with a discount.
  - f. **Menu and menu item resources with same discount %**. Applies the discount only to menus and menu items that have the same discount value and where the rate value is not zero. Items and spaces are not updated with a discount.
  - g. **All discountable function spaces**. Applies the discount only to function spaces with a rate code attached other than custom and the rate value is not zero. Menus and items are not updated with a discount.
  - h. **Function space with same discount%**. Applies the discount only to function spaces that have the same discount entered, have a rate code attached other than custom, and the rate value is not zero. Menus and items are not updated with a discount.

- i. **None.** No discount is applies to any resources.
7. Click **Apply**.

## Managing Resource Notes

You can associate Resource Notes with individual resource items. Multiple notes can be added to an event resource.

### Adding Resource Notes

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Select or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. In the search results, click the event's **I Want To . . .** action and select **Event Resources**.
4. On the Event Resources screen, select an **item**, **event space**, or **menu item** from the list of the event's resources.
5. Click the item or menu item **vertical ellipsis**, select **Add Note**, and enter the following details:
  - a. **Title:** Enter a title for the note.
  - b. **Sequence:** Enter a number to determine the order in which the note should appear when listed.
  - c. **Internal:** Select the check box to mark the note as internal. Internal notes can be excluded from output on client correspondence by default.
  - d. **Comment:** Enter the note details.
6. Click **Save** or click **Save and Continue** to add another note.

### Viewing and Updating Resource Notes

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Select or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. From search results, select the event, click the **I Want To . . .** action, and select **Event Resources**.
4. Locate the **item**, **event space**, or **menu item** from the list of event resources and click the **note symbol**.
5. From the Resource Notes screen, select the **note**, click the **[+] symbol** to expand the card, and read the note comments.
6. To edit the note, click the note's **vertical ellipsis** and click **Edit**.
7. Make your changes and click **Save**.

### Deleting Resource Notes

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Select or confirm the **Property**, enter any additional search criteria, and click **Search**.

3. From search results, select the event, click the **I Want To . . .** action, and select **Event Resources**.
4. Locate the **item**, **event space**, or **menu item** from the list of event resources and click the **note symbol**.
5. From the Resource Notes screen, locate the note, click the note's **vertical ellipsis**, and select **Delete**.
6. Click **Delete** to confirm.

## Editing Event Menu Resources

The Event Resources function provides the ability to edit Event items and Menu details.

1. From the OPERA Cloud menu, select **Bookings**, select **Blocks**, and select **Manage Block**.
2. Enter or confirm a **Property** and click **Search**. The property field requires you to enter a property name only if you are logged into the Hub.
3. From your search results, click **I Want To . . .** and select **Go To Manage Events**.
4. On the Manage Events screen, click **I Want To . . .** and select **Go To Event Resources** to view the events associated with the block.
5. Click the **Action ellipsis** on a menu item and select **Edit**. The menu expands to show dishes or other components of the menu item.
6. Complete the mandatory fields and any others:
  - a. **Course** — the number of food courses the item represents.
  - b. **Order** — the position of the catering meal type in a List of Values (LOV).
  - c. **Menu Item Name** — menu item name as you want it to appear on all documents and contracts.
  - d. **Description** — A free-typing field for adding information about the menu item.
  - e. **Restriction** — any limitations that apply to this menu item for information only.
  - f. **Origin 1, 2, 3** — for creating additional explanations of beverage items, mostly for wines. Enter information such as origin, quality, or region for reference by team members.
  - g. **Year** — mostly used for wines or any beverages where vintage is important.
  - h. **Responsible Department** — the department(s) within the hotel's Food and Beverage structure that either provides or organizes this item or needs to know that this item is booked for a certain event.
  - i. **Included check box** — indicates the menu item is usually included in the total price of a Standard Menu. If the check box is not checked, the menu it should be charged separately.
  - j. **Beverage check box** — select to classify the menu item as a beverage.
  - k. **Consumption check box** — select if the item is usually charged on an as-consumed basis.
  - l. **Print check box** — select to print the item on external documents. Leave unchecked to print on internal documents only.

- m. **Container** — denotes the container type for serving beverage menu items.
  - n. **Servings** — the number of servings in the container specified above.
  - o. **Portion** — describes the portion type served for the menu item.
  - p. **Sales Price** — selling price.
  - q. **Cost** — specify the cost (pre-sales) figure for each menu item as provided by the Food & Beverage department. This facilitates the calculation of profit / loss margins on various screen displays and reports.
  - r. **Revenue Type** — the revenue type that should receive the accumulated revenue from this item. Typically, this would be Food for food items and Beverage for beverage items.
  - s. **Discount Percentage** — enter an allowable discount percentage.
7. Click **Save**.

## Managing Custom Menu Items

### Premium

You can manage (ad-hoc) custom menu items for events without having to first configure the menu item resource. Such custom menu items enable flexibility in providing customer service and are not available in configurations. You can report on custom menu items using the F&B Plan (rep\_fbplan) report.

### Adding Custom Menu Items

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Select or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. From search results, select the event's **I Want To . . .** action and select **Event Resources** from the Go To column.
4. On the Event Resources screen, add menus to an event:
  - a. Click the **Menus drawer**.
  - b. Click **Expand All**.
  - c. Select a **menu**.
  - d. Click **Save**.
5. Select the newly added menu's **vertical ellipsis** and select **Edit**
6. Click the **Menu Items** tab and then click **Add Custom Menu Item**.
7. When the Add Custom Menu Item screen opens, complete the following fields:
  - a. **Course**. This is a mandatory field. Enter a Course order number for the appropriate menu item, which controls the display order of the menu item on the screen and in the Banquet Event Order.
  - b. **Order**. This is a mandatory field. Enter the internal order of menu items within a course. This Course Order (in conjunction with the Course) controls the display order of the menu item on the screen and in the Banquet Event Order.



- c. **Menu Item Name 1-3.** Menu Item 1 is a mandatory field. You can use all three lines to describe this menu item. All three lines print in the Banquet Event Order.
  - d. **Revenue Type.** This is a mandatory field. Select the revenue type that should receive the accumulated revenue from this item. Refer to your operational standards for any further explanations.
  - e. **Responsible Department.** The appropriate department within the hotel's Food & Beverage structure that either provides or organizes this item or needs to know that this item has been booked for a certain function. It enables printing kitchen reports filtered or grouped by Responsible Department.
  - f. **Consumption.** Indicates that the menu item will be charged based on the amount consumed. When selected, the quantity entered will not print on the Banquet Event Order, but the quantity multiplied times the sales price is used in forecasting.
  - g. **Beverage.** Select the check box to classify the menu item as a beverage. If deselected, the menu item is classified as food. Menu items marked as Beverage print in the Beverage box on the Banquet Event Order.
  - h. **Print.** Select the check box to print the menu item on external documents. If not checked, the menu items print only on internal documents.
  - i. **Sales Price.** Specifies the value of this menu item if it were to be sold separately (if not included in a menu).
  - j. **Discount.** Enter a percentage by which this item should be discounted.
  - k. **Container.** Select the type of contain in which the menu item is served.
  - l. **Servings.** The number of servings the menu item contains (typically one serving).
  - m. **Total Quantity.**
  - n. **Include in Menu.** Select to include the menu item in the total price of the standard menu to which it is attached.
8. Click **Add Custom Menu Item**. The Menu Item appears in the Menu Details – Edit panel of the Edit Menu screen.
  9. Click **Save** to add the custom menu item to the menu.

### Editing Custom Menu Items

Menu Items added to a menu do not appear on the Event Resource screen. You must select the **Menu** to which you added the menu item and perform the edit process to see the menu item.

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Select or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. From search results, select the event's **I Want To . . .** action and select **Event Resources** from the Go To column.
4. On the Event Resources screen, select the **Event**, select the menu's **vertical ellipsis**, and click **Edit**.

5. Locate the custom menu item, click the menu item's **vertical ellipsis**, and select **Edit**.
6. Make your changes and click **Save**.

#### Deleting Custom Menu Items

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Select or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. From search results, select the event's **I Want To . . .** action and select **Event Resources** from the Go To column.
4. On the Event Resources screen, select the **Event**, select the menu's **vertical ellipsis**, and click **Edit**.
5. Locate the custom menu item, click the menu item's **vertical ellipsis**, and select **Delete**.
6. Click **Delete** again to confirm.

#### Copying Custom Menu Items

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Select or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. From search results, select the event's **I Want To . . .** action and select **Event Resources** from the Go To column.
4. On the Event Resources screen, select the **Event**, click the resource(s), and click **Copy**.
5. On the Copy Resources to Other Events screen, select the **event(s)** you want to copy the resource to.
6. Click the **Copy Resources** button.

#### Moving Custom Menu Items

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Select or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. From search results, select the event's **I Want To . . .** action and select **Event Resources** from the Go To column.
4. On the Event Resources screen, select the **Event**, select the resource(s), and click **Move**.
5. On the Move Resources to Other Events screen, select the **event(s)** you want to move the resource(s) to.
6. Click the **Move Resources** button.

## Managing Custom Items

### Premium

You can manage (ad-hoc) custom menu items for events without having to first configure the menu item resource. You can report on custom menu items using the F&B Plan (rep\_fbplan) report.

### Adding Custom Items

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Select or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. From search results, select the event's **I Want To . . .** action and select **Event Resources** from the Go To column.
4. On the Event Resources screen, select an **event**, click the **Items drawer**, and click **Add Custom Item**.
5. Complete the following fields:
  - a. **Name**. This is a mandatory field. Enter the menu item name.
  - b. **Description**. Enter a description of the menu item.
  - c. **Revenue Type**. This is a mandatory field. Select the revenue type that should receive the accumulated revenue from this menu item.
  - d. **Item Class**. This is a mandatory field. Select from the list of options.
  - e. **Departments**. Enter the Department responsible for providing the menu item, if needed.
  - f. **Quantity of Items**. Select the number of the menu item added.
  - g. **Price**. Specify the value of the menu item if it is sold separately (not included in a menu).
  - h. **External Order**. Select the check box if the menu item is from an outside provider.
  - i. **Print**. Select the check box to enable printing the menu item on external documents.
6. Click **Save**.

### Editing Custom Items

You can edit custom items added to events. Custom Items are identified on the Event Resource screen by a check mark in the Custom column.

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Select or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. From search results, select the event's **I Want To . . .** action and select **Event Resources** from the Go To column.
4. On the Event Resources screen, select the **event**, click the Item's **vertical ellipsis**, and click **Edit**.
5. Make your changes and click **Save**.

### Deleting Custom Items

You can delete custom items added to events. Custom Items are identified on the Event Resource screen by a check mark in the Custom column.

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Select or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. From search results, select the event's **I Want To . . .** action and select **Event Resources** from the Go To column.
4. On the Event Resources screen, select the item's **vertical ellipsis**, and click **Delete**.
5. Click **Delete** again to confirm.

### Copying Custom Items

You can copy custom items added to events. Custom Items are identified on the Event Resource screen by a check mark in the Custom column.

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Select or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. From search results, select the event's **I Want To . . .** action and select **Event Resources** from the Go To column.
4. On the Event Resources screen, select the item and click **Copy**.
5. On the Copy Resources to Other Events screen, select the **Item** from the Resources section, select the **Event(s)** you want to copy it to, and click **Copy Resources**.

### Moving Custom Items

You can move custom items added to events. Custom Items are identified on the Event Resource screen by a check mark in the Custom column.

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Select or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. From search results, select the event's **I Want To . . .** action and select **Event Resources** from the Go To column.
4. On the Event Resources screen, select the **Event**, select the resource's **vertical ellipsis**, and select **Move**.
5. On the Copy Resources to Other Events screen, select the **item** from the Resources section and then select the **event** you want to move it to.
6. Click the **Move Resources** button.

### Related Topics

## Managing Multi-Choice Menus

### Premium

The Multi-Choice Menu is a composed menu with choices of starters, main courses, desserts, and others sold at a single price. You can add, update, and delete a multi choice menu on an event, which allows you to choose optional courses either while booking the menu or later on update. This can help reduce the need to create a separate composed

menu for each possible combination of menu items. You can report on multi-choice menus in the Food and Beverage Plan report.

Multi-choice menus are visually distinguished from regular menus on the Events Resources screen and the Menus drawer by (M).

When you add or change multi-choice menus, OPERA Cloud calculates the revenue automatically.

### Adding Multi-Choice Menus

You can select optional menu items during the menu booking process. Courses are visually distinguished by (M) within the multi-choice menu.

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Select or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. From search results, select the event's **I Want To . . .** action and select **Event Resources** from the Go To column.
4. Select the **event**, click the **Menus drawer**, and select one or more **multi-choice menu item(s)**.
  - a. Multi-choice menus in the drawer are identified by the (M) prefix.
  - b. Menu items configured as Mandatory are pre selected by a check mark in the drawer.
5. Click **Save** or click **Save and Add More**.

### Editing Multi-Choice Menus

You can perform a range of editing functions on multi-choice menu items using the actions available in Event Resources.

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Select or confirm the **Property**, enter additional search criteria, and click **Search**.
3. From event search results, select the event's **I Want To . . .** action and select **Event Resources** and from the Go To column.
4. Select the **multi-choice menu** marked by (M), click the menu's **vertical ellipsis**, and select **Edit**.
5. On the Edit Menu screen, make your changes in the available fields or menu items.

 **Note:**

The Actual attendee field appears on the menu only if the event status is ACT. The Expected and Guaranteed attendee fields appear on the menu only if the fields contain values on the event.

6. From the list of menu items attached to the menu, you can change certain selections on each menu item course at the list level. To edit the entire menu item course:

- a. Click a menu item's **vertical ellipsis** and select **Edit**.
- b. Make your changes.
- c. Click **Save** to return to the Edit Menu screen.

 **Note:**

The courses are differentiated by course and order to make them easily distinguishable for Menu Item selection.

7. To convert a multi-choice menu item to a regular menu item:
  - a. Select menu items.
  - b. Click Convert to Regular.
  - c. The Event Resources screen opens, and the multi-choice menu is converted to a regular menu along with selected menu items (the menu no longer displays the multi-choice (M) indicator).
8. Click **Save** to return to Event Resources.

**Related topic:** [Editing Menu Resources on Block Events](#)

### Deleting Multi-Choice Menu Items

You can delete one or multiple menus from an event.

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Events**.
2. Select or confirm the **Property**, enter any additional search criteria, and click **Search**.
3. From event search results, select the event's **I Want To . . .** action and select **Event Resources** from the Go To column.
4. Select the **multi-choice menu** marked by (M), click the menu's **vertical ellipsis**, and select **Delete**.
5. Click **Delete** to confirm.





## Using the Function Diary


Use the function diary to view the availability of event spaces and manage the events scheduled to occur in each space on a selected date/time. You can view the event spaces by the hour, day, week, or by multiple weeks. Loud events, events held in shareable spaces, events with sub-events, or events in alternate spaces are clearly indicated. The events shown on the diary are color coded according to the event status and appear only when the status is configured to show in the Function Diary. See [Configuring Block Status](#).











### Watch Video

For each function space the following icons indicate the properties of the space:

Events	
	Combo Space
	Combo Element
	Shareable Event Space
	Requires Alternate Space

A function space that is out of order or out of service for a period is indicated by  in the chart for the respective dates.

For each event, the following icons indicate the properties of the event:

	Loud Event
	Do Not Move Event
	Alternate Event
	Shared Event
	Sub Event
	Master Event
	Exclusive
	Setup/Tear-down Time

### Viewing the Function Diary

1. From the **OPERA Cloud** menu, select **Bookings**, select **Events**, and select **Function Diary**.
2. Select the **Property**, **Start Date**, and **Number of Days** to view. Enter any other search criteria and click **Search**.

 **Note:**

**Include Hidden.** Select to show function spaces configured not to appear in the Function Diary.

**Show Rooms.** Displays the guest room availability for each date.

**Show Only Available Spaces** **Premium**. Select to display all function spaces with no event bookings or event bookings in non-deducted status.

3. Use the date navigation to scroll forward or back through the dates if required.
4. Update **View** to change the number of days shown on the chart.
5. Update **Days of the Week** to show only selected days of the week on the chart.
6. Click **Save**.

### Viewing Room Availability

To view a summary of property availability above the Function Diary click **Show Rooms**.

The panel displays a summary of deduct and non-deduct blocks and reservations and the **Maximum Available Rooms** per date.

 **Note:**

Select a multi-day view to display room availability.

### Viewing Calendar Events

The Function Diary displays a color line above the date/day with special events set up from the [Property Calendar](#).

Click **Day Details** to open the panel showing details about special events occurring on the date.

You can clearly identify the days with blocks indicated for rate protect and/or non-compete. A line appears above the weekdays to indicate if any bookings on that date are flagged as Rate Protect and/or Non Compete on the Business Block screen Details tab.

- **Rate Protect** **Premium**. This indicates that no other groups should be booked using rates lower than those assigned to the block that is flagged as rate protect.
- **Non Compete** **Premium**. This indicates that no competing accounts (accounts with the designated NC Industry code) should be booked at the same time as this block.



### Viewing Function (Event) Space Information

To view the details of a function space, click the Function Space name on the far left side of the chart.

The details of the function space appear across four tabs:

- **Overview:** Displays details of the space, the setup styles, and capacities supported per style.
- **Image Gallery:** Displays images of the function space.
- **Rate Details:** Displays the function space pricing information.
- **Dimensions:** Displays the room dimensions in imperial and metric measurements.

### Changing Event Label Display

By default, each event displays the Booking Name as the event label that appears in the chart.

Other choices include:

- **Booking Name:** Displays the business block name to which the event is linked.
- **Event Type:** Displays the type of event that it is.
- **Set Up Style:** Displays the style of setup to be used for the event.
- **Attendees:** Displays the number of attendees for the event.
- **Attendees and Setup Style:** Displays the number of attendees and the setup style for the event.
- **Event Name:** Displays the name of the event.

To change the event label display:

1. From the Function Diary, click **Modify Search Criteria** to open the **Search** panel.
2. Select an option from the Event Label list.
3. Click **Search**.

### Viewing and Managing Event Information

To view the details of an event, the related block, and linked profiles, double click the event in the chart.

- The Event Information panel opens.
- Sub events are available in the sub-events tab.
- Use the actions available to manage the event. See [Events](#).

## Managing Event Waitlist

### [Prerequisites for Managing Event Waitlist](#)

Use the Manage Waitlist screen to manage multiple waitlisted bookings for the same space.

The Waitlisted Events panel displays waitlist events. The confirmed event allocated to the function space is detailed in the Current Events panel on the right side of the screen.

Waitlisted events are grouped together by date and function space, then sequenced by priority on waitlist.

**Note:**

Sub-events inherit the status of the parent event if they are in the same space as the parent.

OPERA Cloud generates an activity when an event has cleared the waitlist, that is, the assigned function space has become available for the event date. The Waitlist Activity Type OPERA Control must be active.

### Updating Event Waitlist Priority

With the Prioritize Events task assigned to your role, you can alter the event's waitlist priority using the options in the search result.

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Waitlist**.
2. Select or confirm the **Property**, enter the **From date** and any other search criteria, and click **Search**.
3. Select the **event** and click either the **down or up** arrow to change the priority.

### Force Waitlist Event to Function Space

With the Force Availability task assigned to your role, you can force the assignment of a waitlist event to the function space, making the waitlist event the current event for the space. The original event changes to Waitlist status.

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Waitlist**.
2. Select or confirm the **Property**, enter the **From date** and any other search criteria, and click **Search**.
3. Select the **Waitlist Event**, click the **vertical ellipsis**, and select **Force Availability**.

### View Waitlist Event in Function Diary

1. From the OPERA Cloud menu, select **Bookings**, select **Events**, and then select **Manage Waitlist**.
2. Select or confirm the **Property**, enter the **From date** and any other search criteria, and click **Search**.
3. Select a **Waitlist Event** or **Current Event**, click the **vertical ellipsis**, and select **Function Diary**.

Refer to: [Using the Function Diary](#)

## Prerequisites for Managing Event Waitlist

### **License/Subscription**

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

Or

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition

### **OPERA Controls**

**Group:** Event

**Function:** Event Waitlist

**Setting:** Waitlist Activity Type

### **OPERA Cloud Tasks**

**Main Task:** Bookings

**Parent Task:** Manage Event Waitlist

- Prioritize Events
- Force Availability

# 4

## Front Desk

Front Desk features some of the most commonly used operations in OPERA Cloud, such as managing guest arrivals, managing in-house guests, and managing guest departures. Some additional tasks you can complete from the Front Desk menu are room searches, room assignments, and quick check outs as well as opening folios, creating registration cards, setting wake up calls, and sending messages to guests.

### Arrivals and Check In

Arrivals management involves overseeing guests arriving at the property, including walk ins, day use arrivals, and groups. You can pre register, advance check in or check in guests, queue, or modify reservations.

### Pre-Register Arrival Reservations

You can offer your guests the ability to check in for their reservations by pre-registering. When a reservation is pre-registered, all of the guest's information to finish the registration process is collected, including authorizing the guest's credit card for the reservation. This makes it easy to check in the reservation when the guests arrive and the assigned room is available.

You can search for and manage pre-registered arrival reservations from Arrivals search by selecting the Pre-registered check box in advanced search.

### Creating a Walk In Reservation

Walk in will navigate you through a workflow for creating a reservation and then processing the check in.

The Reservation Activity dashboard tile indicates the number of walk-in reservations. See, [Home Dashboard](#)



#### [Watch Video](#)

1. From the OPERA Cloud menu, select **Front Desk** and then select **Arrivals**.
2. Click **I Want to...** then **Walk In Reservation**.
3. Create the reservation via Look to Book. See, [Booking a Reservation](#).
4. Assign a room and check in the reservation. See, [Checking in Reservations](#)

### Hold Rooms

## Prerequisites for Hold Rooms

Rooms can be placed "on hold" for a set period (from 1 to 1440 minutes or 24 hours) or for an unlimited time, depending on the HOLD condition code configuration. While a room is on hold, it cannot be assigned by users other than the user who placed the room on hold. When a room is placed on hold by another user, you must have the **Room Hold Override** user task to take it off hold.

When the hold period expires, the room is automatically taken off hold. The room is also automatically taken off hold if you check a guest into the room before the hold period expires. The HOLD conditions available for selection are determined by the user groups to which you belong.

An example of using this feature would be if you are assigning rooms to a group of four arriving reservations who want adjoining rooms. If your property has several agents simultaneously managing room assignments, it might be difficult or impossible to work fast enough to assign the desired four rooms to the reservations you are handling. You could place the four rooms into a HOLD condition for three minutes and then select those rooms for the reservations to which you are making room assignments. If you have not assigned the rooms within three minutes, they then become available to other agents.



### Note:

Placing a room on hold does not prevent it from being placed in Out of Order or Out of Service status.

## Prerequisites for Hold Rooms

### OPERA Controls

**Group:** Room Management

**Functions:** Hold Rooms, Room Conditions

### OPERA Cloud Tasks

**Inventory:** Place Rooms on Hold

- Allows placing rooms on hold under HOLD1 reason
- Allows placing rooms on hold under HOLD2 reason
- Allows placing rooms on hold under HOLD3 reason
- Allows placing rooms on hold under HOLD4 reason

**Inventory:** Room Hold Override

## Placing Rooms on Hold

1. From the **OPERA Cloud** menu, select **Front Desk**, and then select **Arrivals**.
2. Search for and select a reservation and then click **Check In**.
3. Select **I Want To...** and choose **Hold Rooms**.

4. Search for rooms by entering search criteria and clicking **Search**.
5. Select the rooms in the search result.
6. Click **Place on Hold**.
7. Complete the following:
  - a. **Hold Reason**. Select a **HOLD** condition from the list. The number of minutes the hold restricts room assignment is shown to the right of the field. "Unlimited" appears if there is no time limit on the hold.
  - b. **Remarks**. Enter any additional information, such as "<guest name> rooms are being held for..."
8. Click **Place on Hold** to finish.

## Managing Reservation Queue Status

### [Prerequisites for Managing Reservation Queue Status](#).

Queue Rooms enables you to view and manage Arrival rooms on queue. The number of rooms on queue and the current and average wait times appear. The Room Type section lists the number of rooms on queue per room type and shows a count of rooms in each room status.



### [Watch Video](#)

At times, guests arrive before their assigned room or a room of their chosen room type is available for assignment. The resulting backlog of arrivals can cause confusion at the front desk and adversely impact guest service. The OPERA Cloud Queue Reservations/Queue Rooms feature is designed to help you manage room assignments and ensure guests are checked into their rooms rapidly by coordinating front desk and housekeeping efforts.

Front Desk staff can add arrival reservations to the reservation queue if the guest's room is not ready for check in or if there are no available rooms of the room type sold in the reservation. Housekeeping room attendants can view [Queue Rooms](#) on their mobile phones or other devices to determine whether to expedite the housekeeping task for these rooms.

When you attempt to check in reservations before the assigned room is ready for check in (for example, the assigned room is still occupied or all rooms of the desired room type are in dirty status) the Queue Reservations feature prompts you whether you want to continue with check-in or stop the check-in so that you can put the reservation on queue.

With a configured integration to an SMS service provider you can also send an SMS to room attendants to alert them of priority "rush" queue rooms and then send the guest an SMS once the housekeeping task is complete and the room is ready for check in.

### **Adding a Reservation to the Queue**

At check in, you can place a reservation in the queue if the assigned room is not ready for occupancy. You can finish the check-in after the room is vacant and the housekeeping status of room is clean or inspected.

1. From the OPERA Cloud menu, select **Front Desk** and then select **Arrivals**.
2. Enter search criteria and click **Search**.
3. Select the reservation from the search results, click the **I Want To . . .** menu, and select **Place Reservation in Queue**.

4. When the confirmation appears, click **OK**.

#### Viewing Wait Time and Changing Priority

1. From the OPERA Cloud menu, select **Front Desk** and then select **Arrivals**.
2. Enter search criteria and click **Search**.
3. Select the reservation from the search results, click the **I Want To . . .** menu, and select **Queue**.
4. The current wait time on queue appears.
5. Click **Prioritize** to make the reservation the first priority.

#### Sending SMS Messages to Guests

1. From the OPERA Cloud menu, select **Front Desk** and then select **Arrivals**.
2. Enter search criteria and click **Search**.
3. Select the reservation from the search results, click the **I Want To . . .** menu, and select **Queue**.
4. Click **Send Text to Guest** to send a text message to the guest's mobile phone announcing the room is ready for check-in.
5. Select or enter a mobile phone number.
6. Click **Send Text**.



#### Note:

This feature requires the **SMS OPERA Control** to be active.

#### Sending SMS Messages to Housekeeping

1. From the OPERA Cloud menu, select **Front Desk** and then select **Arrivals**.
2. Enter search criteria and click **Search**.
3. Select the reservation from the search results, click the **I Want To . . .** menu, and then select **Queue**.
4. Click the **vertical ellipsis** and select **Send Text to Housekeeping** to send the room attendant a short text message announcing the priority reservation is on queue.
5. **Attendant Mobile:** Select an attendant from the list; the mobile phone number will populate the field.
6. Click **Send Text**.



#### Note:

This feature requires the **SMS OPERA Control** to be active.

### Removing a Reservation from the Queue

1. From the OPERA Cloud menu, select **Front Desk** and then select **Arrivals**.
2. Enter search criteria and click **Search**.
3. Select the reservation from the search results, click the **I Want To . . .**, and select **Queue**.
4. Click the **vertical ellipsis** and select **Remove from Queue**.

### Changing/Assigning Room for Room on Queue

1. From the OPERA Cloud menu, select **Front Desk** and then select **Arrivals**.
2. Enter search criteria and click **Search**.
3. Select the reservation from the search results, click the **I Want To . . .**, and then select **Queue**.
4. Click the **vertical ellipsis** and select **Change Room**.
5. Search and assign a room. Refer to [Assigning a Room to a Reservation](#).

## Prerequisites for Managing Reservation Queue Status

### OPERA Controls

**Group:** Rooms Management

**Functions:** Queue Rooms

### OPERA Cloud Tasks

**Group:** Bookings

**Reservation Management:** Queue Reservations

- Queue Reservations
- Change Priority
- Remove from Queue
- Send Text to Guest
- Send Text to Housekeeping

## Managing eSignature Registration Cards

### [Prerequisites for eSignature Registration Cards](#)

eSign Registration Cards are available for mobile check-in, allowing guests to initial and sign the digital registration card on a tablet. You can create multiple registration cards for a reservation. The eSigned document(s) are saved with the reservation until purged.



#### Note:

With the Multi-language OPERA Control active, the registration card displayed is based on a template setup for the language specified in the guest profile.





### Watch Video

#### Creating eSign Registration Cards

1. From the OPERA Cloud menu, select **Front Desk**, and select **Arrivals**.
2. Search for arrival reservations.
3. From search results, locate the reservation, click the row level **I Want To . . . menu**, and select **Create eSign Registration Card**.
4. Alternatively, when [checking in reservations](#) from within the check-in steps, click the **I Want To . . . menu** and select **Create eSign Registration Card**.
5. When the registration card appears on the tablet, ask the guest to initial and sign.
  - a. The guest can tap the Initial and Signature areas and sign directly on the tablet.
  - b. The guest can tap the pencil icons adjacent to their initials or signature to make an update.
6. Press **Save** to store the eSign registration card file with the reservation.

#### Viewing and Printing eSign Registration Cards

After a guest signs the registration card, a link becomes available on the reservation to view and print the eSigned registration document. Depending on the reservation status use the appropriate menu to search for the reservation.

1. From the OPERA Cloud menu, select **Front Desk**, and select **Inhouse**.
2. Search for the inhouse reservation.

 **Note:**

For checked-out (history) reservations, use the Bookings, Manage Reservation menu to search for reservations.

3. From search results, select the reservation record or the reservation presentation page, click the **I Want To . . . menu** and select the **eSigned Registration Cards link** under the Reservation heading.
4. Click the row level **vertical ellipsis** and select either **Preview** or **Print**.
  - a. Preview displays the eSigned registration document on screen.
  - b. Print provides a print menu with options for printing the document.

## Prerequisites for eSignature Registration Cards

### OPERA Controls

**Group:** Front Desk

**Functions:** eSign Registration Card

## OPERA Cloud Tasks

### Bookings: Reservation Management

- Create eSigned Registration Cards
- View eSigned Registration Cards

## External Guest Notifications

With the External Notifications feature you can flag a guest or group reservation if the guest wants to opt in to receive external notifications related to their stay. For example, if a guest arrives earlier than check in time or when their room is not yet ready, they can opt-in to receive external notifications by phone and/or email, and can then enjoy the property's amenities, theme parks, or a meal, and be notified when their room is ready. When flagging a reservation for External Notifications you can choose an existing primary phone and/or email from the guest's profile or enter new values.

- **Find Reservations with Opt-in Guest Notifications**



[Watch Video](#)

- **Opt-in Guest Notifications**



[Watch Video](#)



### Note:

OPERA Cloud does not directly send external notifications to guests when this flag is set on a reservation. An external system must be configured to subscribe to business events that OPERA Cloud generates for these notifications.

You can flag reservations for External Notifications in the following screens:

- Manage Reservation – Arrival Date and ETR Ascending.
- Check In – Assign Room step.
- Reservation Advanced Search.
- Room Assignment Search.

External Notification flagging or modifying the flag on a reservation is recorded in the Changes Log.

## External Guest Notifications Conditions and Assumptions

The **External Notification Details** check box and **Phone/Email** fields are read-only if the reservation status is No Show, Checked Out, or Canceled.

## External Guest Notifications Impact

The following data elements are within the Business Events Reservation module.

### Opted For Communication

Business Event Element Details:

- Data Element: OPTED FOR COMM YN
- XML Tag Name: OPTED FOR COMM YN
- Description: A Y/N value based on the external communication flag on the reservation
- Data Type: C
- Business Event: New Reservation, Update Reservation, Advanced Check In, Reverse Advanced Check In

### Communication Type

Business Event Element Details:

- Data Element: COMMUNICATION TYPE
- XML Tag Name: COMMUNICATION TYPE
- Description: Is always EXT\_NOTIFICATIONS for this functionality
- Data Type: C
- Business Event: New Reservation, Update Reservation, Advanced Check In, Reverse Advanced Check In

### Communication Role

Business Event Element Details:

- Data Element: COMMUNICATION ROLE
- XML Tag Name: COMMUNICATION ROLE
- Description: The type of communication (that is, Email or Phone)
- Data Type: C
- Business Event: New Reservation, Update Reservation, Advanced Check In, Reverse Advanced Check In

### Communication

Business Event Element Details:

- Data Element: COMMUNICATION
- XML Tag Name: COMMUNICATION
- Description: The value entered for Phone 1, Phone 2, Email 1, or Email 2
- Data Type: C
- Business Event: New Reservation, Update Reservation, Advanced Check In, Reverse Advanced Check In

## Flagging a Reservation for External Guest Notifications

You can flag external notifications for a reservation the following ways.



[Watch Video](#)

### In the Reservation's Additional Details Prior to Arrival or After Check-in

1. In the reservation, go to the **Additional Details** panel, select **Edit**, and then check the **Receive External Notifications** check box.
2. In the **External Notification Details** section, enter the phone numbers and/or email addresses. If a primary phone or email exists on the guest's profile, it is populated in the field – you can keep or edit that value (if you change it here it does not remove it from the profile). You can also search for and bring in other phone numbers and/or email addresses existing on the guest's profile using the search icon.
3. (Optional) Check **Add to Profile** if you want to add the phone/email to the guest's profile; otherwise, this information only saves to this reservation.

### By Selecting the Assign Room Link from the Reservation Search Results

1. From the **Arrivals** search results, select the reservation to opt in and then select the **Assign Room** link in the **Room** column.
2. In the **Room Details – Search** panel, select **Receive External Notifications**. If the reservation is already flagged to receive external notifications and you want to modify the information, select **Edit** in the **External Notification Details** screen.
3. In the **External Notification Details** section, enter the phone numbers and/or email addresses. If a primary phone or email exists on the guest's profile, it is populated in the field – you can keep or edit that value. You can also search for and bring in other phone numbers and/or email addresses existing on the guest's profile using the search icon.
4. (Optional) Check **Add to Profile** if you want to add the phone/email to the guest's profile; otherwise, this information only saves to this reservation.

### In the Room Selection Panel During the Check In Process

You can flag External Notifications with or without assigning a room.

1. From the **Arrivals** search results, select the reservation to check in and click **Check In**.
2. In the **Room Selection** panel, select **Receive External Notifications**. If the reservation is already flagged to receive external notifications and you want to modify the information, select **Edit** in the **External Notification Details** screen.
3. In the **External Notification Details** section, enter the phone numbers and/or email addresses. If a primary phone or email exists on the guest's profile, it is populated in the field – you can keep or edit that value. You can also search for and bring in other phone numbers and/or email addresses existing on the guest's profile using the search icon.
4. (Optional) Check **Add to Profile** if you want to add the phone/email to the guest's profile; otherwise, this information only saves to this reservation.

## Checking in Reservations

Checking in a reservation is a multi-step process based on the panel and sequence of steps selected for the **Custom Check In Steps** setting for your property. This setting determines the default step in the check-in process for your property. For more information, see [OPERA Controls — Front Desk](#) for more information. In addition, you can also access all reservation detail links such as routing, notes, attachments, or fixed charges.



[Watch Video](#)

Reservation check-in involves the following actions:

- Reviewing the reservation and profile details
- Reviewing the added packages and items
- Reviewing the guest's privacy preferences
- Adding or scanning a guest's identification details
- Assigning the room
- Confirming payment details
- Generating a registration card
- Completing the check-in

 **Note:**

Identification scanning requires the OPERA ID Document Scanning Cloud Service and integration with a partner ID scan solution.

When the Check In Prepay Rules OPERA Control is set to:

- **Advanced Folio Payment:** you are prompted to collect a payment for all the anticipated charges, such as packages, fixed charges, pre-stay charges, deposits and so on, for all nights of stay. You can update **Nights to Charge** to a lesser value but not lower than the Minimum Number of Nights stated in OPERA Control. Actual charges are not posted during check in. The check in can continue only when the minimum or full payment is posted. A room key will then be issued for the number of nights paid. The room key **Valid Until Date** is pre-populated but is not editable.
- **Advanced Folio Posting:** you are prompted to collect a payment for all the anticipated charges, such as packages, fixed charges, pre-stay charges, deposits and so on, for all nights of stay. You can update **Nights to Charge** to a lesser value but not lower than the Minimum Number of Nights OPERA Control. Actual charges are posted during check in as per the Advance Bill. The check in can continue only when the minimum or full payment is posted. A room key will then be issued for the number of nights paid. The room key **Valid Until Date** is pre-populated but is not editable.

The check-in process described below is the same from any area of the application where check-in is initiated, such as the Front Desk - Arrivals menu option, the Arrivals dashboard tile, Quick Launch, Room Assignment, and so on.

### Checking in the Reservation

1. From the **OPERA Cloud** menu, select **Front Desk** and then select **Arrivals** to open the **Arrivals Search**.



 **Note:**


You can also open **Arrival Search** from the Arrivals Tile on your [Dashboard](#) or use [Quick Launch](#).

2. Enter search criteria and click **Search**.
3. From the search results, select the reservation to check in.
4. Click the **Check In** button or click **I Want To . . .** and then select **Check In**.

 **Note:**

When OPERA Cloud is accessed on a tablet, the search defaults to the card view. Tap the reservation card to begin the check-in.

5. On the **Check In Reservation** screen:
  - a. The guest business card appears at the top of the page. Click the guest name link to open the profile presentation for further updates.
  - b. When the Reservation Upgrade OPERA Control is active you may see a notification regarding upgrade offers; click the notification to view the offers. For more information, see [Managing Reservation Upgrade Offers](#).
  - c. Click **I Want To...** to view the various actions for this arrival reservation.
  - d. Click the  button to collapse the business card and reservation overview panels and click the  button to expand it.
  - e. In the **Reservation Overview** information panel:
    - i. Click the **Room type** link to view details and images of the room type.
    - ii. Click the **Rate code** link to view rate code information.
    - iii. Click the **Rate amount** link to view rate Information details.
    - iv. Click the **Reservation detail** links to view and update reservation details. See the 'Reservation Detail Links' table below for more information.
  - f. In the **Package and Items** panel, review and add package items and/or inventory items as needed.
    - i. See [Packages](#)
    - ii. See [Items](#)
  - g. In the **Privacy** panel, review and update the guest's privacy options as needed:
    - i. Click **Edit** to update the privacy options.
    - ii. See [Managing Profile Correspondence and Privacy Options](#)
    - iii. Click **Save** when finished updating.
  - h. In the **Identification** panel, you can add details for multiple ID documents and save them to the guest profile.
    - i. See [Managing Profile Identification and Personal Details](#) for more information.
  - i. In the **Membership** panel, confirm or select the applicable membership(s) to link to the reservation.
    - i. See [Managing Reservation Memberships](#)
    - ii. Select entries in the Available Profile Memberships panel to move memberships into the (Reservation) Memberships panel using the down arrow and link them to the reservation. Click **Save**.

- iii. Click **New** to add a new membership to the profile.
- j. In the **Room Selection** panel, search for and assign a room to the reservation if one has not already been assigned.
  - i. See [Assigning Rooms to a Reservation](#)
  - ii. Enter search criteria, such as floor, feature, or smoking preferences, to filter room results and click **Search**.
  - iii. Click **Select Room** for the room to assign to the reservation.
    - A list of suggested rooms shows up to ten available rooms of the highest cleaning status at your property.
    - The list of suggested rooms are links which provide you with the ability to click to select the room of choice.
    - After completing a reservation upgrade, the suggested room list shows any available rooms for the upgraded room type.
  - iv. Click **Mark as Do Not Move Room** to set a do not move lock on the reservation; a padlock appears next to the room assigned . See [Setting a Reservation to Do Not Move Status](#) for more information.
  - v. Click **Place Reservation on Queue** to place the reservation on queue if the room is not ready for check-in. See [Queue Rooms](#) for more information.
- k. In the **Verify Payment** panel, confirm or update the method of payment for the reservation. You can enter details for each of the eight billing windows. For more information, see [Managing Reservation Payment Instructions](#)
- 6. Click **Registration Card** to generate a registration card.

 **Note:**

You will be prompted to generate a registration card when the **Generate Registration Cards at Check In, Front Desk OPERA Control** is set to **PROMPT**.

- 7. Click **I Want To...** and select **Create eSign Registration Card** to generate an electronic registration card on a tablet device for the guest to sign. See [Managing eSignature Registration Cards](#) for more information.
- 8. Click **Complete Check In** when finished.

 **Note:**

You will be prompted to generate a registration card when the **Generate Registration Cards at Check In Front Desk control** is set to **PROMPT**.

## Creating Room Keys



### Note:

The Create Key option is only available when a Door Locking System (DLS) interface service is active and configured at your property.

1. Select **New Key** or **Duplicate Key**.
2. Enter the number of keys needed.
3. Enter or select **Key Options** to enable special access, such as Gym or Club Floor, on the key(s).
4. Select a **Valid Until Date** and **Time** for the key.
5. Select a key encoding device from the list. See [Configuring a Workstation](#) for more information.
6. Click **Create Key** when finished.

## Issuing Prepaid Card



### Note:

Issue prepaid card at check in occurs when the Stored Value System (SVS) Interface configuration is set to prompt for Prepaid Cards at Check In.

See [Issue Prepaid Cards](#) .

**Table 4-1 Reservation Detail Links**

Reservations	Billing
<a href="#">Call History</a>	<a href="#">Payment Instructions</a>
<a href="#">Item Inventory</a>	<a href="#">Deposit Cancellation</a>
<a href="#">Packages</a>	<a href="#">Fixed Charges</a>
<a href="#">Stay Details</a>	<a href="#">Routing Instructions</a>
<a href="#">Transportation</a>	<a href="#">Transaction Diversion</a>
<a href="#">Confirmation Letters</a>	
<a href="#">eSigned Registration Cards</a>	
<a href="#">External References</a>	
<a href="#">Linked Reservation</a>	
<a href="#">Reservation Activities</a>	
<a href="#">Track It</a>	
<a href="#">Shares</a>	
<a href="#">Tickets</a>	



**Table 4-1 (Cont.) Reservation Detail Links**

<b>Reservations</b>	<b>Billing</b>
<b>Notifications</b>	<b>Profile</b>
<a href="#">Alerts</a>	<a href="#">Communication</a>
<a href="#">Attachments</a>	<a href="#">Future and Past Stays</a>
<a href="#">Guest Messages</a>	<a href="#">Linked Profiles</a>
<a href="#">Housekeeping</a>	<a href="#">Preferences</a>
<a href="#">Notes</a>	<a href="#">Accompanying Profiles</a>
<a href="#">Service Requests</a>	<a href="#">Membership</a>
<a href="#">Traces</a>	

## Advance Checking In Reservations

You can flag a reservation for Advance Check In using the Check In process under these conditions:

- The reservation must be an Arrival (Due In) reservation for the current business date.
- The reservation must have a valid payment method.
- The reservation can be flagged for Advance Check In with or without a room assigned.
  - If you want the Advance Checked In reservation to be Auto Checked In upon room status match, a room must be assigned to the reservation. A room can be assigned to the reservation prior to or modified after being flagged for Advance Check In.
- Walk In reservations, Pre Registered reservations, and reservations that are in Queue can be flagged for Advance Check In.

## Prerequisites for Advanced Check In

### OPERA Controls

**Group** : Reservations

**Function** : Advance Check In

- Auto Check In of Advance Checked In Reservations
- Expected Time of Return (ETR)

## Advance Check In (with ETR) a Single Reservation

Use the Check In process to flag a reservation for Advance Check In.



[Watch Video](#)

1. From the Arrivals search, select the reservation to Advance Check In and then click **I Want To...** and click **Check In**.
2. (Optional) Room Selection – assign a room to the reservation.  
**Note:** You are not alerted if there is no room assigned, or if the room assigned is not in Clean or Inspected status.
3. Click the **Advance Check In** button.
4. (Optional) On the Expected Time of Return (ETR) screen, enter the estimated time of return and a comment. If none, then click **Cancel** to close the screen.
5. Select **Save** and then click **OK** in the Successful Advance Check In prompt.  
If your property uses registration cards, you are prompted whether to print. If a room is assigned to this reservation, you have the option to create the room keys.

After the reservation is Advance Checked In:

- The Reservation is marked **Advance Checked In**.
- The arrival date is changed to read-only and cannot be modified.
- The Expected Time of Arrival (ETA) for the reservation is updated with the Advance Checked In time.
- Any deposit on the reservation is posted on the folio.
- Charges that are incurred by the guest (such as through a point of sale system) post to the reservation folio. In-room charges (such as mini bar or PBX) are not allowed.

### Advance Check In (with ETR) Multiple Reservations (Mass Advance Check In)

1. From the Arrivals search or from the Room Assignment screen, select two or more reservations to Advance Check In and then click **Mass Advance Check In**.
2. (Optional) Enter the expected time of return (ETR) and an ETR comment, and then click **Process**.  
**Note:** The ETR time and ETR comment apply to each of the selected reservations that you are now Advance Checking In.
3. In the **Mass Advance Check In Status** screen, review the status, and click **OK**.
  - Select **Print** to print the status report.

If any Advance Check Ins fail, the reason is listed; you can sort the status results by successful (default) or by failures first. If a room is assigned to any reservation, you have the option to create the room keys. If your property uses registration cards, you can select the card and preview/print, email.

After the reservations are Mass Advance Checked In:

- The Reservation Type on the reservation is marked **Advance Checked In**.
- The Expected Time of Arrival (ETA) for the reservation is updated with the Advance Checked In time.
- Any deposit on the reservation is posted on the folio.
- Charges that are incurred by the guest (such as through a point of sale system) post to the reservation folio. In-room charges (such as mini bar or PBX) are not allowed.
- All reservations that failed Mass Advance Check in:

- Are still in Arrival (Due In) status but not flagged as Advance Checked in.
- The Arrival time (ETA) remains unchanged.
- The Expected Time of Return (ETR) remains unchanged.
- Revise the reservation and then retry the Advance Check In process.

## Advance Check In (with ETR) and Auto Assign Rooms to Multiple Reservations (Mass Advance Check In)



### Watch Video

1. From the Room Assignment screen, select two or more reservations to Advance Check In and then click **Auto Assign and Advance Check In**.
2. In the Room Assignment panel, select room status and room criteria to match, and then click **Assign**.

**Note:** Mass Advance Check In processes all selected reservations with or without a room assigned.

3. (Optional) In the **Mass Advance Check In Options** panel enter the expected time of return (ETR) and an ETR comment, and then click **Process**.

**Note:** The ETR time and ETR comment apply to each of the selected reservations that you are now Advance Checking In.

4. In the **Mass Advance Check In Status** screen, review the status, and click **OK**.

- Select **Print** to print the status report.

If any Advance Check Ins fail, the reason is listed. You can sort the status results by successful (default) or by failures first.

If a room was auto assigned to any reservations, you have the option to create the room keys.

If your property uses registration cards, you can select the card and preview/print, email.

## Auto Check In of Advance Checked In Reservations

Advance Checked In Reservations can be automatically checked in under these conditions:

- The reservation is in Advance Checked In state.
- The reservation has a room assigned.
- The assigned room's occupancy status is Vacant.
- The reservation has a valid payment method.

OPERA Cloud automatically checks in Advance Checked In reservations when the housekeeping status of the assigned room is updated to match a room housekeeping status defined in the Room Status for Auto Check In of Advance Checked In Reservations OPERA Control. For example, if the Room Status value is set to Clean, then Advance Checked In reservations that have rooms assigned with Dirty status are automatically checked in when the assigned room status changes to Clean.

## Modifying an Advance Checked In Reservation

An Advance Checked In reservation can be modified under these conditions:

- When a reservation is Advance Checked In, the arrival date is changed to read-only and cannot be modified.
- You can assign, remove, or modify a room on an Advance Checked In reservation.
- It can be reversed unless financial transactions exist on the folio. Reservations with deposits are eligible to be reversed.
- It cannot be moved to another property.
- It cannot be canceled. First, you must reverse the advance checked in flag and then you can cancel the reservation.

## Reversing Advance Checked In Reservations

An Advance Checked In reservation can be reversed unless financial transactions exist on the folio. Reservations with deposits are eligible to be reversed.



### Watch Video

1. To reverse an Advance Checked In reservation, search for the Advance Checked In reservation from the Advance Check In tile (Current), the Quick Launch (F2+V), or the Manage Reservation Search criteria.
2. Select the Advance Checked In reservation to reverse.
3. Select **I Want To... Reverse Advance Check In**.

The Advance Checked In flag is removed and the reservation returns to Arrival status.

**Note:** If an Expected Time of Return (ETR) and/or ETR Comment exists, it remains in the reservation after Advance Check In reversal.

## Advance Check In

At times, when guests arrive to the property prior to a room being ready, you can flag a reservation as Advance Checked In for arrivals due in on the current business date. This enables guests to post charges to their reservation folio prior to check in, and helps the rooms management team prioritize room cleaning and assignment. Individual reservations (including Walk In reservations, Pre Registered reservations, and reservations that are in Queue) and group block reservations can be Advance Checked In.

An Advance Checked In reservation with an assigned room does not affect the room occupancy status and is not deducted from inventory until the reservation is checked in. Flagging a reservation as Advance Checked In (or reversing an Advance Checked In reservation) is recorded in the Changes Log.

### Benefits to the Guest and to the Property

Advance Check In with the **Expected Time of Return (ETR)** parameter On provides the following benefits.

The guest can:

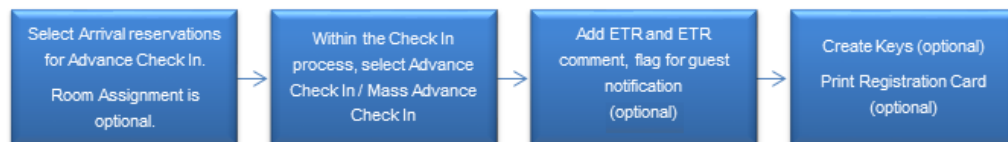
- Post charges to their reservation folio prior to checking in.

- Receive notifications when the room is ready.

The rooms management and front office teams can:

- Easily identify which reservations are flagged Advance Checked In.
- Prioritize and sort Advance Checked In reservations by expected time of return (ETR).
- Assign rooms to reservations based on expected time of return (ETR).
- Add ETR comments that link to the ETR time.
- Set Advance Checked In reservations to automatically check in based on room status.
- Check in multiple Advance Checked In reservations (Mass Advance Check In).

#### Advance Check In Process Flow



### Advance Check In Conditions and Assumptions

#### For Reservations Prior to being Flagged as Advance Checked In

- The reservation must be an Arrival (Due In) reservation for the current business date.
- The reservation must have a valid payment method.
- The reservation can be flagged for Advance Check In with or without a room assigned:
  - If the reservation has a room assigned it must be a physical room. Pseudo room reservations cannot be flagged for Advance Check In.
  - If you want the Advance Checked In reservation to be Auto Checked In upon room status match, a room must be assigned to the reservation. A room can be assigned to the reservation prior to or modified after being flagged for Advance Check In.
- Walk In reservations, Pre Registered reservations, and reservations that are in Queue can be flagged for Advance Check In.

#### For Reservations that are Flagged as Advance Checked In

- The reservation is marked Advance Checked In.
- The Expected Time of Arrival (ETA) for the reservation is updated with the Advance Checked In time.
- The arrival date is changed to read only and cannot be modified.
- When Advance Checked In, deposits on the reservation are posted on the folio.

- Advance Checked In reservations cannot be reversed if financial transactions exist on the folio. Reservations with deposits are eligible to be reversed.
- Charges that are incurred by the guest (such as through a POS system) post to the reservation folio. In-room charges (such as mini bar or PBX) are not allowed.
- The Night Audit process cannot complete if any Advanced Checked In reservations have not been checked in.
- Advance Checked In reservations cannot be moved to another property.
- Advance Checked In reservations cannot be changed to No Show.
- Advance Checked In reservations cannot be canceled.

#### For Auto Check In of Advance Checked In Reservations

- The reservation must be in Advance Checked In state.
- The Advance Checked In reservation has a room assigned.
- The Advance Checked In reservation's assigned room's occupancy status is Vacant.
- When the assigned room's housekeeping status is updated to match a room housekeeping status defined in the Room Status for **Auto Check In of Advance Checked In Reservations** setting, the Advance Checked In reservation is automatically checked in to the property.
- The Schedule Check Out / Auto Check In processor in Toolbox – Utilities – Processors must be running.

#### For All Reservations that Failed Mass Advance Check In

- The reservation remains in arrival (Due In) status but is not flagged as Advance Checked in.
- The reservation's arrival time (ETA) remains unchanged.
- The reservation's Expected Time of Return (ETR) remains unchanged.

## Advance Check In Impact

Activating the Advance Check In functionality with its related controls and tasks impacts the following features.

### Searches and Sorting

#### Manage Reservations Advanced/Basic Search Screen

- Adds an **Advance Check In** option to the Reservation States filter criteria.
- When the OPERA Control **Expected Time of Return** is On for the property:
  - Adds **ETR From** and **ETR To** fields to the search criteria.
  - Adds the following sort by options to the search results view:
    - \* Arrival Date and ETR Ascending
    - \* Arrival Date and ETR Descending
  - Adds the following columns to the search results view:
    - \* ETR and ETR Comments
    - \* Advance Checked In

- Adds a predefined Advance Checked In search filter.

### Manage Reservations Arrivals Search Screen

- Adds an **Advance Check In** option to the Reservation States filter criteria.
- Adds an **Exclude Advance Checked In** check box to narrow the arrivals search to arrivals that have not been flagged as Advance Checked In.
- When the OPERA Control **Expected Time of Return** is On for the property:
  - Adds **ETR From** and **ETR To** fields to the search criteria.
  - Adds the following sort by options to the search results view:
    - \* Arrival Date and ETR Ascending
    - \* Arrival Date and ETR Descending
  - Adds the following columns to the search results view:
    - \* ETR and ETR Comments
    - \* Advance Checked In
- Adds a **Reverse Advance Check In** option to the search result I Want To... actions.
- Adds an **Advance Checked In** predefined filter to the Search Type.
- Adds a **Mass Advance Check In** button to the search results when two or more reservations are selected for Advance Check In.

### Quick Launch Advance Checked In Screen

- A predefined search for reservations that are flagged as Advance Checked In.
- Adds an **Advance Checked In Status** filter for results showing only Arrival or only Checked In status reservations or both. The Advance Checked In reservation status includes both Arrival and Checked In reservations.
- When the OPERA Control **Expected Time of Return** is On for the property, adds the following sort by options to the search results view:
  - Arrival Date and ETR ascending
  - Arrival Date and ETR descending

Refer to *Advance Checked In Screen* for more information.

### Room Assignment Screen

- Adds an Advance Check In predefined search filter.
- Adds an Advance Checked In column to the search results view.

Using the following search and sort options, you can assign rooms to reservations based on the guest's expected time of return to the property. This assists in prioritizing to have rooms ready for the guest upon their return:

- When the OPERA Control **Expected Time of Return** is On for the property:
  - Adds ETR From and ETR To fields to the search criteria.
  - Adds the following sort by options to the search results view:
    - \* Arrival Date and ETR Ascending
    - \* Arrival Date and ETR Descending

- Adds ETR and ETR Comments columns to the search results view.

### **Advance Check In Tile**

A dashboard tile for Advance Check In reservations provides statistical information about Advance Check In individual and block reservations for the property's current business date. Refer to *Advance Check In Tile* for more information.

### **Room Diary**

The room diary provides visual indication for those arrival reservations with an assigned room that have been Advance Checked In.

### **Business Events**

A Business Event for Advance Check In includes the following Data Elements:

- Advance Check In
- ETR (expected time of return)
- ETR Comments

### **Night Audit, Routine Schedules, and Interface Control**

#### **Night Audit**

- The Night Audit process does not complete if any Advance Checked In reservations have not been checked in to the property.

#### **Toolbox – Utilities - Processors**

- Adds an Auto Check In Processor that handles the Check In of Advance Checked In reservations based on the status of the room assigned to the reservation matching the status defined in the Room Status for **Auto Check In of Advance Checked In Reservations** settings.

#### **Property Interface Control Screen**

- Provides the option of creating keys for one or multiple reservations that are flagged as Advance Checked In.

#### **Reports – Reservation Detail Report (res\_detail)**

- Adds the following report parameters:
  - Advance Checked In only
  - Include Advance Checked In
- Adds a report column indicator for Advance Checked In reservation.



## Troubleshooting Advance Check In

**Table 4-2 Troubleshooting Advance Check In Issues**

Problem / Issue	Cause	Resolution
The Advance Check In button is not enabled.	To Advance Check In a reservation a valid method of payment is required.	Verify that the reservation has a valid payment method. You can modify the payment method during the Advance Check In process.
The Advance Check In button is not enabled.	The reservation is already Advance Checked In.	Verify that the reservation is not already Advanced Checked In. If a reservation is Advance Checked In, it is marked in the Reservation Type and in the Primary Details Reservation Status.
Received the error: Unable to Advance Check In reservation. Credit Card declined.	To Advance Check In a reservation a valid method of payment is required.	Verify that the reservation has a valid payment method. You can modify the payment method during the Advance Check In process.
I want to cancel an Advance Checked In reservation but the <b>I Want To... Cancel Reservation</b> link is missing.	Reservations that have been Advance Check In cannot be canceled.	Reverse the Advance Check In flag and then the reservation can be canceled. Refer to <i>Reversing Advance Checked In Reservations</i> .

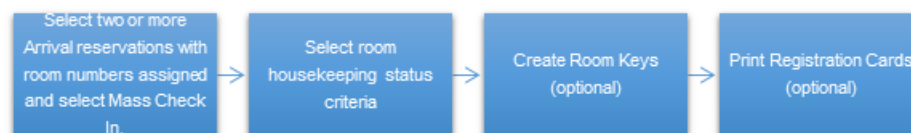
## Mass Check In (Check In Multiple Reservations)

Mass Check In provides one easy process to check in multiple reservations for arrivals due in on the property's current business date, and to (optionally) generate their room keys and registration cards.

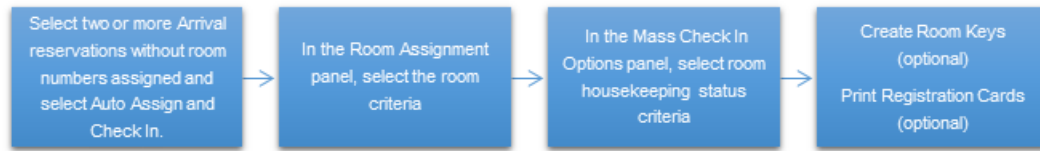
Mass Check In functionality can be used for individuals or blocks within the property. If logged in to a hub, you can Mass Check In individual and/or block reservations one property at a time for each property you have access to, without having to log in and out of each one.

Mass Check In processes the selected reservations in the same order as displayed in the search results.

### Mass Check In Process Flow – for Reservations with Room Numbers Assigned



## Mass Check In Process Flow – for Reservations without Room Numbers Assigned



Use **Auto Assign and Check In** to mass check in reservations where none or some of the reservations have room numbers assigned. This process first auto assigns rooms to the reservations without room numbers assigned, and then continues with the mass check in process for those reservations.

### Prerequisites for Mass Check In

- Check In Reservations task
- Mass Check In Reservations task

### Mass Check In Conditions and Assumptions

#### For Reservations to be Mass Checked In

- The reservations must be arrival (Due In) reservations for the current business date.
- The reservations must have a valid payment method.
- The reservations must have a room number assigned.
- The reservations assigned rooms' occupancy status is vacant.
- Linked reservations can be Mass Checked In.
- Walk In reservations, Pre Registered reservations, and reservations that are in queue can be Mass Checked In.
- Mass Check In can be used for individuals and/or blocks.

#### For Reservations that are Mass Checked In

- The reservation is checked in.
- The expected time of arrival (ETA) for the reservation is updated with the checked in time.
- The arrival date is changed to read-only and cannot be modified.
- When checked in, deposits on the reservation are posted on the folio.
- Checked In reservations cannot be reversed if financial transactions exist on the folio. Reservations with deposits are eligible to be reversed.

#### For Reservations that Fail Mass Check In

If a reservation fails mass check in, the system flags it for status notification for reasons such as:

- The reservation has no room assigned.

- The room assigned to a reservation is not vacant, or does not match the selected housekeeping status.
- The room assigned to a reservation is out of order.
- Reservation has no valid payment method.
- Reservation is for a PM (posting master) room type.

## Mass Check In Impact

The Mass Check In functionality impacts the following features:

### Searches and Sorting

- Manage Block Search — Adds an **I Want To...** action for **Check In Arrivals**. This action opens the arrivals search pre-filtered to the block code.
- Arrivals Search Screen — Mass Check In is available in the arrivals search when two or more reservations are selected.

### Changes Log

You can view all mass checked in reservations from the Changes Log by selecting the following search filters:

- Activity Group = Reservation
- Activity Type = Check In
- Description = Mass Checked In

## Troubleshooting Mass Check In

**Table 4-3 Troubleshooting Mass Check In Issues**

Problem/Issue	Cause	Resolution
I selected multiple reservations in the Room Assignment screen results but the <b>Mass Check In, Auto Assign, and Check In</b> buttons are missing.	For access to mass check in you need both the <b>Check In Reservations</b> task and its subtask <b>Mass Check In Reservations</b> . <b>Action</b> buttons in the Room Assignment show in both the Table and List views.	1. Verify that you have both the Bookings – <b>Check In Reservations</b> task and the Bookings – Check In Reservations – <b>Mass Check In Reservations</b> subtask assigned to your user. 2. Ensure that you are in either the Table or the List view in the Room Assignment screen.

## Checking In Multiple Reservations (Mass Check In)

### Prerequisites

- Check In Reservations task
- Mass Check In Reservations task

You can mass check in reservations from the following areas:

- Room Assignment screen
- Arrivals screen

- Manage Blocks screen
- Advance Check-in screen

Mass check in processes the selected reservations in the same order as displayed in the search results. You can mass check in reservations with or without room numbers assigned.

**Table 4-4 Reservations to Mass Check In**

Reservations to Mass Check In	Use this Procedure
None have rooms assigned	Auto Assign and Check In
Some have rooms assigned	Auto Assign and Check In
All have rooms assigned	Mass Check In



**Note:**

The Room Assignment screen default filter for rooms is Unassigned. Set the **Rooms** search filter as blank to show both the reservations with assigned room numbers and reservations without assigned room numbers in the results.

**Conditions:**

- The reservations must each be an arrival (Due In) reservation for the property's current business date.
- The reservations must have a valid payment method.
- The reservations can be mass checked in when a room is assigned. If at least one of the selected reservations to check in has no room assigned you can use the **Auto Assign and Check In** option to first assign the room to the reservations and then proceed with mass check in.
- Walk In reservations, Pre Registered reservations, Linked reservations, and reservations that are in queue can be mass checked in.

## Checking In Multiple Reservations (Mass Check In)

Use the Room Assignment screen in table or list view to mass check in individual or block reservations.



**Note:**

You can use the Mass Check In process if some of the reservations do not have a room number assigned, however those reservations will not be checked in. In the Mass Check In Status panel a warning message notifies you of reservations that fail mass check in and the reasons why. You can later revise those reservations and retry the Mass Check In process, or you can use **Auto Assign and Check In** to have the system auto assign rooms and then mass check in those reservations in one process. Refer to the section *To Auto Assign Rooms and Check In Multiple Reservations (Auto Assign and Check In)*.

1. From the Room Assignment screen, select the reservations to check in, and then click **Mass Check In**. To select all reservations, select the check box in the Select column header.
2. In the **Mass Check In Options** panel, select the room statuses to match, and then click **Process**.
3. In the Mass Check In Status screen, review the status, and click **OK**.
  - a. Select **Print** to print the status report.
  - b. If any fail the mass check in, the reason is listed. You can sort the status results by selecting **Failures First** to group the failed items first in the list.
4. (Optional) Create the room keys.
5. (Optional) If your property uses registration cards, you can select the card template, select to preview/print, email, or fax, and then click **Process**.

After the reservations are mass checked in:

- The reservation is checked in.
- The expected time of arrival (ETA) for the reservation is updated with the checked in time.
- The arrival date is changed to read-only and cannot be modified.
- When checked in, deposits on the reservation are posted on the folio.
- A checked in reservation can be reversed unless financial transactions exist on the folio. Reservations with deposits are eligible to be reversed.

Reservations that failed mass check in:

- Remain in arrival (Due In) status.
- Revise the reservation and then retry the Mass Check In process.

## Mass Checking In Reservations from the Arrivals Screen (Mass Check In)

1. In the **Arrivals** screen search for and select the reservations to check in, and then click **Mass Check In**. To select all reservations, select the check box in the Select column header.
2. In the **Mass Check In Options** panel, select the room statuses to match, and then click **Process**.
3. In the **Mass Check In Status** screen, review the status, and click **OK**.
  - a. Select **Print** to print the status report.
  - b. If any fail the mass check in, the reason is listed. You can sort the status results by selecting **Failures First** to group the failed items first in the list.
4. (Optional) Create the room keys.
5. (Optional) If your property uses registration cards, you can select the card template, select to preview/print, email and then click **Process**.

After the reservations are mass checked in:

- The reservation is checked in.
- The expected time of arrival (ETA) for the reservation is updated with the checked in time.

- The arrival date is changed to read-only and cannot be modified.
- When checked in, deposits on the reservation are posted on the folio.
- Checked In reservations cannot be reversed if financial transactions exist on the folio. Reservations with deposits are eligible to be reversed.

Reservations that failed mass check in:

- Remain in arrival (Due In) status.
- Revise the reservation and then retry the Mass Check In process.

## Reversing Mass Checked In Reservations

To reverse mass checked in reservations, you need to reverse check in the individual reservation. A checked in reservation can be reversed unless financial transactions exist on the folio. Reservations with deposits are eligible to be reversed. You can reverse check in a reservation from the reservation or from an In House search.

### To Reverse a Checked In Reservation from the Reservation

1. Open the reservation to reverse check in.
2. Select **I Want To... Reverse Check In**.
3. In the Reverse Check In panel, select whether to keep the assigned room number (Maintain Room) or to remove it (Remove Room), update the room's housekeeping status (optional), and then select **Reverse Check In**.
4. The reservation returns to Arrival status.

### To Reverse a Checked In Reservation from an In House Search

1. Search for the reservation from the Manage Reservation – In House search type.
2. Select the reservation to reverse check in.
3. Select **I Want To... Reverse Check In**.
4. In the Reverse Check In panel, select whether to keep the assigned room number (Maintain Room) or to remove it (Remove Room), update the room's housekeeping status (optional), and then select **Reverse Check In**.
5. The reservation returns to Arrival status.

## Auto Assigning Rooms and Checking In Multiple Reservations (Auto Assign and Check In)

If you want to check in multiple individual or block reservations and some of the selected reservations are without room assignments, you can use the **Auto Assign and Check In** option to auto assign room numbers and then mass check in all selected reservations in one process.

1. From the Room Assignment screen, select the reservations to check in, and then click **Auto Assign and Check In**. If you want the search to show both the reservations with room numbers assigned and without room numbers assigned, first set the **Rooms** search filter as blank.
2. In the Room Assignment panel, select the room status and room criteria to match, and then click **Assign**.

3. In the Room Assignment Status screen, review the status, and then click **OK**. If any reservations fail room assignment, the reason is listed. You can revise the reservation and then retry the Mass Check In process.
4. In the **Mass Check In Options** panel, select the room statuses to match, and then click **Process**.
5. In the Mass Check In Status screen, review the status, and click **OK**.
  - a. Select **Print** to print the status report.
  - b. If any fail the mass check in, the reason is listed. You can sort the status results by selecting **Failures First** to group the failed items first in the list.
6. (Optional) Create the room keys.
7. (Optional) If your property uses registration cards, you can select the card template, select to preview/print, email, or fax, and then click **Process**.

**After the reservations are mass checked in:**

- The reservation is checked in.
- The expected time of arrival (ETA) for the reservation is updated with the checked in time.
- The arrival date is changed to read-only and cannot be modified.
- When checked in, deposits on the reservation are posted on the folio.
- Checked In reservations cannot be reversed if financial transactions exist on the folio. Reservations with deposits are eligible to be reversed.

**Reservations that failed mass check in:**

- Remain in arrival (Due In) status.
- Revise the reservation and then retry the Mass Check In process.

## Managing Welcome Offers

### [Prerequisites for Managing Welcome Offers](#)

During check in , if the reservation is eligible for a welcome offer based on the condition specified in any of the Welcome Offer Alert rules, OPERA Cloud will prompt you to select the welcome offer for the reservation after the **Check In Now** action is selected. The welcome offers presented are determined by the Welcome Offer Options OPERA Control; valid options are:

- **Post It:** If Post It is selected, the Post It screen displays where any appropriate articles can be posted. Select the Method of Payment specified in the Welcome Offer Payment Method OPERA Control. All the charges will be transferred to the room specified in the Welcome Offer Pseudo Room OPERA Control and the alert status will be changed to Redeemed.

 **Note:**

A reservation for the Welcome Offer Pseudo Room OPERA Control room must be checked in; If this PM reservation is not checked in, OPERA Cloud will display the message: **Welcome Offer Pseudo Room is not checked in.**

For more information, see [Charging Purchases Using Post It](#).

- **Items:** If Items is selected, the Item Inventory screen will display and a new item can be added to the reservation.

Only Inventory Items configured as applicable for Welcome Offer will display in the list. For more information, see [Reservation Item Inventory](#).

- **eCoupons:** If eCoupons is selected, the eCoupon screen will display and an eCoupon can be added to the reservation.

Only the eCoupons configured as applicable for Welcome Offer will display in the list. For more information, see [Managing Reservation eCoupons](#).

Once redeemed the welcome offer alert status updates to **Redeemed**. Welcome Offer activity is tracked in the [Changes Log](#).

#### Deferring Welcome Offer Selection on Check in

1. Select the **Defer Selection** option and no welcome offer will be added to the reservation at the time of check-in.
2. Click **Save**.
3. The welcome offer alert status updates to **Deferred** and the guest will be able to redeem a welcome offer at a later stage during their stay.

#### Redeeming Deferred Welcome Offer

For welcome offers in **Differed** status:

1. From the OPERA Cloud menu, select **Front Desk**, and then select **Inhouse**.
2. Enter search criteria and click **Search**.
3. Select the reservation in the search result, click **I Want to. . .** then **Alert** or open the reservation and click **Alert** in Reservation Presentation.
4. Select the Welcome Offer Alert , click **Select Welcome Offer Option**
5. If you click on **Cancel** after one of the welcome offer options has been selected, the welcome offer status updates to **Pending**.
6. Once redeemed the welcome offer alert status updates to **Redeemed**.

#### Redeeming Pending Welcome Offer

For welcome offers in **Pending** status:

1. From the OPERA Cloud menu, select **Front Desk**, and then select **Inhouse**.
2. Enter search criteria and click **Search**.
3. Select the reservation in the search result, click **I Want to. . .** then **Alert** or open the reservation and click **Alert** in Reservation Presentation.



4. Select the Welcome Offer Alert, click **Redeem Selection**.
5. Once redeemed the welcome offer alert status updates to **Redeemed**.

### Changing Pending Welcome Offer Selection

For welcome offers in **Pending** status:

1. From the OPERA Cloud menu, select **Front Desk**, and then select **Inhouse**.
2. Enter search criteria and click **Search**.
3. Select the reservation in the search result, click **I Want to. . .** then **Alert** or open the reservation and click **Alert** in Reservation Presentation.
4. Select the Welcome Offer Alert , click **Change Selection**.

## Prerequisites for Managing Welcome Offers

### OPERA Controls

**Group:** Reservations

**Functions:** Alerts

**Parameter:** Welcome Offer

### Setting:

- Welcome Offer Payment Transaction Code
- Welcome Offer Posting Master
- Welcome Offer Options

## In House

The In House menu enables you to manage your in-house reservations, pseudo room type reservations (for example, group masters), and any house account reservations.

Some tasks you can complete from this menu includes searching for in-house reservations, reversing (cancelling) arrival reservations, and room moving house reservations.

You can also navigate to the Guest Profile, Reservation, Block, or Billing by using the **I Want To...** menu or by clicking the links for a reservation in the search results.

## Reversing (Cancelling) Check-In

You can reverse a checked-in (that is, in-house) reservation if the reservation was checked in today and has a zero balance (that is, no charges posted or deposit payments transferred on check-in).

After reversing the check-in, the reservation reverts to the Arrival (due in) status.



[Watch Video](#)

## Reversing a Check-in

1. From the **OPERA Cloud** menu, select **Front Desk**, and then select **In House**.
2. Enter search criteria for the reservation and click Search.
3. Select a reservation in the search results.
4. Click **I Want to...** and then select **Reverse Check in**. The Reserve Check in prompt appears with the following Room Options:
  - a. **Retain Room**. Select to keep the room assigned for the reservation.
  - b. **Remove Room**. Select to remove the assigned room from the reservation.
  - c. **Update Room Status**. Select a suitable room status from the list of available options.
5. Click **Reverse Check in**.

 **Note:**

If you select to cancel the check-in of a shared reservation, a list of all the sharing reservations and their reservation statuses appears. You have the option of reversing all checked-in sharers or just reversing the check-in for the currently selected sharer.

## Room Move



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The room move action is used to search for and select a new room (and possibly select a new room type) for an in-house reservation. The room move feature consists of the following functionality:

- **Availability** — When moving reservations to a new room, OPERA Cloud checks and updates the room type availability.
- **Housekeeping** — When moving reservations to a new room, OPERA Cloud checks the housekeeping status of the target room similar to the way room assignment is initially handled from the reservation screen.
- **Shares** — When moving a guest to another room that is occupied, you can set up a share. Similarly, when moving a reservation from a room that is being shared, you can opt to move all sharers or selected sharers.

OPERA Cloud offers a variety of ways to perform a reservation room move, such as:

- **Using Room Move** — Access this page by selecting the **I Want To... Room Move** option for an in-house reservation.
- **Using Room Diary** — Access this page by selecting the **Reservations** menu and then selecting **Room Diary**. You can drag and drop a reservation from one room to another room on the chart.

## Moving an In House Reservation

### Moving an In House Reservation

1. Select the **OPERA Cloud** menu, select **Front Desk**, and then select **In House**.
2. Enter search criteria and then click **Search**.
3. Select the reservation from the search results and click **I Want To...** and select **Move Room**.
4. On the Move Room screen, enter search criteria for the new (target) room and click **Search**.

 **Note:**

The reservation room type populates in the Room Type field.

5. Click **Select Room** for a suitable room listed in the search results.
6. Complete the following details:
  - a. **Update the Room Type to Charge (RTC)**. If a different room type has been selected, select this option to update the Room Type to Charge to the new room type. If left deselected, the Room Type to Charge will retain the original room type, resulting in a complimentary upgrade.
  - b. **Room Move Reason**. Select a reason for the room move from the list.
  - c. **Description**. Optionally enter a description for the room move.
  - d. **Update Room Status of Departing Room**. (The **Room Move Room Status** parameter in OPERA Controls determines the default room status.) If you have the **Override Room Move Status** task, you may select a different room status for the departing room. The following statuses can be selected: **Inspected, Clean, Pickup, and Dirty**.
7. Click **Assign Room**.

 **Note:**

You might be prompted to override the housekeeping status or room inventory levels.

8. Click **Select Another Room** to return to the room search and select another room.
9. Click **Accept Room Selection** to override warnings and continue with the room selection.

### Viewing the Room Move History

1. Enter search criteria and click **Search**.
2. Select the reservation from the search results and click **I Want To...** and select **Move Room**.

3. On the Move Room screen, click the **vertical ellipsis** and select **Show Move History**.

## Departures and Checkout

Departures include tasks that involve scheduling and managing checkouts for guests, such as auto checkouts, early checkouts, reinstating reservations, early departures, and so on. The Check Out option is used to settle the guest's account, record payment, print folios, and automatically adjust room inventory when the guest checks out of the room.

### Using Quick Check-Out

Quick Check Out is a fast way to check out reservations when the payment method is credit card or direct bill or the reservation has a zero balance.

To ensure a successful Quick Check Out:

- Make sure the guest's credit card has sufficient authorization to cover the balance.
- Make sure Direct Bill AR accounts are not restricted and have not exceeded credit limits.
- Make sure cash guest folios have a zero balance.



[Watch Video](#)

#### Mass Check Out Reservations

Mass check out steps you through the settlement and checkout of each reservation

1. From the **OPERA Cloud** menu, select **Front Desk**, select **Front Desk Workspace**, and then select **Quick Check Out**.
2. Enter search criteria then click **Search**.
3. Select the Table or List view
4. Select multiple reservations in the search result then click **Mass Check Out**.
5. Folio Settlement appears for the first reservation
  - a. Enter payment details
  - b. Click **Settle and Send Folio**.
    - i. Report Destination
      - i. Select a **Folio Style**.
      - ii. Select a **Report Destination**.
      - iii. Click **Process**.
  - c. Click **Check Out Now** to check out the reservation or click **Schedule Check Out** to schedule the check out for a later time. For more information, see [Scheduling a Checkout](#).
  - d.
    - i. Select a room status.
    - ii. Click **Save**.
6. Repeat step 5 for the next reservation.

### Auto Check Out Reservations

Auto checkout processes credit card or direct bill settlements and checks out the reservation automatically. A status panel will display the progress for each reservation.

1. From the **OPERA Cloud** menu, select **Front Desk**, select **Front Desk Workspace**, and then select **Quick Check Out**.
2. Enter search criteria then click **Search**.
3. Select the Table or List view.
4. Select multiple reservations in the search result then click **Auto Check Out**.

### Check Out Zero Balance Reservations

1. From the **OPERA Cloud** menu, select **Front Desk**, select **Front Desk Workspace**, and then select **Quick Check Out**.
2. Enter search criteria then click **Search**.
3. Click **Check Out Zero Balance Departures**.

## Checking Out Reservations



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#### Note:

For day-use reservations accommodation charge and taxes will be auto-posted on first time entry to the billing screen.

1. From the **OPERA Cloud** menu, select **Front Desk**, select **Departures**. You can also open Departure Search from the Expected Departures figure on the Departures Tile on your Dashboard.
2. Select a reservation from the search results and then click the **Check Out** button. Or click **I Want to** and select **Check out**.
3. Depending on the Cashier, check out Workflow Preference setting. For **Billing**:
  - a. You can review and post additional charges or rebates using **Post Charge**:
  - b. Click **Check Out** to settle window balances.
  - c. For **Folio Settlement** :
    - Enter payment details for each window defaults based on payment details in routing instructions.
    - Click **Settle and Send Folio** to post payment and generate a folio.
    - Repeat for balance in other Billing windows.
    - When the balance is zero for all windows, click **Checkout Now**. To schedule a checkout, click **Schedule Checkout** For more information, see [Scheduling a Checkout](#).

- d. To Checkout:
  - Click **I Want to**, click **Post Charges** to post charges to the reservation account.
  - Click **I Want to**, click **Go to Billing** to navigate to the Billing page.
  - Enter payment details for each window, it defaults based on payment details in routing instructions.
  - Click **Settle and Send Folio** to post payment and generate a folio or **Settle Folio** to just post the payment.
  - Repeat for balance in other Billing windows.
- e. When the balance is zero for all windows, click **Checkout Now**.

## Checking Out with an Open Folio

### Prerequisites for Checking Out with an Open Folio

Departing guests may want to checkout but remain on your property to enjoy facilities such as the restaurant or bar. In such cases, you can check out the reservation with an open folio status; resulting in the update of the room status to vacant and the reservation being checked out with an outstanding balance. The open folio status allows guests to continue charging to their reservation account until they make final settlement and close the folio.



#### Note:

When manually posting a rate code with packages to an Open Folio reservation, the entire rate amount is posted to the transaction code of the rate code. The rate amount is not split into room and package charge amounts. The reason being that the Open Folio reservations are already checked out and do not go through End of Day process as normal in-house reservations. Consequently no allowance creation or profit/loss charge postings occur.

It is important to monitor reservations checked out with an open folio and ensure their settlement. Reservation departures with open folios status will not halt End of Day processing even if the reservation account has an outstanding balance. Reservations with an open folio balance appear on the Guest Ledger. The Open Folio Closing Preference OPERA Control determine the number of days after departure a reservation account can remain in Open Folio status.

The Zero Balance Open Folio Close Days OPERA Control determines when open folios with a zero balance will be automatically closed.

### Prerequisites for Checking Out with an Open Folio

#### OPERA Controls

**Group:** Cashiering

**Functions:** Post Stay Charges

**Parameter:** Open Folio

**Setting:**

- Open Folio Closing Preference
- Zero Balance Open Folio Close Days

## Checking Out Reservations with Open Folio

1. From the OPERA Cloud menu, select **Front Desk**, and then select **Departures**.
2. Enter search criteria and click **Search**.
3. Select the reservation from the search results and then click the **Check Out** button. Or click **I Want To...**, and select **Check Out**.
4. From the Folio Settlement screen, click **Checkout with Open Folio**.

## Closing an Open Folio Reservation

1. From the OPERA Cloud menu, select **Front Desk**, and then select **Departures**.
2. Enter search criteria and click the **Checked Out** checkbox then click **Search**.
3. Select the reservation from the search results and then click **I Want To...**, and then click **Close Folio**.
4. Process settlement of any balance due.
5. Click **Close Folio**.

## Scheduling a Checkout

### [Prerequisites for Scheduling Checkout](#)

Ensure that the guest folio balance is zero before you schedule a checkout.

1. From the **OPERA Cloud** menu, select **Front Desk**, and then select **Departures**. Or click the Departures Expected figure on the Departure tile on your dashboard.
2. Enter the room number or the name of the reservation for which you want to schedule a checkout and click **Search**.
3. Select the reservation in result and click **Checkout**.
4. If the folio has been settled, you have the option to schedule checkout for the reservation. Click **Schedule Check Out**. If the folio has not been settled and a balance exists, you cannot schedule checkout for the reservation.
5. Schedule the time for the checkout by entering the checkout date and time.

 **Note:**

The Schedule Check Out option is only available for Departure reservations. A scheduled checkout does not complete if a charge is posted to the reservation and the charge is not settled.

6. To view reservations scheduled for checkout, from the OPERA Cloud menu, select **Front Desk, Front Desk Workspace** and then select **Scheduled Checkout Departures**.

## Prerequisites for Scheduling Checkout

### OPERA Controls

**Group:** Cashiering

**Function:** Scheduled Check Out

## Checking Out Reservations Early

Use Check Out Early to check out reservations prior to their due departure date. The Check Out Early option appears only when the reservation departure date is later than your current business date. OPERA Cloud follows the Check Out Workflow Preference OPERA Control to process the early departure.

1. From the **OPERA Cloud** menu, select **Front Desk**, select **In House**.
2. Enter search criteria and click **Search**.
3. Select the reservation in the results and click **I Want To...** and select **Check Out Early**.

### Navigating to Billing Workflow

1. You will be prompted about the reservation departure change and the reservation status will change to **Due Out**.
2. You may also be prompted about an early departure penalty.
3. Click **Continue with Early Departure**.
4. From the Billing screen further manage the charges and settlement of the reservation account. See [Manage Billing](#) .

### Navigating to Checkout Steps Workflow

1. You will be prompted about the reservation departure change and the reservation status will change to **Due Out**.
2. You may also be prompted about an early departure penalty.
3. Click **Continue with Early Departure**. You are presented with **Checkout and Folio Settlement** page
4. Click **Post Charge** to post any last minute charges. For more information, see [Posting Charges to Guest Folios](#).
5. Enter payment details for each Billing window, the details default based on [payment information](#).



6. Click **Settle and Send Folio** to post payment and generate a folio or **Settle Folio** to just post the payment.
7. Repeat for balance in other Billing windows.
8. Click **Checkout Now**.
9. To Schedule a checkout, click **Schedule Checkout**. For more information, see [Scheduling a Checkout](#).

## Front Desk Workspace

### Managing Guest Messages

#### Prerequisites for Managing Guest Messages

With the Messages feature, you can send messages to individual guest reservations or to a selected group of reservations, such as those linked to a block. You can maintain an unlimited number of messages on a reservation, mark the messages as received or not received, print the messages in a user-definable format for delivery to the room, or send the message via SMS to the guest's mobile number (requires a subscription with an SMS service provider). With the appropriate interfaces, the messages trigger the message-waiting lamp on the in-room telephone or the messages are sent directly to the in-room video system so guests can view them on their TV screens (if your property has an in-room video interface for guest messaging).

 **Note:**

Messages remain on the reservation until you delete them or until 30 days after the reservation departure when messages are automatically purged.

#### Viewing a Message

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservation Workspace**, and then select **Guest Message**.
2. Enter search criteria and click **Search**.
3. Click [+] in the message card to expand the message details.

 **Note:**

The status of the message appears on the message card.

#### Adding a Message

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations Workspace**, and then select **Guest Messages**.
2. Click **New** and complete the following fields:
  - a. **Recipient**. Search and select the reservation(s) of the person to receive the message. Click **Select**.

 **Note:**

Click **Modify Search Criteria** to modify the reservation search criteria. For example, filter on block code to add the same message to all reservations linked to a group block.

- b. **Print Message.** Select to print a copy of the message (see 'Printing a Message' task below).
  - c. **Room.** Select to send the message to the guest's room phone and/or video (the specific method depends on the messaging interface being used at your property).
  - d. **Name.** Enter name of the caller.
  - e. **Company.** Enter the company of the caller.
  - f. **Contact Info.** Enter the contact details for the caller, such as phone or email address.
  - g. **Message.** Enter the message details. Use Quick Insert to select one of the pre-defined messages. See [Configuring Guest Messages](#) for more information.
3. Click **Save**.

#### Editing a Message

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations Workspace**, and then select **Guest Messages**.
2. Enter search criteria and click **Search**.
3. Click the vertical ellipsis for the message and select **Edit**.
4. Update the message.
5. Click **Save**.

#### Deleting a Message

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations Workspace**, and then select **Guest Messages**.
2. Enter search criteria and click **Search**.
3. Click the vertical ellipsis for the message and select **Delete**.

#### Printing a Message

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations Workspace**, and then select **Guest Messages**.
2. Enter search criteria and click **Search**.
3. Click the vertical ellipsis for the message and select **Print**.
  - a. **Preview.** Click to preview a PDF of the message and print the message using a local printer.
  - b. **Email to Print.** Select to send the message to an email addressable printer where it can be printed.
4. Click **Process**.

### Sending a Message as an SMS Text Message

With the **Text Message Handling** parameter is active in OPERA Controls and integration is set up with an SMS service provider, you can send messages via SMS to a guest's mobile phone.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations Workspace**, and then select **Guest Messages**.
2. Enter search criteria and click **Search**.
3. Click the vertical ellipsis for the message and select **Send Text Message**.
4. Select a mobile phone number from the list.
5. Click **New/Edit Mobile** to add or edit the mobile number on the profile.
6. Click **Send Text Message** to send the message as an SMS.

### Marking a Message as Delivered

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations Workspace**, and then select **Guest Messages**.
2. Enter search criteria and click **Search**.
3. Click the vertical ellipsis for the message and then select **Mark as Delivered**.

## Prerequisites for Managing Guest Messages

### OPERA Controls

**Group:** Reservations

**Function:** Messages

### OPERA Cloud Tasks

**Group :** Bookings

**Tasks :** Reservation Management

Guest Messages

- New/Edit Guest Messages
- Delete Guest Messages

## Generating Batch Registration Cards

### Prerequisites for Generating Batch Registration Cards

As well as generating registration cards "on-demand" for arrivals, you can also generate registration cards, in advance, in a batch process. For example, this is useful for group arrivals where key packets containing a registration card are prepared in advance.

The Batch Registration Card screen offers a variety of filter options to select the specific reservations and/or profiles for which you want to generate a registration card. You may also generate registration cards for pseudo room type reservations if needed.

 **Note:**

A limit of 1000 registration cards can be generated in a batch.

When the Print Registration Cards for Accompanying Guests OPERA Control is active you can generate a registration card for accompanying profiles linked to the reservation; the Age Threshold to Print Registration Card OPERA Control determines the minimum age for a registration card to be generated.

 **Note:**

As only one registration card is selected, language-specific stationery is not generated using this batch process when the Mult-language OPERA Control is active.

### Generating Registration Cards

1. From the OPERA Cloud menu, select **Front Desk**, select **Front Desk Workspace** then select **Registration Cards**
2. Enter reservation and profile search criteria and click **Search**.
3. **Sort by:** Click to select a different sort order from the list.
4. Select the reservations in the search result and click **Process Registration Card**.

 **Note:**

To select all reservations listed click the checkbox in the column titles.

5. Enter the following details:
  - a. **Select a Registration Card:** Select a registration card template from the list (Selection defaults according to the Default Registration Card OPERA Control)
  - b. **Select Guests**
    - i. **Primary and Accompanying:** Select to generate a registration card for the primary guest and any accompanying guests linked to the reservation (Enabled when the Print Registration Cards for Accompanying Guests OPERA Control is active).
    - ii. **Primary Only:** Select to generate a registration card for the primary guest linked to the reservation.
  - c. **Select Destination**
    - i. **Preview:** Select to generate as PDF (preview to print).
    - ii. **Email to Print:** Select to print.
      - Select a printer from the list
    - iii. **Email.:** Select to email to a recipient.
      - Enter a recipient email address..

- d. Click **Process**.

## Prerequisites for Generating Batch Registration Cards

### OPERA Controls

**Group:** Front Desk

**Parameter:** Print Registration Cards for Accompanying Guests

**Setting:**

- Default Registration Card
- Age Threshold to Print Registration Card

### OPERA Cloud Tasks

- Reservation Workspace
- Generating Registration Cards

## Running AI Room Assignment

### [Prerequisites for Running AI Room Assignment](#)

AI Room Assignment is an artificial intelligence and data science based feature used for the batch assignment of rooms. The procedure primarily considers accessibility and smoking preferences along with other guest preferences. Guest preferences are intelligently removed when rooms matching all the guest preferences are not available. AI Room Assignment incorporates reservation importance by considering a ranking value for VIP , membership type/level and market group. The procedure also ensures balanced room rotation to reduce wear and tear of rooms and ensures maximize contiguous future availability of rooms by minimizing gaps with reservations assigned to each room.

With the Do Not Move Room OPERA Control active, preassigned reservations marked **Do Not Move** are excluded from the AI Room Assignment procedure.

With the Reservation Upgrade OPERA Control active, reservations that should be upgraded due to room type overbooking are identified; based on reservation importance, length of stay, and cost of upgrade among other criteria. You must select the reservation [market groups](#) that are eligible for AI complimentary room type upgrade; based on the upgrade [room type hierarchies](#) configured.

### Running AI Room Assignment

1. From the **OPERA Cloud** menu, select **Front Desk** and then **Front Desk Workspace**.
2. Select **Room Assignment**, click **I Want To...**, click **AI Room Assignment**.
3. **Property:** Select or confirm the property.
4. Click **Run Now**.

**Note:**

A background process is initiated; you are not provided with any confirmation that this process has commenced.

Reservations will be assigned a room number, and indicated with **AI** after the room.

Reservations upgraded by AI are indicated with '**AI Upgrade**' after the room.

## Prerequisites for Running AI Room Assignment

**OPERA Controls**

**Group:** Reservations

**Function:** AI Room Assignment

**OPERA Cloud Tasks**

**Group:** Bookings

- AI Room Assignment

## Wake Up Calls

### Prerequisites for Wake Up Calls

You can set, view, and cancel wake up calls for individual reservations, for sharing guests within a room reservation, or for room reservations associated with business blocks. The reservation must be in-house (checked-in) status to set a wake up call.

The Wake-up Call feature can be used with or without a PBX interface.

### Interaction Between OPERA Cloud and the PBX Interface

When OPERA Cloud is interfaced with a PBX the actual placing of wake up calls is handled by the PBX. OPERA Cloud communicates wake-up call instructions to the PBX via the interface in one of two ways depending on the capabilities of the PBX:

- When the wake-up call is set up, OPERA Cloud immediately sends the instructions to the PBX. The PBX stores the instructions and places the call at the requested time. OPERA Cloud changes the wake up call status from Pending to Completed as soon as the call order is sent to the PBX.
- OPERA Cloud sends the wake-up call instructions to the interface at the exact time the call is to be placed. The PBX then immediately places the call to the room. The wake-up call status is changed from Pending to Completed when the call order is sent to the PBX.

## Prerequisites for Wake Up Calls

**OPERA Controls**

**Group:** Reservations

**Function:** Wake Up Calls

**OPERA Cloud Tasks**

**Group:** Bookings

**Reservation Management:** Wake Up Calls

- New/Edit Wake Up Calls
- Delete Wake Up Calls

## Managing Guest Wake Up Calls

### Adding Wake Up Call for Individual Room

1. From the OPERA Cloud menu, select **Front Desk**, select **Front Desk Workspace**, and select **Wake Up Call**.
2. Select **New** and complete the following:
  - a. Enter or select the reservation room number(s) - you can search for and select multiple in house reservations by checking selection check box next to each reservation and clicking **Select** to close the page.
  - b. Enter the **From Date**.
  - c. Enter **Time**.
  - d. Enter a **Follow Up Call Time** if needed.
  - e. Enter any notes related to the call.
  - f. Set the wake up call **Frequency** as **Once** or **Daily** (from From Date).
3. Click **Save**.

### Adding Wake Up Call for Block Rooms

1. From the OPERA Cloud menu, select **Front Desk**, select **Front Desk Workspace**, and select **Wake Up Call**.
2. Select **New** and complete the following:
  - a. Select the block code from list.
  - b. Enter or select the reservation room number(s) 1. you can search for and select multiple in house reservations by checking selection check box next to each reservation and click **Select** to close the page.
  - c. Enter the **From Date**.
  - d. Enter **Time**.
  - e. Enter a **Follow Up Call Time** if needed.
  - f. Enter any notes related to the call.
  - g. Set the wake up call **Frequency** as **Once** or **Daily** (from From Date).
3. Click **Save**.

### Editing Wake Up Call

1. From the **OPERA Cloud** menu, select **Front Desk**, select **Front Desk Workspace**, and select **Wake Up Call**.
2. Enter search criteria then click **Search**.
3. Select the wake up call for room in search result, click the vertical ellipsis and select **Edit**.
4. Update wake-up call details.
5. Click **Save**.

### Update Wake Up Call Status

1. From the **OPERA Cloud** menu, select **Front Desk**, select **Front Desk Workspace**, and select **Wake Up Call**.
2. Enter search criteria then click **Search**.
3. Select the wake up call for room in search result.
4. From the **Vertical Ellipse**, click one of the **Status** options.
  - **Pending** - Wake-up call has not yet been placed. Pending with a green background means that the date and time designated for the wake-up call has not yet arrived. Pending with a red background means that the date and time for the wake-up call has passed.
  - **Completed** - Wake-up call has been placed and answered.
  - **No Answer** - Wake-up call was placed but was not answered.
  - **Cancelled** - Cancel the wake-up call (if it has not yet been placed). When the wake-up call has a follow-up wake up call associated with it, canceling the main wake-up call will also cancel the follow-up wake-up call.

### Generating Wake Up Call Report

1. From the **OPERA Cloud** menu, select **Front Desk**, select **Front Desk Workspace**, and select **Wake Up Call**.
2. Enter search criteria then click **Search**.
3. Select the **Report** action link from the vertical ellipse on the Wake-up Calls panel to generate the Wake-up Calls Report.
4. Enter **Report Parameters**.
5. Select **Report Destination**.
6. Click **Process**.

## (Batch) Room Assignment

Room Assignment is used to quickly and easily assign rooms to multiple reservations (for a specific arrival date) in a batch process. You can auto-assign rooms or you can step through a process to manually assign a suitable room to each reservation.

You can also select from a number of criteria when specifying the reservations to be assigned rooms. The default search is for reservations without rooms assigned, but you can modify the search as needed.





## Watch Video

### Auto Assign Rooms

1. From the **OPERA Cloud** menu, select **Front Desk**, select **Front Desk Workspace**, and then select **Room Assignment**.
2. Enter search criteria and click **Search**.

#### Note:

By default, only unassigned reservations are included in the search.

3. Select reservations in the search results. To select all reservations, select the check box in the header row.
4. Click **Auto Assign**.
5. Select the **Room Status** and **Room Criteria** for the room to assign:
  - a. **Inspected**. Select for rooms with an Inspected status.
  - b. **Clean**. Select for rooms in a Clean status.
  - c. **Pickup**. Select for rooms in a Pickup status.
  - d. **Dirty**. Select for rooms in a Dirty status.
  - e. **Out of Service**. Select for rooms in an Out of Service status.
  - f. **Include Departure Rooms**. Select to include rooms in a due out status.
  - g. **Use Associated Preferences**. Select to enforce the room feature preferences and smoking preference from the guest profile.
  - h. **Floor**. Select floor(s) from the list. This populates with preferences from the guest profile.
  - i. **Smoking**. Select rooms which are smoking or non-smoking. This populates with preferences from the guest profile.
  - j. **Features**. Select rooms with specific features. This populates with preferences from the guest profile.
  - k. **Start from Room**. Select a room from list to begin assigning the room.
6. Click **Assign**.
7. The Room Assignment Status page appears showing the room results. You can select from the following options:
  - a. **Sort By**. Select a sort option for the display order of the results.
  - b. **Print**. Click to generate a report of this information. A report appears in a new browser window for printing.

### Manually Assign Rooms

1. From the **OPERA Cloud** menu, select **Front Desk**, select **Front Desk Workspace**, and then select **Room Assignment**.
2. Enter search criteria and click **Search**.

 **Note:**

By default, only unassigned reservations are included in the search.

3. Select reservations in the search results. To select all reservations, select the check box in the header row.
4. Click **Manual Assign**.
5. In the Room Search panel, enter the following search criteria. See [Available Room Search](#).
6. Click **Search**. If no results are found, you can modify your selection criteria.
7. In the search results, click **Assign Room** for the room to be assigned to the reservation.

Once a room is assigned to the reservation, the next reservation appears. Assign a room to the reservation by repeating the steps above to enter room search criteria and assign a room.

### Overriding Room Selection (if prompted)

In the Room Search, you might be prompted to select another room if the room you assigned is unavailable.

1. Click **Select Another Room** (if prompted) to return to the search results and assign an alternate room.
2. Click **Accept Room Selection** to accept the warning and continue with the room assignment.

## Available Room Search

Available Room Search allows you to search for vacant, available rooms based on a variety on search criteria.

When Available Room Search is initiated from within a reservation or via [Room Assignment](#) the reservation details and preferences will populate to the relevant search criteria.

The search result is sorted according to the [Room Display Order OPERA Control](#). Click the room to view information about the room or click the **room type** to view information about the room type

### Searching Available Rooms

1. From the **OPERA Cloud** menu, select **Front Desk**, select **Front Desk Workspace**, and then select **Available Room Search**.
2. Enter search criteria
  - a. **Property**: Select or confirm the property
  - b. **Arrival**: Enter the arrival date.
  - c. **Nights**: Enter the number of nights.
  - d. **Room Status**: Select one or more room statuses.
    - i. **Inspected**: Select to search rooms with an Inspected status (available when the Inspected OPERA Control is active).

- ii. **Clean:** Select to search rooms in a Clean status.
  - iii. **Pickup:** Select to search rooms in a Pickup status (available when the Pickup OPERA Control is active).
  - iv. **Dirty:** Select to search rooms in a Dirty status.
  - v. **Out of Order:** Select to search rooms in an Out of Order status. OO rooms cannot be assigned to reservations (available when the Out of Order OPERA Control is active).
  - vi. **Out of Service:** Select to search rooms in an Out of Service status (available when the Out of Order OPERA Control is active).
  - e. **Room Class:** Select one or more room classes from the list (available when the Room Class OPERA Control is active).
  - f. **Room Types:** Select one or more room types from the list.
  - g. **Room:** Enter a room value.
  - h. **Floor:** Select one or more floors from the list.
  - i. **Features:** Select one or more room features from the list.
  - j. **Smoking:** Select a smoking preference from the list.
  - k. **Connecting Rooms Only:** Select to display only rooms which interconnect (available when the Connecting Rooms OPERA Control is active).
  - l. **Attendant in Room Only:** Select to restrict the search to only rooms with a housekeeping room attendant currently in the room based on an active housekeeping task.
  - m. **Room Conditions:** Select to include rooms with a room condition assigned (available when the Room Conditions OPERA Control is active) and includes those with a room condition flagged as **Do Not Display in Room Assignment**. See [Managing Room Conditions](#)
  - n. **Vacant Rooms:** Selected by default. Select to include vacant rooms.
  - o. **Pseudo Rooms:** Select to include pseudo rooms in the search results. This check box is enabled when no room types are selected in the Room Type field.
  - p. **Departures:** Select to include Due Out rooms in the search results.
    - i. **Departure Time:** Enter a specific departure time to search for rooms available after the specified time.
  - q. **AI Display Order:** Select to sort the rooms listed in result according to the recommendation of AI room assignment (available when the AI Room Assignment OPERA Control is active).
3. Click **Search**.

## Key Packet Labels

### [Prerequisites for Key Packet Labels](#)

The key packet label functionality provides a `sample_key_packet` template that can be [customized](#) as needed, based on the label sheets being used.

### Generating Key Packet Labels

1. From the OPERA Cloud menu, select **Front Desk**, select **Front Desk Workspace** then select **Key Packet Labels**.
2. Enter search criteria and click **Search**.
3. **Sort by:** Click to select a different sort order from the list.
4. Select the reservations in the search result and click **Process Key Packet Labels**.

 **Note:**

To select all reservations listed click the check box in the column titles.

5. Enter the following details:
  - a. **Key Packet Template:** Select a template from the list
  - b. **Starting Row Position:** Enter the row of first label
  - c. **Starting Column Position:** Enter the column of the first label
  - d. Select Destination
    - i. **Preview:** Select to generate as PDF (preview to print)
    - ii. **Email to Print:** Select to send PDF via email to printer.
      - Select a printer from the list
    - iii. **Email:** Select to email to recipient.
      - Enter a recipient email address.
  - e. Click **Process**.

## Prerequisites for Key Packet Labels

### OPERA Controls

**Group:** Reservations

**Parameter:** Generate Key Packets

### OPERA Cloud Tasks

Reservation Management

- Generate Key Packets

# 5

## Inventory

Monitor and manage your rooms, inventory restrictions, and housekeeping services. You can mark rooms out of service or order, add or change the status of rooms, view or create daily housekeeping task sheets, check room availability, and so on.

### Restrictions

Restrictions help you manage occupancy and revenue (RevPAR) by defining the conditions under which specific rates, room types, and/or room classes are available to sell for new reservations. For example, you could place a two-night minimum stay restriction on all rooms and rates during a weekend when demand is high, or you could set extended stay durations on certain room types and rates to ensure maximum revenue is achieved over periods of high demand.

Restrictions can be set at the house level, meaning that any restrictions placed are applicable to all rooms/room types or based on the channel, rate code, rate category, room type, or room class. You can combine restrictions to apply to more than one element; so for example, you are able to restrict reservations for a specific room type and rate code combination.

You can view existing restrictions by month, week, or day using the calendar view or in a list.



#### Note:

The restriction types available at your property are determined by the Restriction Types OPERA Control setting.

#### Restriction Types

- **Open:** By default, all rate categories/rate codes and room classes/room types are open. You would only set an Open restriction in order to reverse or remove an existing Closed restriction. For example, a property has closed the Discount Rate Category for July 4-6. Occupancy levels have dropped and now the property would like the Discount Rate Category to be available for sale. The property would set an Open restriction on Rate Category Discount in order to lift the closed restriction.
- **Closed:** Rate categories/rate codes or room classes/room types are unavailable for a certain date or range of dates and will not be offered at the time of reservation. Closed rates or rooms can only be booked if the user has special user rights to override the rate availability restriction.
- **Open for Arrival:** A reservation can be made for arrivals on the days defined for this rate category/rate code and room class/room type. By default all rates and rooms are open for arrival. The Open for Arrival restriction should be used to reverse or remove a Closed for Arrival restriction.
- **Closed for Arrival:** No reservation can be made for arrival on the selected date.

- **Open for Departure:** Reservations can be made for departure dates falling in this date range. By default, all rates and room are open for departure. The Open for Departure restriction should be used to reverse or remove a Closed for Departure restriction.
- **Closed for Departure:** No reservations can be made having a departure date falling on this date or in this date range.
- **Maximum Stay Through:** If any part of a new reservation touches the Maximum Stay Through restriction dates, it cannot exceed the maximum number of days on the stay restriction in order to be booked. For example, if a Maximum Stay Through restriction is set up on Saturday for 2 nights, a guest trying to book a reservation for Monday through Saturday would not be able to book a reservation, as it exceeds the maximum number of days on the Maximum Stay Through restriction. If a guest wanted to stay Friday and Saturday only, then he would be able to book the reservation. A guest trying to book a reservation for Saturday and Sunday would also be able to make a reservation.
- **Minimum Stay Through:** If any part of a new reservation touches the Minimum Stay Through restriction dates, it cannot include less than the minimum number of days on the stay restriction in order to be booked. For example, if a Minimum Stay Through restriction is set up on Saturday for 3 nights, a guest trying to book a reservation for Friday through Saturday would not be able to book a reservation, as it includes fewer than the minimum number of days on the Minimum Stay Through restriction. If a guest wanted to stay Friday, Saturday, and Sunday, then he would be able to book the reservation.
- **Maximum Length of Stay:** New reservations arriving on the date where a Minimum Length of Stay restriction is in place, must meet the minimum number of days on the Minimum Length of Stay restriction in order to be booked. For example, if you have a Minimum Length of Stay restriction on Saturday for 3 nights, a guest trying to book a new reservation for Saturday only, would not be able to book a reservation, as it does not satisfy the minimum length of stay restriction of 3 nights. If the new reservation were arriving on Saturday for 3 nights, then the reservation would be able to be booked. A guest trying to book a reservation for Friday and Saturday would also be able to book the reservation, as it does not arrive on Saturday and is not subject to the Minimum Length of Stay restriction.
- **Minimum Length of Stay:** New reservations arriving on the date where a Maximum Length of Stay restriction is in place, cannot exceed the maximum number of days on the Maximum Length of Stay restriction in order to be booked. For example, if you have a Maximum Length of Stay restriction on Saturday for 4 nights, a guest trying to book a new reservation for Saturday through Friday, would not be able to book a reservation, as it exceeds the maximum number of days on the maximum length of stay restriction. If the new reservation were arriving on Saturday for 3 nights, then the reservation would be able to be booked. A guest trying to book a reservation for Sunday through Friday would also be able to book the reservation, as it does not arrive on Saturday and is not subject to the Maximum Length of Stay restriction.
- **Minimum Advance Booking:** New reservations are subject to a minimum number of days booking window and cannot be booked to arrive on the date where a Minimum Advance Booking restriction is in place once the number of days before the arrival date falls below the number of days on the Minimum Advance Booking restriction. You must book for this arrival date 10 days in advance and no less. For example, if you have a Minimum Advance Booking restriction set on Saturday for 3 nights, a guest trying to book a new reservation for arrival Saturday on Friday

would not be able to book the reservation, as the number of advance booking days does not satisfy the minimum number of advance days of 3 days on the Minimum Advance Booking restriction. A guest trying to book a reservation arriving Saturday on Tuesday would be able to book the reservation.

- **Maximum Advance Booking:** New reservations are subject to a maximum number of days booking window and cannot be booked to arrive on the date where a Maximum Advance Booking restriction is in place until the number of days before the arrival date falls below the number of days on the Maximum Advance Booking restriction. You must book for this arrival date no more than 120 days in advance. For example, if you have a Maximum Advance Booking restriction set on Friday for 4 nights, a guest trying to book a new reservation for arrival Friday on Sunday would not be able to book the reservation, as the number of advance booking days exceeds the maximum number of advance days of 4 days on the Maximum Advance Booking restriction. A guest trying to book a reservation arriving Saturday on Friday would be able to the reservation.
- **Length of Stay Not Available (LOSNA):** This option is often used instead of Minimum Length of Stay when various lengths of stay are open or closed for arrivals on the currently selected date.

When selected, seven LOS fields appear; each field represents a number of days, from 1 to 7+. (7+ indicates 7 or more nights.) Enter O (for Open) or C (for Closed) in each field to indicate whether the corresponding minimum length of stay is allowed. For example, if the following appears in the LOS fields: C C C O O O O, for reservations arriving on this date stays of 1, 2, and 3 nights are not allowed, but stays of 4, 5, 6, and 7 or more nights are allowed.

## Prerequisites for Restrictions

### Licenses / Subscriptions

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

### OPERA Controls

**Group:** Inventory Management

**Functions:** Restrictions

- Rate Category Restrictions
- Restriction Types

### OPERA Cloud Tasks

**Group:** Inventory

**Manage Restrictions:**

- New/Edit Restrictions
- Delete Restriction

## Managing Restrictions



[Watch Video](#)

### Viewing Restrictions

1. From the **OPERA Cloud** menu, select **Inventory**, and then select **Manage Restrictions**.
2. Confirm or enter a property, date, and other search criteria, click **Search**.
3. View search results in the panel below.
4. Select a view option to change the display of the result.
5. Use the date navigation < to move backward or forward through dates.

### Adding Restrictions

1. From the **OPERA Cloud** menu, select **Inventory**, and then select **Manage Restrictions**.
2. Click **New** and complete the following:
  - a. **Start Date:** The restriction start date. This date cannot be greater than 5 years from the current business date.
  - b. **End Date:** The restriction end date. This date cannot be greater than 5 years from the current business date.
  - c. **Restriction Days:** All check boxes are pre-selected by default. Click to remove the checkmark for days you do not want the restriction to be applied. For example, if a date range is for the entire month, but you do not want it to apply on Saturdays and Sundays, you would remove the check marks from the Saturday and Sunday check box.
  - d. **Restriction Type:** Select the down arrow to choose the restriction type you want to apply. For more information, see [Restrictions](#).
  - e. **Inventory:**
    - i. **House:** Select to indicate that the restriction applies at the house (property) level.
    - ii. **Room Class:** Select the room classes from list to which this restriction applies. (Available when the Room Class OPERA Control is enabled).
    - iii. **Room Types:** Select the room types from list to which this restriction applies.
  - f. **Rate Category:** Select the rate category(s) from list to which this restriction applies. (Available when the Rate Category Restrictions OPERA Control is enabled).
  - g. **Rate Code:** Select the rate code(s) from list to which this restriction applies.
  - h. **Channel:** Select the channel(s) from list to which this restriction applies.
3. Click **Save** to save and close the dialog, or **Save and Continue** to save and add another new restriction.

### Editing Restrictions

1. From the **OPERA Cloud** menu, select **Inventory**, and then select **Manage Restrictions**.
2. Confirm or enter a property, date, and other search criteria, click **Search**.
3. Click the restriction in the calendar or list view.



4. Click the vertical ellipsis button and then select **View** to open the Edit Restriction screen.
5. Make your changes.
6. Click **Save**.

#### Deleting Restrictions

1. From the **OPERA Cloud** menu, select **Inventory**, and then select **Manage Restrictions**.
2. Confirm or enter a property, date, and other search criteria, click **Search**.
3. Click the restriction in the calendar or list view.
4. Click the **vertical ellipsis** button and then select **Delete**.
5. Confirm by clicking **Delete** again on the confirmation message.

#### Clear All Restrictions for Selected Date

To clear all restrictions for a specific date

1. From the **OPERA Cloud** menu, select **Inventory**, and then select **Manage Restrictions**.
2. Confirm or enter a property, select the date, click **Search**.
3. Select the date in the calendar or list view.
4. Click **Vertical Ellipse** click **Clear All**.
5. Confirm by clicking **Clear All** again in the confirmation dialog.

#### View Restrictions Changes

View a log of all changes to rate restrictions

1. Click the **vertical ellipsis** and select **Changes Log**.
2. Enter search criteria and click **Search**.

## Property Availability

Property Availability allows you to view and manage the room type inventory by providing a detailed view of all available and sold rooms. Using **View Options** you can select from various details to display and also select default values, for House and Room Type levels, to display when launching Property Availability.



#### Watch Video

Some values displayed in Property Availability, for example, Out of Order provide a hyperlink to access and manage the details when the value is clicked.

The following View Options are available for display in Property Availability:

**Table 5-1 Property Availability View Options**

View Options	Description
Max Available Rooms	Maximum Rooms Available to sell (Physical Rooms - Rooms Sold - Out of Order – Deduct Rooms Sold + Sell Limit*).

**Table 5-1 (Cont.) Property Availability View Options**

<b>View Options</b>	<b>Description</b>
Available Rooms with Non-deduct	Minimum Rooms Available to sell (Physical Rooms - Rooms Sold - Out of Order + Sell Limit* - Non-deduct Rooms Sold).
Deduct Rooms Sold	Number of Deduct Rooms Sold (actual number of Rooms Sold in Deduct status).
Non-deduct Rooms Sold	Number of Non-deduct rooms sold (actual number of Rooms Sold in Non-deduct status).
Canceled	Canceled Reservations (number of Arrival reservations canceled for that date).
Occupancy %	Forecast Occupied Rooms (Rooms Sold / (Physical Rooms - Out of Order + Sell Limit*) x 100).
Occupancy with Non-deduct %	Forecast Occupied Rooms (Rooms Sold + Non-deduct Rooms Sold) / (Physical Rooms - Out Of Order + Sell Limit*) x 100).
Availability %	Forecast Available Rooms ((Available Rooms / (Physical Rooms - Out Of Order + Sell Limit*) x 100).
Availability with Non-deduct %	Forecast Available Rooms (Available Rooms - Non-deduct Rooms Sold) / (Physical Rooms - Out Of Order + Sell Limit*) x 100).
Physical Rooms	Physical number of rooms configured for the property.
Out of Order Rooms	Number of rooms set to Out of Order status.
Out of Service Rooms	Number of rooms set to Out of Service status.
Restrictions	A flag indicates that one or more restrictions exist for this date.
Non-deduct Rooms Available (Blk)	Number of rooms available in non-deduct group blocks.
Deduct Rooms Available (Blk)	Number of rooms available in deduct group blocks.
Non-Deduct Rooms Picked Up (Blk)	Number of rooms picked-up in non-deduct group blocks (reservation made).
Deduct Rooms Picked Up (Blk)	Number of rooms picked-up in deduct group blocks (reservation made).
Arrival Rooms	Number of Arrival rooms.
Departure Rooms	Number of Departure rooms.
Arrival Persons	Number of Arrival persons.
Departure Persons	Number of Departure persons.
Rooms Sold Persons	Number of persons.
Day Rooms	Number of Day Use Rooms.
Day Persons	Number of person in Day Use Rooms.
Non-Deduct Rooms Available (Blk)	Number of rooms available in non-deduct group blocks.
Deduct Rooms Available (Blk)	Number of rooms available in deduct group blocks.
Non-Deduct Rooms Picked Up (Blk)	Number of rooms picked-up in non-deduct group blocks (reservation made).
Deduct Rooms Picked Up (Blk)	Number of rooms picked-up in deduct group blocks (reservation made).

**Table 5-1 (Cont.) Property Availability View Options**

View Options	Description
Arrival Rooms	Number of Arrival rooms.
Departure Rooms	Number of Departure rooms.
Arrival Persons	Number of Arrival persons.
Departure Persons	Number of Departure persons.
Rooms Sold Persons	<TBA> - functional
Day Rooms	Number of Day Use Rooms.
Day Persons	Number of persons in Day Use Rooms.
Sell Limit Rooms	Number of rooms with a set Sell Limit (number of rooms that increase (overbook, positive sell limit) or decrease (under book, negative sell limit*) the allowable rooms available to sell).

\* If the Sell Limit is negative, then subtract it in the equation. For example, if the Physical rooms is 155 and the Sell Limit is -8, then the calculation for Physical rooms + Sell Limit would be 155 - 8.

## Viewing Property Availability

1. From the **OPERA Cloud** menu, select **Inventory** and then select **Property Availability**.
2. Select the **Property**, enter the date and other optional information, and then click **Search**. The results are separated into house availability and room type availability
3. Click **Days** list to change the number of day columns in the search results.

### Note:

The number of days available for selection depends on your workstations resolution. At a minimum you can choose between 1 day or 7 days availability, at a maximum up to 28 days availability.

4. Click **View Options** to include or remove details to display.
  - a. **House Options**
    - i. **Default View.** Select the value that you want to display by default when launching Property Availability
    - ii. Select the values that you want to display in the Room Type availability section. The Select / Deselect All check box is available to select all options. For more information, see [Property Availability](#)
  - b. **Room Type Options**
    - i. **Default View.** Select the value that you want to display by default (per room type) when launching Property Availability
    - ii. Select the values that you want to display in the Room Type availability section. The Select / Deselect All check box is available to select all options.
  - c. Refer [Property Availability](#).

5. Click **Expand All** to expand all House and Room Type rows to view all details
6. Click a Date to launch the [Manage Restrictions](#)
7. Click an Available Rooms value to open [Manage Sell Limits](#)
8. From the vertical ellipsis:
  - a. Click **Edit Available Rooms** to enable inline edit of Max Available Rooms value for House and Room types on the property availability page.
    - i. Click **Save**.
  - b. Click **Edit Sell Limits** to enable inline edit of Sell Limit value on the property availability page.
    - i. Click **Save**.
  - c. Click **Edit Sell Control** to enable inline edit of Sell Control value on the property availability page.
    - i. Click **Save**.
  - d. Click **Edit Restrictions** to launch the [Manage Restrictions](#).
  - e. Click **Block Details** to navigate to [Using Group Rooms Control](#).

## Sell Limits

Sell Limits let you control room availability at your property. You can configure sell limits from the Property Availability screen in the Inventory section.

You can set sell limits using positive numbers, negative numbers, or zero.

A positive sell limit overbooks rooms. It sets the number of rooms to sell at more than the number of actual physical rooms. You might overbook rooms to compensate for expected cancellations and no-shows.

A negative sell limit underbooks rooms. It subtracts the number of rooms to sell from the number of actual physical rooms. You might underbook rooms to prevent the sale of certain room types or room classes.

A zero sell limit lets you insert a zero sell limit on individual dates within a range of days. For example, suppose you set sell limits of 15 for a three-week period. You could exclude the Saturdays and Sundays from the sell limits by entering zero on those days.

You can set sell limits:

- For any day or range of dates.
- By house or room class/room type, or both.
- By a number of rooms (flat).

## Prerequisites for Sell Limits

### **OPERA Controls**

**Group:** Inventory Management

**Functions:** Sell Limits

## Setting Sell Limits

### Using Linked Numbers

On the Property Availability screen, you can change sell limits by selecting linked numbers in individual cells on the Sell Limit row.

1. From the **OPERA Cloud** menu, select **Inventory**, select **Property Availability**, and then click **Search**. If the sell limit row is not visible on the screen, click **View Options** and select **Sell Limit**.
2. On the Property Availability screen, click a number by date from the Sell Limit row.
3. On the Set Sell Limit screen, select **House**, **Room Type**, or **Room Class**. If selecting Room Type or Room Class, a field appears for selecting specific room types or room classes.
4. Select a **Begin Date** and an **End Date**. If setting a range of days, select each day to include it in the new sell limit. Deselect checked days to exclude them from the new sell limits.
5. In the **Sell Limit** field, enter the number of rooms you want to limit.
6. Click **Save**.

### Using Edit

Setting sell limits is one way to control the number of rooms available to sell. You can set limits on house inventory, individual room types, or room classes using Edit Sell Limits.

1. From the **OPERA Cloud** menu, select **Inventory**, select **Property Availability**, and then click **Search**. If the sell limit row is not visible on the screen, click **View Options** and select **Sell Limit**.
2. Click the vertical ellipsis button. The following options are available: Edit Available Rooms, Edit Sell Limits, and Edit Sell Control Rooms. Editing sell limits impacts the numbers in the Available Rooms row and the Sell Control Rooms row.
3. Select **Edit Sell Limits**. Individual cells in the sell limit rows can now be edited by date in the house section and for individual room types.
4. Select a cell and type in a new number, and then click **Save**.

## Room Management

Housekeeping enables you to schedule daily room cleaning, maintenance, and housekeeping staff activities. It provides information on room status, out of order/out of service rooms, and forecasting.

You can assign daily housekeeping duties, collect and view room status, view room forecasts based on reservations, view room floor plans and photographs or drawings of the property, resolve room occupancy discrepancies, and resolve room maintenance requests.

## Forecasting Housekeeping Services

Housekeeping Forecast helps you meet upcoming housekeeping service requirements for your property. The forecast gives you information about anticipated occupancy percentage, arrival rooms, stay overs, departure rooms, adults in-house, and children in-house. The information is based on reservation bookings for current and future dates.

- The Statistics panel within the Housekeeping Forecast displays a row for Turndown when Turndown OPERA Control is active.
- The number in the day columns shows the number of reservations that have Turndown check box selected in the **Housekeeping** panel of the Reservation.
- The number is a hyperlink for current business date only and which allows you to view all reservations which have requested for **Turndown** for current business date.

 **Note:**

House Keeping task supplies such as, supply items hand towels and soap are included in the forecast.

1. From the **OPERA Cloud** menu, select **Inventory**, select **Room Management**, and then select **Housekeeping Forecast**.
2. Use the below search criteria for the forecast:
  - a. **Property:** Enter or select a property.
  - b. **Task:** Select one or more housekeeping tasks.
  - c. **Start Date:** Enter a date. The date must be either the current business date or a future date. If you leave the field blank, the search defaults to the current date.
  - d. **Use Priority:** Each task has a priority level assigned to it. Select the check box to display the task with the lowest priority for the room. If multiple tasks are selected and the **Use Priority** check box is selected, the task with the lowest priority is displayed.
3. Click **Search**.

The forecast indicates the level of business activity expected over the coming days. The table shows the number of Total Credits, Occupancy %, Arrival Rooms, Stayovers, Departures Rooms, Adults In-House, and Children In-House expected on each date. The statistics are drawn from reservations and therefore should represent reliable expectations.

## Using the Housekeeping Board

### [Prerequisites for Using the Housekeeping Board](#)

The Housekeeping Board provides you with room and room status information plus reservation and profiles details for each room, if applicable.

Using the Housekeeping Board you can search and update the status of a room or a range of rooms.

- **Using Housekeeping Board**



### Watch Video

Room Status refers to the current cleaning status of the room:

- **Inspected:** An optional status to indicate a clean room has been inspected by a supervisor (available when the Inspected Rooms OPERA Control is active).
- **Clean:** Indicates the room has been serviced and is clean.
- **Pickup:** An optional status to indicate a minimum "touch-up" housekeeping service is required. This might occur if the room is occupied for only a few minutes and only needs refreshing (available when the Pickup Rooms OPERA Control is active).
- **Dirty:** Indicates the room is dirty and requires a cleaning service.
- **Out of Service:** Indicates the room is unavailable for occupancy, but remains part of inventory availability and could be sold (available when the Out of Service OPERA Control is active).
- **Out of Order:** Indicates the room is not available for the front desk for assignments and is removed from inventory availability. Out of Order rooms affect RevPAR, average rate, and occupancy calculations (available when the Out of Order OPERA Control is active).

To set a room Out of Order or Out of Service, use the specific options [Managing Out of Order](#) and [Managing Out of Service](#).

As part of the End of Day procedures, the status of occupied rooms is updated according to the Update Occupied Room Status OPERA Control. The status of vacant rooms is updated according to the Update Vacant Room Status OPERA Control. Refer to [OPERA Controls – Room Management](#).

When the Discrepant Rooms OPERA Control is active, you can also update the housekeeping status of room(s) to identify a skip or sleep discrepancy with Front Office.

When the Turndown OPERA Control is active, you can update the turndown status of rooms(s) as needed.

When the Guest Service Status OPERA Control is active, an integrated system such as a PBX can set a Guest Service Status on rooms.

You can manage Guest Service Status from the Housekeeping Board. The Service Statuses available are:

- Make up room
- Do Not Disturb

You can set the Do Not Disturb (DND) Guest Service Status from the [Housekeeping Task Sheet Companion](#).

The following logic applies in relation to Guest Service Status:

- For a reservation room move, the Do Not Disturb and/or Make Up Room status are removed.
- Make Up Room status is removed during the End of Day process.
- Do Not Disturb status is retained after the End of Day process.
- For reservation check out, the Do Not Disturb and Make Up Room statuses are removed.

### Modifying Display Options

1. From the OPERA Cloud menu, select **Inventory**, select **Room Management**, and then select **Housekeeping Board**.
2. Enter search criteria and click **Search**.
3. Click **Display Options**:
  - a. **Reservation Information**. Select to display reservation information for each room. The display of guest names is determined by the Show Guest Name in Task Sheets and Housekeeping Board task assigned to roles.
  - b. **Turndown**. Select to display turndown (available when the Turndown OPERA Control is active).
4. Click **Close**.

### Updating Room Status

1. From the OPERA Cloud menu, select **Inventory**, select **Room Management**, and then select **Housekeeping Board**.
2. Enter search criteria and click **Search**.
3. Select one or more rooms from the search results.
4. Click **Update Room Status**:
  - a. The selected rooms are listed on the Set Room Status screen.
  - b. Select a room status:
    - i. **Inspected**: An optional status to indicate a clean room has been inspected by a supervisor (available when the Inspected Rooms OPERA Control is active).
    - ii. **Clean**: Indicates the room has been serviced and is clean.
    - iii. **Pickup**: An optional status to indicate a minimum "touch-up" housekeeping service is required (available when the Pickup Rooms OPERA Control is active).
    - iv. **Dirty**: Indicates the room is dirty and requires cleaning service.
5. Click **Close**.

### Updating Housekeeping Status (Discrepancy)

This functionality is available when the Discrepant Room OPERA Control is active.

Amending the Housekeeping status results in a discrepancy between Housekeeping and Front Office status. The outcome is either a Sleep or Skip discrepancy for the front office to resolve. Refer to [Viewing Room Discrepancies](#).

1. From the OPERA Cloud menu, select **Inventory**, select **Room Management**, and then select **Housekeeping Board**.
2. Enter search criteria and click **Search**.
3. Select one or more rooms from the search results.
4. Click **Update Room Status**:



- a. On the Set Room Status screen, click the + symbol on Housekeeping Status to expand this area.
  - b. Select **Vacant** or **Occupied**.
5. Click **Close**.

#### Updating Guest Service Status

This functionality is available when the Guest Service Status OPERA Control is active. You can update Service Status only on rooms with a service status set.

1. From the OPERA Cloud menu, select **Inventory**, select **Room Management**, and then select **Housekeeping Board**.
2. Enter search criteria and click **Search**.
3. Select one or more rooms from the search results.
4. Click **Update Room Status**:
  - a. On the Set Room Status screen, click the + symbol on Guest Service Request to expand this area.
  - b. Select **Do Not Disturb**, **Make up Room**, or **No Status**.
5. Click **Close**.

#### Updating Turndown Status

This functionality is available when the Turndown OPERA Control is active.

1. From the OPERA Cloud menu, select **Inventory**, select **Room Management**, and then select **Housekeeping Board**.
2. Enter search criteria and click **Search**.
3. Select one or more rooms from the search results.
4. Click **Update Room Status**:
  - a. On the Set Room Status screen, click the + symbol on Turndown Status to expand this area.
  - b. Select **Completed**, **Requires**, or **Not Required**.
5. Click **Close**.

#### Prioritizing a Room

Use Prioritize to update the cleaning priority of a room in the Housekeeping Task Sheet Companion.

1. From the OPERA Cloud menu, select **Inventory**, select **Room Management**, and then select **Housekeeping Board**.
2. Enter search criteria and click **Search**.
3. Select one or more rooms from the search results.
4. Click **Update Room Status**:
  - a. Select the **Prioritize** check box.
5. Click **Close**.

### Generating the Housekeeping Details Report

1. From the OPERA Cloud menu, select **Inventory**, select **Room Management**, and then select **Housekeeping Board**.
2. Enter search criteria and click **Search**.
3. Click the **vertical ellipsis** and select **Report**.
  - a. Enter **report parameters**.
  - b. Select a **report destination**.
  - c. Refer to [Generating Reports](#).
4. Click **Process**.

## Prerequisites for Using the Housekeeping Board

### OPERA Controls

**Group:** Rooms Management

**Functions:** Inspected Status (optional)

**Functions:** Pickup Status (optional)

**Functions:** Discrepant Rooms (optional)

**Functions:** Guest Service Status (optional)

**Functions:** Turndown (optional)

**Functions:** Out of Order (optional)

**Functions:** Out of Service (optional)

### OPERA Cloud Tasks

**Group :** Inventory

**Tasks :** Room Management Workspace

Manage Room Status

- Setting of a room to Dirty Status
- Setting of a room to Clean Status
- Setting of a room to Pickup Status
- Setting of a room to Inspected Status

## Viewing Room Discrepancies

When there is a discrepancy between the Front Office and Housekeeping status of a room you can update the housekeeping status to record a discrepancy. For example, when a reservation is checked in and the front office status is occupied, but housekeeping finds the room vacant.

1. From the **OPERA Cloud** menu, select **Inventory**, select **Room Management**, and select **Room Discrepancies**.
2. Enter search criteria and click **Search**.
3. Rooms are listed in the search result.

#### Generate Housekeeping Discrepancy Report

1. To generate the **hk\_discrepancy report**, click the Vertical Ellipse and click **Report**.
2. Enter report parameters as required.
3. Select a report destination and click **Process**.

## Viewing Floor Plans

Floor Plans provide a graphical layout of floors, rooms, and other physical features such as stairways, HVAC closets, elevators, and so on. Floor plans can use color coding for room status and provide room-specific information, including the property name, room number, front office status, room status, room type, and reservation status.

1. From the OPERA Cloud menu, select **Inventory**, and select **Room Management** and then select **Floor Plan**.
2. Enter information for a Property and Floor and then click **Search**.
3. Click **View Options** to select the Room Status, Front Office Status, and Reservation Status options you wish to view, and then click **OK**.

If a user clicks a room then **Room Details** is displayed.

1. Update the Room Status.
2. Update the Housekeeping Status to identify a discrepant room.
3. Select **Prioritize** to place the room at the top of the list for cleaning on the Task Sheet.
4. Click **Close**.

## Managing Room Maintenance Requests

### [Prerequisites for Managing Maintenance Requests](#)



#### [Watch Video](#)

Room Maintenance enables you manage and resolve maintenance requests such as changing a light bulb , repairing a faulty lock, service a faulty air conditioning unit and so on, for guest rooms.

You can assign maintenance requests to staff according to a staff member's skills and/or qualifications.

The management of maintenance tasks is also available on the [OPERA Cloud Mobile](#) web app.

#### Adding Maintenance Requests

1. From the **OPERA Cloud** menu, select **Inventory**, select **Rooms Management**, and then select **Room Maintenance**.

2. Click **New** and enter the following details:
  - a. **Room:** Enter or select a room number(s) from the list.
  - b. **Reason:** Select a reason (type) from the list.
  - c. **Remarks:** Enter descriptive information regarding the maintenance request.
  - d. **User:** Select a user to assign the task to a specific user.
    - i. **Expected By.:** Enter or select a completion date.
3. Click **Save**.

#### Editing Maintenance Requests

1. From the **OPERA Cloud** menu, select **Inventory**, select **Rooms Management**, and then select **Room Maintenance**.
2. Enter search criteria and click **Search**.
3. Select a maintenance request from the list and click **Edit**.
4. Update details.



#### Note:

To assign a request select a **User**.

5. Click **Save**.

#### Deleting Maintenance Requests

1. From the **OPERA Cloud** menu, select **Inventory**, select **Rooms Management**, and then select **Room Maintenance**.
2. Enter search criteria and click **Search**.
3. Select a maintenance request from the list and click **Delete**.
4. Click **Delete** to confirm.

#### Resolving Maintenance Requests

1. From the **OPERA Cloud** menu, select **Inventory**, select **Rooms Management**, and then select **Room Maintenance**.
2. Enter search criteria and click **Search**.
3. Select a maintenance request from the list and click **Resolved** check box (column).

#### Generating Maintenance Report

1. From the **OPERA Cloud** menu, select **Inventory**, select **Rooms Management**, and then select **Room Maintenance**.
2. Click **Vertical Ellipse**, select **Report**.
3. Update report parameters.
4. Select report destination.
5. Click **Process**.

## Prerequisites for Managing Maintenance Requests

### **OPERA Controls**

**Group:** Room Management

**Function:** Maintenance

### **OPERA Cloud Tasks**

**Group:** Inventory

**Room Management Workspace:** Room Maintenance

- New/Edit Room Maintenance
- Delete Room Maintenance
- Resolve/Unresolved Room Maintenance

## Managing Out of Order Rooms

### [Prerequisites for Out of Order](#)

Out of order rooms are deducted from room inventory; reservation cannot be allocated to a room in OO status.

### **Adding Out of Order Rooms**

1. From the **OPERA Cloud** menu, select **Inventory**, select **Room Management**, and then select **Out of Order**.
2. Click **New**.
3. Enter the search criteria and click **Search**.
4. Select one or more rooms in the result.
5. Click **Set Out of Order** and complete the following:
  - a. **From Date:** Select the desired dates to change the rooms' status.
  - b. **Nights:** Add or remove number of nights for which the room needs to out of order.
  - c. **Through Date:** The room will automatically be returned to inventory during end of day processing for the Through Date.
  - d. **Return Status:** Return Status Select the status that the room(s) when returned to service.
6. Click **Set Out of Order**.

### **Editing Out of Order Rooms**

1. From the **OPERA Cloud** menu, select **Inventory**, select **Room Management**, and then select **Out of Order**.
2. Enter search criteria and click **Search**.
3. From the search result, select the room then click the **vertical ellipsis** and select **Edit**.
4. Update the details.

5. Click **Set Out of Order**.

#### Deleting Out of Order Rooms

1. From the **OPERA Cloud** menu, select **Inventory**, select **Room Management**, and then select **Out of Order**.
2. Enter search criteria and click **Search**.
3. From the search result, select the room then click the **vertical ellipsis** and select **Delete**.
4. Update the details.
5. Click **Delete Out of Order** to confirm.

## Prerequisites for Out of Order

#### Licenses / Subscriptions

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

#### OPERA Controls

**Group:** Room Management

**Functions:** Out of Order

#### OPERA Cloud Tasks

**Group:** Inventory

**Room Management Workspace:** Out of Order

## Managing Out of Service Rooms

#### [Prerequisites for Out of Service](#)

Out of Service rooms are not removed from inventory. The out-of- service rooms remain in the availability and can be sold if the need arises. It is possible to assign a reservation to a room in out of service room status.

#### Adding Out of Service Rooms

1. From the **OPERA Cloud** menu, select **Inventory**, select **Room Management**, and then select **Out of Service**.
2. Click **New**.
3. Enter the search criteria and click **Search**.
4. Select one or more rooms in the result.
5. Click **Set Out of Service** and complete the following:
  - a. **Reason:** Select a reason from the list. For more information, see [Out of Order and Out of Service Reason Codes](#).
  - b. **From Date:** Select the desired dates to change the rooms' status.

- c. **Nights:** Add or remove number of nights for which the room needs to out of service.
  - d. **Through Date:** The room will automatically be returned to inventory during end of day processing for the Through Date
  - e. **Return Status:** Select the status that the room(s) when returned to service.
6. Click **Set Out of Service**.

#### Editing Out of Service Rooms

1. From the **OPERA Cloud** menu, select **Inventory**, select **Room Management**, and then select **Out of Service**.
2. Enter search criteria and click **Search**.
3. From the search result, select the room then click the **vertical ellipsis** and select **Edit**.
4. Update the details.
5. Click **Set Out of Service** .

#### Deleting Out of Service Rooms

1. From the **OPERA Cloud** menu, select **Inventory**, select **Room Management**, and then select **Out of Service**.
2. Enter search criteria and click **Search**.
3. From the search result, select the room then click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** Out of Service to confirm.

## Prerequisites for Out of Service

#### Licenses / Subscriptions

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

#### OPERA Controls

**Group:** Room Management

**Functions:** Out of Order

#### OPERA Cloud Tasks

**Group:** Inventory

**Room Management Workspace:** Out of Order

## Managing Room Conditions

#### [Prerequisites for Managing Room Conditions](#)



#### [Watch Video](#)

Room Conditions allow you to assign a special , temporary condition to rooms resulting in the room being available (displayed) or not available within [Available Room search](#), depending

on how you configure the room condition code. Room conditions are a useful way to communicate special , temporary conditions of a room with front desk agents..

For example, you could set a room condition, on a room, to temporarily remove the room in the available room search result because it is being used for room shows or for a photography shoot. Or you could set a room condition on a room to indicate that the inter-connecting door is unlocked or that the minibar has been removed, and have this room condition display to front desk agents in [Available Room search](#). See [Configuring Room Conditions](#).

### Adding Room Conditions

1. From the **OPERA Cloud** menu, select **Inventory**, select **Room Management**, and then select **Room Conditions**.
2. Click **New**.
3. Enter search criteria and click **Search**.
4. Select the room(s) to add room condition and click **Select**.
5. In the **Details** panel complete the following
  - a. **Condition**. Select a condition from the list

 **Note:**

The type column indicates whether the room is available or unavailable in the Available Room search.

- b. **Remarks**. Enter additional details about the room condition.
6. Click **Save**
  7. Click **Back to Room Conditions** on confirmation page

### Editing Room Conditions

1. From the **OPERA Cloud** menu, select **Inventory**, select **Room Management**, and then select **Room Conditions**.
2. Enter search criteria and click **Search**.
3. Select the room in the search result, click the **vertical ellipsis** and select **Edit**.
4. Update the details.
5. Click **Save**.

### Deleting Room Conditions

1. From the **OPERA Cloud** menu, select **Inventory**, select **Room Management**, and then select **Room Conditions**.
2. Enter search criteria and click **Search**.
3. Select the room(s) in the search result, click **Delete**.

### Generating Room Condition Room (hkassignroomall)

1. From the **OPERA Cloud** menu, select **Inventory**, select **Room Management**, and then select **Room Conditions**.



2. Click **Report**.
  - a. Enter report parameters.
  - b. Select a report destination.
  - c. See [Generating Reports](#).
3. Click **Process**.

## Prerequisites for Managing Room Conditions

### OPERA Controls

**Group:** Room Management

**Functions:** Room Conditions

### OPERA Cloud Tasks

#### Room Management Workspace:

Room Condition

- New/Edit Room Condition
- Delete Room Condition

## Viewing Property Site Plan Images

The Site Plan is available to display images of the property, facilities, amenities or other subject matter such as diagrams that are useful to staff.

1. From the **OPERA Cloud** menu, select **Inventory**, select **Room Management**, and then select **Site Plan**.
2. Select a Property and click **Search**.
3. Click an image in the search result to view larger image.

## Attendant Console

The Attendants Console enables you to evaluate the time taken to service a room, view task completion percentage, total and completed number of credits, and relative location of a housekeeping attendant. The information is gathered from the [Mobile Task Sheet Companion](#) or [Task Sheet Companion](#), which attendants use to manage the rooms assigned to their task sheet.

### Viewing Room Information from the Attendants Console

To view room information through Attendant Console, do the following:

1. From the **OPERA Cloud** menu, select **Inventory**, select **Room Management**, and then select **Attendant Console**.
2. Enter search criteria and click **Search**.
3. Select the **Details** tab to view details for each attendant.
  - a. Click **+** to expand details for a specific attendant.

4. Select the **Summary** tab to view a summary for all attendant.

## Task Sheets

### Prerequisites for Task Sheets

- **Auto Generate Task Sheets**



[Watch Video](#)

- **Manually Create a Task Sheet**



[Watch Video](#)

Task Sheets inform housekeeping room attendants about their daily work assignments. They provide a list of rooms assigned to attendants, any special instructions about specific rooms, and related reservations details.

When the Housekeeping Task Scheduling OPERA Control is active, tasks are assigned to each room according to the task schedule configured on the room type or the [reservation](#).

Task sheets can auto-generate, or you can manually create them by assigning rooms to each task sheet and attendant as needed. With the Inspected OPERA Control active, you can generate separate task sheets for room inspections (rooms in clean status). With the Turndown OPERA Control active, you can generate separate task sheets for turndown service based on the evening sections and credits.

After creating the task sheet, you can generate and distribute task sheet reports to room attendants or supervisors. Task sheets are also available from the Task Companion on mobile devices. The Task Companion replaces the need for printed task sheet reports by providing real-time, interactive housekeeping task management and enables you to update room and housekeeping status, view and resolve reservation traces, and request assistance from other room attendants. See [OPERA Cloud Mobile Application Overview](#).

You can track task sheet completion and attendant progress from the [Attendant Console](#).

## Prerequisites for Task Sheets

### Licenses / Subscriptions

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

### OPERA Controls

**Group:** Room Management

**Functions:** Housekeeping Task Scheduling

**Functions:** Task Sheets

**Functions:** Turndown (Optional)

## OPERA Cloud Tasks

**Group:** Inventory

**Room Management Workspace:** Task Sheets

- Delete Task Sheet
- Lock/Unlock Task Sheet Lock/Unlock Task Sheet
- Merge Task Sheet/Merge Task Sheet
- Save Task Sheet Template

## Generating Task Sheets

Use the Generate Task Sheets functionality to generate task sheets for an individual attendant, a group of attendants, or all available attendants on a daily basis.

### Auto-Generating Task Sheets

1. From the OPERA Cloud menu, select **Inventory**, select **Task Sheets**, then **Auto Generate Task Sheets**.
2. In the Resources panel, do the following:
  - a. **Template Code:** Select a previously saved template to populate pre-selected values to the parameters.
    - i. Click **Manage Templates** to edit or delete templates.
    - ii. To edit, click vertical ellipse, click **Edit**, update template details, click **Save**.
    - iii. To delete, click vertical ellipse, click **Delete**, click **Delete** to confirm.
  - b. **Turndown:** Select the generate turndown task sheets.
  - c. **Task:** Select the task(s) from the list to include in the task sheets.
  - d. **Show All Scheduled Tasks:** This checkbox is available when at least 2 Tasks are selected. When unchecked, only the scheduled Task with the highest priority will be shown. When checked, all scheduled tasks that fall on the day will be shown.
  - e. **Next Day:** Select to generate task sheets for the following day rooms/reservations.
  - f. **Attendants:** Select the attendants to assign to the task sheets.
  - g. **Number of Attendants:** or enter the number of attendants.
  - h. **Maximum Credits:** Enter the maximum number of credits to be assigned to any one attendant/task sheet. Credits will be divided evenly by the number of attendants entered in the Number of Attendants field, not to exceed this number per attendant per Task Sheet. Any remaining rooms/credits will flow down to an overflow task sheet.
  - i. **Inhouse First:** Available when no Attendants are chosen and the Number of Attendants is 0.
  - j. **Task Instructions:** Task instructions default to any task instructions set up for the selected task(s). You may edit the instructions. Instructions are displayed on task sheet reports and in the task companion.

- k. **Room Instructions:** Enter any default room instructions; Instructions are displayed on task sheet reports and in the task companion.
  - l. **Attendant Instructions:** Enter any default attendant instructions; to all attendants; Instructions are displayed on task sheet reports and in the task companion.
  - m. Click **Next**.
3. In the Room (Reservation) Criteria Panel, do the following:
- a. **Room Status:** Select the statuses of the rooms to be included on the generated Task Sheets. If a room is scheduled for a task, the room status is verified against the selections made here; if a match is found, the room is included in the Task Sheet.
  - b. **Front Office Status:** Select the **Vacant** and/or **Occupied** check boxes. The Task Sheet will include only the rooms that match the FO statuses you select. (By default, both are selected.) No rooms will be printed if neither option is selected.
  - c. **Reservation Status:** Select the reservation statuses to be included in the Task Assignment sheet. The Task Sheet includes only rooms that match the reservation statuses you select. By default, none of the reservation statuses are selected reservation status is not considered and all rooms are included, regardless of reservation status.
  - d. **Room Assignment:** Select Assigned and/or unassigned to filter the rooms. The Task Sheet includes only the rooms that match your selection.
  - e. **Room Class:** Select room classes from list to limit room type selection to specific room classes (Available when the **ROOM CLASS OPERA** Control is active).
  - f. **Exclude VIP:** Select from the list to exclude selected **VIP** types from the task sheets (Available when the **VIP OPERA** Control is active).
  - g. **VIP Only:** Select this check box to include only rooms assigned to VIP guests with the corresponding reservation statuses selected. Vacant rooms will not be included if this option is selected. (Available when the **VIP OPERA** Control is active).
4. In the Breakout panel, do the following:
- a. Select **Room Number**, **Floor**, **Building**, **Building Group**, **Section**, or **Section Group** to distribute rooms among attendants. If you select Section or Section Group, select the required AM or PM section option.
- Floors, Sections, Section Groups, Buildings, and Building Groups are used as a hard stop for the task sheets. This means that, for example, when generating task sheets by Floor, rooms from different floors will not be on the same task sheet. This way an attendant will not have to move floors when completing their task sheet. The same with the other options. Another example, if generating by Building Groups and there are 12 Buildings total, divided up into 4 Building Groups with 3 Buildings each, then the task sheets could have rooms from those 3 Buildings on the same task sheet, but not rooms from a Building belonging to another Building Group. When any option other than Room Number is chosen here, then the value entered in the 'Number of Attendants' field will be multiplied. For example, if you choose to breakout the task sheets by Floor, and you have entered 4 Attendants, and there are 5 Housekeeping Floors configured in the property, then the

application will generate 4 Task Sheets per Floor, which will be 20 Task Sheets total. Same for the other options, except Room Number

- b. Separate By Room:** Select room numbers to exclude from the main Task Assignment process. Rooms attached to reservations with the selected rooms will be placed separately on Task Assignment sheets at the end of the regular assigned Task Assignment sheets.
  - c. Stayovers First:** Select to process a Stayover/ Departure Task Assignment, which places stay overs and departures on separate Task Assignment sheets for each attendant. and select No Service Required to create an additional Task Sheet that contains all rooms that are not scheduled for service.
5. Click **Generate Task Sheets** or **Save Template and Generate Task Sheets** to save the current parameter selection as a template and then generate the task sheets.

 **Note:**

If the total number of rooms to be assigned cannot be divided equally among the available attendants, any "remainder" rooms are assigned to a separate Task Sheet to be manually managed. For example, if there are 153 rooms to be divided among 15 attendants, Task Sheets 1 through 15 would have 10 rooms each (150 rooms total) and a separate Task Sheet 11 would include the remaining 3 rooms.

 **Note:**

When the Guest Service Status OPERA Control is active and the Additional Task Sheets OPERA Control is set to NSR and/or DND, additional task sheets will be generated during the auto generation process.

- When NSR is selected, the No Service Required task sheet is generated.
- When DND is selected, the Do Not Disturb task sheet is generated.

### Traveling Task Credits Functionality

When the HOUSEKEEPING CREDITS is set to either Rooms or Facility, a TRAVELING TASK CREDITS OPERA Control can have a one or two-digit value. As part of the auto task assignment, the Traveling Task Credits setting is included in calculating the maximum number of credits when the rooms assigned are distributed across multiple floors. OPERA Cloud differentiates floors for both numeric and alpha values and recognizing that multiple floors can be defined for a single room number, a Traveling Task Credit will be applied for each floor change. Traveling credits show in the total of each task sheet on the screen and in the summary section on the task sheet reports.

### Manually Creating Task Sheets

1. From the OPERA Cloud menu, select **Inventory**, select **Task Sheets**, then **Create Manual Task Sheets**.
2. At the New Task Sheet prompt complete the following:
  - a. Turndown:** Select to create turndown task sheets (Available when the Turndown OPERA Control is active).

- b. **Task(s):** Select the task(s) from list to assign to the task sheet.
  - c. **Room(s):** Select the room(s) from list to assign to the task sheet. Selecting no rooms will create a 'blank' task sheet.
  - d. **Credits:** Enter the number of credits to assign to the task sheet.
  - e. **Room Instructions:** Enter any default room instructions; Instructions are displayed on task sheet reports and in the task companion.
3. Click **Create**.
  4. Click **New** to create an additional task sheet and repeat steps.

### Managing Task Sheets

1. From the OPERA Cloud menu, select Inventory, select Room Management, select **Task Sheets**, then **Manage Task Sheets**.
2. Enter search criteria and click **Search**.
3. Select the task sheet card in either summary or detail tabs, click **Manage**.

#### Note:

You can select another task sheet to manage by selecting the task sheet number from list.

4. Select **Edit**.
  - a. **Attendant:** Select an attendant from the list to assign to the task sheet.
  - b. **Task Sheet Instructions:** Update the task sheet instructions.
  - c. Click **Save**.
5. Add Room(s) to task sheet.
  - a. Click **Actions**, select **Add Room(s)**.
  - b. **Rooms:** Select rooms from list.
  - c. **Credits:** Enter the number of credits to assign.
  - d. **Room Instructions:** Enter room instructions for the rooms selected.
  - e. Click **Add**.
6. Delete Room(s) from task sheet.
  - a. Select the room(s).
  - b. Click **Actions**, select **Remove Room(s)**.
7. Reassign Rooms to another task Sheet.
  - a. Select the room(s).
  - b. Click **Actions**, select **Move Room(s) to Another >> task sheet number**.
8. Update Room Details.
  - a. Select the room(s).
  - b. Click **Actions**, select **Update Room Details**.
  - c. **Credits:** Enter the number of credits to assign.

- d. **Room Instructions:** Enter room instructions for the rooms selected.
      - e. Click **Update Room Details**.
9. Update Room and Housekeeping Status.
  - a. Select the room(s)
  - b. Click **Actions**, select **Update Room Status**.
  - c. **Status:** Select a room status.
  - d. **Housekeeping Status:** Select a housekeeping status; amending HK status will result in discrepant room; refer [Viewing Room Discrepancies](#) .
  - e. Click **Close**.
10. Lock Task Sheet.
  - a. Click **Actions**, select **Lock Task Sheet**
11. Merge Task Sheets.
  - a. Click **Actions**, select **Merge Task Sheet, Task sheet number**.

### Generating Task Sheet Reports

1. From the OPERA Cloud menu, select **Inventory**, select **Room Management**, select **Task Sheets**, then **Manage Task Sheets**.
2. Enter search criteria and click **Search**.

Click **Vertical Ellipse**, click **Report**.

- a. Enter report parameters.
- b. Report Style. Report format determines what information is included in the report. Select from among the following available styles:
  - **Type 1** (Landscape Orientation): Room No., Room Status, FO Status, Reservation Status, Title, Guest Name, Tasks, Totals.
  - **Type 2** (Landscape Orientation) (Displayed when Housekeeping Task Scheduling OPERA Control is active.): Room No., Room Status, FO Status, Reservation Status, Title, Guest Name, Tasks, Facility Codes with Counts, Totals.
  - **Type 3** (Landscape Orientation): Room No., Room Type, FO Status, Reservation Status, Guest Name, Arrival Date, Departure Date, Tasks, Totals.
  - **Type 4** (Landscape Orientation) (No Guest Name): Room No., Room Status, Section AM, Section PM, Reservation Status, Turndown, FO Status, VIP, Arrival Date, Arrival Time, Departure Date, Departure Tim, # of Adults, # of Children, Tasks, Totals.
  - **Type 5**(Landscape Orientation) (Tasksheet 4 with Credits displayed): Room No., Room Status, Section AM, Section PM, Credits, Reservation Status, Turndown, FO Status VIP Arrival Date, Arrival Time, Departure, Departure Tim, # of Adults, # of Children, Tasks, Totals.
  - **Type 6**(Landscape Orientation) (Tasksheet 5 with FO Status and Guest Name displayed, No Credits): Room No., Room Status, FO Status, Section AM, Section PM, Reservation Status, Turndown, Guest Name, Arrival Date, Arrival Time, Departure Date, Departure Time, VIP, # of Adults, # of Children, Tasks, Totals.
  - **Type 7** (Landscape Orientation) (Tasksheet 6 with Credits displayed): Room No., Room Status, FO Status, Section AM, Section PM, Credits, Reservation Status,

Turndown, Guest Name, Arrival Date, Arrival Time, Departure Date, Departure Time, VIP, # of Adults, # of Children, Tasks, Totals.

- **Type 8**(Landscape Orientation) (Room Details with Specials & Customized Room Instructions): Room No., Room Type, Room Status, FO Status, Section AM, Section PM, Credits, Reservation Status, Nationality, Title, Guest Name, Arrival Date, Arrival Tim, Departure Date, Departure Time, VIP, # of Adults, # of Children Specials, Tasks/Room Instructions, Totals, Block Code.
  - **Type 8 Large Font** (Landscape Orientation) (Room Details with Specialized & Customized Room Instructions - Large font): Room No., Room Type, Room Status, FO Status, Section AM, Section PM, Credits, Reservation Status, Nationality, Title, Guest Name, Arrival Date, Arrival Tim, Departure Date, Departure Time, VIP, # of Adults, # of Children, Specials, Tasks/Room Instructions, Totals, Block Code.
  - **Type 9** (Landscape Orientation) (Room Details with Specialized & Customized Room Instructions without Guest Nationality): Room No., Room Type, Room Status, FO Status, Section AM, Section PM, Credits, Reservation Status, Next Reservation Arrival Time, Turndown, Title, Guest Name, Arrival Date, Arrival Tim, Departure Date, Departure Time, VIP, # of Adults, # of Children Specials, Tasks/Room Instructions, Totals, Block Code, Traces.
  - **Type 9 Large Font:** (Landscape Orientation) (Room Details with Specialized & Customized Room Instructions without Guest Nationality - Large font): Room No., Room Type, Room Status, FO Status, Section AM, Section PM, Credits, Reservation Status, Next Reservation Arrival Time, Turndown, Title, Guest Name, Arrival Date, Arrival Tim, Departure Date, Departure Time, VIP, # of Adults, # of Children Specials, Tasks/Room Instructions, Totals, Block Code.
  - **Type 10** (Landscape Orientation) (Simple task sheet): Room No., Room Status, FO Status, Totals.
  - **Type 11**(Portrait Orientation) (Simple task sheet): Room No., Room Status, Credits, Reservation Status, Arrival Date, Departure Date, # of Adults, # of Children, Tasks/Room Instructions, Totals.
  - **Type 12** (Landscape Orientation): Room No., Room Type, Room Status, FO Status, Adults, Children, Tasks, Cleaning Time, Credits, Reservation Status, Membership Level, Arrival Date, Arrival Time, Mobile Registered, Departure Date, Departure Time, Specials, Room Instructions, Room Check.
  - **Summary** (Landscape Orientation) (Summary of housekeeping task sheets): Date, Task Sheet Number, Attendant, Total Rooms, Total Credits, Dirty Rooms, Pickup Rooms, Clean Rooms, Departure Rooms, # of Adults, # of Children, Totals.
- c. **Destination:** Select a report destination.
- d. Click **Process**.

## Using the Task Sheet Companion

[Prerequisites for Using the Task Sheet Companion](#)



The Task Companion replaces the need for printed task sheet reports by providing real-time, interactive housekeeping task management via tablet and enables you to update room and housekeeping status, view and resolve reservation traces and request assistance from other room attendants. If the Housekeeping Task Scheduling OPERA Control is active, select from the list of tasks; multiple tasks are combined into a single task list.



### Watch Video

#### Using the Task Sheet Companion

1. From the **OPERA Cloud** menu, select **Inventory**, select **Task Sheets**, and then select **Manage Task Sheets**.

 **Note:**

You can also drill down from the Task Sheet dashboard tile

2. Search and select the required task, and then click **Search**.
3. Select the task and click **Manage**.
4. On the **Manage Task Sheet** screen, click **Actions**, and select **Go to Task Sheet Companion**.
5. All rooms assigned to the task sheet are listed in the **My Rooms** panel on the right; click the tab to open and close the panel.
  - a. Rooms are sequenced according to the predefined task priority. See [Task Companion Auto-Priority](#).
  - b. The requested service time from the reservation is displayed along side each room.
6. Room and task instructions details are displayed in the top left panel.
  - a. Room attendant, task and reservation-specific instructions are displayed in this panel.
  - b. Housekeeping supply items are also listed.
  - c. Click **Go on Break** to pause the task and indicate that you're on a break; this status is displayed in the [Attendant Console](#).
7. Reservation details are displayed in the bottom left panel
  - a. Click **Traces** to view and manage any traces for the reservation. See [Adding Traces to Reservations](#).

 **Note:**

If there are multiple reservations applicable for the room (eg due out and due in), click **Load More Items** to display additional reservations in the panel.

8. To commence the task for the room click **Start**.

 **Note:**

Depending on the Task Companion Timer OPERA Control, a time counter might increment or decrement during completion of the task.

- a. Update the room status when task is complete.
    - i. **Room Status:** Click a new status to update the room status.
    - ii. **Housekeeping Status:** Click to update the housekeeping status ; this option is used to report a skip or sleep discrepancy. See [Viewing Room Discrepancies](#).
  - b. Click **Finish** when the task is complete.
  - c. Click **Next Room** then click **Start** to commence the next room.
  - d. To skip a room click **Next Room**.
  - e. Repeat for all rooms listed in the My Rooms panel.
9. To request assistance from another room attendant, click **Need Assistance** (Available when the **Task Companion Assistance OPERA Control** is active).
- a. Enter a message and click **Send General Assistance**.
  - b. To send an emergency assistance request, click **Send Emergency**.

 **Note:**

Users with the **Receive Task Companion General Assistance Notifications** task assigned to their role(s) will receive any General Assistance notifications. Users with the **Receive Task Companion Emergency Assistance Notifications** task assigned to their role(s) will receive any Emergency notifications.

## Prerequisites for Using the Task Sheet Companion

### OPERA Controls

**Group:** Room Management

**Function:** Task Sheets

- Task Companion Timer
- Additional Task Sheets

**Function:** Guest Service Status (optional)

**Function:** Housekeeping Task Scheduling (optional)

**Function:** Inspected Status (optional)

**Function:** Maintenance (optional)

**Function:** Pickup Status (optional)

**Parameter:** Attendant Console

**Parameter:** Task Companion Assistance

**Group:** Reservations

**Function:** Reservation Traces

#### **OPERA Cloud Tasks**

**Group:** Inventory

**Room Management Workspace:** Access All Task Assignments in Task Companion

**Room Management Workspace:** Manage Room Status

- Setting of a room to Dirty Status
- Setting of a room to Clean Status
- Setting of a room to Pickup Status
- Setting of a room to Inspected Status

## Task Companion Auto-Priority

Rooms displayed in the task companion are sequenced according to the follow priority, based on the active **OPERA Controls**.

1. Vacant + pickup + arrival + VIP + queue.
2. Vacant + dirty + arrival + VIP + queue.
3. Vacant + pickup + arrival + queue.
4. Vacant + dirty + arrival + queue.
5. Vacant + Pickup + room type on queue.
6. Vacant + Dirty + room type on queue.
7. Vacant + pickup + arrival + VIP + ETA (within next 60 minutes).
8. Vacant + Dirty + arrival + VIP + ETA (within next 60 minutes).
9. Vacant + pickup + arrival + ETA (within next 60 minutes).
10. Vacant + Dirty + arrival + ETA (within next 60 minutes).
11. Vacant + pickup + arrival + VIP.
12. Vacant + dirty + arrival + VIP.
13. Vacant + pickup + arrival.
14. Vacant + dirty + arrival.
15. Vacant + pickup.
16. Vacant + dirty.
17. Occupied + stay over + pickup + VIP.
18. Occupied + stay over + dirty + VIP.
19. Occupied + stay over + pickup.

- 20. Occupied + stay over + dirty.
- 21. Occupied + stay over + pickup + DND.
- 22. Occupied + stay over + dirty + DND.
- 23. Occupied + due out + pickup.
- 24. Occupied + due out + dirty.

# 6

## Financials

Financials enables you to manage the daily financial transactions at your property. This includes functions such as cashiering, batch deposits, generating cashier reports, folio histories, authorizing credit cards, researching receipts, currency calculations, and so on.

### Accounts Receivables

[Prerequisites for Accounts Receivables](#)



[Watch Video](#)

OPERA Cloud's Accounts Receivables feature enables you to create accounts and manage Direct Billing for company, travel agent, group, source, and guest profiles so that charges can be accumulated and billed for payments on an agreed-upon schedule. It also provides the tools for creating Accounts Receivables Accounts, tracking account activity across multiple properties, preparing reminder and statement letters, and managing invoices and payments.

### Managing Accounts Receivables Accounts

To create an AR Account you must first select or create a profile to link to the AR Account; the account then inherits the name of the profile.

You can create multiple AR Accounts for a single profile; each AR Account will have a unique AR Address (address type).

Permanent AR Accounts with a zero balance are not purged; and non-permanent accounts with a zero balance are purged or can be deleted.



[Watch Video](#)

#### **Adding Accounts Receivables Accounts**

1. From the OPERA Cloud menu, select Financials, select Accounts Receivables, and then select Manage Accounts Receivables.
2. Click **I Want To . . .** and select Create **Account**.
3. Search for and select the Profile.
  - a. If no profile exists, click **I Want To . . .** and select a profile type listed to create a new profile. See [Creating a Guest or Contact Profile](#) and [Creating a Sales Account Profile](#).
  - b. You can then select the newly created profile for the AR account.
4. On the Account Setup screen, complete the following:

- **Primary Account:** Select to make this the primary Accounts Receivables account for this profile. A profile can have multiple Accounts Receivables accounts at the same property, however, only one of those accounts can be designated as the primary account for that property. The primary account is used as the default, for example, when the profile has multiple accounts and an account is listed on a screen or appears in a report.
- **Opt In Email for Reminders and Statements.** Select to include AR Account in email delivery of Statements and Reminders.
- **Permanent Account:** Select the Permanent Account check box if this account is to be a permanent Accounts Receivables account. As long as this check box is selected, the account cannot be deleted.
- **Month End Calculation:** Select the check box to have OPERA Cloud calculate the Payment Due Date by beginning with the last day of the month for the Bill Generation Date and add the number specified in the Payment Due Days field to determine the Payment Due Date that appears on the folio.
- **Include In Batch Statements:** Select to include the account when running batch statements. You might not want to include certain accounts such as internal accounts or credit card accounts in batch statements.
- **Property:** Enter or select the required property from the list. Property list will be determined by your current [location](#).
- **Account Type:** Select an Account Type. Account Types help you to categorize your accounts receivables accounts for searching and reporting. Account types are also used to determine the statement format to be used when printing statements for each account and the reminder cycle for that account.
- **Account Number:** Enter an Account Number according to the format specified in the [Account Picture OPERA Control](#).
- **Credit Limit:** Specify the maximum amount of credit available to this account, or the amount of the letter of credit provided by the account holder. You can change this amount if necessary. If you attempt to settle to direct bill and the transaction would exceed the credit limit for the account, a warning message prompts you to indicate whether you wish to proceed with the action.
- **Contact:** Enter the name of the AR account contact. If you enter a contact here, the contact is used for AR purposes only (for example, for statements and reminder letters).
- **Payment Due Days:** Enter a number between 0-999 that indicates the number of days until the payment is due for the AR account. Note: When you create an AR Account for a Profile that already has the Payment Due Days configured, the number automatically populates in this field. But if you create an AR Account for a Profile that does not have the Payment Due Days already configured, the number entered here does not get copied back to the Profile.
- **Address.** By default, this field is populated with the primary address from the profile linked to this AR account. Change this information if AR correspondence is to be directed to a different address. If you enter an AR address, the address is used for AR purposes only, such as for statements and reminder letters.
- **Phone.** By default, this field is populated with the primary phone number from the profile linked to this AR account. Update as required.
- **Email:** By default, this field is populated with the primary email address from the profile linked to this AR account. Update as required.

5. Click **Save**.

### Editing Accounts Receivables Accounts

1. From the **OPERA Cloud** menu, select **Financials**, select **Accounts Receivables**, and then select **Manage Accounts Receivables**.
2. Enter search criteria and click **Search**.
3. Select the AR Account then click **I Want To...** then select **Account Setup**.
4. Click **Edit** in the Account Setup panel.
  - a. **Restricted**: Select this checkbox to prevent additional invoices being created in Accounts Receivable, or prevent guest ledger (Front Office) invoices being settled by Direct Bill to this AR account .
  - b. **Restricted Reason**: Select a reason for restriction from the list.
  - c. Update other details as required
5. Click **Save**.

### Distributing Accounts Receivables Accounts

When the OPERA Multi-Property Reservation Cloud Service is active, you can distribute AR Accounts to other properties from a [Hub location](#).



#### Note:

The AR Account Type must exist in the destination properties.

1. From the **OPERA Cloud** menu, select **Financials**, select **Accounts Receivables**, and then select **Manage Accounts Receivables**.
2. Enter search criteria and click **Search**
3. Select the AR Account then click **I Want To...** then select **Account Setup**.
4. Click the vertical ellipsis and select **Distribute**.
5. Search and select the destination properties then click **Select**.
6. Check the result for failures.

## Deleting Accounts Receivables Accounts

 **Note:**

AR accounts cannot be deleted in the following scenarios:

- You cannot delete an AR account if it is a non-zero balance. To delete all no-balance accounts of a specific account type, or all no-balance accounts having account numbers in a specific range, use the AR Account Search screen search criteria to filter the accounts.
- You cannot delete an AR account if the account is a Permanent Account. If you need to delete a permanent account, you must first un-select the Permanent Account check box on the Account Setup screen.
- You cannot delete an AR account if there are window routing instructions on the reservation that routes charges to that account for the current business date or for a future date. This restriction applies even if there are no charges posted to that AR account.

1. From the **OPERA Cloud** menu, select **Financials**, select **Accounts Receivables**, and then select **Manage Accounts Receivables**.
2. Enter search criteria and click **Search**.
3. Select the AR Account then click **I Want To...** and select **Delete Account**.
4. Click **Delete** to confirm.

## Prerequisites for Accounts Receivables

### OPERA Controls

**Group:** Cashiering

**Functions:** Accounts Receivables

### OPERA Cloud Tasks

**Group:** Financials

**Table 6-1 Manage Accounts Receivables Account Setup**

Manage Accounts Receivables	Account Setup	New/Edit Setup Delete Setup
	Aging	N/A
	Fixed Charges	New/Edit Fixed Charges Delete Fixed Charges
	Future And Past Stay	N/A
	Notes	New/Edit Notes Delete Notes
	Reminders	N/A



Table 6-1 (Cont.) Manage Accounts Receivables Account Setup

Manage Accounts Receivables	Account Setup	New/Edit Setup Delete Setup
	Statements	N/A
	Invoices	Manage Invoices
	Traces	New/Edit Traces Delete Traces
	Year View	N/A
	Override Credit Limit	N/A

## Managing Accounts Receivables Fixed Charges

### Prerequisites for Accounts Receivables Fixed Charges

The Accounts Receivable (AR) Fixed Charges feature enables you to schedule periodically re-occurring charges to be posted to AR accounts automatically during the End of Day process.

It also provides a convenient way to automatically post a one-time fixed charge on a specific date in the future.

OPERA Cloud creates a new invoice (with new invoice number) each time the fixed charge is posted to the AR account.

### Adding Fixed Charges

1. From the **OPERA Cloud** menu, select **Financials**, select **Accounts Receivables**, and then select **Manage Accounts Receivables**.
2. Enter search criteria, click **Search**.
3. Click **I Want To...** and then select **Fixed Charges** for the AR account in search results.

#### Note:

Click **Show All** to view all detail links.

4. Click **New** and enter the following details:
  - a. **Frequency**. Select the frequency with which the fixed charge should be posted.
    - **Once**. Post the charge one time. When this option is selected, the **End Date** field becomes unavailable.
    - **Daily**. Post the charge every day.
    - **Weekly**. Post the charge once a week. When this option is selected, the **Day to Execute** field appears. Select the down arrow to choose the day of the week (1 = Sunday, 2 = Monday, 3 = Tuesday, and so on) to have the fixed charge posted.
    - **Monthly**. Post the charge once a month. When this option is selected, the **Day to Execute** field becomes available. Select any number from 1 to 31 or **END**.

Numbers 1 through 31 trigger a posting on that date each month. If the date does not fall in that month (for example, some months have fewer than 31 days), no posting occurs for the month. Selecting **END** always posts the fixed charge on the last day of the month.

- **Quarterly.** Post the charge once a quarter. When this option is selected, the **Day to Execute** field becomes available. Fixed charges are posted every quarter, that is, every three months. Select the down arrow to choose the date during the last month in the quarter to have the fixed charge posted. For example, if you select 15, the fixed charges are posted on the 15th of March, the 15th of June, the 15th of September, and the 15th of December. To post the charge on the last day of the quarter, regardless of the date, select **END**.
  - **Yearly.** Post the charge once a year. When this option is selected, the **Date to Execute** field becomes available. Fixed charges always post every year on the month and day you select. The year portion of the date is ignored.
- b. **Begin Date /End Date.** Select the **Begin Date** and **End Date** to determine the period when the fixed charge can be posted to the AR Account.
  - c. **Transaction Code.** Enter or select the charge from the list.
  - d. **Quantity.** Enter the number of units to be charged.
  - e. **Amount (Price).** Enter the unit price of the charge.

 **Note:**

Fixed charges are always posted in the local/base currency for the property. The posted amount will be the price x quantity.

- f. **Supplement.** Use this field for supplemental information about the charge. For example, for a fixed parking charge you may want to enter a parking ticket number or parking space number.
5. Click **Save** or **Save and Continue** to add another fixed charge.

### Editing Fixed Charges

1. From the **OPERA Cloud** menu, select **Financials**, select **Accounts Receivables**, and then select **Manage Accounts Receivables**.
2. Enter search criteria, click **Search**.
3. Click **I Want To...** and then select **Fixed Charges** for the AR account in search results.
4. Click the row level vertical ellipsis for the fixed charge and select **Edit**.
5. Make the desired changes.
6. Click **Save**.

### Deleting Fixed Charges

1. From the **OPERA Cloud** menu, select **Financials**, select **Accounts Receivables**, and then select **Manage Accounts Receivables**.

2. Enter search criteria, click **Search**.
3. Click **I Want To...** and then select **Fixed Charges** for the AR account in search results.
4. Click the row level vertical ellipsis for the fixed charge and select **Delete**.
5. Click **Delete** to confirm.

## Prerequisites for Accounts Receivables Fixed Charges

### OPERA Controls

**Group:** Accounts Receivables

**Function:** Fixed Charges

### OPERA Cloud Tasks

**Group :** Bookings

Reservation Management: Fixed Charges

- New/Edit Fixed Charges
- Delete Fixed Charges

## Managing Accounts Receivables Notes

The Accounts Receivables Notes allows you to keep a record of internal information for an account. For example, you can save information about an account's billing preferences, actions taken on an invoice, or special instructions on how to handle an account or invoice.

You could also use it to record notes during telephone conversations, to record past history of issues, or just to log general information regarding the account.

With the AR Account Presentation page the notifications link will indicate the number of notes on the AR Account; click the notification link to read the notes.

### Adding Notes

1. From the OPERA Cloud menu, select **Financials**, select **Accounts Receivable**, and then select **Manage Accounts Receivable**.
2. Enter search criteria, click **Search**.
3. Select the AR Account in the search result, click **I Want To...**, **Notes**, or click the **Notes** link in Accounts Receivable Account Presentation.
4. Click **New** and complete the following:
  - a. **Type:** Select a note type.
  - b. **Internal:** Select this check box if the comment is to be treated as internal. Internal notes are not output on stationery (e.g., AR Statements) or on reports (unless the report explicitly allows display of Internal Notes).
  - c. **Title:** Enter a summary title for the note (will default based on note type but can be updated).

- d. **Comment:** Enter or paste the note details; a maximum of 4000 (western) characters is permitted.
5. Click **Save** or click **Save and Continue** to add another note.

#### Viewing and Updating Notes

1. From the OPERA Cloud menu, select **Financials**, select **Accounts Receivable**, and then select **Manage Accounts Receivable**.
2. Enter search criteria, click **Search**.
3. Select the AR Account in the search result, click **I Want To...**, **Notes**, or click the **Notes** link in Accounts Receivable Account Presentation.
4. Select the note , click **+** to expand the card to read the note comments.
5. Select **Vertical Ellipse** and click **Edit**.
6. Update details.
7. Click **Save**.

#### Deleting Notes

1. From the OPERA Cloud menu, select **Financials**, select **Accounts Receivable**, and then select **Manage Accounts Receivable**.
2. Enter search criteria, click **Search**.
3. Select the AR Account in the search result, click **I Want To...**, **Notes**, or click the **Notes** link in Accounts Receivable Account Presentation.
4. Select **Vertical Ellipse** and click **Delete**.
5. Click **Delete** to confirm.

## Managing Accounts Receivable Traces

### [Prerequisites for Accounts Receivable Traces](#)

Accounts Receivable traces are actionable instructions or reminders for follow-up on a specific date. Once an action is taken the trace is updated as resolved. You can use Traces to set reminders regarding payment collection or other to-do's related to an AR account. The [AR Trace report](#) is available to generate a list of unresolved / actionable AR traces.

### Adding AR Traces

1. From the **OPERA Cloud** menu, select **Financials**, select **Account Receivables**, select **Manage Account Receivables**.
2. Enter search criteria, click **Search**.
3. Select the AR Account in the search result, click **I Want To...**, **Traces** or click the **Traces** link in AR Account Presentation.
4. Click **New** and complete the following:
  - a. **Date:** Enter the date for the trace.
  - b. **Trace text:** Enter the trace text / details.

5. Click **Save**.

#### Editing AR Traces

1. From the **OPERA Cloud** menu, select **Financials**, select **Account Receivables**, select **Manage Account Receivables**.
2. Enter search criteria, click **Search**.
3. Select the AR Account in the search result, click **I Want To...**, **Traces** or click the **Traces** link in AR Account Presentation.
4. Click **+** to expand the card and view trace details
5. Click **Vertical Ellipse** and select **Edit**.
6. Update details.
7. Click **Save**.

#### Completing (Resolve) AR Traces

To mark a trace as completed, once it has action had been taken:

1. From the **OPERA Cloud** menu, select **Financials**, select **Account Receivables**, select **Manage Account Receivables**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want To...**, **Traces** or click the **Traces** link in AR Account Presentation.
4. Click **Vertical Ellipse** and select **Resolve**.

#### Deleting AR Traces

1. From the **OPERA Cloud** menu, select **Financials**, select **Account Receivables**, select **Manage Account Receivables**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want To...**, **Traces** or click the **Traces** link in AR Account Presentation.
4. Click **Vertical Ellipse** and select **Delete**.
5. Click **Delete** to confirm.

## Prerequisites for Accounts Receivable Traces

#### OPERA Controls

**Group:** Accounts Receivables

**Functions:** Traces

#### OPERA Cloud Tasks

**Group:** Financials

**Manage Accounts Receivables:** Traces

- New/Edit Traces

- Delete Traces

## Managing AR Account Invoices and Payments

The Manage Account Invoices screen provides a central location for maintaining AR account invoices and payments. Use the following steps to access the screen:

1. From the OPERA Cloud menu, select **Financials**, select **Accounts Receivables**, and select **Manage Accounts Receivables**.
2. Search for the account.
3. In search results, locate the account and click the **Balance** amount due.

 **Note:**

Alternatively, you can click the **expand icon** and then click **Invoices**, or click the row level **I Want To . . .** menu and select **Invoices**.

4. If required, enter your cashier sign in and click **Login**.

### Managing the Accounts Receivables Screen

The Manage Account Invoices screen displays a table of account invoices and payments. The Account Name and Account Number appear above the invoice table along with summary information on Balance, Invoices, Payments, and Total Selected. The summary information updates in real-time depending on the rows you select.

1. **Balance:** Displays the total amount due for all invoices in this account.
2. **Invoices:** Displays the amount of all selected invoices.
3. **Payments:** Displays the sum of selected payments.
4. **Total Selected:** Displays the total of all open amounts for selected invoices, minus selected payment.
5. **Search results:** Table lists the invoices and payments.
6. **Check boxes:** Enables selecting one or more invoices/payments for making payments, creating statements, transferring invoices, and so on.



### Searching for Invoices or Payments

The following optional search criteria is available for invoices and payments.

1. **Account Number:** Enter the AR Account Number.
2. **Custom Number:** Enter the full custom number or partial custom number. (Available when Custom Numbers in AR Manage Account Invoices OPERA Control is active).
3. **Folio No:** The full folio number or the first part of the folio number.
4. **Invoice No:** The full invoice number or the first part of the invoice number.
5. **Statement No:** Available when the Statement Numbering AR control is enabled. Enter the system assigned statement number associated with the invoice.
6. **From Date:** Enter or select a date for the invoice.

7. **To Date:** Enter or select a date for the invoice.
8. **Open Balance Only:** Select to display only open balance invoices (those having a non-zero balance); uncheck to include zero balance invoices and payments.
9. **Payments Only:** Select to display only payments posted to the AR account.
10. **Finalized Invoices:** Available when the Invoice Finalize Date AR control is enabled. Select to include finalized invoices in search; uncheck to exclude finalized invoices.
11. **Non-Printed:** Select the check box to display Invoices that have not been included as line items on successfully generated statements.
12. **Un Billed:** Available when the Statement Numbering AR control is enabled. Select the check box to display only the invoices that do not have a statement number associated with them.

### Adding a New Invoice

1. From **Manage Accounts Receivables**, search for the account.
2. From search results, locate the account and click the Balance amount due or click the Invoices detail link.
3. On the Manage Account Invoices screen, click **New** and enter invoice information and charge information:
  - a. **Invoice Information:**
    - i. **Name:** Search and select a profile for the Invoice.
    - ii. **Market Code:** Enter or select a market code for the invoice charges.
    - iii. **Source Code:** Enter or select a source code for the invoice charges.
    - iv. **Room Class:** Select a room class from the list.
    - v. **Supplement:** Enter text if applicable.
    - vi. **Reference:** Enter a number if applicable.
  - b. **Charge Information:**
    - i. **Transaction Code:** Enter or select the charge from the list.
    - ii. **Price:** Enter the amount.
    - iii. **Generated Charges:** Click to view a list of generated charges, such as taxes, for the charge.
    - iv. **Quantity:** Enter the quantity.
    - v. **Supplement:** Use this field for supplemental information about the charge.
    - vi. **Reference:** Use this field for reference information for the charge.
    - vii. **Check Number:** Enter a number if applicable.
    - viii. **Arrangement Code:** Enter or select a folio arrange code from the list (this field is enabled when the Arrangements OPERA Control is active).
    - ix. **X :** Click  to delete a row.
    - x. Click  to post the charge
    - xi. Click **Add New Row** to add a row and post additional charge(s).

- xii. **Total Postings, Total Taxes, and Total Charges:** Values update automatically for each charge added or deleted on the new invoice.
4. Click **Create Invoice** or click **Create and Add Another Invoice** to continue creating invoices.

## Managing AR Invoice Payments

Use the Manage Account Invoices screen to post payments or apply payments to accounts receivables invoices. To post payments to an invoice or multiple invoices, select the invoice(s) and click the Make Payment button. The Make Payment button is available only when the invoice has an open balance. You can also post unallocated payments to an AR Account and apply the payment to selected invoice(s) at a later time.

### Posting Payments to Invoices

1. From the OPERA Cloud menu, select **Financials**, select **Accounts Receivables**, and select **Manage Accounts Receivables**.
2. Enter search criteria and click **Search**.
3. From search results, locate and click the amount in the **Balance** column to open the account.

 **Note:**

As an alternative, you can click the **Invoices** link on the account.

4. On the Manage Account Invoices screen, select one or more **Invoices** and click **Make Payment** to open the Pay Invoices page.
5. Complete the following:
  - a. **Property:** Select or confirm the property.
  - b. **Account:** Select or confirm the AR Account (defaults to the current AR Account).
  - c. **Invoice Selection:** Select the desired option
    - **Selected Invoices:** This option is automatically selected if you have selected one or more invoices to apply the payment to prior to selecting the Make Payment button. The payment is divided equally among the invoices you select. When you select more than one invoice for payment, the total outstanding for all selected invoices appears in the Amount field.
      - If the amount is changed to less than the total of all selected invoices, the payment is applied to the greatest outstanding balance.
      - If there is any part of the payment remaining after the greatest outstanding balance is paid, it is applied to the next largest outstanding balance, and so on.
      - If the payment is larger than the total outstanding balance on the selected invoices, the remainder is applied to the account as an unallocated payment.



- **Oldest:** This options applies the payment to the outstanding invoice with the earliest date. If the amount of the payment is greater than the outstanding amount of the oldest invoice, the remainder of the payment is applied to the next oldest invoice that has an outstanding balance, and so on, until the payment is completely allocated. Any remaining payment amount is credited to the account as an unallocated payment.
  - **Selective(ly):** This option lets you see a list of invoices with open balance so that you can select invoices to apply payment to, along with the portion of the payment total.
- d. **Method:** Select a payment method such as a credit card and so on. An additional screen opens for you to complete the payment details.
  - e. **Amount:** Enter the payment amount.
  - f. **Supplement:** Enter a comment relevant to the payment you are entering.
  - g. **Reference:** Enter any reference information relevant to the payment.

To post multiple payments to the AR account, you can add an additional payment panel, click **vertical ellipse** and click **Add Payment** to display an additional payment panel. To remove the payment panel click the **vertical ellipse** and click **Remove**.

#### 6. Click **Post Payments**.

#### Posting Unallocated Payments to AR Accounts

1. From the OPERA Cloud menu, select **Financials**, select **Accounts Receivables**, and select **Manage Accounts Receivables**.
2. Enter search criteria and click **Search**.
3. From search results, locate and click the amount in the **Balance** column to open the account.

#### **Note:**

As an alternative, you can click the **Invoices** link on the account.

4. On the Manage Account Invoices screen, select one or more **Invoices** and click **Make Payment** to open the Pay Invoices page.
5. Complete the following:
  - a. **Property:** Select or confirm the property.
  - b. **Account:** Select or confirm the AR Account (defaults to the current AR Account).
  - c. **Invoice Selection:** Select the desired option
    - **Unallocated:** Selecting this option applies the payment to the AR account, but the payment is not allocated to any invoice.
  - d. **Method:** Select a payment method such as a credit card and so on. An additional screen opens for you to complete the payment details.
  - e. **Amount:** Enter the payment amount.
  - f. **Supplement:** Enter a comment relevant to the payment you are entering.
  - g. **Reference:** Enter any reference information relevant to the payment.

To post multiple payments to the AR account, you can add an additional payment panel, click **vertical ellipse** and click **Add Payment** to display an additional payment panel. To remove the payment panel click the **vertical ellipse** and click **Remove**.

6. Click Post Payments.

### Applying Unallocated Payments to Selected invoice

You can apply one or more unallocated payments posted to the AR Account to an invoice.

1. From the OPERA Cloud menu, select **Financials**, select **Accounts Receivables**, and select **Manage Accounts Receivables**.
2. Enter search criteria and click **Search**.
3. From search results, locate and click the amount in the **Balance** column to open the account.

 **Note:**

As an alternative, you can click the **Invoices** link on the account.

4. On the Manage Account Invoices screen:
  - a. Select the unallocated payment(s).
  - b. Select the invoice to apply the payment(s) to.

 **Note:**

The summary bar totals will update accordingly.

- c. Click **Apply Payment** ; the payment or payments are immediately applied to the selected invoice, and the updated invoice balance appears in the Open column.

 **Note:**

If the payment total is greater than the outstanding balance of the invoice, an unallocated payment will remain in the AR account.

### Selectively Applying an Unallocated Payment to One or More Invoices

You can apportion an allocated payment to one or more invoices or part-pay a single invoice.

1. From the OPERA Cloud menu, select **Financials**, select **Accounts Receivables**, and select **Manage Accounts Receivables**.
2. Enter search criteria and click **Search**.
3. From search results, locate and click the amount in the **Balance** column to open the account.

 **Note:**

As an alternative, you can click the **Invoices** link on the account.

4. On the Manage Account Invoices screen:
  - a. Select the unallocated payment.
  - b. Select the invoice(s).

 **Note:**

The summary bar totals will update accordingly.

- c. Click **Apply Payment Selectively**.
- d. The selected invoices appear in a list. Enter the (partial) payment amount to apply to each invoice listed. The **Total Specified** indicates the total applied to the invoices listed.
- e. Click **Apply Payment** to post payment amounts to the respective invoice(s).

 **Note:**

Any remaining amount will remain as an unallocated payment in the AR account

## Unapplying Payments

To unapply payments made to an invoice, highlight the invoice to which the payments were applied and select the Unapply action button.

1. In the OPERA Cloud menu, select **Accounts Receivables**, and select **Manage Accounts Receivables**.
2. Search for Accounts Receivables.
3. From search results, locate and click the **amount** in the Balance column to open the account.
4. On the Manage Account Invoices screen, select the **Payments Only** check box and click **Search**.
5. Select the **payment** record.
6. Click the **Unapply Payment** button.
7. A popup displays the payment details:
  - a. **Date**. The posting date of the payment.
  - b. **Invoice**. The number of the invoice to which the payment was applied, if applicable.
  - c. **Code**. The transaction code for the payment method.
  - d. **Description**. The description of the payment method transaction code.

- e. **Original Amount.** The full amount of the payment.
  - f. **Applied Amount.** The amount of the payment applied to the current invoice. (The payment might have been split between invoices with only part of it applied to the current invoice.)
  - g. **Reference.** Reference information for this payment. The credit card number appears here if a credit card was used for the payment.
8. On the popup, select the **payment** and click **Unapply Selected Payment(s)**.

### Reversing Payments

To reverse or undo a payment that was posted to the account, select the payment and click the Reverse Payment action button. A reverse payment transaction is posted to the account using the payment transaction code of the original payment selected.

## Viewing Payment History

The Pay History feature allows you to view details of all payments made to an invoice. To access the payment history, select an invoice that contains an amount in the Paid column; the Pay History button appears.

1. In the OPERA Cloud menu, select **Accounts Receivables**, and select **Manage Accounts Receivables**.
2. Search for Accounts Receivables.
3. From search results, locate and click the **amount** in the Balance column to open the account.

#### Note:

When the Manage Account Invoices screen opens, you can use the fields or check boxes to narrow your search for invoices. For example, to search for payments made starting on a particular date, use the calendar tool or enter the date in the From Date field. The first payment made on that date will scroll to the top of the search results grid.

4. Select an **invoice** with an amount in the Paid column.
5. Click the **Pay History** button to view payment history.
6. The following columns provide payment history. The information shown in certain fields differs depending on whether you selected an invoice or a payment.
  - a. **Date.** The posting date of the payment.
  - b. **Invoice.** The number of the invoice to which the payment was applied, if applicable.
  - c. **Code.** The transaction code for the payment method.
  - d. **Description.** The description of the payment method transaction code.
  - e. **Original Amount.** The full amount of the payment.
  - f. **Applied Amount.** The amount of the payment applied to the current invoice. (The payment might have been split between invoices with only part of it applied to the current invoice.)

- g. **Reference.** Reference information for this payment. The credit card number appears here if a credit card was used for the payment.
7. Click **Close** when finished viewing payment history.

## Compressing Invoices

Use the Compress feature to combine two or more invoices into one new invoice.

- After you compress invoices, you cannot add new postings or adjust transactions on the invoice.
- You cannot compress invoices that include postings for the current business date.
- You cannot compress invoices that have been paid either partially or in full.
- The Payment button is not available for the detail invoices of a compressed invoice. You can apply a payment only to the top-level master invoice.

When you combine two or more invoices into a single invoice, the combined entry is assigned a new invoice number on the Manage Account Invoices page. The new parent invoice reflects the total amount of the compressed invoices and displays an icon to identify the record as compressed.

A plus sign (+) appears to the left of the parent invoice; click the plus sign (+) to expand and view the original invoices, now marked by an icon, that are now compressed. The plus sign (+) changes to a minus sign (-). Click the minus sign (-) to collapse the display of individual invoices to view only the compressed invoice.

### Compressing Invoices

To compress two or more invoices, mark the invoices you want to combine and select the Compress button. The Compress Invoices screen appears, showing the account name and total amount of the compressed invoices. Enter Supplement or Reference text if applicable.

1. From the OPERA Cloud menu, select **Financials**, select **Account Receivables**, and then select **Manage Accounts Receivables**.
2. Select or confirm the **Property**, select or enter any other search criteria, and click **Search**.
3. From the search results, click the amount in the **Balance** column of the account you want to open.
4. On the Manage Account Invoices screen, select the **invoice check boxes** of two or more invoices you want to compress and click **Compress Invoices**.
5. Enter **Supplement** and/or **Reference** information and click **Compress Invoices**.

### Uncompressing Invoices

The Uncompress feature enables you to separate a compressed invoice into its original invoices.

1. From the OPERA Cloud menu, select **Financials**, select **Account Receivables**, and then select **Manage Accounts Receivables**.
2. Select or confirm the **Property**, select or enter any other search criteria, and click **Search**.
3. From the search results, click the amount in the **Balance** column of the account you want to open.

4. Locate and select the compressed **Parent Invoice**.
5. Click **Uncompress Invoices**.

## Viewing and Managing Invoice Details

### Prerequisites for Viewing and Managing Invoice Details

Manage Invoice Details enables you to view and print transaction postings associated with an invoice. It provides details such as the transaction date, transaction code, code description, transaction amount, and so on.

1. From the OPERA Cloud menu, select **Financials**, select **Accounts Receivables**, and select **Manage Accounts Receivables**.
2. Search for the account.
3. In search results, locate and open the account by clicking the **Balance** amount due.

 **Note:**

As an alternative, you can click the **expand icon** and then click the **Invoices link** on the account.

4. If a login screen appears, enter your cashier **sign-in** and click **Login**.
5. On the Invoices popup, click **Manage**.
6. From the Manage Account Invoices screen, select an **invoice** and click **Manage Invoice Details**.
7. Use Search to locate additional postings. Enter any of the following search criteria:
  - a. **Date From/Date To**. Displays the postings for a range of dates.
  - b. **Transaction Code**. Select to search for transaction codes to display postings.
  - c. **Transaction Code Subgroup**. Select to search for transaction code subgroups to display postings.
  - d. **Check Number**. Enter the check number to search for postings associated with that check.
  - e. **Cashier**. Select to search for postings made by cashier ID.
  - f. **Supplement**. Enter text to search for postings having that text in the Supplement field.
  - g. **Reference**. Enter text to search for postings having that text in the Reference field.

### Generating a Folio

1. From the Manage Invoice Details screen, click **View Folio** to open the Report Destination dialog. Select any of the following:
  - a. **Folio Style**. Select a [folio style](#).
  - b. **View In Currency**. Select a currency.
  - c. **Folio Text**. Enter folio text to output when generated.

- d. **Report Destination.** Select Preview or other print/electronic options.

### Adding New Postings to an Invoice

Posting additional charges to AR invoices is possible when the Accounts Receivables, No Modify Invoice and the Cashiering, Folio No Reprint AR controls are Off.

1. On the Manage Invoice Details screen, select the **vertical ellipsis**, and select **Post Charges**.
2. If required, enter your cashier **sign-in** and click **Login**.
3. Complete the following:
  - a. **Transaction Code.** Enter or select the charge from the list.
  - b. **Price.** Enter the amount.
  - c. **Quantity.** Enter the quantity.
  - d. **Supplement.** Use this field for supplemental information about the charge.
  - e. **Reference.** Use this field for reference information for the charge.
  - f. **Check Number.** Enter a number if applicable.
  - g. **Arrangement Code.** Enter or select a folio arrange code (this field is enabled when Arrangement cashier control is active).
4. Click **Post Charges**.

### Editing Postings

1. On the Manage Invoice Details screen, select a **transaction**, select the **vertical ellipsis**, and select **Edit Posting**.
2. If required, enter your cashier **sign-in** and click **Login**.
3. Update or add text in the Supplement field.
4. Update or add text in the Reference field.
5. Enter a **check number**.
6. Click **Save Transaction**.

### Posting Adjustments

After posting transactions, you can make the following changes using the Post Adjustments feature:

- Adjust postings made on or before the current business date.
- Make a flat-amount or a percentage change to invoice transactions based on transaction codes/routing codes and date range.

Adjustments to AR invoices are possible when OPERA Controls are off for Accounts Receivables, No Modify Invoice, and Folio No Reprint. The AR Invoice Adjustment Period AR control determines the period after the invoice date that an invoice can be adjusted. The Adjust action on the Invoice Details screen is unavailable if there are no charges on the invoice remaining open to adjustment.

1. On the Manage Invoice Details screen, select a **transaction**, select the **vertical ellipsis**, and select **Post Adjustments**.
2. If required, enter your cashier **sign-in** and click **Login**.

3. Make the following adjustments:
  - a. **Amount/Percentage.** Select the Amount option button to adjust all selected transactions by the same fixed amount. Select the Percentage option button to adjust all selected transactions by the same fixed percentage
  - b. **Amount.** Enter the amount or percentage to adjust.
  - c. **Reason.** Select an adjustment reason from the list.
  - d. **Reason Text.** Update or enter reason text as needed.
4. Click **Process Adjustments**.

## Prerequisites for Viewing and Managing Invoice Details

### OPERA Controls

**Group:** Account Receivables

**Parameter:** No Modify Invoice

**Group:** Cashiering

**Parameter:** Folio No Reprint

## Transferring Invoice Charges

### Prerequisites for Transferring Invoice Charges

You can transfer charges from a selected invoice in an AR account to another AR account. The source AR account balance is decreased by the amount equal to the postings that are transferred to the target AR account. The charges appear on the target invoice associated with the same transaction codes as on the source invoice. Transfers offer the following options:

- Transfer individual charges from an invoice in one AR account to a new invoice in a different AR account.
- Transfer individual charges from an invoice in one AR account to an existing invoice in a different AR account.
- Transfer charges from an invoice in one AR account to a new invoice in a new AR account.

Consider the following conditions when transferring individual charges:

- You cannot transfer charges from an invoice if that invoice was previously transferred from one AR account to another AR account.
- Transferred postings are flagged on the source invoice so you cannot edit these transactions.
- The Transfer Charges feature is available only for invoices associated with reservations that are checked out.
- If an automatic statement number was assigned to an invoice (available when the Accounts Receivable > Statement Numbers parameter is active), you cannot transfer the charges on that invoice. You must first unlink the statement number from the invoice.
- You cannot transfer payments.



### Transferring Charges

1. On the Manage Invoice Details screen, select the **charges** you want to transfer.
2. Click the **vertical ellipsis** and select **Transfer Charges**.
3. On the Transfer Charges screen, select a **Transfer Scope**.  
To transfer to a different invoice in the current account:
  - a. Select to **transfer the charges** to a different invoice in the current AR account.
  - b. Search and select the **invoice** from the list and click **Select Invoice**.To transfer to a different invoice in a different account:
  - a. Select to **transfer the charges** to a different AR account and invoice.
  - b. Enter the **account number** or search for the AR Account.
  - c. Enter or search the **invoice number** to receive the transferred charges.
4. Click **Transfer Postings**.

### Prerequisites for Transferring Invoice Charges

#### OPERA Controls

**Group:** Account Receivables

**Parameters:** Charges Transfer

**Parameters:** No Modify Invoice

**Group:** Cashiering

**Parameter:** Folio No Reprint

### Transferring Invoices or Payments to a Different AR Account

Use the AR Transfer feature to transfer invoices or payments from one AR account to another AR account.

The following rules control transfers of invoices and payments:

- You cannot transfer an invoice after applying a payment; you must first unapply the payment to enable transferring the invoice.
- You cannot transfer a payment after applying it; you must first unapply the payment to enable transferring the invoice.
- You cannot transfer a finalized invoice.
- You cannot transfer an invoice that is associated with a Credit Card account.

#### Transferring Invoices or Payments

1. From the OPERA Cloud menu, select **Financials**, select **Accounts Receivables**, and select **Manage Accounts Receivables**.
2. Select or confirm the **Property**, enter additional search criteria, and click **Search**.

3. From search results, locate the account and click the **amount due** in the Balance column to open the Manage Account Invoices screen.
4. Select the **invoice(s)** or **payment(s)** and click **Transfer**.
5. From the Transfer screen, enter the **Account Number**:
  - a. Search and select or enter the **destination AR Account Number**.
  - b. Enter search criteria and click **Search**.
  - c. Select the **AR Account** in search results and click **Select**.
6. Enter the Supplement information:
  - a. Enter a comment pertaining to this transfer.
  - b. The information appears in the Supplement field of the transaction on the Manage Invoice screen for the originating, or source, account.
7. 6. Click **Transfer**.

 **Note:**

The invoice transfer appears in the source account when you search (with the Open Balances Only check box deselected) for all invoices to include zero balance invoices.

## Finalizing Invoices

### Prerequisites for Finalizing Invoices.

The Finalize Invoice feature allows you to lock invoices so that you cannot make new postings to the invoice, edit transaction reference or supplemental information, or make adjustments to charges posted in the invoice.

However, you can post payments to an invoice after it is finalized.

You can use the Finalize Invoice feature to indicate the invoice has been reviewed and is ready to submit to the client. The finalized invoice then becomes the start date for aging the invoice.

### To Finalize the Invoice

1. From the **Manage Accounts Receivables** screen, search for the account.
2. From search results, locate the account and click the **amount due** in the Balance column to open the Manage Account Invoices screen.
3. If required, enter your **password** and click **Login**.
4. Select the invoice(s) and click **Finalize**.
5. A Finalized indicator is added to the Invoice number.

### To Unfinalize the Invoice

1. From the **Manage Accounts Receivables** screen, search for the account.
2. From search results, locate the account and click the **amount due** in the Balance column to open the Manage Account Invoices screen.

3. If required, enter your **password** and click **Login**.
4. Select the invoice(s) and click **Unfinalize**.
5. The Finalized indicator is removed from the Invoice number

## Prerequisites for Finalizing Invoices

### OPERA Controls

**Group:** Accounts Receivables

**Parameter:** Invoice Finalize Date

## Accounts Receivable Aging

Accounts Receivables Aging provides a visual reference of account balances by Aging periods (buckets). The account balance consists of unpaid or partly paid invoices. They can also contain unallocated credits. These represent payments or credits not yet applied to an outstanding invoice.

Aging information appears in graph and table formats:

- The graph generates a color-coded view of net balances owed in each property.
- The table breaks down the balances owed by aging period (Bucket).

You can expand each aging period for further details by property. You can also view property balances in graph form.

The Aging screen presents balances within their aging period (bucket):

- **Aging Detail View.** The graph shows unallocated credits as negative amounts. Balances owed appear as positive amounts. The table shows unallocated credits as a negative amount in the credit column. It also shows open balances and unapplied credits.
- **Aging Summary View.** The graph and table show net balances owed. These are calculated by merging unallocated payments or credits with balances within their aging period. If unallocated credit / payment amounts exceed the open balance for that aging period, the unallocated amount shows as a negative on the graph and in the table.
- **Profile Aging View.** The graph and table show net balances owed for one or more selected accounts. If unallocated credit / payment amounts exceed the open balance for the period, the unallocated amount shows as a negative on the graph and in the table.

When logged into a Hub, you can view accounts in more than one property.

### Viewing AR Aging

1. From the **OPERA Cloud** menu, select **Financials**, select **Account Receivables**, and then select **Manage Account Receivables**.
2. Search for an Accounts Receivable account.
3. Select the account by clicking the account number and then click **Aging**.
  - a. The Aging pane shows a summary view of net open and unapplied credits owned by bucket.
  - b. The Profile Aging pane shows total net balances owed by bucket.

## Viewing Accounts Receivables Future and Past Stays

Future and Past Stays gives you information about the account profile's future or past reservations that help determine patterns and preferences, such as room or rate types, duration of stays (arrival / departure dates), previous reservation status (such as No-Shows, Cancellations), and if there are any other profiles associated with the reservation (such as Company or Travel Agent).

To view the Future and Past Stays, do the following:

1. From the **OPERA Cloud** menu, select **Financials**, select **Account Receivables**, and then select **Manage Account Receivables**.
2. Search and select an Account whose Future and Past Stays you want to view.
3. On the Manage Accounts Receivable screen, click the plus icon to expand to show all. details indicator to view the details of the Account if any.

Alternatively, select the **Account Number** link and then in the **Account Overview** section, and select **Future And Past Stays**. If **Future and Past Stays** does not appear, click **Show All**.

4. Select the **Future And Past Stays**. The number in the bracket indicates the number of reservations this account's profile has made at the property. If you are logged at a HUB (multiple property group), the count indicates for all properties. If there are more than 25, the count displays 25+.
5. On the Future And Past Stays screen, in the Future Reservations and Past Stay Reservations panels, select the plus icon next to the property name to expand the display to show associated profiles on that reservation (Company, Travel Agent, Group, Source or Contact).
6. Click the **Confirmation** number link to open the reservation. (From the reservation, you can use I Want to..., Go to Folio History, or Go to Billing.)
7. Click the **Room Type** link to open the details of the reservation's room type. The room information opens in "View Only" mode.
8. Select the Rate link to open the reservation rate information.

## Viewing AR Accounts Changes Log

The Accounts Receivables (AR) Changes Log displays account activity by Date, Time, Action Type, Description, and other details. The log provides the following types of AR account information:

- Transfers from Front Office to AR (Transfer of Invoice).
- Postings made to existing account invoices (New Posting for Invoice).
- New invoices added to the account (Invoice Posting).
- Payments and reverse payments posted to the account (Post and Reverse Post).
- Compressed invoices (Compression of Invoice).
- Finalized Invoices (Invoices that have been finalized).

- Old Balances posted to the account (Old Balance).
- 1. From the OPERA Cloud menu, select **Financials**, select **Accounts Receivable**, and then select **Manage Accounts Receivables**.
- 2. Select or confirm the **Property**, enter additional search criteria, and click **Search**.
- 3. From Search results, click the row level **I Want To . . . menu** and select **Changes Log**.

#### Generating a Changes Log Report

1. From the OPERA Cloud menu, select **Financials**, select **Accounts Receivable**, and then select **Manage Accounts Receivables**.
2. Select or confirm the **Property**, enter additional search criteria, and click **Search**.
3. From Search results, click the row level **I Want To . . . menu** and select **Changes Log**.
4. Click the page level **vertical ellipsis** and select **Report**.
5. Select a **Report Destination** and click **Process**.

## Viewing Accounts Receivables Year View

Use the Year View screen to view accounts receivables by month for the previous 12 months. You can view the information in graph or tablet format and in expanded or contracted size.

1. The bar chart graph shows net debits and unallocated credits. A trend line shows an account balance pattern over 12 months. The graph provides a legend for the color coded data. Select Debit, Credit, or Balance on the legend to isolate information on the graph.
2. From the **OPERA Cloud** menu, select **Financials**, select **Accounts Receivables**, and then select **Manage Accounts Receivables**.
3. Enter search criteria then click **Search**.
4. Select the AR account, then click I Want To... and select **Year View**.

By default the data appears in a graph format, to see the data in table format, click **Table**.

- Graph - displays a bar graph of the net debits, unallocated credits, and a running balance trend line.
- Table - displays monthly line items in Period, Debit, Credit, and Balance columns.

## Accounts Receivables Reminders and Reminder Cycles

The Accounts Receivables Reminders are letters that can be e-mailed, print/ previewed to Account Receivables account holders to advise them of payment due, request payment due, or to provide their current account balance.

Reminder letters can be generated for a single account or multiple accounts based on cycle or age. For example, a different reminder letter can be generated for outstanding balances of 30 days, 60 days, and 90 days. These custom reminder cycles let you determine the reminder letters that have to be generated for accounts with an outstanding balance for a given number of days.

## Sending Accounts Receivable Reminders

Use Accounts Receivables Reminders to generate reminder letters for a single account or multiple accounts using the Batch Reminders functionality. The system generates reminders based on the balance Cycle days or Aging period.

1. From the **OPERA Cloud** menu, select **Financials**, select **Account Receivables**, select **Manage Account Receivables**, and then search for accounts.
2. On the search results screen, select an account, then click **I Want To...**
3. Select **Show All** and expand by clicking the **+** sign, If any Reminder exist for the selected account, the link will display in bold letters by default.
4. Click **Reminders**, located in the Account Overview panel under Notifications, and search by property or account number. If you are logged into a HUB level, search can be performed for more than one property.
5. Select one or more reminders and then click **Process Reminders**.
6. Select one or more reminders to change destinations to print, email or preview.
7. Select **Process**.

## Accounts Receivable Statements and Reminders

Accounts Receivables Statements are documents that itemize all invoices, payments, and credits created during a specific time period. They are used for reminding account holders of their account status.

- Statements generate automatically and are available to process on demand.
- You can email, print or preview statements.
- You can generate statements for a single account or for multiple accounts by using the Batch Statement functionality.

## Creating and Generating Accounts Receivable Statements

Accounts Receivables Statements itemize invoices, payments, and credits created during a specific date range. You can generate statements for a single account or multiple accounts. You can preview them before mailing, emailing them to account holders. To process accounts in multiple properties, you must be logged into a HUB.

1. From the **OPERA Cloud** menu, select **Financials**, select **Account Receivables**, and then select **Manage Account Receivables**.
2. Click on the account number to go to Manage Account Receivables screen
3. Click **I Want To...** and select **Account**.
4. Click **Invoices, Manage**.
5. On the **Manage Account Invoice** screen, click **+** to expand the view to see all invoices.
6. Select invoice(s) from the search table and click vertical ellipses. Click **More, Create a Statement**.
7. Click **Process Statements** located in the Account Overview panel under Notifications.
8. Select the options to include in the statement. You can do the following:

- a. Print zero balance, print invoices, and/or include previously printed statements.
  - b. Select **Balance Forward From** dates and **Last Posted From/Last Posted To** dates.
  - c. Select an option from the **Order By** drop-down list.
9. Select the number of copies to process.
  10. Click **Process Statements**.

## Accounts Receivables Statement Numbering

### Prerequisites for AR Statement Numbers

When the Statement Numbers OPERA Control is active all statements generated are assigned a unique statement number, and invoices listed on the statement are identified as "printed".



#### Note:

After a numbered statement has been generated the statement and the invoices detailed on it can no longer be reprocessed.

The customizable statement template selected for each AR Account Type is based on the `sample_statement_numbering` template. For more information, see [Configuring Accounts Receivable Account Types](#).

## Prerequisites for AR Statement Numbers

### OPERA Controls

**Group:** Accounts Receivables

**Parameters:** Statement Numbers

## Direct Bill Transfer

### Prerequisites for Direct Bill Transfer

Direct Billing is a process in which guest charges are transferred to an Accounts Receivables account for payment. Typically, when a guest uses direct billing, an invoice is sent directly to the guest's company or other sponsoring organization.

Direct bill transfer enables authorized guests to send all or part of their bill to an AR account where charges are accumulated. The property then periodically invoices the person or organization responsible for payment of the AR account. The direct bill check out option is often used by guests whose company has special arrangements with the property, or whose business requires frequent stays at the property.

For a guest to use direct bill as a payment method at check out or settlement, the profile attached to the guest reservation (individual, company, travel agent, source or group) must have a valid AR account number.

If only part of the guest's expenses should be handled by direct bill, you may want to move those transactions to a separate Billing screen window using the Routing Instructions, and you may then process payment for this window using the direct bill payment method.

## Prerequisites for Direct Bill Transfer

### OPERA Cloud Tasks

**Group:** Financials

**Accounts Receivables Workspace:** Direct Bill Transfer

## Managing Direct Bill Transfers

### Prerequisites for Direct Bill Transfer

When using the Direct Bill payment method to settle a front office folio, the charges on the folio are processed during End of Day, creating an invoice that needs to be transferred into the applicable AR account.

When the Accounts Receivables, Automatic Transfer of Direct Bill Folios OPERA Controls is enabled, the invoice transfer occurs automatically. If not enabled, the invoice transfer must be performed manually, giving you an opportunity to review and validate the invoices prior to transfer into their AR Accounts.

When the **Date for Aging** OPERA Controls is set to ART (AR Transfer Date), invoices do not commence aging until they are transferred to their AR accounts.



#### Note:

Invoices listed in the Direct Bill Transfer area are reported as accruals on the Trial Balance.

The Direct Bill Transfer screen provides the following information:

1. **Selection check box.** Select an invoice check box, to perform the functions that become active on the screen.
2. **Account Name.** The name of the AR account to which the invoice will be transferred.
3. **Account Number.** The AR Account number to which the invoice will be transferred
4. **Name.** The profile linked to the Front Office folio/reservation.
5. **Date.** The date when the payment was made to direct bill.
6. **Folio No.** The folio number assigned to the guest's bill.
7. **Invoice No.** The invoice number assigned to the invoice.
8. **Amount.** The total amount of the direct bill payment. This is also the amount of the invoice.



### Viewing a Folio

To view and print a copy of the invoice:

1. From the OPERA Cloud menu, select **Financials**, select **Accounts Receivables**, and select **Direct Bill Transfer**.
2. Select or confirm the **Property**, select or enter any other search criteria, and click **Search**.
3. In search results, select the invoice you want to view or print and then click **View Folio**.

### Linking an Invoice to a Different AR Account

From the OPERA Cloud menu, select **Financials**, select **Accounts Receivables**, and select **Direct Bill Transfer**.

1. Select or confirm the **Property**, select or enter any other search criteria, and click **Search**. The Account Name and the Account No. fields on the Transfer Invoices to AR screen show the destination AR account for the invoice.
2. Click the invoice and click **Select Account**. The Transfer Edit screen appears, listing all the available AR Accounts.
3. Search for the specific account using the search criteria to filter search results.
4. Select the account and click **OK**.
5. When the message asks: Are you sure? Select **Yes** to transfer the invoice to the selected AR account.

 **Note:**

The transferred invoices are immediately removed from the list.

6. Select **No** if you do not want to transfer this invoice to a different account at this time.

### Viewing and Managing Invoice Details

To view and manage the invoice charges prior to transferring to the AR account:

1. From the OPERA Cloud menu, select **Financials**, select **Accounts Receivables**, and select **Direct Bill Transfer**.
2. Select or confirm the **Property**, select or enter any other search criteria, and click **Search**.
3. In search results, select the invoice you want to view and click [Manage Invoice Details](#).

### Transferring Invoices to AR

To transfer Front Office invoices through to their AR accounts:

1. From the OPERA Cloud menu, select **Financials**, select **Accounts Receivables**, and select **Direct Bill Transfer**.
2. Select or confirm the **Property**, then select or enter any other search criteria, and click **Search**.

3. In the search result, select the invoices you want to transfer to AR and click **Transfer Selected Invoice(s)**.

**Note:**

The transferred invoices are immediately removed from the list

## Accounts Receivables Batch Postings

### Accounts Receivables Batch Charges

Accounts Receivable Batch Charges allows you to post a one-time charge to multiple, individually selected AR Accounts .

#### Posting Batch Charges

1. From the OPERA Cloud menu, select **Financials**, select **Accounts Receivables**, select **Batch Charges**.
2. Enter the AR account search criteria and click **Search**.
3. Select the one or multiple AR accounts and then click **Post Charge**.
4. On the Posting Details page, enter the following information:
  - a. **Transaction Code**: Enter or select a charge code from the list.
  - b. **Price**: Enter the amount of the charge.
  - c. **Supplement**: Enter supplementary text regarding this posting. An entry is required in this field when posting negative amounts.
  - d. **Reference**: Enter a reference details.
5. Click **Post**.

## Accounts Receivable Transaction Research

The AR Transaction Research feature helps you find invoices and payments when you do not know all the details of the transaction. To access Transaction Research from the OPERA Cloud menu, select **Financials**, select **Accounts Receivables**, and then select **Transaction Research**.

Use search to find specific invoices and payments based on the following search criteria: Property, Account Number, Account Name, Name, Folio Number, Invoice Number, Statement Number, From or To Date, or Amount From or To.

From search results, you are presented with a number of different actions depending on the record you select, for example:

- **Pay History**: Displays a history of payments for the selected account.
- **Manage Invoice Details**: View and manage invoice details from the Manage Invoice Details screen. For more information, see [Viewing and Managing Invoice Details](#).
- **View Folio**: Generate a folio for the selected invoice. For more information, see [Managing Folio Histories](#).

- **Edit Invoice:** View the invoice details or edit supplement and reference information for the invoice.
- **Transfer:** Transfer the full or partial invoice amount from one account to another account. For more information, see [Transferring Invoices or Payments to a Different AR Account](#).
- **Manage Account:** Access AR Account details related to an invoice or payment. For more information, see [Managing AR Account Invoices and Payments](#).
- **Manage Invoice:** Launch Manage Invoices with the selected invoice number selected in the search criteria. For more information, see [Managing AR Account Invoices and Payments](#).
- **Finalize Invoice:** Mark the invoice as finalized; you cannot make new postings to the invoice, edit transaction reference or supplemental information, or make adjustments to charges.
- **Apply Payments:** Apply payments to selected invoice. For more information, see [Managing AR Account Invoices and Payments](#).

## Accounts Receivables Credit Card Transfer

The Credit Cards Transfer feature allows you to transfer credit card transactions posted to future reservations (deposit ledger), in-house reservation folios (guest ledger), or AR accounts (city ledger) to AR debtor accounts set up for the respective credit card merchants while awaiting payment from the merchant.

At the time of transfer to the merchants' AR account, the individual credit card transactions you select are compressed into a single invoice. From within Accounts Receivables, you can then reconcile outstanding invoice amounts and process remittance payments from the credit card merchants.

If the Consolidate Credit Card AR OPERA Control is enabled, all credit card payments are automatically compressed and transferred to their respective AR Accounts during the End of Day processing.

If the Consolidate Credit Card AR OPERA Control is not enabled, and the credit card payments have not been manually transferred into AR, OPERA Cloud automatically compresses and transfers the credit card transactions that are older than 60 days during its End of Day processing.



### Note:

Transactions are available for transfer to AR immediately when a payment is posted using a credit card payment transaction code that has an AR account associated with it.

To use the AR Credit Cards feature, each credit card payment transaction code must be associated with an AR account.

1. Create an AR Account for the credit card merchant [Managing Accounts Receivables Accounts](#). Select a suitable AR Account Type to separate these AR accounts from companies, agents, or other categorizations [Configuring Accounts Receivable Account Types](#).

2. Link the AR Account in Transaction Code Configuration for the credit card payment transaction code [Adding Transaction Codes](#). Note that only one AR account can exist for the AR Credit Card profile for the property.

## Managing AR Credit Card Transfer

When the Consolidate Credit Cards OPERA Control is enabled, credit cards are automatically compressed and transferred by the End of Day Procedure. You cannot access this feature (from a separate session) while End of Day processing is running.

### AR Credit Card Search Results

Running a search for credit card transactions provides the following information:

- **Check box.** Enables you to select a transaction.
- **Date.** The date the posting was created.
- **Name.** The name on the transaction.
- **Folio No.** The number assigned to the folio. This field is blank if the posting was made manually (no bill was generated) to a Billing screen window associated with an AR account.
- **Fiscal Bill No.** The fiscal bill number on the folio is available when the Fiscal Folio Printing OPERA Control is enabled.
- **Amount.** The amount of the transaction.
- **Credit Card / Reference.** The credit card number used in payment for this transaction. This is the same information as appears in the Reference field on the Billing screen.
- **Expiry Date / Supplement.** The expiration date for the credit card used in payment for this transaction. This is the same information as appears in the Supplement field on the Billing screen.
- **Total Selected.** As you select transactions, the total value of the selected transactions is displayed.

### Transferring Credit Card Transactions to AR

1. From the Application menu, select **Finance**, select **Accounts Receivable**, and then select **Credit Card Transfer**.
2. If a login screen appears, enter your **cashier sign-in** and click **Login**.
  - a. Select or confirm the **Property**.
  - b. Select a **Credit Card** payment transaction code (that is linked to an AR account) from the list.
  - c. Enter optional **From Date** or **To Date** of transactions you want to locate and click **Search**.
3. To select All Payments, click the page level **vertical ellipsis** and select **Select All**.
4. To select one or more transactions click the **selection column** for the transaction.
5. Click **Transfer Credit Card(s)**.

**Note:**

Select a transaction to display the Invoice Supplement field where you can enter supplement text.

After the selected credit cards are compressed to an invoice and transferred to the AR account, the AR Credit List report auto-generates, detailing all credit card transactions compressed and transferred.

The selected transactions are removed from the AR Credit Cards screen as they have been compressed and transferred to their respective AR accounts.

After transfer, the consolidated credit card transactions for the debtor/merchant appear as an invoice in the [Managing AR Invoice Payments](#) page for the respective AR account.

The [Viewing and Managing Invoice Details](#) screen shows the individual credit card transactions included in the invoice.

**To manually generate the AR Credit List Report**

1. Click the page level **vertical ellipsis** and select **Report**.

## Comp AR Accounts

**Gaming**

### Prerequisites for Comp AR Accounts

You can select or set up an AR account to automatically receive comp transactions for AR handling. A comp transaction AR account has an account type matching the account type specified by the **Authorizer AR Type** setting in OPERA Controls. When **Authorizer AR Type** has an account type specified, you can associate and set up comp transaction AR account types for authorizers. During configuration of a user as an authorizer, a comp AR account can be created and attached to the authorizer's profile.

If the OPERA Cloud user already has a comp AR account, it is automatically identified during authorizer configuration. When an authorizer has a comp AR account, that account is associated with the comp windows (windows 101 ... 108) to which the authorizer transfers or routes comp transactions. When the guest checks out, transactions appearing in the guest's comp windows automatically post to the authorizer's AR account (provided the comp transactions have been approved by the PTS).

If a comp AR account is not set up for the authorizer or if the **Auto Settle Comp Folio** function and the **Comp Method of Payment** setting are not configured in OPERA Controls, comp transactions the authorizer has transferred or routed to comp windows must be settled at guest check out, just like transactions in any of the non-comp Billing screen windows.

## Prerequisites for Comp AR Accounts

### OPERA Controls

**Group:** Comp Accounting

**Setting:** Authorizer AR Type

## Cashiering and Finance

Financials enables you to manage the daily financial transactions at your property. This includes functions such as cashiering, batch deposits, generating cashier reports, folio histories, authorizing credit cards, researching receipts, currency calculations, and so on.

## Using Credit Limit Overage

You can set a credit limit for a particular credit card payment method, and different credit limits can be set for each credit card type. If any folio window with a credit card payment method meets or exceeds the limit set for the card type, the reservation is included in the Credit Limit Overage process and payment is automatically processed for the entire balance of the folio window. For example, you set up your Visa credit card payment method to have a credit limit of 400.00 USD. Each time a Visa payment method on a folio window reaches a balance of 400.00 USD or higher, the reservation is included in the Credit Limit Overage Process and payment is automatically processed for the entire balance.

If payment processing for a folio window fails, the reservation is flagged as No Post and no further charges can be posted to the reservation. This occurs even if payment is successfully processed for the balances in the other folio windows.

## Credit Card Limit Overage Processing Prerequisites

For the automatic processing of credit card limit overages, the following conditions are required:

- The **Credit Limit Overage Payments** parameter must be set to **On**.
- The **Credit Limit Overage Payments Interval Time** setting must have an interval defined for it.
- The **Credit Limit Overage Payment Methods** setting must have one or more credit card payment methods selected.

 **Note:**

If the **Default Credit Limit Overage Payments Auto Pay** parameter is set to **On**, new reservations are included in the Credit Limit Overages process. If the **Credit Limit Overage Payment Failure No Post Flag** is set to **On**, the reservation is flagged as **No Post** when it fails to apply a payment to a folio window. If the **Exclude No Post Reservations For Credit Limit Overage Payments** parameter is set to **On**, reservations flagged as **No Post** are excluded from the automatic payment processing.

- **Credit Limit Auto Pay** must be selected in the Payment Instructions panel of the reservation.
- A credit card payment method must exist in the Payment Instructions panel of the reservation.
- The credit card payment method must be in a folio window with a non-credit balance.
- A credit limit must be set for the credit card payment method.
- The balance in the folio window must be equal to or higher than the credit limit of the credit card payment method.
- The Credit Card Limit Overage process must attempt to charge the total balance amount in the folio window.

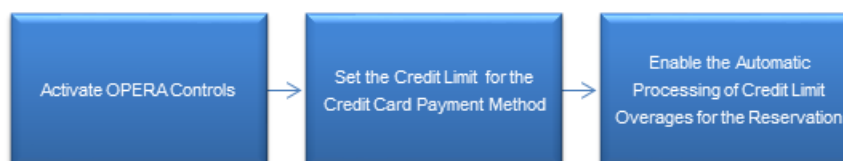
## Credit Card Limit Overage Processing

A guest's charges can sometimes exceed the credit card payment type limits set by your property. However, if you want to keep an open credit line for a reservation, you can enable the automatic processing of credit card payments that are over the credit card limit as defined by your property. With this feature enabled, payments are automatically processed in folio windows where the balance is equal to or higher than the limit set for the credit card payment method.

If the **Credit Limit Overage Payment Failure No Post Flag** parameter is **On** and automatic payment processing fails, the reservation is flagged as No Post and charging privileges are automatically revoked on the reservation. Automatically revoking charging privileges on a reservation reduces the guest's financial liability.

Within the payment instructions for a reservation, you can opt to include or exclude the reservation from automatic credit limit overages processing. When a reservation is included in the overage process, you can manually initiate the payment process for selected reservations with credit cards over the limit as well as view reservations that failed automatic processing.

### Automatic Credit Limit Overages Process Flow



### Credit Card Limit Overages Process – Successful

If the Credit Card Limit Overage process successfully charges the credit card, the following occurs:

- The payment is posted and the folio window balance becomes zero.
- The new credit card limit for the folio window becomes the same as the credit limit amount configured for the payment method. For example, if 400 dollars is the hotel credit limit for a Visa payment method, the automatic payment processing does not occur again until this limit is reached.

### Credit Card Limit Overages Process – Failed

If the Credit Card Limit Overage process fails to charge the credit card, the following occurs:

- The folio window balance remains the same and no payment is posted.
- If the **Credit Limit Overage Payment Failure No Post Flag** parameter is **On**, the **No Post** check box is automatically selected when a credit limit overage payment fails in a reservation.

## Setting Up Automatic Processing of Credit Card Limit Overages

To enable the automatic payment processing for credit limit overages at your property, the following setups are required.

### Activate OPERA Controls

1. From the **Administration** menu, select **Enterprise**, and select **OPERA Controls**.
2. In the **Credit Card** group, set the **Credit Limit Overage Payments** parameter to **On**.
3. Set the following parameters and settings:
  - **Credit Limit Overage Payments Interval Time** setting: Enter a value for the time interval.
  - **Credit Limit Overage Payment Methods** setting: Select one or more payment methods.
  - **Default Credit Limit Overage Payments Auto Pay** parameter: Set to **On**.
  - **Credit Limit Overage Payment Failure No Post Flag** parameter: Set to **On**.

### Set the Credit Limit for the Credit Card Payment Method

For the reservation to be included in the Credit Limit Overage process, a credit limit must be set for the credit card payment method.

1. From the **Administration** menu, select **Financial**, select **Transaction Management**, and select **Payment Methods**.
2. Select the credit card payment method for which you want to set a limit, click the vertical ellipsis, and click **Edit**.
3. In the **Credit Limit** field, enter a value for the dollar amount. This is the amount that triggers the automatic processing of the payment when the folio balance is at or over this limit.
4. Click **Save**.



### Enable the Automatic Processing of Credit Limit Overages

In the Reservation Payment Instructions panel, you must select **Credit Limit Auto Pay** to include the reservation in automatic payment processing when the reservation charges go over the credit limit for the payment method.

1. From the OPERA Cloud menu, select **Bookings**, select **Reservations**, and select **Manage Reservation**. Search for and open the reservation.
2. Click the **Payment Instructions** link in the Billing section under Reservation Overview.
3. Select **Credit Limit Auto Pay**.
4. Select a credit card payment method for the reservation.

## Credit Limit Overages Screen

### Path: Applications – Financials – Cashiering – Credit Limit Overages

If a reservation's charges are equal to or over the credit limit set by the property, you can search for this reservation from the Credit Limit Overages screen and manually initiate the Credit Limit Payment process by selecting the **Make Payment** button.

Credit card limit overage can be applied to the following reservation types:

- In House reservations.
- Advance Checked In reservations (when the Advance Check In function is active at the property).
- Arrival (Due In) reservations (when Pre Stay Charges is active at the property).
- Departed (Checked Out) reservations (when Post Stay Charges is active at the property).

### Search Area

The Credit Limit Overages screen features a search area with the following search filters:

- **Property** (required) – Filter by property code. If you are logged in at the property level, this field defaults to that property. If you are logged in at the hub level, the drop-down list contains all properties within the hub that have the **Credit Limit Overage** parameter set to **On**.
- **Card Type** – Filter by the credit card types configured at the property.
- **Name** – Filter by guest's last name..
- **Room** – Filter by room number.

### Search Results

After you enter search criteria and click **Search**, the Credit Limit Overages screen returns reservations matching the search criteria with a folio window balance equal to or higher than the credit limit set for the credit card payment method of that folio window.

The results include In House reservations as well as the following:

- Arrival reservations, if the Pre Stay Charges function is active at the property.
- Checked Out reservations, if the Post Stay Charges function is active at the property.

- Advance Checked In reservations, if the Advance Check In function is active at the property.

### Making a Payment

You can manually initiate the Credit Limit Overage process whenever you need to make payments for reservations. After you select one or more reservations, the **Make Payment** button appears. Selecting this button begins the Credit Limit Overage process for the selected reservations.

If you choose to initiate the Credit Limit Overage process and the **Automatic Credit Limit Overages** parameter is **On**, the next Automatic Credit Limit Overage process begins based on the interval in minutes set for the **Automatic Credit Limit Overage Interval** setting. For example, if a 30 minute interval is defined for this setting and you initiate the process at 9:00 am, the system checks at 9:30 am to determine if the process is complete. If the process is not complete, the next check occurs at 10:00 am. However, if the process finishes at 9:45 am, the next check still occurs at 10:00 am, and the next Automatic Credit Limit Overage process automatically begins at this time.

If the Automatic Credit Limit Overages process is already running in the background and you choose to manually initiate a new instance of the process, OPERA presents a warning message indicating the process is currently in progress.

### Credit Limit Overages Status

Once you click the **Make Payment** button, the Credit Limit Overages Status screen appears.

The Credit Limit Overage Status screen presents this information in view-only mode for the reservations selected for processing. This information includes Name, Room, Credit Card, Type, Payment Amount, and Status.

The Status for each record is updated based on the credit card processing and shows failures and successes. Closing the status screen while credit cards are being processed does not stop the process.

The order of the results follows the order of the search results. You can change the order of the results based on the status by selecting **Failures First** in the **Sort By** field.

The results can be printed by selecting the **Print** button.

## Credit Limit Overages Conditions/Assumptions

### OPERA Controls

- A credit card interface is configured at the property.
- The **Credit Card Online Settlements** parameter is set to **On** because it is required for EMV / Chip and PIN functionality as the connected terminal and processor are responsible for handling the credit card data.

## Transferring Credit Card Payments with Surcharges

Credit card surcharges add an amount to credit card charges to cover the costs associated with accepting credit card charges. Properties can enable credit card surcharges by setting the Cashiering > Credit Card Transaction Surcharge application parameter to Y.

You can transfer deposits and purchases made by credit cards with surcharges to other reservations. When doing so, the transfer moves only the cost of the deposit or purchase, not the surcharge. The surcharge amount posts to the guest ledger using the transaction code defined by the Cashiering > Default Surcharge Transaction Code application setting.

### Example

A guest makes a \$1000.00 reservation deposit using a credit card with a 10% surcharge applicable.

The deposit payment is recorded as \$1100.00. The \$100.00 credit card surcharge posts to the Guest Ledger. Afterwards, the available deposit amount on the reservation shows as \$1000.00.

## Selecting Folio Styles for Viewing, Printing

### Selecting Folio Style and Currency Options

OPERA Cloud offers a variety of folio styles to select from when generating a Billing or AR folio.; folio styles determine the layout and details included on the folio.

All folio styles except the group folios generate the same [customized folio template](#).

When the Multi-Language OPERA Control is active a language-specific folio template is generated based on the language specified in the profile of the Billing window or AR account.

You can exclude various folio styles from appearing for selection by setting the [Exclude Folio Styles OPERA Control](#).

The default Billing and Post It folio style is determined by the [Folio Style OPERA Control](#)

For Accounts Receivable folios, the default folio style is determined by the [Default AR Folio Style OPERA Control](#).

When the Multi-Currency OPERA Control is active you may also select a currency in which to generate the folio - charge and payment amounts will be converted according to the exchange rates setup. See [Managing Currency Exchange Rates](#).

As part of the folio options, you can also enter a one-off message to include on the folio

#### Note:

Transaction codes that belong to the same [subgroup](#) will be grouped together and listed one after another, for the same date, on the Billing screen and Folio Styles 1, 9, 10, 11, 14, 16, 15, 19, 24, 27.

 **Note:**

For Folio Styles where payment transactions are not summarized in any way, the exchange rate information is displayed on the folio for Foreign Currency Cash Payments.

**Selecting Folio Print Options On the Folio Print pop-up**

On the Folio Print pop-up

1. **Folio Style:** Click to select a folio style from the list;
  - a. Select a Folio Style
  - b. Click **Select Folio Style**
2. **View in Currency:** Click to select a currency from the list
  - a. Select a currency
  - b. Click **Select**
3. **Folio Text:** Click to add folio-specific text to appear when generated
  - a. Enter Folio1 and Folio2 (promotional or reference) message / text
  - b. Click **Save**.
4. **Report Destination:** Select a report destination
  - a. **Preview:** Select to generate a PDF preview for printing
  - b. **Email to Print:** Select to email to [printer](#).
  - c. **Email:** Select to email to a recipient
    - i. Select email address from list or click **New Email** to enter an email address
  - d. **Download:** Select to download PDF file
5. Click **Process**.

## Printing Folios for Banquet Charges

When the function for Banquet Posting is active, the two folio styles become available for detailing banquet charges and can be used as a banquet check. Folio Style 21 groups the event related charges by Revenue Type while Folio Style 22 groups the charges by Event. The folio can be run for a specific set of date and can include PMS postings like guest room charges.

1. From the OPERA Cloud menu, select **Front Desk** and click **In House**.
2. Search for reservations.
3. From search results, select a reservation, click the row-level **I Want To . . .** menu, and select Go To **Billing**.
4. On the Window containing the charges you want to print, click **Information Folio**.
5. When the Folio Print dialog appears, click the **Folio Style** field and select one of the following:

- a. Select 21 – Banquet Folio by Revenue Types.
  - b. Select 22- Banquet Event (Time).
6. Click **Select Folio Style**.
7. When the Folio Print dialogue opens, select the date ranges, page breaks, report destination, and other printing options.
8. Click **Process**.

## Detailed Folio (Date) (1)

This folio style is the Default style. It is one of the most commonly used folio styles.

- Displays two lines per transaction code.
- Prints References and Supplements for each transaction.
- Prints Generates immediately following the information for the transaction code from which they were generated.

Sort Order: Date, transaction code.

Display Order:

- Line 1 - Date, transaction code, transaction description, charges or credits.
- Line 2 - Reference and supplement (as available).

## Transaction Code Summary Per Day (Code) (2)

This folio style combines all postings with the same transaction code and the same date into one entry. When there are postings to a specific transaction code on a given day, an entry appears for that date and transaction code.

- Does not print reference and supplement information.
- Combines Generates according to date and transaction code, not necessarily following the transactions from which they were generated.
- Sorts Folio entries by date starting with the first day of the stay.

Sort Order: Transaction date, internal transaction number.

Display Order: Date, transaction code, transaction description, charges or credits.

## Transaction Code Summary Per Stay (Code) (3)

This folio style is similar to the Transaction Code Summary per Day, except it summarizes on one line all postings with the same transaction code during the stay.

- The date reflects the date of the most posting to the transaction code.
- Does not print Reference and Supplement information.
- Combines Generates according to date and transaction code, not necessarily following the transactions from which they were generated.
- Sorts Folio entries by date, starting with the first day of the stay.

Sort Order: Date, transaction code.

Display Order: Date, transaction code, transaction description, combined charge or credit.

## Arrangement Summary Per Day (Date) (4)

This folio style offers the ability to arbitrarily group postings according to the guest's requirements by using arrangement codes.

- Summarizes all postings with the same arrangement code and same date on one line.
- Prints summarized arrangement codes for each day first, followed by transaction codes (that are not part of an arrangement) for that day.
- Prints any posting not included in an arrangement code individually by transaction code.
- Does not print Reference and Supplement information.
- Displays Generates not in an arrangement code according to transaction code.

Sort Order: Date, internal transaction number, transaction code.

Display Order:

- With Arrangement - Date, highest numbered transaction code for the arrangement, arrangement code description, total charges or credits.
- Without Arrangement - Date, transaction code, transaction description, charge or credit.

## Arrangement Summary Per Stay (Date) (5)

This folio style is equivalent to the Arrangement Summary per Day, except it summarizes on one line all postings having the same arrangement code during the entire stay.

- Prints summarized arrangement codes first regardless of the date the charge occurred.
- When there are postings to an arrangement code during the stay, the earliest date of a posting to that arrangement code determines the date under which that arrangement code summary prints.
- Following the arrangement code summaries, any posting not included in an arrangement code prints individually by date and transaction code, starting with the first day of the stay.
- Does not Reference and Supplement information.
- Displays Generates not in an arrangement code according to transaction code, not necessarily following the transaction from which they were generated.

Sort Order: Check number, internal transaction number.

Display Order:

- With Arrangement - Date, highest numbered transaction code for the arrangement, arrangement code description, total charges or credits.

- Without Arrangement - Date, transaction code, transaction description, charge or credit.

## One Line Per Day (Date) (6)

This folio style combines all postings (except payments) for each day starting with the first day, and prints them on a single line. The descriptive text is the day of the week spelled out (e.g., MONDAY, TUESDAY, etc.) followed by the total number of postings for that day.

- Includes Generates in the total for the day.
- Following the daily summary of postings, it lists payments individually along with related Supplement and Reference information.

Sort Order: Date

Display Order: Date, day of the week (number of postings for the day), charges or

## Daily Summary for Groups (Date) (7)

This folio style is equivalent to the Transaction Code Summary per Day.

- Groups postings only when the transaction code, transaction date, and price are identical.
- Prints all postings with this transaction code, transaction date, and price on one line.
- Does not print Reference and Supplement information if there are multiple postings with the same transaction code, transaction date and price.
- Prints the Reference and Supplement information immediately following the transaction description if there is only one posting to a transaction code.
- Prints Generates immediately following the transaction code from which they were generated.

Sort Order: Date

Display Order: Date, transaction code, transaction description, charges or credits. (If there are multiple postings per transaction code, the transaction description will be followed by the number of postings and unit price.)

## Person Summary for Groups (Date) (8)

This folio style summarizes on one line all transactions transferred for each guest/room in the group.

- Does not show transaction code detail.
- Does not print Reference and Supplement information.
- Includes Generates in the total for the room.

Sort Order: Guest room number.

Display Order: Date, guest room number, guest name, charges or credits.

## Detailed Folio (Room) (9)

This folio style sorts all transactions for the group by room number, then by date within the room number.

- Prints all charges for a room, then prints the next room.
- Prints Supplements for each transaction.
- Prints Generates immediately following the transaction code from which they were generated.

Sort Order: Room number, transaction date, internal transaction number

Display Order:

- Line 1 - Date, guest name, charges or credits.
- Line 2 - Supplement (as available).

## Summary by Stay and Check Number. (Date) (10)

This folio style displays all the room and tax + package postings as 1 line on the folio for the entire stay even if there is a rate change during the stay. The date and description for this is taken from the 1st posted rate code either via night audit or manually via post rate code option. All the other charges follow after this line and appear as one line in the order of date they were posted and grouped by the check number if associated similar to folio style 14. If the check number is not associated with the transactions then they are displayed separately as individual postings.

## Resort Hotel Folio (Date) (11)

This folio style is especially useful for properties where some guests stay for long periods and rate changes apply. The property folio style clearly indicates any rate changes.

- Lists Room charges first followed by a chronological listing of all other charges.
- Summarizes Room Charge lines by daily rate.
- Lists the highest daily rate first followed by other daily rates from highest to lowest.
- Shows the number of postings and the unit price when there is more than one room at the same daily rate.

Sort Order: Room number, transaction date, internal transaction number.

Display Order:

- Room Charges - Date, room charge description, combined charges or credits for that daily rate (number of room charge postings x unit price) .

Non-Room Charges: Line 1 - Date, transaction code, transaction description, charges or credits.

## Daily Plan (Date) (12)

This folio style is available when the Cashiering > Daily Plans application parameter is set to Y. With this folio style, charges for transaction codes associated with the LODGING group and the OTHERS group are consolidated by day. For example, if the room charge is \$100 per night and the breakfast charge is \$20 per person, the



following entries might appear on the guest's folio when the folio is printed in the Daily Plan folio style:

01/07/18	Room and Breakfast	\$120
01/08/18	Room and Breakfast	\$120

## Arrangement Summary (Date) (13)

This folio style is similar to the Arrangement Summary per Day style, except that all arrangement code summaries are printed first in chronological order by date.

- Summarizes all postings with the same arrangement code and same date on one line.
- Prints all other transactions in order by date following the arrangement code summaries.
- Prints any posting not included in an arrangement code individually by transaction code.
- Does not print Reference and Supplement information.
- Displays Generates not in an arrangement code according to transaction code, not necessarily following the transaction from which they were generated.
- Sorts Folio entries by date starting with the first day of the stay.

Sort Order: Date, internal transaction number.

Display Order:

- With Arrangement - Date, arrangement code, arrangement code description, total charges or credits.
- Without Arrangement - Date, transaction code, transaction description, charge or credit.

## Summary by Check Number (Date) (14)

This folio style is useful if the property is working with a point-of-sale interface. The folio:

- Summarizes all postings to the same check number on one line.
- Prints Generates immediately following the transaction code from which they were generated.
- If the transaction codes used are also configured for an arrangement code, then the arrangement code text of the transaction code with the lowest Transaction ID will be taken.
- Lowest Transaction ID means the first posting made for that check number.
- If the transaction codes used are not configured for an arrangement code, then the description of the transaction code with the lowest transaction ID will be taken.

Sort Order: Date, internal transaction number.

Display Order with Check Number:

- Line 1- Date, internal transaction number (the lowest internal transaction number is shown on the folio), transaction description. (When splitting postings, new transactions are created which then would have a higher internal transaction number.)
- Line 2 - Reference and supplement (as available).

Display Order without Check Number:

- Line 1 - Date, transaction code, transaction description.
- Line 2 - Reference and supplement (as available).

## Group Folio Subtotal (Date) (15)

This folio style lists together all postings routed to the room by date. The folio:

- Groups transactions by date, room number, and then by transaction code.
- Adds a daily subtotal line at the end of each day's transaction list.
- Prints References and Supplements for each transaction.
- Prints Generates immediately following the transaction code from which they were generated.

Sort Order: Date, guest room number, internal transaction number.

Display Order:

- Line 1 - Date, guest name, transaction description, charges or credits.
- Line 2 - Reference and supplement (as available).

## Group Folio Subtotal Per Guest (Date) (16)

This folio style lists together all postings transferred to the folio by room. Within a room, transactions are grouped together by date and by transaction code.

- Lists transactions having the same transaction code individually (not summarized).
- Adds a room subtotal line at the end of each room's transaction list.
- Prints References and Supplements for each transaction.
- Prints Generates immediately following the transaction code from which they were generated.

Sort Order: Date, internal transaction number.

Display Order:

- Line 1 - Date, guest name, transaction description, charges or credits
- Line 2 - Reference and supplement (as available)

## Group Folio Subtotal per Trn Code (Date) (17)

This folio style combines all postings with the same transaction code and the same date into one entry.

- When there are postings to a specific transaction code on a given day, an entry appears for that date and transaction code.
- Adds a daily subtotal line at the end of each day.
- Prints References and Supplements for each transaction.

- Prints Generates immediately following the transaction code from which they were generated.

Sort Order: Date, transaction code.

Display Order:

- Line 1 - Date, transaction description, charges or credits.
- Line 2 - Reference and supplement (as available).

## Group Summary Folio (Room) (18)

This folio style lists all postings transferred together to the folio by room in numerical order.

- Lists Folio groupings assigned in System Configuration across the page.
- Lists information for each room on one line.
- Lists a group subtotal at the bottom of the page.
- Does not print Reference and Supplement information.
- Includes Generates in the totals according to the bucket configuration.

Sort Order: Room number, date, internal transaction number.

Display Order: Date, room number, guest name, buckets 1- 10, payments, total.

## Group Folio Subtotal Per Room (Date) (19)

This folio style lists together all postings transferred to the folio by room. The display of postings for each room is headed by a line showing the guest's name and room number. The folio:

- Groups transactions by date and then by transaction code within a room.
- List transactions individually and not summarized by transaction code.
- Prints References and Supplements for each transaction.
- Prints Generates immediately following the transaction code from which they were generated.
- Adds a Guest Total line at the end of the transactions for each room.

Sort Order: Room number, date, internal transaction number.

Display Order:

- Line 1 - Date, guest name, transaction description, charges or credits.
- Line 2 - Reference and supplement (as available).

## Group Summary Folio (Alpha) (20)

This folio style lists together all postings transferred to the folio by guest name in alphabetical order. Folio groupings assigned in System Configuration are listed across the page. Information for each room is listed on one line. A group subtotal is listed at the bottom of the page.

- Does not print Reference and Supplement information will print.
- Includes Generates in the totals according to the bucket configuration.

Sort Order: Guest name (alphabetical).

Display Order: Date, room number, guest name, buckets 1- 10, payments, total.

## Banquet Folio by Revenue Types (21)

This folio style displays the group/type of revenue with the details about the revenue group it belongs to. Available when the Events > Event Posting application function is set to Y and a country has not been specified in the Country Mode field for the property in the Property Controls.

- Within each grouping, the Taxes and Service Charges are displayed and if catering packages are part of the check, the package is displayed as a separate group before any of the other groups.
- Based on the selection criteria for the report, PMS Postings can also be displayed in a separate section and will be displayed by transaction code for the appropriate date. Plus, select the Printing Method for the report and how to display the Revenue Summary.

Sort Order: Revenue Group.

Display Order: Quantity, Description, Unit Price, Total.

## Banquet Event (Time) (22)

This folio style displays the revenue by event by displaying each individual item that has been posted to the event. Available when the Events > Event Posting application function is set to Y and a country has not been specified in the Country Mode field for the property in the Property Controls. This report uses the same report criteria options as Folio Style 21 and can include PMS Postings, select the Printing Method, and how the Revenue Summary is to be displayed.

Sort Order: Time of the Event (Earliest to Latest).

Display Order: Event, Item, Quantity, Currency, Unit Price, Total.

## Daily Plan (Room) (23)

With this folio style, charges for transaction codes associated with the LODGING group and the OTHERS group (set up via **Administration > Financial > Cashiering Management > Daily Plan Codes**) are consolidated by room/guest. Available when the **Cashiering > Daily Plans** application parameter is set to Y.

Examples:

A reservation for Mr. Smith checks in with a daily rate of EUR 100 (no packages attached) for 2 nights. He has breakfast at EUR 10 each per day. The Daily Plan Folio (Room) will appear as follows:

01/07/18	Room and Breakfast 110 Mr. Smith	\$110
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01/08/18	Room and Breakfast 110 Mr. Smith	\$110
----------	-------------------------------------	-------

Reservations for Mr. Smith and Mr. Thompson are checked in with a daily rate of EUR 100 each (no packages attached) for 2 nights. Both guests have breakfast at EUR 10 each per day. At checkout, Mr. Smith agrees to pay for Mr. Thompson's charges as well as his own. Lodging and breakfast charges are transferred from Mr. Thompson's reservation to Mr. Smith's reservation. The Daily Plan Folio (Room) will appear as follows:

01/07/18	Room and Breakfast 110 Mr. Smith	\$110
01/07/18	Room and Breakfast 220 Mr. Thompson	\$110
01/08/18	Room and Breakfast 110 Mr. Smith	\$110
01/08/18	Room and Breakfast 220 Mr. Thompson	\$110

## Detailed Folio (Package) (24)

This folio style displays the split of packages included in a rate code or added to the reservation. Also, the VAT % for each transaction can be displayed using the VAT Percentage merge code.

- The folio will display 1 line item for the total amount of each package wrapper transaction and then separate line items for all the components of the package wrapper that are either included in the rate or Add to Rate Combined line packages.
- Add to Rate Separate line packages will continue to display as separate line items on this folio style as well.

**Examples (Include details where the VAT merge code has been added to the customized folio)**

A Bed & Breakfast rate code for 120 EURO has an included Breakfast rate of 20 EURO with an 8% inclusive tax on the room charge and a 25% inclusive tax on the breakfast food. This would produce a folio like the following:

Date	Text	Charges EURO	Credits EURO
09/09/18	Bed & Breakfast	120.00	
	Room Charge	100.00 (8%)	
	Breakfast	20.00 (25%)	
	Total	120.00	0.00

If the above example included exclusive generates on the package components, they would be printed as separate line items as in this example.

A Bed & Breakfast rate code for 120 EURO has an included Breakfast rate of 20 EURO with an 8% exclusive tax of the room charge and a 25% exclusive tax on the breakfast food. Also,

an extra bed posting with an exclusive tax of 10% is posted to the reservation. This example would produce the following folio:

Date	Text	Charges EURO	Credits EURO
09/09/18	Bed & Breakfast	Breakfast	
09/09/18	Room Charge	100.00 (8%)	
09/09/18	Breakfast	20.00 (25%)	
09/09/18	Room Exclusive Tax	8.00	
	F&B Exclusive Tax	5.00	
	Extra Bed	60.00 (10%)	
	Extra Bed Exclusive Tax	6.00	
	Total	199.00	0.00

If a Supplement or Reference is added to the wrapper transaction code, then it will be displayed after the line item for the wrapper posting on the folio.

## Group Folio (Package) (25)



### Note:

Available only when the Country Mode is not set Latin America, Hungary, Germany, or France and the **Cashiering > Package Arrangement Code** application parameter is set to **N**.

When using this folio style to generate a folio, all the package/wrapper transactions are first grouped by the Transaction Date, then by the Rate Code, and then by the Rate Amount.

The folio displays 1 line item that shows the Quantity multiplied by the Rate Amount for each Rate Code that has distinct Rate Amount. The package components, i.e., Room and Package charges, are also shown in the same manner (Quantity multiplied by Amount). But this is applicable only for Included in Rate and Combined Line Packages. Add to Rate Separate Line packages do not post wrapper, therefore they display as separate line items.

Charges that are not part of the package wrapper posting follow the grouped wrapper charges for each date and reference/supplement shows only for these charges.

### Examples:

The following examples display how folio 25 will display based on the following Block Reservation for the first night (02/01/13):

- Arrival: 02/01/2018
- Departure: 02/03/2018
- Rooms: 30 (10 assigned to each Rate Code below)
- Rate Codes: B (100.00) / B (120.00) / B (150.00)

**Inclusive Package/Exclusive Tax**

Taxes: 10% on Rooms / 25% on Breakfast food.

Date	Text	Charges	Credits
02/01/18	B&B (10*100.00) 1,000.00	( )	
	Transient Room Revenue (10*90.00)	900.000 (10%)	
	Food & Beverage (10*10.00)	100.00 (25%)	
	Tax (10*9.00)	90.00 ( )	
	F&B Tax (10*2.50)	25.00 ( )	
02/01/18	B&B2 (10*120.00) 1,200.00	( )	
	Transient Room Revenue (10*110.00)	1,100.00 (10%)	
	Food & Beverage (10*10.00)	100.00 (25%)	
	Tax (10*11.00)	110.00 ( )	
	F&B Tax (10*2.50)	25.00 ( )	
02/01/18	B&B3 (10*150.00) 1,500.00	( )	
	Transient Room Revenue (10*140.00)	1,400.00 (10%)	
	Food & Beverage (10*10.00)	100.00 (25%)	
	Tax (10*14.00)	140.00 ( )	
	F&B Tax (10*2.50)	25.00 ( )	
02/01/18	Miscellaneous Charges (Routings, and so on) displayed here on down		

**Inclusive Package/Inclusive Tax**

Taxes: 8% on Rooms / 25% on Breakfast food

Date	Text	Charges	Credits
02/01/18	B&B (10*100.00) 1,000.00	( )	
	Transient Room Revenue (10*90.00)	900.000 (10%)	
	Food & Beverage (10*10.00)	100.00 (25%)	
02/01/18	B&B2 (10*120.00) 1,200.00	( )	
	Transient Room Revenue (10*100.00)	1,000.000 (10%)	
	Food & Beverage (10*10.00)	100.00 (25%)	
02/01/18	B&B3 (10*150.00) 1,500.00	( )	
	Transient Room Revenue (10*130.00)	1,300.00 (10%)	
	Food & Beverage (10*10.00)	100.00 (25%)	
02/01/18	Miscellaneous Charges (Routings and so on) displayed here on down		

Detailed Folio (Name) (26)

This folio style sorts all transactions for the group by guest's last name, then by transaction date.

- Prints all charges for one guest, then prints the next guest's charges.
- Prints Supplements for each transaction.
- Prints Generates immediately following the transaction code from which they were generated.

Sort Order: Guest Last Name, Transaction date, internal transaction number.

## Detailed Folio (Generates) (27)

This folio style shows all generates in the detailed section of the folio, including any zero VAT amounts irrespective whether the transaction code is configured as inclusive or exclusive of generates.

The folio shows the VAT details in a separate column if the folio is customized accordingly.

## Managing Folio Histories

A copy of each folio is generated when a reservation balance is settled, when an Accounts Receivable invoice is created, when a deposit folio is created, if deposit folios are active with the Advanced Deposit Handling OPERA Control or when a passer-by folio is generated is stored in OPERA Cloud folio history. From the Folio History screen, folios can be generated in any of the available folio styles.

1. From the **OPERA Cloud** menu, select **Financials, Cashiering** and then select **Folio History**.
2. Enter search criteria and click **Search**.
3. To generate the folio:
  - a. Locate the folio in the result and click the **Vertical Ellipse**, select **Quick Print Folio**.
  - b. On the Report Destination page.
    - i. **Folio Style**: The default folio style is displayed; click to select a different folio style. For more information, see [Selecting Folio Styles for Viewing, Printing](#).
    - ii. **View in Currency**: Click to select a different currency to generate the folio.
    - iii. **Folio Text**: Click to add custom folio text.
    - iv. **Report Destination**:
      - i. **Preview**: Select to preview in PDF.
      - ii. **Email to Print**: Select to print to selected printer.
      - iii. **Email**: Select to delivery via email as PDF attachment. Select or enter an email address.
      - iv. **Download**: Click to download folio in a variety of formats; select the format.



- c. Click **Process**.
4. To generate a Credit Bill:
  - a. Locate the folio in the result and click the **Vertical Ellipse**, select **Generate Credit Bill**.
  - b. For more information, See [Credit Bills On Folios](#)

## Credit Bills On Folios

A credit bill applies a credit against charges on a folio. You can associate a credit bill with a folio if the folio was generated prior to the current business date. However, an exception is allowed for deposits. You can generate a deposit folio when the Cashiering > Advanced Deposit Handling application setting is defined.

Using the Same Day Credit Bills application setting, you can define when a Credit Bill for the folios can be issued. There are three configuration options:

- **All:** You can create a credit bill on all folios on the same date the folios are generated.
- **Deposit:** You can create a credit bill on deposit folios on the same date the folios are generated.
- **Never:** You cannot create a credit bill on folios on the same date they are generated.

Follow these guidelines when associating a credit bill with a folio:

- You can apply a credit bill to a folio for only a certain number of days after the folio creation date. You configure the maximum number of days using the Maximum Credit Days application setting under the Cashiering Group in OPERA Controls.
- You can prepare a credit bill for up to the remaining amount on the original folio. For example, if you have a folio for \$100.00 and you have already issued a credit bill for \$20.00, then you can only issue a credit bill for \$80.00 for that folio.
- You cannot associate a credit bill with another credit bill.
- You cannot apply a credit bill to a voided bill.
- You cannot apply a credit bill for which all or part of payment was direct bill.

## Generating a Credit Bill

To generate a credit bill, you must activate the Credit Bill functionality under the Cashiering group.

1. From the OPERA Cloud menu, select **Financials**, then **Cashiering**, and then **Folio History**.
2. Search and select a folio.
3. Click the vertical ellipsis button associated with the folio you selected and then select **Generate Credit Bill**.
4. On the Credit Bill screen:
  - a. Select **Individual Transactions** to select an individual transaction to apply the credit against.
  - b. Select **All Transactions** to apply the credit against all previously posted transactions.

5. When adding charges in the Post Charges panel, click the vertical ellipsis button and select **Add Charge**.
  - a. Enter the transaction code of the charge and enter the price as a negative value. The quantity will set to 1 by default.
  - b. Enter additional information such as the Supplement, Reference, or a Check Number. The Supplement field is mandatory for all negative posts.
6. When adding payments in the Post Payments panel, click the vertical ellipsis button and select **Add Payment**.
  - a. Enter the payment method and the amount of the payment. You must add a minus sign to the payment amount, for example, –13.20. Cash or Check Payment types are not allowed for negative amounts.
  - b. When making a payment for All Transactions, the payment amount is pre-filled in the Amount field.
7. Enter any value in the Reference field for the negative payment. This field is mandatory for all negative payments
8. The Supplement field is available but not mandatory.
9. Click **Settle Credit Bill** or click **Settle and Print Credit Bill** if a printout is needed.
10. On the next screen, select a terminal to process the payment.

## Manage Billing

Billing enables you to post and adjust guest charges, move charges, post payments, generate folios, print and share folios, and perform many other tasks related to guest billing. You can also view the charges posted to the guest's folio.



### Watch Video

The guest folio provides eight billing windows (numbered 1 – 8). Each window holds charges, payments, or adjustments based on the guest or property requirements. For example, a guest might want room rate charges stored in Window 1, room service and restaurant charges in Window 2, business center charges in Window 3, and so on. You can also set up different payment methods for each window and move payment methods from one window to another.

When you only have charges on a single billing window, the billing window opens in single window view. This is indicated by the single window view button being disabled. If there are charges on two billing windows, it opens in panel view where two billing windows appear side by side. If there are charges on more than two windows, the billing windows open in panel view with the billing window drawer open to show the other windows. You can toggle between single and panel views by clicking the appropriate view button on the billing window.

[Reservation Cashiering Notes](#) are displayed in the **Notifications** area. When accessing Billing, the notification panel automatically opens to display the reservation Cashiering notes. Unread notes are marked with a vertical blue indicator and a bold title. Click **Mark All as Read** to clear the indicator.

You can do the following when managing a guest's billing:

- Post charges to the guest account by transaction code, price, and quantity. You can post charges in any of eight separate Windows.
- Accept and post guest payments by credit card, cash, or check to any of the eight Windows.
- Reverse a payment by creating a new transaction in the same amount. This option appears after you select a payment transaction.
- Edit postings or transfer entire folios or partial postings to other folios or guest rooms.
- Adjust transaction by amounts or percentages. You can provide reason codes and descriptions for the adjustments.
- Split a single transaction into two transactions based on an amount or a percentage. Split amounts appear in separate rows on the Manage Billing screen.
- Print, email or preview a folio by Window or currency.
- Search for all transactions made by the guest or enter search criteria to find only specific transactions.
- Move postings from one Window to another Window.
- View notifications. The notification window opens up by default with a red notification icon showing the number of notes waiting to be read.
- Expand the guest's business card to view profile information and more.

## Advance or Interim Billing

You can generate interim bills or advance bills using the Generate a Folio function.

An **Interim Folio** shows you the guest's outstanding charges up to the present. You can post charges and accept payments. You can review credit card authorizations and history. You also can view routing instructions and move payment methods.

An **Advance Bill** allows you to apply fixed charges to the guest's bill in advance. This includes room and tax or service charges.

For example, a guest with a Sunday check out requests an Advance Bill on Saturday morning. The Advance Bill would include Saturday night's fixed charges for room and tax.

On an Advance Bill, you can apply charges for the current night, several nights, or the entire stay.

## Generating a Folio for an Interim Bill

An Interim Folio shows a guest's outstanding charges up to the present. You can process payments, post charges, and perform other actions on a guest's Interim Folio without first checking out the guest.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Search for and open a reservation.
3. Click **I Want To . . .** and then click **Billing**.
4. Click **I Want To . . .** and then click **Interim Folio**.

## Generating a Folio for an Advance Bill

An Advance Bill enables you to apply anticipated fixed charges such as room and tax or service charges in advance. You can apply charges for the current night, for several nights, or for the entire length of the stay. A guest who is planning to leave early in the morning might request an Advance Bill the night before.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Search for and open a reservation.
3. Click **I Want To . . .** and then click **Billing**.
4. Click **I Want To . . .** and then click **Advance Bill**.
5. Select either **Tonight, Nights to Charge** (enter a number of nights), or **Entire Stay** and click **Apply Advance Charges** to settle the folio and generate the Advance Bill.

## Generating a Folio for a Billing Window

The Generate a Folio action provides a way to generate an information folio for a billing window.

1. From the OPERA Cloud menu, select **Front Desk**, and then select **In House**.
2. Enter search criteria and then click **Search**.
3. Select the reservation from the search results and click **I Want To...** and select **Billing**.
4. Click **I Want To...** and then click **Generate Folio for a Window**.
5. On the Generate a Folio screen:
  - a. Select a Window (1 - 8).
  - b. Select a destination.
    - i. **Preview:** Select to generate as PDF file.
    - ii. **Print:** Select a printer from the list. For more information, see [Configuring Printers](#).
    - iii. **Email:** Enter an email address; separate multiple addressed with a semi-colon.
    - iv. **Download:** Select to download PDF file.
  - c. Click **Process**.

## Generating a ProForma Invoice

A ProForma generates an invoice with current charges and any anticipated charges, such as fixed charges and accommodation charges that are incurred by the reservation until the scheduled departure date.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.

2. Search for and open a reservation.
3. Click **I Want To . . .** and then click **Billing**.
4. Click **I Want To . . .** and then click **Proforma Invoice**.
5. Select print, email, or preview the folio.

## Postings, Adjustments, and Payments

The Financials and Cashiering tools enable you to post charges to guest folios, post rate codes to guest folios, apply batch postings to reservations, make adjustments to guest accounts, apply payments to guest accounts, and move payments from one folio window to another. These are just a few of the many tasks you can complete.

### Moving a Payment Method from One Folio Window to Another

You can set up multiple payment methods using different folio windows on a reservation. For example, you might set up one folio window for corporate credit card use and another folio window for a personal credit card.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Search for and select the reservation.
3. Click **I Want To . . .** and then select **Payment Instructions**.
4. On the Payment Instructions screen, click the vertical ellipsis button and select **Move Payment Method** and select the source window (if multiple payment methods exist) and choose a destination window. This moves the payment method from the source to the destination window.
5. Click **Save**.

### Posting Payments to a Reservation Account

Use the Post Payment action to apply credit card, cash, check and other forms of payments to the reservation account. You can post payments to any of eight different billing windows.

**Note:**

When the Service Type OPERA Control is active the total for Goods and Services must be settled separately for each billing window.

**Note:**

When the Rounding Factor OPERA Control is active, some payments will be rounded up or down according to the setup. For more information, see: [OPERA Controls — Cashiering](#)

 **Note:**

When the Calculate Change Due OPERA Control is active, you will be prompted if the cash amount received is greater than the amount due.

 **Note:**

When the Multi-currency OPERA Control is active, you can post payment in various currencies; the amount is converted using the current settlement exchange rate for the currency. For more information, see: [About Foreign Currency Codes](#)

1. From the **OPERA Cloud** menu, select **Front Desk**, and then select **In House**.
2. Enter search criteria and click **Search**.
3. Select the reservation from the search results and click **I Want To . . .** and select **Billing**.
4. On the Manage Billing screen, click **Post Payment** then complete the following
  - a. **Window**. Select the billing window for the payment.
  - b. **Method**. Enter or select a payment method from the list.
    - i. **Card Number**. Enter credit card number (PAN).
    - ii. **Card Expiry**. Enter credit card expiry date (MM/YY)
    - iii. **Card Holder**. Enter the name of the card holder
    - iv. **Apply Surcharge**. Select to apply a credit card surcharge (Available when the Credit Card Transaction Surcharge OPERA Control is active)
  - c. **Amount**. Enter the payment amount.
    - i. **Total Amount**. will include any surcharge calculated.
    - ii. Click **Change Payment Currency** to change the currency for the payment. (Available when the multi-currency OPERA Control is active)
  - d. **Supplement**. Enter any supplementary information text.
  - e. **Reference**. Enter any reference information. When the Mandatory Reference Negative Payments OPERA Control is active this field will be mandatory for negative payment amounts, to ensure a reason is provided.
  - f. Click **Apply Payment**.

## Posting an Adjustment Charge to a Reservation Account

The Post Adjustments action in Billing enables you to adjust transactions by a fixed amount or a percentage of the cost.

1. From the **OPERA Cloud** menu, select **Front Desk**, and then select **In House**.
2. Enter search criteria and click **Search**.
3. Select the reservation from the search results and click **I Want To . . .** and select **Billing**.

4. On the Manage Billing screen, click **I Want To . . .** and click **Post Adjustment**.
  - a. In the Adjustment panel:
    - i. Select **Amount** or **Percentage**.
      - i. **Amount**. Enter either an adjustment amount or a percentage of the original posted amount.
      - ii. **Department**. Select a department from the list.
      - iii. **Reason**. Select a reason from the list.
      - iv. **Reason Text**. Enter additional information about the adjustment.
    - ii. **Department**. Select a department from the list.
    - iii. **Reason**. Select a reason from the list.
    - iv. **Reason Text**. Enter additional information about the adjustment.
  - b. In the Selected Transactions panel,
    - i. Click the vertical ellipsis button and select **Search Transactions**.
    - ii. Enter your search criteria and click **Search**.
    - iii. Select a transaction to adjust and click the down arrow to move charges it into the **Selected** section, then click **Select**.
    - iv. Click **Process Adjustment**.

## Moving Posted Transactions from One Folio Window to Another

The Move Charges option lets you move charges from one folio window to another. For example, a guest might want to move charges to keep business expenses separate from personal expenses.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Search for and open a reservation.
3. Click **I Want To . . .** and then click **Billing**.
4. On the Billing screen, click **Move Charges** and then select the **Windows** option or verify this option is selected.
5. Click the window from which you want to move a transaction. From the table listing transactions for the window, click the transaction you want to move and drag and drop it to another window.

The transaction moves into the new window. The balance in both windows updates to reflect the change.

## Posting Charges to a Reservation Account

Use the Post Charge action to post charges to an in-house reservation account. When the Pre-Stay Charges OPERA Control is active you can also post charges to future reservations with [pre-stay charging privileges](#). When the Post-Stay Charges OPERA Control is active you can also post charges to checked out reservations with [post-stay charging privileges](#).

You can post charges to any of eight different billing windows. A payment method icon and profile name appears for each billing window to indicate the payee and payment type for the billing window. Select the **Views** icon to toggle between single or dual billing window display.

Charges posted may be transferred to another window or reservation according to [reservation routing instructions](#).

 **Note:**

You will be prompted with a warning when posting charges to reservations flagged as 'no post' in [reservation payment details](#). Users with the Post Charges to No-Post Reservations task assigned to their roles may override post the charge.

 **Note:**

When the Rollup Transactions OPERA Control is active, charges posted with the same check number (e.g., Restaurant Food and Restaurant Tax) will be rolled up into a single line item in Billing. The posting will have a plus sign ( + ) in the Code field, with the check number following the Description. Double-click on the plus sign to expand and display the individual charges included in that check number.

### Posting Charges

 **Note:**

When you post a (cash) paid out charge you will be prompted to generate a paid out receipt for guest to sign.

1. From the **OPERA Cloud** menu, select **Front Desk**, and then select **In House**.
2. Enter search criteria and click **Search**.
3. Select the reservation from the search results and click **I Want To. . .** and select **Billing**.
4. On the Manage Billing screen, click **Post Charge** then complete the following
  - a. **Window**. Select the billing window for the charge (defaults to the current billing window).
  - b. **Code**. Enter or select a charge code from the list. As you enter the transaction code description a list of matching codes is displayed.
  - c. **Price**. Enter the amount of the charge. Price may default based on the transaction code selected.
  - d. **Quantity**. Enter the quantity of the charge. The total amount posted is **price x quantity**.
  - e. **Arrangement**. Select an arrangement code from the list. An Arrangement Code is a folio grouping code that controls the display of this transaction on the folio. (Available when the Folio Arrangements OPERA Control is active ). For more information, see: [Selecting Folio Styles for Viewing, Printing](#).
  - f. **Supplement**. Enter any supplementary information text. If a negative price is entered, this field is mandatory to ensure a reason for the negative (rebate) posting is provided.



- g. **Reference.** Enter any reference information. This field is also used to auto-note any transferred postings and/or interface information, such as phone details.
- h. **Check Number.** Enter a POS check number if applicable. Field may be mandatory based on setup of the transaction code.
- i. Click **Apply Charge**. or click **Apply Charge and Post Another** to post another charge

### Posting Articles

(Available when the Articles OPERA Control is active)

A charge transaction code can sometimes serve as an "umbrella" for multiple individual items, or articles, that can be posted using that code. At times it may be desirable to break out these separate articles for billing and revenue-tracking purposes. For example, a single "minibar food" transaction code might cover potato chips, crackers, peanuts, pretzels, and so forth. Using [articles setup](#), you can specify an individual article number that identifies each of these food items, even though they are all grouped under the same transaction code. Moreover, you can specify a default price for each article, just as you can for transaction codes. Then, instead of posting a lump sum to the minibar food transaction code, you have the option of posting each individual article and its quantity and price. Using our example, rather than posting 7.75 to minibar food, you can post 5.00 for two bags of peanuts and 2.75 for potato chips. Two separate charges to the minibar food transaction code will appear on the folio (one for 5.00 and one for 2.75).

1. From the **OPERA Cloud** menu, select **Front Desk**, and then select **In House**.
2. Enter search criteria and click **Search**.
3. Select the reservation from the search results and click **I Want To. . .** and select **Billing**.
4. On the Manage Billing screen, click **Post Charge** then complete the following
  - a. **Window.** Select the billing window for the charge (defaults to the current billing window).
  - b. **Code.** Enter or select an article code from the list. As you enter the article description a list of matching codes is displayed.
  - c. **Price.** Enter the amount of the charge. Price may default based on the article selected.
  - d. **Quantity.** Enter the quantity of the charge. The total amount posted is **price x quantity**.
  - e. **Arrangement.** Select an arrangement code from the list. An Arrangement Code is a folio grouping code that controls the display of this transaction on the folio. (Available when ). For more information, see: [Selecting Folio Styles for Viewing, Printing](#).
  - f. **Supplement.** Enter any supplementary information text. If a negative price is entered, this field is mandatory to ensure a reason for the negative (rebate) posting is provided.
  - g. **Reference.** Enter any reference information. This field is also used to auto-note any transferred postings and/or interface information, such as phone details.
  - h. **Check Number.** Enter a POS check number if applicable. Field may be mandatory based on setup of the transaction code.
  - i. Click **Apply Charge** or click **Apply Charge and Post Another** to post another charge.

## Posting a Rate Code to a Guest Bill

The Post Rate Code option on the Make a Posting screen allows you to manually add room and tax charges on a guest's bill by selecting from a list of preset rate codes.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Search for and open a reservation
3. Click **I Want To . . .** and then click **Billing**.
4. Click **I Want To . . .** and then click **Post Rate Code**.
5. Select a **Window** (1–8).
6. Enter or select information in the **Rate Code**, **Amount**, and **Quantity** fields.
7. Select **Post Packages** if posting packages.
8. Click **Post Rate Code**.

## Redeem Prepaid (Gift) Cards

1. From the OPERA Cloud menu, select **Front Desk**, then select **In house (or Departures)**.
2. Enter search criteria and click **Search**.
3. Select the reservation and click **I Want To . . .** then **Billing** (or click the **Balance** link for the reservation).
4. Click **Post Redemption**.
  - a. Select the billing window to post redemption.
  - b. Select a card from the list.
    - i. Click **Get Balance** to request card balance from vendor.
    - ii. **Amount to Redeem**. Enter the amount to redeem on the prepaid card and post as payment towards settlement; amount cannot be greater than card balance.
    - iii. Click **Redeem**.
  - c. Click **Add Row** to add a card to the reservation.
    - i. **Name**. Enter name on card.
    - ii. **Card Number**. Enter the card number.
    - iii. **PIN**. Enter card PIN (if required).
    - iv. Click **Get Balance** to request card balance from vendor.
    - v. **Amount to Redeem** Enter the amount to redeem on the prepaid card and post as payment towards settlement; amount cannot be greater than card balance.
    - vi. Click **Redeem**.

Payment(s) will be posted the selected billing window.

## Posting a Comp Redemption

### Prerequisites for Posting a Comp Redemption

The following conditions are required to post redemptions to reservations:

- The **Folio No Reprint** parameter must be active in OPERA Controls.
- The attached membership must equal the **Default PTS Membership Type** setting in OPERA Controls.
- The redemption amount is greater than 1.00 (not zero or a negative amount), but not higher than the balance of the folio window where the redemption is being posted.

If granted the **Manage Financial Posting** user task, from the Billing screen, you can post redemption(s) to reservations the following ways:

- Clicking the **Post Redemption** button.
- Clicking **I Want To . . .** and then selecting **Post Redemption**.
- Clicking the **Post Redemption** link from the vertical ellipsis for each folio window.

### Posting Comp Redemptions

1. From the **OPERA Cloud** menu, select **Front Desk**, and then select **In House**.
2. Enter or select a **Property** and click **Search**.
3. Click **I Want To...** for the reservation and select **Billing**.
4. On the Billing screen, click the **Post Redemption** button. The Redemption screen appears with a listing of comp redemption codes configured at your property.
5. Select a window and enter the amount to redeem for the selected comp redemption code.

You can enter a total amount equal to or less than the balance of the selected folio window. The redemption amount or the sum of redemption amounts cannot be negative or higher than the balance of the selected folio window.

6. Click **Post Redemption**.

After posting redemptions to a folio window, you are unable to edit the redemption amount, split, move, transfer, or adjust the transaction.

### Reversing Comp Redemption Postings

To correct or reverse a redemption posting, users granted the **Reverse Redemption** task can click the **Reverse Redemption** button and select an adjustment reason for deleting the selected redemption.

#### Note:

The **Reverse Redemption** button becomes available when editing a redemption already posted to the folio. This button is only available for redemptions made on the same business date of the property.

1. From the **OPERA Cloud** menu, select **Front Desk**, and then select **In House**.

2. Click **Search**. You can also enter search criteria to refine the search results.
3. Click **I Want To...** for a reservation and select **Billing**.
4. On the Billing screen, click the transaction code of the redemption you want to reverse.
5. Click the **Reverse Redemption** button.
6. Select a reason to process the reversal and click **Select**.
7. Click the **Reverse** button to post the reversal to the folio.

## Prerequisites for Posting a Comp Redemption

### OPERA Controls

**Group:** Cashiering

**Parameter:** Folio No Reprint

**Group:** Comp Accounting

**Setting:** Default PTS Membership Type

### OPERA Cloud Tasks

Tasks required for posting a comp redemption:

**Group :** Financials

Manage Financial Postings

Tasks required for reversing a comp redemption:

**Group :** Financials

**Manage Financial Postings:** Reverse Redemption

## Adjusting Custom Charges

### Prerequisites for Adjusting Custom Charges

You can make changes to the Custom Charge Exemptions during the reservation stay by accessing custom charge adjustments . Once you make any corrections OPERA Cloud recalculates the total custom charges appropriate for the reservation. If the existing Custom Charges are too much or too little, in comparison with the updated Custom Charge Exemptions, then OPERA Cloud automatically posts a Custom Charge Adjustment to compensate for the difference.

1. From the **OPERA Cloud** menu, select **Front Desk**, and then select **In House**.
2. Enter search criteria for the reservation and click **Search**.
3. Select a reservation in the search results.
4. Click **I Want to. . .** and then select **Billing** or click the Balance link in search result.
5. Click **I Want to. . .** and click **Adjust Custom Charges**.
  - a. See [Managing Custom Charge Exemption](#).

- 

## Prerequisites for Adjusting Custom Charges

### OPERA Controls

**Group:** Cashiering

**Parameter:** Custom Charges

### OPERA Cloud Tasks

Financials Manage Financial Postings

- Adjust Custom Charge

## Transferring Transactions

Transferring a guest's financial transactions to different folio windows or even to other guests at your hotel can be completed through the Financials menu.

## Transferring Guest Folio Postings

Use Transfer Posting to transfer entire or partial postings to different windows within a guest's folio or to another guest staying at the property.

1. From the **OPERA Cloud** menu, select **Front Desk**, and then select **In House**.
2. Search for and open the reservation.
3. Click **I Want To . . .** and then click **Billing**.
4. Click the vertical ellipsis button and select **Transfer Posting**.
5. Under Select a Transfer Scope, select either **Entire Folio** or **Partial/Selected Postings**.
  - a. If you select **Entire Folio**, select either **To a Room** or **From Room(s)**. Enter the room number and the guest's name.
  - b. If you select **Partial/Selected Postings**, select **To a Folio Window** and choose the window, or select either **To a Room** or **From Room(s)**. If you select the room options, enter the room number and the guest's name.
6. Under Select a Transfer Direction, select one of three options:
  - a. **To a Folio Window** — select to transfer transactions between folio windows of the current reservation.
  - b. **To a Room** — select to transfer transactions from the current reservation to a different reservation . This option is only available to users who are granted the **Manual Transfer of Transactions Between Reservations** task under the Financials group.
  - c. **From Room(s)** — select to transfer transactions from a different reservation to the current reservation. This option is only available to users who are granted the **Manual Transfer of Transactions Between Reservations** task under the Financials group.

7. Under Split Options, select one of three options: **Do not split**, **Amount**, **Percentage**, or **Quantity**. Enter an amount or percentage if you selected either Amount or Percentage.
8. In the Selected Transactions panel, click the vertical ellipsis button and select **Search Transactions**.
9. Enter your search criteria and click **Search**.
10. Select a transaction to transfer and click the down arrow to move it into the selected section of the screen. Click **Select**.
11. Click **Transfer**.

## Transferring Transactions Using Drag and Drop

A quick way to transfer a guest's charges between folio windows is to use drag and drop functionality. This method does not let you split charges when transferring. You can also drag and drop a transaction from the current reservation to a different reservation.

1. From the Billing screen, click **Move Charges** and then select either the **Windows** option or select the **Other Reservations** option.
  - a. **Windows** — select this option to transfer the transaction to another window within the current reservation.
  - b. **Other Reservations** — select this option to transfer the transaction from the current reservation to a different reservation. This option is only available to users who are granted the **Manual Transfer of Transactions Between Reservations** task under the Financials group.
2. If you select the **Windows** option, click the window from which you want to move a transaction. From the table listing transactions for the window, click the transaction you want to move and drag and drop it to another window. The transaction moves into the new window. The balance in both windows updates to reflect the change.
3. If you select the **Other Reservations** option, click the **Add a reservation** link to search for and add a different reservation to the Move Charges panel. Click the transaction you want to move and drag and drop it to the reservation in the Move Charges panel. The balance on both reservations updates to reflect the change.

## Transferring Generates with Main

You can transfer a main transaction with generates to another reservation or billing window. The generates attached to the transaction code will transfer with the transaction code when Administration > Enterprise > OPERA Controls > Cashiering Group > Automatically Transfer Generates with Main is set to On.

1. From the OPERA Cloud menu, select **Front Desk** and then select **In House**.
2. Search and select a reservation.
3. Click **I Want To . . .** and then select **Go To Billing** or click on the balance link to open the Billing screen.
4. If applicable, select the window holding the transaction you want to transfer. Details of the transaction(s) held in that window will appear.

5. Select the transaction, click the vertical ellipsis, and select **Transfer Posting**.
6. On the Transfer Posting screen, indicate your preferences by selecting check boxes under the following headings:
  - Transfer Scope.** Transfer the entire folio or only the selected postings.
  - Transfer Direction.** Transfer the transaction to a folio, to a room, or from room(s). Complete the fields that appear based on your selection.
  - Split Options.** Transfer the entire amount, an amount you specify, a percentage you specify, or a quantity you specify.
7. Click **Transfer**.

## Viewing a POS Check Image for a Charge

A Point of Sale (POS) partner can post a guest check image using the OPERA XML posting specification. After posting the check, the image will be available for viewing and printing from OPERA Cloud billing. POS charges appear in a folio window with a check number in the supplement field. You also can include the POS check image when generating folios. Supported folio styles are: (1) Detail folio (date), (9) Detail Folio (room), (10) Summary by stay and check Number (Date), (14) Summary by check number (date) and (26) Detail folio (name).

POS check images are retained for 730 days and purged with the daily purge routine.

To view, print, or email the check image:

1. From the OPERA Cloud menu, select **Front Desk**, and select **In House** or any checked-in or departure reservation.
2. Search for reservations.
3. From the search results, click the row-level **I Want To . . . menu** and select **Go To Billing** (or click the **link** for the Balance amount).
4. Click the **information icon** in the reference column for a POS posting to view the check image.
5. To email or print the POS check, click **Print**. The following options appear:
  - Select **Email** to send the image as an email attachment. If the email address is not configured, click **New Email** and enter an address. The new email address will save in the guest's profile.
  - Select **Preview to Print** to generate a PDF of the check image for printing.

### Example 6-1 Generating a Folio

To generate a folio that includes the POS check image:

1. Select **Information Folio**.
2. Select a **folio style**: (1) Detail folio (date), (9) Detail Folio (room), (10) Summary by stay and check Number (Date), (14) Summary by check number (date) and (26) Detail folio (name).
3. Select the **Destination**.

- a. Select **Email** to send a PDF of the folio as an email attachment. If the email address is not configured, click **New Email** and enter an address. The new email address will save in the guest's profile.
- b. Select **Preview to Print** to generate a PDF of the folio
- c. Select **download** for a PDF version of the folio.

### Managing Folio Histories

## Posting Credit Card Rebates to a Reservation Account

You can post a rebate (refund) to a credit card . When the Credit Card Rebate Validation OPERA Control is active , the rebate amount is checked against the previously charged amount to the credit card to ensure the rebate does not exceed the original payment amount posted.

1. From the **OPERA Cloud** menu, select **Front Desk** and then select **In-House**.
2. Enter search criteria and click **Search**.
3. Select the reservation from the search results and click **I Want To...** and select **Billing**.
4. On the **Manage Billing** screen, click **Post Payment** then complete the following
  - a. **Window**. Select the billing window for the payment.
  - b. **Method**. Enter or select a credit card payment method from the list.
    - i. **Card Number**: Enter credit card number (PAN).
    - ii. **Card Expiry**: Enter credit card expiry date (MM/YY).
    - iii. **Card Holder**: Enter the name of the card holder.
    - iv. **Apply Surcharge**: Select to apply a credit card surcharge (Available when the Credit Card Transaction Surcharge OPERA Control is active).
  - c. **Amount**: Enter the negative payment amount.
    - i. Total Amount will include any surcharge calculated.
    - ii. Click **Change Payment Currency** to change the currency for the payment. (Available when the multi-currency OPERA Control is active).
    - iii. The Override Debit Activity to Process Rebate dialog appears. If you want to override the validation against the original amount, select the check box. If the rebate amount is greater than the original charge, OPERA Cloud will prompt, Debit Activity for Credit Card Rebate is Insufficient.
  - d. **Supplement**: Enter any supplementary information text.
  - e. **Reference**: Enter any reference information. When the Mandatory Reference Negative Payments OPERA Control is active this field will be mandatory for negative payment amounts, to ensure a reason is provided.
  - f. Click **Apply Payment**.

## Routing Limits

Setting a routing limit enables you to impose a limit on the total value of transactions that can be routed to a folio window. For example, a guest's company might only agree



to pay a certain amount or percentage of the bill or only pay certain expenses for their employee. This agreed amount or percentage of the guest's bill can be routed to a specific folio window so that payment is made by the company's credit card and the remaining balance paid by the guest.

Routing limits are defined on the routing instructions as either an amount or a percentage of the guest folio. With percentage, you can route a percentage of the transactions associated with the routing instruction. For example, if 10 is defined for the routing instruction percentage, 10% of each transaction would be routed. Generates such as taxes and service charges are also split by the designated percentage.

With an amount limit, you can specify a maximum amount for the routing instruction. For example, if you set a limit of 200 on a window routing instruction for transaction code 1001, the first 200 charged by the guest to transaction code 1001 would be routed per the instruction to window 2 of the Billing screen. Any overage would automatically be split off and transferred to window 1. If the routing instruction was set up for room routing, the first 200 would go to window 1 of the target room and any overage would automatically be split off and transferred to window 1 on the originating guest's Billing screen.

The following rules govern the behavior of routing limits:

- When the routing instruction is set up for multiple routing codes (or multiple transaction codes or a mix of transaction codes plus routing codes), the routing limit applies to the sum of charges against all transaction codes included in the routing instruction.
- When routing a charge for an inclusive transaction code, the value is routed. This includes the generates (taxes and service charges).
- When routing a charge for an exclusive transaction code, the value of any generates is not routed.
- If the limit is changed after a transaction has been routed, a folio refresh shows an increase or decrease in the routed amount, if appropriate.
- When transferring postings to a target room, the routing limit for the routing instruction is observed. Only an amount up to the routing limit can be transferred to the target folio.
- When moving postings between folio windows, the routing limit for the target window is observed. Only an amount up to the routing limit can be moved to the target window.
- Routing limits and splitting behavior are observed by End of Day and Point of Sale (POS) postings.
- Routing limits can be set up for selected dates of a multi-night stay.
- Routing limits for multi-night stays are based on the business date when the revenue is realized. A pro forma folio or advance bill for a multi-night stay with routing applied separately to each date of the stay reflects routed charges and routing limits by business date. For example, assume a 4-night reservation has a rate code of 100 per night. Routing instructions are configured such that each night's room charge is routed to a separate window with a 50 limit for each routing instruction. When an advance bill for the entire stay is generated, routing limits are applied by date.

## Service Recovery Adjustments

A Service Recovery Adjustment enables you to associate a department, reason code, and clarifying text with an adjustment. You can also gain a guest signature acknowledging the adjustment. The Service Recovery Adjustment provides the ability to post and track Service Recovery Adjustments versus other non-service recovery related adjustments. This feature

requires the Service Recovery Adjustment parameter under the Cashiering group to be set to ON.

## Posting Service Recovery Adjustment Charges

### Prerequisites for Posting Service Recovery Adjustment Charges

A Service Recovery Adjustment enables you to associate a department, reason code, and clarifying text with an adjustment to a charge. You can also gain a guest signature acknowledging the adjustment. The Service Recovery Adjustment provides the ability to post and track Service Recovery Adjustments versus other non-service recovery related adjustments.

1. From the **OPERA Cloud** menu, select **Front Desk**, and then select **In House**.
2. Enter search criteria and click **Search**.
3. Select the reservation from the search results and click **I Want To. . .** and select **Billing**.
4. In **Manage Billing**, click the **Vertical Ellipsis** and select **Post Service Recovery Adjustment**.
  - a. In the Adjustment panel:
    - i. Select **Amount** or **Percentage**.
      - i. **Amount**. Enter either an adjustment amount or a percentage of the original posted amount.
      - ii. **Department**: Select a department from the list.
      - iii. **Reason**: Select a reason from the list.
      - iv. **Reason Text**: Enter additional information about the adjustment .
    - b. In the Selected Transactions panel:
      - i. Click the **Vertical Ellipsis** and select **Search Transactions**.
      - ii. Enter your search criteria and click **Search**.
      - iii. Select a transaction to adjust and click the down arrow to move it into the **Selected** section of the screen, then click **Select**.
      - iv. Click **Process Adjustment**.

## Cashier Login

Cashier Login is a security feature designed to prevent unauthorized users from accessing cashiering functions. You can configure cashier IDs in [Configure Cashier](#) and assign cashier IDs and privileges to users in [Managing Users](#).

When the Force Cashier Login is active in OPERA Controls you need to enter your cashier logon details to access cashiering functions such as:

- Reservation Deposits
- Reservations Check Out
- Reservation Billing
- Accounts Receivable Invoices

- Block Post Unallocated Deposits
- Posting Journal
- Post It

**Note:**

A PIN is required for authentication instead of your sign-on password.

## Pre Stay and Post Stay Charging

The Pre Stay Charging and Post Stay Charging features control whether the property allows charges to be made to a reservation before check in or after check out. These features operate according to rules established in the Cashiering group under OPERA Controls.

After activating pre stay charging in OPERA Controls, you can:

- Allow pre stay charging for a set number of days prior to guest arrival.
- Specify eligible payment methods for pre stay charging.
- Restrict pre stay charging privileges to certain reservation types.
- Allow charging only if the reservation is on queue waiting to be checked in.
- Make pre stay charging a default option on guest Payment Instructions.

After activating post stay charging in OPERA Controls, you can:

- Make post stay charging a default option on guest Payment Instructions. This enables posting charges after checkout regardless of the payment type associated with the reservation.
- Restrict post stay charging privileges to certain reservation types.
- Activate the open folio functionality.
- Specify when an open folio needs to be closed (options are Sameday, Unrestricted, or a defined number of days).
- Define payment types that you can associate with a reservation to enable post stay charging.
- Set the number of days before automatically closing an open folio with a zero balance.

### Pre Stay Charging Example

Paul Jensen makes a reservation for next Monday with pre stay charging allowed and a payment method and reservation type covered by the pre stay rules. He later calls to request tickets to a concert he wants to attend Monday evening. The property can reserve the tickets and post the cost of the tickets to his reservation.

### Post Stay Charging Example

Pat Anderson has post stay charging enabled on her reservation and AMEX credit card information associated with her profile. The property allows folios to remain open only on the day of checkout. When she checks out on May 6, she uses the AMEX credit card for settlement. Later the same day, she goes to the lobby bar for lunch. The meal can be

automatically posted to her folio by the POS interface. Anderson is still in town the next day, May 7, so she stops at the hotel for lunch again. This time, the meal cannot be automatically posted by the POS interface because your property's post-stay charges rules limit an open folio to **SAMEDAY**.

## Viewing the Billing Summary

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Search for and open a reservation, click **I Want To . . .** and then click **Billing**.
3. In Manage Billing, click **I Want To . . .** and then click **Billing Summary**.

## Reversing Direct Bill Settlement

When the Folio No Reprint OPERA Control is inactive and your role is granted the Reverse Direct Bill task, you can reverse a Direct Bill settlement to an AR account. This may be necessary when the incorrect profile and AR account were selected for the [routing instructions](#) or if the AR Account is on credit hold and alternate settlement of the reservation balance is required.

When the Folio No Reprint OPERA Control is active you cannot reverse a Direct Bill settlement; instead a credit bill must be issued from [Folio History](#). For more information, see [Credit Bills On Folios](#).

### Reversing a Direct Bill Settlement

1. From the OPERA Cloud menu, select **Front Desk**, then select **In House** (or click the figure in the In House tile).
2. Enter search criteria and then click **Search**
3. In the search result, select the reservation then click **I Want to...** and select **Billing** (or click the value in the **Balance** column).
4. Select the Billing window with the Direct Bill settlement.
5. Click the **Code** link for the Direct Bill settlement posting.
  - a. Click **Reverse Direct Bill**
    - i. **Reason:** Select an adjustment reason from the list.
    - ii. Click **Reverse**.
6. The Direct Bill settlement is deleted and removed from the Billing window.

## Finding and Researching Guest Transactions

You can use the Search Transactions feature to locate and research transactions posted to the guest folio.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, select **Manage Reservation**.
2. Search and select a reservation.

3. Click **I Want To . . . . Go to Billing**, click **Actions**, and then select **Search Transactions**.
4. Select the **Non-Billed Transactions** check box, select the desired transactions, and then click **More...**

**Generate Information Folio:** Generates an information folio for a bill review of all or selective charges posted to a guest folio or group master reservation.

## Researching Transactions

You can research guest transactions from the Manage Reservation screen.

1. From the **OPERA Cloud** menu, select **Bookings**, select **Reservations**, and then select **Manage Reservation**.
2. Search for a reservation.
3. Click **I Want To...** and click **Billing**.
4. Click **Actions** and then click **Search Transactions**.

## Void Folios

The Void Folio feature is available when the Void Folio application parameter is turned on. This feature allows you to void already issued guest folios. You can void a folio only on the same business date the guest checks out.

Use the following guidelines when voiding a folio:

- A folio that contains a Bucket Redemption transaction code cannot be voided.
- A bill can be voided only on the same business date as it was created.
- A bill can be voided only if it has not been moved to AR transfer.
- Once the guest checks out, voiding the bill will reinstate the guest.
- Void bill removes the bill number from financial postings.
- Voided bills will show a status of **Void** and with zero amounts in the Folio\_Tax table.

## Voiding a Folio

You must have the Void Folio application parameter turned on to void a folio.

1. From the OPERA Cloud menu, select **Bookings**.
2. Select **Reservations** and then select **Manage Reservation**.
3. Search and open a reservation an in-house reservation that already has a folio generated or a checked-out reservation with the current business date.
4. Click **I Want To . . .** and select **Go To Billing**.
5. Click **I Want To . . .** and select **Void Folio** under the Modify/Update tab.
6. Select a folio from the displayed list and click the vertical ellipsis icon.
7. Click **Void Folio**.

## Generating Batch Folios

You can generate folios for multiple reservations without having to access billing for each reservation. When the multi-language OPERA Control is active folios are generated in the language selected in the linked (guest) profile. In order to deliver the folios via email, ensure the reservation has opted-in to receive email folios. See [Managing Reservation Payment Instructions](#)

1. From the **OPERA Cloud** menu, select **Financials**, select **Cashiering**, and then select **Batch Folios**
2. In the Folio Options panel select the following:
  - a. **Property**: Select or confirm the property.
  - b. **Batch Folio Option**: Select the folio option required.
    - i. **Guests Departing Tomorrow**: Select to generate folios for reservations departing tomorrow.
    - ii. **Guest Checked Out Today**: Select to generate folios for reservation departed today.
    - iii. **All Guests**: Select to generate folios for all in-house reservations.
    - iv. **Guests Departing Today**: Select to generate folios for all reservations departing today.
    - v. **Guest Checked Out Yesterday**: Select the generate folios for reservations departed yesterday.
    - vi. **Periodic Folios**: Useful for long-term reservations, this option allows you to print information folios weekly, monthly, or for user-defined periods of time.
      - Select whether you want to print weekly, monthly, or other periodic folios.
        - **Weekly Folio**: Prints folios for in house guests whose last periodic folio was printed 7 or more days ago, or who have never had a periodic folio printed.
        - **Monthly Folio**: Prints folios for in house guests whose last periodic folio was printed 28 or more days ago, or who have never had a periodic folio printed.
        - **Folio for**: You specify a period of days to be covered. A folio will be printed for guests whose last periodic folio was printed the specified number of days (or more) ago, or who have never had a periodic folio printed.
    - vii. **Auto-folio Settlement**: For more information, see [Auto Folio Settlement](#).
  - c. Click **Next**.
3. In the Reservation Selection panel search and select the reservations:
  - a. Enter any search criteria to refine the reservation search, click **Search**.

- b. From your search results, select the reservations to include in the batch folio process; click the selection column header to select all reservations listed in result.
  - c. **Sort By:** Select a sort option from the list.
  - d. Click **Select**.
4. In the Billing Options panel specify the following:
- a. Folio Scope
    - i. **Information Bill:** Generates an information folio with current charges.
    - ii. **Advance Bill:** Generates a folio with expected room and fixed charges.
  - b. Billing Windows
    - i. **All Windows:** Folios for all Billing Windows in the reservations.
    - ii. **Only Guest Windows:** Select to generate folios only for Billing windows linked to the guest profile (exclude Billing Windows linked to Company or Agent).
  - c. Payment Methods
    - i. **All Payment Methods:** Select this option to generate folios for reservations with any payment method
    - ii. **Credit Cards:** Select this option to generate folios for reservations using a credit card payment method
    - iii. **Simulate Zero Balance:** Select to generate a folio with a credit shown based on the method of payment for a particular billing window. This allows you to provide folios to the guest, with a payment line, showing a zero balance due, without posting an actual payment or checking out the reservation.
5. On the Batch Report Destination page:
- a. Make changes to the folio destinations if needed. You can either change the destination for each folio individually or change it for all folios. Confirm your selections before generating the batch folios.
  - b. Click **Process** to print, email or preview the batch report.

## Auto Folio Settlement

### Prerequisites for Auto Folio Settlement

Using Auto Folio Settlement, hotel staff can:

- Set reservations to automatically settle the folio window balances periodically; rather than manually processing settlement. See [Payment Instructions](#).
- Auto-transfer settled charges to folio window #8 (Available when the Transfer Charges to Window 8 OPERA Control is active)
- Configure automatic folio settlements to only process reservations / billing windows with certain payment types or profiles with a specific folio settlement type. See [Configuring Auto Folio Settlement Types](#).
- Specify the folio settle type within the Profile Details panel
- Process automatic folio settlements as a part of the night audit procedure after all charges have been posted to guest folios (Available when the Auto Settlement to be performed during End of Day OPERA Control is active)

- Manually run the folio settlement process from the Batch Folios screen. You can select folios to automatically settle and initiate the automatic folio settlement process under these conditions:
  - Reservations must be eligible for automatic settlement.
  - Payment type must be eligible for automatic settlement. Cash and check payment types are not able to be automatically settled, and the Auto Settlement Rules, Payment Methods OPERA Control can restrict other payment types.
  - The folio window selection you choose to settle must have a non-zero balance.

When OPERA Cloud is integrated with a payment partner, settlement occurs automatically.

For processing payments manually, activate the Prompt Payment Screen for Auto Folio Settlements OPERA Control so that payment and authorization details can be manually entered for each settlement.

 **Note:**

For reservations to be settled using auto folio settlement, the following must be true:

- The primary profile linked to the reservation must have a valid AR account
- Valid credit card information must be available in the reservation/ payment details.
- Auto Folio Settlement Type field updated in profile to specific auto folio settlement types to be included in Auto Folio Settlement Process. The Auto Folio Settlement process will perform the appropriate validations for credit card authorization / settlement and direct bill settlement and only if successful, then the settlement transaction will be posted. The validations as currently exist (i.e., valid credit card number / expiry date or valid AR number associated with the billing window), will occur in the background and no user input should be expected. Any charges that were transferred to window 8 will remain there if window 8 cannot be settled for any reason. While posting an Auto Settlement transaction, if a credit card authorization / settlement fails or if no AR account number exists, then such reservations/ billing windows will not be settled and a [change log](#) entry for activity type of **Record Credit Card Failure** will be added, detailing the confirmation no and settlement failure reason.

An [Auto Settlement Transaction report \(auto\\_settlement\)](#) is available, which lists the auto-settlement transactions. This report is generated automatically when the Auto Settlement to be performed during End of Day OPERA Control is active.

## Prerequisites for Auto Folio Settlement

### OPERA Controls

**Group:** Cashiering



**Function:** Auto Settlement Rules (Auto Folio Settlement)

**Parameter:** Prompt Payment Screen for Auto Folio Settlements

**Parameter:** Auto Settlement to be performed during End of Day

- **Setting:** End of Day Auto Folio Settlement Types
- **Setting:** Billing Windows to Process during End of Day

**Parameter:** Transfer Charges to Window 8 (EOD Settlement)

**Parameter:** Default Auto Settlement on Reservation

**Setting:** Auto Folio Settlement Preference

**Setting:** Default Folio Style

**Setting:** Payment Method

**Setting:** Settle Every X Days since last auto settlement days

### OPERA Cloud Tasks

Financials

- Generate Batch Folios

## Running the Batch Folio Process for Automatic Folio Settlement

1. From the OPERA Cloud Menu, select **Financials**, select **Cashiering**, and then select **Batch Folios**.
2. Enter your **cashier ID** and **PIN**.
3. In the Folio Options section,:
  - a. Select **Auto Folio Settlement**.
  - b. Select a **Folio Settlement Type**. The options in the multi-selection field are configured for your property and enable you to settle folios for specific types of reservations.
  - c. Select the check box to **Use Days on Reservation** or deselect the check box to specify the date or number of days since the last automatic settlement took place.
  - d. Click **Next**.
4. In the Reservation Selection section,
  - a. apply search filters to narrow your reservation search results and select one or more reservations for auto folio settlement.
  - b. Open the **Search** panel to view search filters. To limit your search results to only checked out reservations with an open folio balance, select **Checked Out** for the Reservation Status and select the **Open Balance** option. Click **Search**.

 **Note:**

For a reservation to appear in the search results using the Checked Out and Open Balance search filters, the reservation must already be checked out and it must have a pending balance. Also, the Payment Instructions on the reservation must have **Post-Stay Charging** and **Auto Settle** options selected.

- c. Select one or more reservations to automatically settle. You can select the check box in the table header to select all reservations. When you have chosen all reservations to settle.
- d. Click **Select**.
5. In the Billing Options section, select the **Payment Methods** to automatically settle, and then select options:
  - a. Enter a **Minimum Window Balance** to restrict the balance for which this process automatically settles. For example, if you want to settle all folios with a balance of \$1000 or more, enter \$1000 in this field.
  - b. **Include Credit Balance**: Select to Include folio window and credit balance.
  - c. **Print Folio**: Select to generate a folio for each settlement processed.
6. Click the appropriate numbered boxes to select **Windows to Settle**, and optionally select any folio windows for which you want to transfer charges to window 8.
7. If needed, click **Folio Style** to apply a style to the selected folios, and then select a folio style from the list of available styles.
8. Click **Generate Batch Folios** to proceed.
9. Review the **Auto Folio Settlement Summary**, and click **Print** to print a report or **OK** to complete the automatic folio settlement process.

## Posting Batch Charges

Batch Charges enables you to simultaneously post a single charge to multiple rooms or to individual rooms in a group. You can also post a single charge to all rooms associated with one travel agent or to all checked-in guests. Examples of batch posting includes charging each member in a group for baggage handling or charging a number of individual guests for a sightseeing excursion.

1. From the **OPERA Cloud** menu, select **Financials**, select **Cashiering**, and then select **Batch Charges**.
2. On the Batch Charges screen, search for reservations.
  - a. **Reservation Status**: Select one or more reservation status. No Show and Cancelled status is displayed when the 'No Show and Cancellation Postings' OPERA Control is active.
  - b. **Include Pseudo Rooms**: Include pseudo room type reservations in the search
  - c. **Include No Post**: Post charge to reservations flagged No Post (cash only)

- d. **Advanced Checkin:** Search for arrival reservations that are flagged as Advance Checked In (available when Advance Check In control is active).
3. Click **Search**.
4. Select one or more reservations in the search results.
5. Click **Post Charge**.
6. On the Posting Details screen:
  - a. **Code:** Enter or select the transaction code.
  - b. **Price:** Enter a price for the charge.
  - c. **Quantity:** Enter a quantity.
  - d. **Supplement:** Enter any supplemental information for charge.
  - e. **Reference:** Enter a reference number for the charge.

 **Note:**

The amount posted will be Price x Quantity.

- f. Click **Post Charge**.  
A Batch Charge Status screen displays the result.
        - g. Click **Report** to generate a report.

## Processing Batch Deposits

Note: Batch Deposit is applicable to properties with payment integration. Processing requires that the reservations have the following: a credit card payment method configured for EFT (electronic funds transfer); a deposit amount owed; a status of Reserved or Due In. You can process multiple reservation deposits at the same time. The process submits each credit card in the batch and charges the card after receiving approval.

1. From the **OPERA Cloud** menu, select **Financials**, select **Cashiering**, and then click **Batch Deposits**.
2. Search by property for reservations with deposits due. Use additional search fields to narrow your search.
3. Sort your search results and select one or more reservations showing deposits due for processing.
4. Click **Process Selected** to initiate processing of credit card charges.
  - a. A receipt is automatically generated in the background and stored in Receipt History (Financial > Cashiering > Receipt History).
  - b. The User Activity Log on reservations will update with an entry for the deposit processed.
5. After the batch authorization is completed, you are prompted to generate the Batch Deposit Posting report.

## Credit Card Settlement

Credit Card Settlement allows you to view and modify credit card transactions prior to final processing. The Credit Card Settlements screen provides a list of credit card transactions. The screen provides information on the charge amount, charge date, guest name, room number, folio number, window number, credit card number, expiration date, and approval code.

Amounts on hold and Amounts to be settled appear at the bottom of the screen. The system calculates these amounts in real-time based on the transactions you select:

- The Total Amount to be Settled represents the total amount of one or more credit card payment transactions selected for settlement.
- The Total Amount on Hold represents the total amount of all credit card payment transactions not selected for settlement.

After reviewing transactions, the system sends the charges electronically to a third-party credit card processing company for batch settlement processing. Credit Card Settlement usually runs once a day as part of the end-of-day routine. You can also run this option at any time, for example, at the end of a shift.

## Settling Credit Card Transactions

1. From the **OPERA Cloud** menu, select **Financials**, select **Cashiering**, and then select **Credit Card Settlements**.
2. Enter a property and additional search criteria if needed and click **Search** to view credit card transactions.
3. Select transactions to review and modify.
4. Select **Settle Credit Cards** to begin processing.

## Managing Prepaid (Gift) Cards

### [Prerequisites for Managing Prepaid \(Gift\) Cards](#)

Pre-paid Cards allow you to view and manage the details of a stored value / gift card.

You can view the card transactions, reload (top-up) the card, and transfer or cash out the card balance.

Card details, including card balance, appear in the left-side panel; card transaction details are in the right-side panel.

Use this option to issue cards non-resident guests by creating or searching for a profile.

### Issuing Prepaid Card

1. From the OPERA Cloud menu, select **Financial**, select **Cashiering** and select **Pre-Paid Cards**.
2. Click **Issue Card** and complete the following
  - a. **Interface**. Select the Stored Value System from the list.
  - b. **Card Number**. Enter the gift card number.

- c. **Amount.** Enter the issue amount.
- d. **Passerby tab**
  - i. **Name.** Enter name to search for guest profile.
    - i. Click **I Want to . . .** to create new profile.
  - ii. **Method.** Select a payment method from the list.
  - iii. **Card Number.** Enter credit card number.
  - iv. **Expiration.** Enter credit card expiry date.
  - v. **Card Holder.** Enter card holder name.
- e. Additional Information tab
  - i. **Reference.** Enter reference number.
  - ii. **Supplement.** Enter supplement text.
- f. Click **Issue Card**.

### Activating Prepaid Card



#### Note:

This option is vendor specific and cards are activated one time

1. From the OPERA Cloud menu, select **Financial**, select **Cashiering** and select **Pre-Paid Cards**.
2. Select the interface , enter the Card Number and PIN (if required) and click **Search**.
3. Click **Activate Card**.
  - a. **Amount.** Enter the issue amount.
  - b. **Passerby tab**
    - i. **Name.** Enter name to search for guest profile.
      - i. Click **I Want to . . .** to create new profile.
    - ii. **Method.** Select a payment method from the list.
    - iii. **Card Number.** Enter credit card number.
    - iv. **Expiration.** Enter credit card expiry date.
    - v. **Card Holder.** Enter card holder name.
  - c. Additional Information tab
    - i. **Reference.** Enter reference number.
    - ii. **Supplement.** Enter supplement text.
  - d. Click **Activate Card**.

### Reloading (Top-up) Prepaid Card

1. From the OPERA Cloud menu, select **Financial**, select **Cashiering** and select **Pre-Paid Cards**.

2. Select the interface, enter the Card Number and PIN (if required), and click **Search**.
3. Click **Reload Card**.
  - a. **Amount**. Enter the reload amount.
  - b. **Passer-by tab**
    - i. **Name**. Enter name to search for guest profile.
      - i. Click **I Want to . . .** to create new profile.
    - ii. **Method**. Select a payment method from the list.
    - iii. **Card Number**. Enter credit card number.
    - iv. **Expiration**. Enter credit card expiry date.
    - v. **Card Holder**. Enter card holder name.
  - c. Additional Information tab
    - i. **Reference**. Enter reference number.
    - ii. **Supplement**. Enter supplement text.
  - d. Click **Reload Card**.

### Canceling Prepaid Transaction



#### Note:

The Cancel Transaction action is only available for records of types **Issue** and **Reload** posted on the current business date.

1. From the OPERA Cloud menu, select **Financial**, select **Cashiering**, and select **Pre-Paid Cards**.
2. Select the interface, enter the Card Number and PIN (if required), and click **Search**.
3. Select the **OPERA Transactions** tab.
4. Select a transaction, click the vertical ellipsis, and click **Cancel Transaction**.
  - a. **Name**. Enter name to search for guest profile.
    - i. Click **I Want to . . .** to create new profile.
  - b. **Method**. Select a payment method from the list.
  - c. **Card Number**. Enter credit card number.
  - d. **Expiration**. Enter credit card expiry date.
  - e. **Card Holder**. Enter card holder name.
5. Additional Information tab
  - a. **Reference**. Enter reference number.
  - b. **Supplement**. Enter supplement text.
6. Click **Cancel Transaction**.

 **Note:**

When you access Cancel Transaction from a reservation, you are presented with additional options:

- **Post Amount to Room.** Select the post the refund amount to the folio.
- **Make Payment.** Select the process refund amount as payment, for example, credit card.

## Cash Out Prepaid Card

 **Note:**

A negative payment amount defaults up to the maximum amount the vendor permits for the selected prepaid card.

1. From the OPERA Cloud menu, select **Financial**, select **Cashiering** and select **Pre-Paid Cards**.
2. Select the interface, enter the Card Number and PIN (if required), and click **Search**.
3. Select the **OPERA Transactions** tab.
4. Click **Cash Out**.
  - a. **Name.** Enter name to search for guest profile.
    - i. Click **I Want to . . .** to create new profile.
  - b. **Method.** Select a payment method from the list.
  - c. **Card Number.** Enter credit card number.
  - d. **Expiration.** Enter credit card expiry date.
  - e. **Card Holder.** Enter card holder name.
5. Additional Information tab
  - a. **Reference.** Enter reference number.
  - b. **Supplement.** Enter supplement text.
6. Click **Cash Out**.

## Viewing Prepaid Transaction Details

 **Note:**

'View Transaction Details' action is only available when the 'Prepaid Cards Transaction' SVS IFC setting is **Vendor Transaction** or **OPERA and Vendor Transaction**.

1. From the OPERA Cloud menu, select **Financial**, select **Cashiering** and select **Pre-Paid Cards**.

2. Select the interface , enter the Card Number and PIN (if required) and click **Search**.
3. Select the **OPERA Transactions** tab.
4. Select a transaction, click the vertical ellipsis, and click **View Transaction Details**.

## Prerequisites for Managing Prepaid (Gift) Cards

### OPERA Cloud Tasks

#### Financials

- Cashiering Workspace
  - Prepaid Cards
    - \* Manage Prepaid Cards

## Calculating Currency Exchanges

The Currency Calculator lets you calculate exchange amounts between different currencies based on established exchange rates.

1. From the **OPERA Cloud** menu, select **Financials**, select **Cashiering**, and select **Currency Calculator**.
2. Click either **Buy** or **Sell**.
3. Select an exchange type.  
Exchange types include cash, check, posting, and so on. Each exchange type can have a different exchange rate.
4. Select a **From Currency** to convert from and select a **To Currency**.
5. Enter an amount for the From Currency. The currency exchange information automatically populates on the screen.

## Managing Currency Exchange Rates

### Prerequisites for Managing Currency Exchange Rates

Currency exchange rates can vary depending on the type of transaction being conducted, such as posting settlement in a foreign currency or calculating agent commission or member points for foreign currency rates and charges. In addition, exchange rates for buying foreign currency (the usual foreign currency exchange transaction) can also differ from exchange rates for selling foreign currency. Exchange rates are time and date sensitive; they are set up to become effective on a certain date/time and remain in-effect until they are superseded by an exchange rate with a newer effective date.

### Adding Currency Exchange Rates

1. From the Application menu, select **Financials**, select **Cashiering**, and then select **Currency Calculator**.
2. Click the **I Want To . . .** and select **Manage Exchange Rates**.



3. Click **New** and enter the following details:
  - a. **Exchange Types:** Select one or more check boxes indicating the exchange types covered by the new exchange rate.
    - i. **Cash** – for cash currency exchanges.
    - ii. **Check** – for foreign currency traveler's check exchange.
    - iii. **Settlement** – for posting a settlement (payment) in foreign currency.
    - iv. **Posting** – for posting charges in a foreign currency. You can use this for accommodation and package item charges from rate code and package elements configured in another currency.
    - v. **Commission** – used for commission calculation on foreign currency commission bank accounts.
    - vi. **Certificate** –Certificate – used for printing an e-certificate voucher (Available when the Loyalty eCertificates OPERA Control is active).
    - vii. **Membership** – used for member point calculation on foreign currency rates/charges..
  - b. **Property:** Enter or select the property.
  - c. **Currency:** Select the currency from the list.
  - d. **Begin Date** : Enter or select the start date for the exchange rate.
  - e. **Begin Time** : Enter the start time for the exchange rate.
  - f. **Buy Rate / From Buy Rate:** Enter either the Buy Rate or the From Buy Rate. OPERA Cloud will calculate the complementary exchange rate and display both exchange transactions in the Exchange Info area.
    - **Buy Rate:** When buying foreign currency, one unit of the local currency equals this many units of the foreign currency.
    - **From Buy Rate:** When buying foreign currency, one unit of the foreign currency equals this many units of the local currency.

For example, assume US Dollars is the local currency and you are setting rates for buying Euros. When buying Euros you want 1 USD to equal 0.770471 EUR; therefore, you enter 0.770471 in the Buy Rate field. OPERA Cloud will calculate the From Buy Rate and automatically enter 1.297907... in the From Buy Rate field. The Exchange Info area will summarize the buy exchange rate as follows:

$$1 \text{ USD} = 0.770471 \text{ EUR}$$
$$1 \text{ EUR} = 1.297907 \text{ USD}$$
  - g. **Buy Commission:** Enter a Forex commission percentage to charge.
  - h. **Net Buy Rate:** View Only. The calculated nett buy rate , including commission.
  - i. **Sell Rate/ From Sell Rate.:** Enter either the Sell Rate or the From Sell Rate. OPERA Cloud will calculate the complementary exchange rate and display both exchange transactions in the Exchange Info area.
    - **Sell Rate.** When selling foreign currency, one unit of the local currency equals this many units of the foreign currency.
    - **From Sell Rate.** When selling foreign currency, one unit of the foreign currency equals this many units of the local currency.

For example, assume US Dollars is the local currency and you are setting rates for selling Euros. When selling Euros you want 1 USD to equal 0.770471 EUR; therefore, you enter 0.770471 in the Sell Rate field. OPERA Cloud will calculate the From Sell Rate and automatically enter 1.297907... in the From Sell Rate field. The Exchange Info area will summarize the buy exchange rate as follows:

1 USD = 0.770471 EUR

1 EUR = 1.297907 USD

- j. **Sell Commission:** Enter a Forex commission percentage to charge.
  - k. **Net Sell Rate:** View Only. The calculated nett sell rate , including commission.
  - l. **Comments:** Enter any comments.
4. Click **Save**.

#### Editing a Current Exchange Rate

1. From the Application menu, select **Financials**, select **Cashiering**, and then select **Currency Calculator**.
2. Enter search criteria and click **Search**.
3. Select a currency code in the search result.
4. Expand result to view exchange rate per exchange type.
5. Select an exchange rate and click **Edit**.
6. Update details.
7. Click **Save**.

#### Managing Future/History Exchange Rates for a Currency

##### Viewing All Exchange Rates

1. From the Application menu, select **Financials**, select **Cashiering**, and then select **Currency Calculator**.
2. Enter search criteria and click **Search**.
3. Select a currency code in the search result.
4. Click the **I Want To . . .** and select **Manage Exchange Rates**.

##### Deleting an Exchange Rate

1. From the Application menu, select **Financials**, select **Cashiering**, and then select **Currency Calculator**.
2. Enter search criteria and click **Search**.
3. Select a currency code in the search result.
4. Click the **I Want To . . .** and select **Manage Exchange Rates**.
5. Click **vertical ellipsis** and select **History Future Exchange Rates**.
6. Select an exchange rate, click **vertical ellipsis** and select **Delete**.
7. Click **Delete** to confirm.

 **Note:**

OPERA Cloud stores exchange rates for critical financial transactions so deleting a past exchange rate will not impact these areas. However, deleting a past exchange rate may affect certain operations. For example, assume you are examining a past reservation and you view Rate Info to view rate summary details. If you decide you want to see the rate summary details in a currency other than that in which the reservation's rate amount is stored, OPERA Cloud will use the current exchange rate for that currency as the past exchange rate for the date in question was deleted.

## Prerequisites for Managing Currency Exchange Rates

### OPERA Controls

**Group:** Cashiering

**Function:** Foreign Currency Codes

**Parameter:** Sell Currency

### OPERA Cloud Tasks

- Cashiering Workspace
- Currency Exchange Calculator
- Currency Exchange Rates
- Manage Currency Exchange Rates
- Delete Past Exchange Rates

## Charging Purchases Using Post It

Post it provides a way to charge for the consumption of items such as mini-bar item, day spa treatments, gift shop items, and so on with features similar to a point of sale. The items have a price defined and are posted to a cart. The balance of the cart is then settled to a room reservation or by cash or credit card.

Post It does not support room charge to future reservations enabled with pre-stay charging. See, [Managing Reservation Payment Instructions](#)



### Watch Video

#### Posting Charges using Post it

1. From the **OPERA Cloud** menu, select **Financials**, select **Cashiering**, and then select **Post It**.
2. Select an article or a transaction code for posting. Alternatively, if the item has a UPC number, you can enter value in the UPC field using a UPC scanner or by manually typing it.

 **Note:**

The selected item and its price (and associated taxes) appear in the cart.

3. Select **[x]** next to an article in the cart to remove the item.
4. Repeat the steps to post additional items to the cart.
5. To settle the cart, click **Pay**.
  - a. If settling the cart balance to a room reservation, click the **Charge to Room** check box.

 **Note:**

User role must be granted **Charge to Room (Settlement)** task to settle balance to a room reservation account.

- i. Enter a room number or guest name and click **Search**.
  - ii. To include Open Folio reservations click the **Open Folio** check box.
  - iii. Select the required reservation from search results.
- b. If settling to a credit card, select the payment method, and enter card number, expiration date, and card holder name (swipe or tap card if payment integration is active at property).

 **Note:**

A **Card Present** check box is available when the **Payment Services Directive** OPERA Control is active. This check box is deselected by default and remains deselected if you manually enter a credit card number. A 'Credit Card Was Entered Manually' message appears when you manually enter a credit card. This check box is automatically selected if you insert or swipe a credit card in a credit card terminal.

- c. You can also search and select a profile and enter reference text to generate a personalized folio.
6. Click **Complete Sale** to post the settlement.
7. To post negative items, first select the **Activate Minus Posting** button and then select the article(s) being adjusted. The button then changes to **Deactivate Minus Posting** to enable the posting of articles.

 **Note:**

Your user role must be granted **Post a Negative Post It Article** task.

### Posting Charges using Fast Post

Fast posting is used to rapidly post the same charge to multiple room reservation accounts. This feature is useful for manually posting point of sale (POS) charges to room accounts when integration with the POS system is unavailable. Other uses are for posting laundry or mini bar (summary totals).

1. Select **Fast Post** check box.
2. **Code.** Enter or select the charge transaction code to be posted.
3. **Room / Name.** Enter or select the room reservation the charge is to be posted to.
4. **Amount.** Enter the amount of the charge.
5. Click **Post**.

The **Code** field will retain the selected charge code - repeat entry of Name/Room and Amount to a post new charge.

## Managing Receipt History

OPERA Cloud stores a copy of receipts for foreign currency exchange, deposit payment, deposit refund, guest ledger payment and paid out transactions. Use **Receipt History** to regenerate a copy of the receipt.

1. From the **OPERA Cloud** menu, select **Financials**, select **Cashiering**, and select **Receipt History**.
2. Enter a property and any additional search criteria and click **Search**.
3. Locate the receipt in the search result, click the **Vertical Ellipsis** and select **Send to**.
4. Select a destination option:
  - a. **Preview:** Select to preview in PDF.
  - b. **Email to Print:** Select to print to selected printer.
  - c. **Email:** Select to delivery via email as PDF attachment. Select or enter an email address.
5. Click **Process**.

## Open Cashiers

### Viewing Open Cashiers

Open Cashiers provides status information about currently open cashier sessions. The information includes the following:

1. From the **OPERA Cloud** menu, select **Financials**, **Cashiering** and then **Open Cashiers**.
  - a. **Cashier Number.** An ID number assigned to the cashier during setup.
  - b. **Cashier Name.** Name assigned to the Cashier ID during Cashier setup.
  - c. **Maximum Daily Use.** Number of times a cashier can close and re-open in one business day. This value is set during Cashier setup.

- d. **Times Opened.** The number of times the Cashier opened since the last End of Day processing.
- e. **Opened Time.** Most recent time the Cashier opened since the last End of Day processing.
- f. **Last Closed Time.** Most recent time the Cashier closed since the last End of Day processing. This field is blank if the Cashier has not closed since the last End of Day processing.

## Closing Cashiers

Close Cashier enables you to view and audit charges posted during your shift, the closing balances for charges, confirm your shift drop amounts, print your daily reports, and close your shift.

### Note:

When you close your cashier, you are not logged out of **OPERA Cloud**. You may continue to use other features, however to perform cashiering activities, you will be prompted to re-open your cashier. The number of times your cashier can be opened and closed during a single business day is set for your cashier ID in [Cashier Configuration](#).

### Note:

When the **Blind Cash Drop Cashiering** control is enabled all transactions (charges) are displayed except for Cash and Check transactions.

### Closing Your Cashier

1. From the OPERA Cloud menu, select **Financials**, select **Cashiering**, select **Cashier Closure**.
2. When the Force Cashier Login OPERA control is enabled, the Cashier Login screen appears, prompting you to confirm your cashier ID and enter your user PIN to continue.

### Property Selection

In multi-property operations you may have posted charges and payments to reservation accounts or AR accounts in various properties. The property selection panel allows you to select each property in order to reconcile transactions and enter shift drop details for the property, click a property in the list to refresh the details for the selected property.

### Review Transaction Details

The transaction panel displays a summary list of all charges and payments which have been posted is presented for audit purposes.

Click the transaction code link to view a **Detailed Posting Journal** for the selected transaction code.

**Note:**

Link is not enabled when **All Properties** checkbox is selected.

### Posting Journal

1. Enter search criteria.

**Note:**

The cashier ID field defaults with your cashier ID.

2. Click **Search**.
3. The transactions matching the criteria are listed.
4. Click the transaction code link for a posting to view and edit the posting details.

### Shift Drop

The Shift Drop panel allows you to reconcile cash, checks, credit card and other payments posted in local currency during your shift. Behavior in this panel is dependent on the **Blind Shift Drop** cashier control.

When the **Blind Shift Drop** cashier control is not enabled :

- **Opening Balance Including Float Cash.** Displays the amount of cash in your cash drawer when you opened your cashier. Opening Balance Cash reflects any starting amount of cash and any "float" over or under amount of cash from the last time you closed your cashier. **Cashier Configuration** defines the Starting Amount, if any, and whether Float Over/Short is considered.

**Note:**

When more cash is paid out than is received, this is known as negative banking. Whether or not the **Float Over/Short** check box is selected when configuring the cashier. **Cashier Configuration** determines if a negative amount is displayed when the cashier logs back in. For example, a cashier logs in and pays out 200 and takes in 0. This means that the Expected Shift Drop is -200. If the **Float Over/Short** check box is selected for the cashier, the next time the cashier logs back in he has an Opening Balance Including Float Cash of -200. (If the cashier has a starting amount configured, the Opening Balance Including Float Cash would equal the starting amount plus the previous Expected Shift Drop.) If the **Float Over/Short** check box is not selected, then the Opening Balance Including Float Cash will display 0 because no float amount is carried over from the previous shift drop.

- **Opening Balance Check:** Displays the amount of checks in your cash drawer when you opened your cashier. Opening Balance Check reflects any "float" over or under amount in checks from the last time you closed your cashier. **Cashier Configuration** determines whether Float Over/Short is considered.
- **Cash Received:** Total amount of cash received in your drawer this shift, based on the record of cash payment transactions you posted.
- **Cash Paid Out:** Total amount of cash paid out from your drawer this shift, based on the record of paid out transactions you posted.
- **Cash Received:** Total amount of monies to be dropped to the General Cashier. This is the result of the calculation of Cash - Paid Out. You may change the figure shown in the **Cash Actual Shift Drop** field if this is incorrect. This is the amount of local currency cash you are dropping to the General Cashier.
- **Check (Cheque) Received:** Total amount of checks accepted into your drawer this shift, based on the record of check (cheque) payment transactions you posted. You may change the figure shown in the **Check Actual Shift Drop** field if this is incorrect. This is the amount of local currency checks you are dropping to the General Cashier.
- **Expected Shift Drop:** The sum of Total Cash Drop + Checks Received. The amount of cash and checks you are dropping to the General Cashier. When the **Positive Cashier Drop** cashier control is enabled the amount must be a positive value.
- **Credit Card Expected Shift Drop:** Total amount of all credit card settlements based on the record of transactions you posted.
- **Other Payments Expected Shift Drop:** Total amount of all other payment based on the record of transactions you posted. Examples of other payments include Direct Bank Transfer, TA Commission, C/Card Commission.
- **Cash Actual Shift Drop:** Enter the total amount of physical cash you have to drop (bank). When selecting another property the amount that is entered in this field will be saved before switching to another property . When the **Negative Cash Shift Drop** cashier control is enabled this amount can be a negative value.
- **Check Actual Shift Drop:** Enter the total amount of checks you have to drop (bank). When selecting another property the amount that is entered in this field will be saved before switching to another property.

 **Note:**

An alert message appears notifying you of the amount by which the total of **Actual Checks** and **Actual Cash** varies from **Expected Shift Drop**.

### Foreign Currency

Displayed when the Foreign Currency Handling cashier control is enabled . Foreign currencies are not included in the reconciliation performed in the Shift Drop section of the Cashier Closure screen. The Foreign Currency section lets you account for the amounts of foreign cash received during this shift, based on the record of transactions that you posted. These could be payments received in foreign currency or as a result of foreign currency exchanges posted. Information is provided individually for each currency, as applicable.



- **Currency:** Currency code for the type of currency to be reconciled. This field is populated from transactions recorded throughout the day by your cashier ID.
- **Opening:** Amount of this currency in your cash drawer when it was opened.
- **From Today:** Amount of this currency taken in today.
- **Shift Drop:** Enter the amount of this currency you are dropping to the General Cashier. Enter the amount in the foreign currency, not the amount converted into your local currency. For example, if you have 20,000 Japanese yen, enter 20000 and not the equivalent amount in your local currency. This is the expected shift drop.
- **Difference:** Any difference between the amount of cash in this currency taken in today and the amount you are dropping to the **General Cashier (From Today - Shift Drop)**.

### Foreign Check

Displayed when the **Foreign Currency Handling** cashier control is enabled . Foreign checks (usually, traveler's checks) are not included in the reconciliation performed for the Shift Drop section of the Cashier Closure screen. The Foreign Currency section lets you account for the amounts of foreign checks received during this shift, based on the record of transactions that you handled. Information is provided individually for each currency, as applicable.

- **Currency:** Currency code for the type of checks to be reconciled. This field is populated from transactions recorded throughout the day by your Cashier ID.
- **Opening:** Amount of checks in this currency in your cash drawer when it was opened.
- **From Today:** Amount of checks in this currency taken in today.
- **Shift Drop:** Enter the amount of checks in this currency you are dropping to the General Cashier. Enter the amount in the foreign currency, not the amount converted into your local currency. For example, if you have a check for 20,000 Japanese yen, enter 20000 and not the equivalent amount in your local currency. This is the expected shift drop.
- **Difference:** Any difference between the amount of checks in this currency taken in today and the amount you are dropping to the General Cashier (From Today - Shift Drop).

When the **Blind Cashier Drop** cashier control is enabled, the following is displayed:

- **Credit Card Expected Shift Drop:** Total amount of all credit card settlements based on the record of transactions you posted.
- **Other Payments Expected Shift Drop:** Total amount of all other payment based on the record of transactions you posted. Examples of other payments include Direct Bank Transfer, TA Commission, C/Card Commission.

When the **Enter Shift Drop Amounts** cashier control is enabled, the following is displayed:

- **Cash Actual Shift Drop:** Enter the total amount of physical cash you have to drop (bank). When selecting another property the amount that is entered in this field will be saved before switching to another property.
- **Check Actual Shift Drop:** Enter the total amount of checks you have to drop (bank). When selecting another property the amount that is entered in this field will be saved before switching to another property.

### Closing Cashier and Generating Reports

Once all transactions have been reconciled and you have entered Shift Drop totals for local currency payments and foreign currencies payment for each property you are ready to close your cashier.

1. In multi-property operations select the **All Properties** checkbox to enable the **Close Cashier** button.
2. **Shift Drop Location and Bag Number:** When the **Shift Drop Location and Bag Numbers** OPERA Control is active, you are required to select a shift drop location and enter a bag number - these details are included on Cashier Shift Bag Report Financial report, refer [Financials Reports](#).
  - **Shift Drop Location:** Select a location from [Configuring Shift Drop Locations](#).
  - **Cash Bag Number:** Enter a bag number value.
  - **Others Bag Number:** Enter a bag number value .
3. Click **Close Cashier** to close your cashier.
4. When prompted click **Close Cashier** to confirm and continue. You will see an Information notification confirming that your cashier has been closed.
5. Next you will be prompted to generate the Cashier Closure reports.
6. Click **Process** to generate the reports.
  - **Cash Report:** This report lists all cash transactions with your cashier ID, including cash received in payment (credit), cash paid out in check exchange (debit), cash paid out in currency exchange (debit).
  - **Check Report:** This report lists all checks received with your Cashier ID, including checks received in payment and checks received for check exchange Foreign Currency Report - this report lists all foreign currency received with your Cashier ID, including foreign monies received in the form of cash and traveler's checks for currency exchange, and foreign monies received in the form of cash and checks in payment (Applicable hen the Foreign Currency Handling cashier control is enabled ).
  - **Credit Cards Report:** This report lists all credit card transactions posted by your Cashier ID.
  - **AR Settlements Report:** This report lists all settlements sent to AR with your Cashier ID.
  - **Miscellaneous Payments Report:** The Miscellaneous Payments Report lists all payment transactions handled by your Cashier ID for which the transaction code is designated as Other Payments.
  - **Deposit Transfers Report:** Deposit transfers are transactions that represent deposits transferred at check in. Whilst these transactions belong to the Other Payments transaction type, they are listed separately from the payment transactions included in the Miscellaneous Payments Report.
  - **Cashier Closure Report :** The Cashier Closure Report is a summary of the cashiering activity for your Cashier ID during the shift just ending. The report has these main sections:
    - The report provides the amounts (in local and foreign currency) and number of postings for each of the following:
      - \* Cash Received.
      - \* Checks Received.
      - \* Total Cash and Checks Received.
    - Cash Drop Amount, Check Drop Amount, and Total Drop Amount.

- Difference between Cash Drop Amount and Cash Received, Check Drop Amount and Checks Received, and Total Drop Amount and Total Cash and Checks Received.
- Credit Card transactions by type and Total Value of Credit Card transactions.
- Accounts Receivable transactions Total Value.
- Other Payments (excluding deposit transfers) by type and Total Value of Other Payments.
- Deposit Transfers.

## Generating Cashier Reports

You can view transactions and generate Cashier Reports containing details for the transactions posted on your cashier number from the last time your cashier was opened.

You can also use this option to regenerate the reports produced from [closing a cashier](#).

The following reports are available

- **Cash Report:** This report lists all cash transactions with your cashier ID, including cash received in payment (credit), cash paid out in check exchange (debit), cash paid out in currency exchange (debit)
- **Check Report:** This report lists all checks posted with your Cashier ID, including checks received in payment and checks received for travelers check exchange.
- **Foreign Currency Report:** This report lists all foreign currency posted with your Cashier ID, including foreign monies received in the form of cash and travelers checks for currency exchange, and foreign monies received in the form of cash and checks in payment (available when Foreign Currency Handling OPERA Control is active).
- **Credit Card Report:** This report lists all credit card transactions posted by your Cashier ID.
- **AR Settlement Report:** This report lists all settlements posted to AR Direct Bill by your Cashier ID.
- **Miscellaneous Payment Report:** . This report lists all payment transactions posted by your Cashier ID for which the transaction code is configured as **Other** payment.
- **Deposit Transfer Report:** This report lists deposits transferred at check in transactions handled internally by your Cashier ID

### Note:

Whilst these transactions are configured as Other Payments transaction type, they are listed separately from the transactions listed on the Miscellaneous Payments Report.

### Generating Current (Open) Cashier Reports

1. From the OPERA Cloud menu, select **Financials**, select **Cashiering** then **Cashier Reports**.
2. Enter your user/cashier PIN.

3. Select the **Current** tab and enter the following details:
  - a. **Property**: Enter or select the property.
  - b. **Report Type**: Select a report type from the list.
  - c. Click **Search** to view the transactions.
  - d. Click **Print** to generate the report.
    - i. Select a report destination and click **Process**.
  - e. Click **Print Closure Reports** to generate all reports.
    - i. Select a report destination and click **Process**

#### Reprint Past (Closed) Cashier Reports (All Cashiers)

1. From the OPERA Cloud menu, select **Financials**, select **Cashiering** then **Cashier Reports**.
2. Enter your user/cashier PIN.
3. Select the **Reprint** tab and enter the following details:
  - a. **Property**: Enter or select the property.
  - b. **CashierID**: Enter or select a cashier number.
  - c. **Closure Date**: Enter or select the closure date
  - d. **Closure Number**: Select a closure number from the list.
  - e. **Report Type**: Select a report type from the list.
  - f. Click **Search** to view the transactions.
  - g. Click **Reprint** to generate the report.
    - i. Select a report destination and click **Process**.
  - h. Click **Reprint Closure Reports** to generate all reports.
    - i. Select a report destination and click **Process**.

## Viewing Posting Journal

Use the posting journal to view details on charges and payments posted in OPERA Cloud.

Charges can be posted manually, automatically (during end of day) or via an integrated system such as point of sale or call accounting system.

1. From the **OPERA Cloud** menu select **Financials**, select **Cashiering**, and then select **Posting Journal**.
2. Enter search criteria and click **Search**.
  - a. Click the **Transaction Code** link to view the posting details.
  - b. Click the **Confirmation Number** link to view the reservation details.

## Sending Fiscal Commands

### [Prerequisites for Sending Fiscal Commands](#)

You can manually send a specific command to a fiscal printer using the Fiscal Commands option.

The commands / actions available vary according to your country location.

For further information, see [Oracle Hospitality Localization Center for Hotel](#).

### **Sending a Command to a Fiscal Printer**

1. From the OPERA Cloud menu, select **Financials**, then **Cashiering**, then select **Fiscal Commands**.
2. Enter or select the property and click **Search**.
3. Select a terminal (printer) , then click the vertical ellipsis and select a command from the list.

## Prerequisites for Sending Fiscal Commands

### **OPERA Controls**

**Group:** Cashiering

**Parameters:** Fiscal Folio Printing

**Settings:** Fiscal Commands

### **OPERA Cloud Tasks**

**Group:** Financials

- Cashiering Workspace
- Send Fiscal Commands

## Commissions

### [Prerequisite for Commissions](#)

The Commissions feature enables you to process commission payments for travel agents and other sources of reservations at your hotel.

## Prerequisite for Managing Commissions

### OPERA Cloud Tasks

**Table 6-2 Manage Commissions**

Manage Commissions	Tasks
	<ul style="list-style-type: none"> <li>• Attach/Detach Reservations</li> <li>• Hold Release Payment</li> <li>• Payment Activity</li> <li>• Manage Checks</li> <li>• Discard Checks</li> <li>• Reprint Checks</li> <li>• Reservation Search</li> </ul>

## Detaching Reservations from Travel Agents or Sources

1. From the **OPERA Cloud** menu, select **Financials**, select **Commissions**, and then select **Bank Account**.
2. Select a **Property** and click **Search**.
3. In the search table, select a Bank Account and click the vertical ellipses and then click **Go to Commissions**.
4. A message appears informing you that Commission Records successfully processed. Click **OK**.
5. On the Manage Commissions screen, locate the attached reservation and click the vertical ellipsis next to it and then select **Detach Reservation**.
6. Click **Detach Reservation** on the Confirmation screen.

## Attaching Travel Agents / Sources to Reservations

Use the Manage Commissions screen to attach a Travel Agent/Source to a reservation. You can also detach a reservation from a Travel Agent/Source.

1. From the **OPERA Cloud** menu, select **Financials**, select **Commissions**, and then select **Bank Account**.
2. In the search table, select a Bank Account and click the vertical ellipses and then click **Go to Commissions**.
3. A message appears informing you that Commission Records successfully processed. Click **OK**.
4. On the Manage Commissions screen, click the vertical ellipsis next to the travel agent/source and select **Attach Existing Reservation**.
5. Click **Attach Existing Reservation** on the Confirmation screen.

## Placing Commission Processing on Hold

You can place unpaid commission records on hold for Travel Agents or Sources. You can also release a hold.

1. From the **OPERA Cloud** menu, select **Financials**, select **Commissions**, and then select **Travel Agent/Source**.
2. Enter a **Property** and for **View By**, select **View All**, **Source**, or **Travel Agent**.
3. Enter a **Name** and click **Search**.
4. Click **I Want To...** next to the travel agent/source and select **Commission**.
5. A message appears informing you that Commission Records successfully processed. Click **OK**.
6. On the Manage Commissions screen, click the vertical ellipsis button next to the travel agent/source and select **Hold**.
7. Select a **Hold Reason** from the drop-down list and enter a description for the hold and then click **OK**.

## Transferring Zero Commissions to History

The Manage Commissions function processes commission payments to travel agents and other sources of reservations. You can also use it to process reservations that do not qualify for a commission. The system sends such zero commission reservations to commission history and marks them as paid. This prevents issuing a check or EFT payment to the travel agent/source.

1. From the **OPERA Cloud** menu, select **Financials**, select **Commissions**, and then select **Travel Agent/Source**.
2. Search for a Travel Agent or Source.
3. Select the **Actions** drop-down list associated with a Travel Agent or Source and then select **Go to Commissions**.
4. A message appears telling you that Commission Records successfully processed. Select **OK**.
5. From the Manage Commissions screen, select an Agent or Reservation.
6. Select the **Actions** drop-down list, and then select **Process Zero**.
7. When the Process Zero Confirmation message appears, select **Process Zero**.

## Processing Commission Payments

Use Manage Commissions to process commissions owed on reservations.

1. From the **OPERA Cloud** menu, select **Financials**, select **Commissions**, and then select **Bank Account**.
2. Enter or select a **Property** and other search criteria, such as a **Bank Name** or **Account Number**. Click **Search**.
3. Click the vertical ellipsis associated with an account and then select **Go to Commissions**. A message appears telling you that Commission Records successfully processed. Click **OK**.
4. On the **Manage Commissions** screen, click **I Want To . . .** and then select **Process Payment**.

5. Enter **From** and **To** dates for the departure.
6. Click **Process**.

## Internal Charge Number

### Prerequisites for Internal Charge Numbers

Internal Charge Number functionality provides guests with a unique, internal charge number for their reservation that enables them to charge directly to their hotel folio. This is a convenience that enables the guest to use one method of payment throughout the property and any other associated locations during their stay. The Internal Charge Number can be used before the reservation is checked in and after checking out. The unique charge numbers are generated automatically. Hotel staff can view guest postings for research and audit purposes. Guests can use the assigned charge card number for purchases made at the hotel, as well as other integrated locations throughout the resort or theme park.

Internal Charge Number functionality provides the following benefits.

The guest can:

- Use one charge card for purchases at the property and related locations such as theme parks, spa facilities, and restaurants.
- Receive one bill for all related purchases in one folio at the hotel.

Hotel staff can:

- Configure charge card numbers in a variety of ways, including adding prefixes and suffixes to the number using property information, guest identification numbers, and so on.
- Ensure that all new reservations are automatically provided with an internal charge card number at the time a confirmation number is generated.
- Search for postings by charge card number in the Posting Journal when the third-party system is configured to provide this information.

## Reviewing Postings to the Internal Charge Number in the Posting Journal

1. From the Navigation Bar, select **Financials**, select **Cashiering**, and then select **Posting Journal**.
2. Enter search criteria, such as Room Number, Cashier ID, and including the internal charge number in the **Reference** field. Note that this is dependent on the third-party system providing this data in the posting message.
3. Click **Search**.
4. Click the **Code** link to review posting details.

## Accessing an Internal Charge Number from the Changes Log

1. From the Navigation Bar, select **Miscellaneous**, and then select **Changes Log**.



2. Select a **Property**, select **Reservation** in the **Activity Group** field, select the **Activity Type NEW**, select or confirm the **Activity Date From** and **Activity Date To** fields, and then click **Search**.
3. Double-click a row in the search results to review information. You can identify the internal charge number in the **Description** field: **CHARGE NUMBER -> 10000000**, for example.
4. Click the **X** icon to close the Changes Log.

## Internal Charge Number Setup

1. To enable internal charge numbers in OPERA Controls, from the Administration menu, select **Enterprise**, and then select **OPERA Controls**.
2. Select **Reservations** from the Groups menu.
3. Ensure the **Create Internal Charge Number** setting is enabled.
4. Modify **Charge Number Pattern** settings:
  - a. Add a **Charge Number Pattern Prefix** if the internal charge numbers should begin with a specific alpha or numeric code. For example, enter DL in this field if you want all internal charge numbers to begin with the letters DL.
  - b. Add a **Charge Number Pattern** to define the pattern to be used to generate internal charge numbers. For example, press **Ctrl** and click to select PROPERTY and NAME ID from the multi-selection pane, and then click **Save**. This defines the number creation pattern to use and the guest's name ID when creating new internal charge numbers. Leave this field blank to use the Oracle Sequence Number.
  - c. Add a **Charge Number Pattern Suffix** if the internal charge numbers should end with a specific alpha or numeric code. For example, enter ORL in this field if you want all internal charge numbers to end with the letters ORL.
  - d. Enter a value in the **Charge Number Maximum Size** field to specify a maximum number of characters to be used in internal charge numbers. The minimum value is five and maximum is 60 characters.

## Troubleshooting Internal Charge Numbers

**Table 6-3 Troubleshooting Internal Charge Numbers**

Problem / Issue	Cause	Resolution
Internal Charge Numbers are not generated when reservations are created or imported into the system.	OPERA Control for <b>Create Internal Charge Number</b> is set to <b>Off</b> .	Set the OPERA Control for <b>Create Internal Charge Number</b> to <b>On</b> .
Internal Charge Number is not found when used with a posting from a third-party system.	Reservation is not active for posting.	Verify why the reservation is not active for posting. For example, the status might not be correct, or the Pre and Post Stay rules are not valid.

## Internal Charge Number Impact

Activating the Create Internal Charge Number parameter with its related controls impacts the following features:

### Reservations

- When a confirmation number is generated (that is, when a reservation is created in the property management system or received from a third-party system), a charge number is generated and associated with the reservation.

### Changes Log

- There is a field (**CHARGE NUMBER**) in the changes log, which is available when viewing logs for reservations with a charge number associated.

### Folio Windows

- Postings can be made from third-party systems to guest folios when purchases are made using an internal charge number at the third-party's POS terminals.

### Posting Journal

- Postings from third-party systems are included in search results in the **Posting Journal Reference** field. This assumes that the third-party system delivers the appropriate information in the posting message and it is saved in the **Reference** field.

## Internal Charge Number Conditions/Assumptions

- When the **Create Internal Charge Number** parameter is set to **On**, all new reservations that are assigned a confirmation number have an internal charge number created.
- Assuming the Pre Stay Charges function is active in the property, internal charge numbers can be used for posting before the reservation is checked in.
- Advanced Checked In status is considered an active status and internal charge number functions for Advanced Checked In reservations.
- OPERA posts charges to folio window 1, including the internal charge number and any additional data provided by the third-party POS system in the **Reference** field of the posting. This is dependent on the POS system passing this data in specific elements in the posting message.
- If credit limit checking is configured for a third-party system, the credit is validated before a posting is allowed. If there is not enough available credit, the posting fails.
- If the NoPost check is configured for a third-party system and the reservation has the NoPost flag active, the posting fails.
- Assuming the Post Stay Charges function is active in the property, charge numbers can be used after the reservation has been checked out, up until the next day following the departure date of the reservation.
- OPERA accepts any charge number posting from the third-party system and posts it to the folio of the reservation that is mapped to that charge card number, as long as the reservation is valid with the posting rules configured.
- An external system must handle Hotel Charge ID replacement or deactivation.

- Searches for internal charge number are only available from the Posting Journal, not from the reservation search, and is dependent on this information being provided by third-party systems.
- Only the internal charge number is created by the OPERA system. If a physical card is generated and provided to the guest, this is created in an external system that interfaces with OPERA to fetch the internal charge number of the reservation. Depending on the external system, each guest can have an individual charge number or physical card that is mapped back to the reservation's internal charge number.

## Prerequisites for Internal Charge Numbers

- For an internal charge number to be generated for a reservation, the **Create Internal Charge Number** parameter must be set to **On**.
- Reservations must be active (that is, the status must be Advanced Checked In or Checked In) to be located in the system when a third-party inquiry is made, or otherwise fit any Pre and Post Stay Charging rules. A room number does not need to be assigned for a reservation to be considered active.
- If postings are made outside of the OPERA system, any third-party point of sale systems such as restaurants, gift shops, and theme parks must be integrated and configured to work with the OPERA system.

## Comp Accounting

### Gaming

#### Prerequisites for Comp Accounting

The Oracle Hospitality OPERA Comp Accounting Cloud Service enables you to set up complimentary goods and services, referred to as "comps" or comp transactions, and offer them to guests during their stay. You set up comp accounting by adding routing instructions to the reservation to transfer selected transaction codes to one of eight special "Comp" billing windows (#101 to #108).

You can specify the sales charges to be comped (including how related taxes should be handled) and nominate staff members (called authorizers) to approve comp requests and the monetary value of the comps they authorize (per-day and per-stay). Authorizers review and evaluate requests for comps submitted by other staff members, who themselves may not be authorizers.

When integrated with a Player Tracking System (PTS), approved comps can be automatically transferred to the AR account associated with an authorizer. If no AR account is associated to an authorizer, the front desk agent / cashier selects an alternate payment method to settle the comp charges. If AR accounts are used, comp charges are managed through the Accounts Receivable module.

## Prerequisites for Comp Accounting

### Licenses / Subscriptions

Oracle Hospitality OPERA Comp Accounting Cloud Service

# Comp Posting Journal

## Gaming

### Prerequisites for Comp Posting Journal

The Comp Posting Journal feature provides a detailed summary of the comp transactions that have been routed or transferred to the comp windows (101...108).

### Comp Transaction Postings

There are three configurations available for controlling how comp transaction postings are handled by users:

- The first is for users to send comp postings to a Patron Tracking System (PTS) for approval.
- The second is for users to manually approve comp postings.
- The third is to not provide users with options for approving or updating the status of comp postings.

When the **Comp Accounting Integration Service** parameter is **On** and a PTS interface license code is active, users can send interfaced postings to a Patron Tracking System (PTS) for approval. You can use the Comp Posting Journal to determine which transactions were approved, staged (that is, not approved), and declined by the PTS. Staged transactions can be re-submitted to the PTS for approval, transferred to another of the guest's Billing screen windows, or transferred to another room.

When the **Comp Transaction Status** parameter is **On**, users can manually approve, decline, or stage comp postings. Only one of these two OPERA Controls (**Comp Accounting Integration Service** parameter or **Comp Transaction Status** parameter) can be on at a time.

When neither OPERA Control is on, there are no options available for users to update the status of a comp posting or send a comp posting for approval.

### Search Filters

The Comp Posting Journal enables you to search by authorizer, start date, end date, transaction code, room number, reference, and supplement. When the **Comp Transaction Status** parameter or the **Comp Accounting Integration Service** parameter is enabled in OPERA Controls, additional search filters for approval code, approved, staged, and declined are available.

### Available Actions for Comp Transactions

The below actions are available for the comp transactions listed in the search results, enabling you to access options related to the transaction and the associated reservation. To access these options for a transaction, click the row-level vertical ellipsis.

- **Confirmation Number** — Click to open the Reservation Overview (available when the Reservation Management task is granted).

- **Code** — Click to edit the transaction (available when the Manage Financial Postings task is granted).
- **Go to Billing** — Click to open the Billing screen (available when the Manage Financial Postings task is granted).
- **Go to Profile** — Click to open the Profile Overview (available when the Profiles Management task is granted).
- **View Routing Instructions** — Click to open the Routing Instructions (available when the Routing Instructions task is granted).
- **Transfer Posting** — Click to open the Transfer Postings page (available when the Manual Transfer of Transactions Between Reservations task is granted).
- **Update Approval Status** — Click to manually update the transaction status to approved, declined, or pending approval (available when the **Comp Transaction Status** parameter is set to **On** and the **Update Approval Status** task is granted).

 **Note:**

When the **Comp Accounting Integration Service** parameter is set to **On**, the 'Update Approval Status' button changes to 'Submit for Approval.'

You can access the Transaction Details for any transaction that appears on the Comp Posting Journal screen. From the Edit Transaction Details screen, you can view the transaction details such as price, quantity, cashier ID, supplemental and reference information, posting windows, and other information related to the transaction.

### Approval Request Status

After sending comp postings to the external PTS system for approval, postings that are declined or staged appear on the Approval Request Status screen. You can select one or more comp postings and take the following actions:

- **Submit for Approval**
  - Click to send the selected comp posting(s) to the Patron Tracking System (PTS) for approval if a gaming interface is active (available when the PTS interface license code is active and the **Comp Accounting Integration Service** parameter is set to **On**).

 **Note:**

When the **Comp Transaction Status** parameter is set to **On**, the 'Submit for Approval' button changes to 'Update Approval Status.'

- **Move to Folio 1** — Click to move the selected comp posting(s) to folio 1 of the reservation account.

 **Note:**

The Comp Posting Journal will not show these postings after refreshing since they are no longer comp postings.

- **Leave on Comp Folio** — Click to leave the selected comp posting(s) on the current comp folio(s). These records will remain in a declined or staged status.

## Prerequisites for Comp Posting Journal

### Licenses / Subscriptions

Oracle Hospitality OPERA Comp Accounting Cloud Service

### OPERA Controls

**Group:** Comp Accounting

**Parameter:** Comp Transaction Status

**Parameter:** Comp Accounting Integration Service

### OPERA Cloud Tasks

**Group :** Financials

**Comp Accounting Workspace:** Comp Posting Journal

**Comp Accounting Workspace:** Update Approval Status

## Managing Comp Transactions

### Gaming

### Viewing Comp Transactions

To view the detailed summary of the transactions that have been routed or transferred to the comp windows, do the following:

1. From the **OPERA Cloud** menu, select **Financials**, select **Comp Accounting**, and then select **Comp Posting Journal**.
2. Use the following search criteria:
  - **Authorizer:** Select the authorizers whose comp transactions you want to review in the Comp Posting Journal.
  - **Start Date/ End Date:** Enter or select the range of dates to review transactions.
  - **Transaction Code:** Select transaction codes to review in the Comp Posting Journal.
  - **Room:** Enter the guest's room number or search and select from the list of room numbers. Multiple rooms can be selected.
  - **Status Code:** Enter the status code assigned by the PTS to a transaction.
  - **Approved:** Select this check box to see transactions that were approved by the PTS. (Available when PTS interface license code is active and the **Comp Accounting Integration Service** parameter is **On**.)

- **Staged:** Select this check box to see transactions that are staged by the PTS. (Available when PTS interface license code is active and the **Comp Accounting Integration Service** parameter is **On**.)
  - **Declined:** Select this check box to display transactions that were declined by the PTS. (Available when PTS interface license code is active and the **Comp Accounting Integration Service** parameter is **On**.)
3. Click **Search**.
  4. Click the **Code** link to access the frequently used functions such as billing, routing, and other reservation details.

### Manually Updating Comp Transaction Status

When the **Comp Transaction Status** parameter is **On**, users can manually approve, decline, or stage comp postings.

1. From the **OPERA Cloud** menu, select **Financials**, select **Comp Accounting**, and then select **Comp Posting Journal**.
2. Enter search criteria and click **Search**.
3. Select one or more transaction records and then click the **Update Approval Status** button.
4. On the Status Code screen, select **Approved**, **Declined**, or **Staged** and then click **Save**.

### Sending a Comp Transaction to a Patron Tracking System (PTS) for Approval

When the **Comp Accounting Integration Service** parameter is **On** and a PTS interface license code is active, you can send interfaced postings to a Patron Tracking System (PTS) for approval.

1. From the **OPERA Cloud** menu, select **Financials**, select **Comp Accounting**, and then select **Comp Posting Journal**.
2. Enter search criteria and click **Search**.
3. Select one or more comp postings.
4. Click **Submit for Approval**.

### Updating Patron Tracking System (PTS) Declined or Staged Comp Transactions

When the **Comp Accounting Integration Service** parameter is **On** and a PTS interface license code is active, you can use the Comp Posting Journal to determine which transactions were approved, staged (that is, not approved), and declined by the Patron Tracking System (PTS). Staged transactions can be re-submitted to the PTS for approval, transferred to another of the guest's Billing screen windows, or transferred to another room.

After sending comp postings to the external PTS system for approval, postings that are declined or staged appear on the Approval Request Status screen.

1. From the **OPERA Cloud** menu, select **Financials**, select **Comp Accounting**, and then select **Comp Posting Journal**.
2. Enter search criteria and click **Search**.
3. On the Approval Request Status screen, select one or more comp postings.
4. Select one of the following actions:
  - **Submit for Approval:**

Click to send the selected comp postings(s) back to the Patron Tracking System (PTS) for approval.

- **Move to Folio 1:** Click to move the selected comp posting(s) to folio 1 of the reservation account.

 **Note:**

The Comp Posting Journal will not show these postings after refreshing since they are no longer comp postings.

- **Leave on Comp Folio:** Click to leave the selected comp posting(s) on the current comp folio(s). These records will remain in a declined or staged status.

## Comp Routing Instructions

### Gaming

#### [Prerequisites for Comp Routing Instructions](#)

From the Comp Routing Instructions screen, you can view existing comp routings and view the status of comp routing requests, such as Pending or Declined. If a comp routing instruction exists on the reservation, you can add additional comp routing instructions to the reservation from this screen.

From the Routing Instructions panel on the Reservation screen, you can add, edit, and delete comp routing instructions as well as edit, decline, or delete comp requests.

When the **PTS Membership Type based Comp Routing** parameter is active in OPERA Controls, comp routing instructions are only allowed for reservations where the linked membership type is equal to the **Default PTS Membership Type** setting. The **Default PTS Membership Type** setting in OPERA Controls specifies the default membership type for the Patron Tracking System (PTS). If this setting is blank, the option to set up comp routing is hidden when creating or updating routing instructions for reservations. Additionally, the option to set up comp routing instructions is hidden for reservations without a linked membership type equal to the **Default PTS Membership Type** setting. However, when the **PTS Membership Type based Comp Routing** parameter is OFF, comp routing can be set up for all reservations.

## Prerequisites for Comp Routing Instructions

### OPERA Controls

**Group:** Cashiering

**Function:** Routing

### Parameters:

- Refresh Room Routing



- Allow Routing of Tax Transactions
- Exclude Deposit from Authorization based on Routing
- Exclude Rate from Authorization based on Routing

**Function:** Routing Limits

**Group:** Comp Accounting

**Function:** Comp Request

### Opera Cloud Tasks

**Group:** Bookings

Reservation Management

- New/Edit Routing Instructions
- Delete Routing Instructions
- Decline Comp Requests
- Delete Comp Requests
- Delete Comp Routing from other Authorizers
- Add Comp Routing Instructions
- Approve Comp Requests

## Managing Comp Routing Instructions


### [Prerequisites for Comp Routing Instructions](#)

#### Searching for and Viewing Comp Routing Instructions

1. From the **OPERA Cloud** menu, select **Financials**, select **Comp Accounting**, and then select **Comp Routing Instructions**. The Comp Routing Instructions screen appears.
2. **Search Criteria:** Enter the following search criteria to search for and view comp routing instructions for a reservation:
  - a. **Property:** Confirm the property or select a new property.
  - b. **Start Date/ End Date:** Select the data range for which you want to view the comp routing instructions.
  - c. **VIP:** Select the required VIP status from the list of available VIP status codes. You can select more than one VIP status.
  - d. **Name:** Enter the guest's complete last name or the first part of the guest's last name.
  - e. **Player ID:** Enter the Player ID number assigned to the guest by the Patron Tracking System (PTS).
  - f. **Authorizer:** Enter the authorizer name or search for and select the required authorizer.
  - g. **Room:** Enter the guest's room number or search for and select from the list of room numbers. Multiple rooms can be selected.
  - h. **Comp:** Select to display existing comp routings.

- i. **Request:** Select to display pending comp requests. If you have authorizer privileges, you can edit those requests and update them to comp routings.
  - j. **Declined:** Select to display comp requests that have been declined by the authorizer.
3. Select a record from the search results and click the row-level vertical ellipsis and select **View Routing Instructions**. The Routing Instructions screen appears with sections for Window (folio window routings), Room (room routings), Comp (comp window routings), and Request (comp requests).

### Adding a Comp Routing Instruction

1. From the **OPERA Cloud** menu, select **Front Desk** and then select **In House**. You can also set up routings for future reservations by selecting the **Bookings** menu, selecting **Reservations**, and then selecting **Manage Reservation**.
  2. Click **Search** and open a reservation from the search results. You can enter optional search criteria to refine the results.
  3. From the Routing Instructions panel on the reservation, click **New** and complete the following fields:
    - a. **Comp.** Select this option to create a comp routing instruction.
    - b. **Authorizer.** Select to require an authorizer to approve the comp routing instruction. Enter or select an authorizer for this routing instruction.
    - c. **Folio.** Select the comp folio window to route the postings to.
    - d. **Membership Number.** (Appears when **Comp** is selected and the **Generic Comp Membership Number** parameter is active in OPERA Controls.) Click the **Profile Search** link to open the Profile Search screen to search for a profile and populate its Membership Number and Membership Name on the Routing Instructions screen. The membership number and membership name is saved along with the routing instructions. Any communication with the external PTS (Patron Tracking System) will have the selected profile's membership number attached.
-  **Note:**

You cannot change the membership type populated on the Profile Search screen. The membership type that appears is the one configured for the Default PTS Membership Type setting in OPERA Controls. The search results only include profiles with the PTS membership type attached.
- e. **Comp / Coupon.** Enter a comp coupon.
  - f. **Comments.** Enter any comments for the routing instruction if needed.
  - g. **Date Range.** Select either **Entire Stay** to apply the comp routing to the guest's entire stay or select **Specific Dates** to only apply the comp routing to a specific date range. Once the date has passed, there is no limitation on transferring or routing charges to comp windows.
  - h. **Routing / Transaction Codes.** Use this section to select the **Comp Routing Codes** or **Transaction Codes** that will be routed to the comp folios. In the **Available** pane, select one or more transaction codes and click the arrow

button to move the codes to the **Selected** pane. To unassign a code, select it in the **Selected** pane and click the arrow button to move it back to the **Available** pane.

 **Note:**

You can select either **Comp Routing Code** or **Transaction Code** to filter the types of codes that appear in either pane. You can also enter a search filter above the Available or Selected pane and click **Go** to further filter the transaction codes that appear.

- i. **Apply Instructions to Postings on Folios.** Select to apply these routing instructions to existing folio postings.
  - j. **Routing Limits.** In this section, you can set the limits for the amount that can be routed to the comp folio. Select **Amount** to enter a dollar amount, select **Percentage** to enter a percentage for the amount, or select **Covers**.
4. Click **Save**.

 **Note:**

When the **Authorizer PIN Required** parameter is On, you are prompted to enter both an **Authorizer ID** and **PIN**. This is the PIN belonging to the authorizer for the target window to which you are transferring the posting.

### Editing a Comp Routing Instruction

1. From the Routing Instructions panel on the reservation, navigate to the Comp section and locate a routing instruction.
2. Click the row-level vertical ellipsis and select **Edit**.
3. Make your desired edits and click **Save**.

### Deleting a Comp Routing Instruction

1. From the Routing Instructions panel on the reservation, navigate to the Comp section and locate a routing instruction.
2. Click the row-level vertical ellipsis and select **Delete**.
3. Confirm the deletion.

## Managing Comp Requests

### Prerequisites for Comp Requests

#### Approving a Comp Request

1. From the **OPERA Cloud** menu, select **Financials**, select **Comp Accounting**, and then select **Comp Routing Instructions**. The Comp Routing Instructions screen appears.
2. Enter search criteria and click **Search**. If you are searching for pending comp requests, only select the **Request** check box and then click **Search**.

3. From the search results, locate a comp request, click the row-level vertical ellipsis, and select **View Routing Instructions**.
4. On the Routing Instructions screen, locate the comp request under the Request section, click the row-level vertical ellipsis, and select **Edit**.
5. Select the **Comp** option and finish the setup of the comp routing instruction as described in [Managing Comp Routing Instructions](#).

#### Declining a Comp Request

1. From the Comp Routing Instructions screen, enter search criteria and click **Search**.
2. From the search results, locate a comp request, click the row-level vertical ellipsis, and select **View Routing Instructions**.
3. On the Routing Instructions screen, locate the comp request under the Request section, click the row-level vertical ellipsis, and select **Edit**.
4. Click **Decline**.

#### Deleting a Comp Request

1. From the Comp Routing Instructions screen, enter search criteria and click **Search**.
2. From the search results, locate a comp request, click the row-level vertical ellipsis, and select **View Routing Instructions**.
3. On the Routing Instructions screen, locate the comp request under the Request section, click the row-level vertical ellipsis, and select **Delete**.

## Prerequisites for Comp Requests

### OPERA Controls

**Group:** Comp Accounting

**Function:** Comp Request

### Opera Cloud Tasks

**Group:** Bookings

Reservation Management

- Decline Comp Requests
- Delete Comp Requests
- Approve Comp Requests

## Player Snapshot

Gaming

[Prerequisites for Player Snapshot](#)

The Player Snapshot gives you a summary of comp and reservation information related to current, future, and past stays by guests who have a Patron Tracking System (PTS) player ID. This feature is available when the Oracle Hospitality OPERA Comp Accounting Cloud Service is active.

Besides giving an overview of information related to guests who have player IDs, you can also determine which guests are scheduled to arrive on a given date, check the current comp balances for in-house guests, and so on.

## Prerequisites for Player Snapshot

### Licenses / Subscriptions

Oracle Hospitality OPERA Comp Accounting Cloud Service

### OPERA Controls

**Group:** Comp Accounting

**Setting:** Default PTS Membership Type

### OPERA Cloud Tasks

**Group:** Financials

**Comp Accounting Workspace:** Player Snapshot

## Viewing a Player's Snapshot

### Prerequisites for Player Snapshot

The Player Snapshot screen enables you to view a summary of comp and reservation information related to current, future, and past stays by guests who have a Patron Tracking System (PTS) player ID.



#### Note:

The Player Snapshot is only available for guests who have a Patron Tracking System (PTS) player ID.

1. From the **OPERA Cloud** menu, select **Financials**, select **Comp Accounting**, and then select **Player Snapshot**.
2. To view a player's snapshot, complete the following search fields and click **Search**:
  - a. **Property.** Confirm the **Property** or select a new one. When at the Hub level, all properties within the Hub are selected by default if you do not select one or more properties.
  - b. **Name.** Enter the guest's complete last name or the first part of the guest's last name.
  - c. **Player ID.** Enter the Player ID number assigned to the guest by the Patron Tracking System (PTS).

- d. **Room.** Enter the guest's room number or choose from a list of room numbers.
- e. **Comp Balance From/To.** Enter a **Comp Balance From** value to view only those guests with a comp balance (that is, a total amount of charges transferred to comp) equal to or greater than the entered amount. Enter a **Comp Balance To** value to establish a lower limit to the search. Enter the same amount in both fields to search only for guests with that specific comp balance.
- f. **Balance From / To.** Enter a **Balance From** value to view only those guests with a balance (that is, a total amount of charges not transferred to comp) equal to or greater than the entered amount. Enter a **Balance To** value to establish a lower limit to the search. Enter the same amount in both fields to search only for guests with that specific comp balance.
- g. **Reservation Status.** Select the options that correspond to the reservation statuses you want to search.

**Checked Out** – Search for guests who have already checked out.

**Due Out** – Search for guests whose departure date is today.

**Stay Overs** – Search for guests whose departure date has passed, but who have not checked out. This option is selected by default.

**Arrivals/Date From** – Search for guests by arrival date. The **Date From** field becomes active when you select the **Arrivals** check box. The search will start from this date and extend into the future. The default arrival date is today's date, but you can also search from any future or past arrival date. To enter a date, select the calendar tool or enter the date manually.

## Viewing Player Statistics

### Prerequisites for Player Statistics

#### Gaming

Player Statistics are available when OPERA Cloud is integrated with a Patron Tracking System (PTS). The Player Statistics screen can be accessed from the [Guest's Profile](#), the [Guest's Reservation](#), [Arrivals](#), [Billing](#), or from the [Player Snapshot](#) .

The Player Statistics screen provides an up-to-the-minute display of gaming information for a guest with a player ID. Guests have a player ID if their profiles are associated with the membership program specified by the PTS Membership Type OPERA Control. The data fetched from the Player Tracking System appears as view-only. You can select up to 30 data items for display.

#### Note:

The data available varies according to the Player Tracking System integrated with OPERA Cloud.

To view the Player Statistics for a guest:

1. Navigate to **Manage Reservation, Manage Profile , Arrivals** or **Billing** :
  - a. **Manage Reservation screen:** Select **Bookings**, select **Reservations**, and select **Manage Reservation**. For more information, see [Editing a Reservation](#)
  - b. **Manage Profile screen:** Select **Client Relations**, select **Profiles**, and select **Manage Profile**. For more information, see [Managing a Guest or Contact Profile](#)
  - c. **Check In:** Select **Front Desk**, select **Arrivals**. Search for a reservation. For more information, see [Checking in Reservations](#)
  - d. **Billing:** Select **Front Desk**, then select **Inhouse**. For more information, see [Manage Billing](#)
2. Select **I Want To . . .** and then select **Player Statistics**.

You can also access Player Statistics through [Player Snapshot](#) .

## Prerequisites for Player Statistics

### OPERA Controls

**Group:** Comp Accounting

**Parameter:** Player Statistics

**Function:** Comp Request

### Opera Cloud Tasks

**Group:** Financial

**Task:** Player Statistics

## Searching for and Transferring Comp Postings

### Gaming

On the Search Transactions screen, you can search for transaction postings and filter your search to view only postings from comp windows 101–108. From the search results, you can select charges and transfer them to a folio window or to a room, transfer charges from cash windows to comp windows and vice versa, or transfer charges within a comp window.

### Searching for Comp Postings

1. From the **OPERA Cloud** menu, select **Front Desk**, and then select **In House**.
2. Search for In House guests by entering a **Name** and clicking **Search**. You can also click **Search** to view all in house guests without entering search criteria.
3. In the search results, click **I Want To...** for the reservation you want to view and select **Billing**.
4. On the Billing screen, click **I Want To...** and select **Search Transactions**.
5. On the Search Transactions screen, select a comp window of **101-108** to filter the list of transaction codes to show only transactions posted to a comp window.

6. Click **Search** to view the filtered transaction code list.

### Transferring Comp Postings

1. On the Search Transactions screen, select the transaction from the search results, click the vertical ellipsis, and select **Transfer Posting**.
2. On the Transfer Postings screen, select a **Transfer Direction**, either **To a Folio Window** or **To a Room**.
  - a. **To a Folio Window**. Click the down arrow and select a comp window (101-108) for the transfer.
  - b. **To a Room**. Enter or select a **Room Number** or a **Guest Name** for transfer.
3. Click **Transfer**. You are prompted for an Authorizer ID and must enter your **Authorizer ID** to proceed with the transfer.

 **Note:**

When the **Authorizer PIN Required** parameter is On, you are prompted to enter both an **Authorizer ID** and **PIN**. This is the PIN belonging to the authorizer for the target window to which you are transferring the posting.

## Working with Comp Windows

### Gaming

#### [Prerequisites for Working with Comp Windows](#)

#### Accessing Comp Windows

With the **Access Comp Windows** task granted, you can access comp windows 101 through 108.

1. From the **OPERA Cloud** menu, select **Front Desk**, and then select **In House** or select **Departures**.
2. Enter search criteria and click **Search**.
3. Select the reservation from the search results and then click **I Want To . . .** and select **Billing**.

The comp windows appear on the right-side of the Billing screen as windows 101 through 108.

4. Select the comp window you want to work with.

#### Editing Price and Quantity

With the **Edit Price Quantity Comp No Approval** task granted, you can edit the price or quantity of a posting on windows 101-108 even if it has not been approved. With the **Edit Price Quantity Comp With Approval** task granted, you can only edit the price or quantity of a posting on windows 101-108 that has already been approved.



1. From the **OPERA Cloud** menu, select **Front Desk**, and then select **In House** or select **Departures**.
2. Enter search criteria and click **Search**.
3. Select the reservation from the search results and then click **I Want To . . .** and select **Billing**.
4. On the Billing screen, select a comp window (101 through 108), select a transaction, and then click the vertical ellipsis button and select **Edit Posting**.
5. Edit the **Price** or **Quantity** as needed and click **Save Transaction** when finished.

### Transferring a Comp Posting

With the **Transfer Posting Comp No Approval** task granted, you can transfer a comp posting without an approval code assigned to it.

Direct postings are not allowed in comp windows 101-108 and postings must be transferred from windows 1-8.

1. From the **OPERA Cloud** menu, select **Front Desk**, and then select **In House** or select **Departures**.
2. Enter search criteria and click **Search**.
3. Select the reservation from the search results and then click **I Want To . . .** and select **Billing**.
4. On the Billing screen, click the vertical ellipsis button and select **Transfer Posting**.
5. In the **Select a Transfer Scope** pane, select **Partial/Selected Posting**.
6. In the **Select a Transfer Direction** pane, select **To a Folio Window**.
7. Select a comp window (101 through 108).
8. In the **Split Options** pane, select one of the following options: **Do not split**, **Amount**, **Percentage**, or **Quantity**.

 **Note:**

If you are transferring only a portion of the transaction charges, enter the amount, percentage, or quantity based on your selection.

9. In the **Selected Transactions** pane, search for transactions by clicking the vertical ellipsis button and selecting **Search Transactions**.
10. Enter search criteria such as the **Transaction Code**, **Routing Code**, or a **Start Date / End Date** to narrow your search results and click **Search**.

 **Note:**

Only Transactions that are allowed to be transferred appear in the search results.

11. From your search results, select one or more transactions, click **Add**.
12. From the **Selected** section, select one or more transactions, click **Next**.

13. Click **Transfer** to confirm the transfer.

## Prerequisites for Working with Comp Windows

### OPERA Cloud Tasks

**Group** : Financials

#### Comp Accounting Workspace:

- Access Comp Windows
- Edit Price Quantity Comp No Approval
- Edit Price Quantity Comp With Approval
- Transfer Posting Comp No Approval

## Transferring Transactions to Comp Windows

### Gaming

The Transfer Transactions function lets you transfer and split transactions from a folio (or non-comp) window to a comp window. You must have an authorizer ID and credentials to transfer transactions.

#### Note:

When the **Restrict New Profile** parameter is active in OPERA Controls, you are restricted from removing the primary profile linked to the reservation when comp charges exist on any of the comp windows. In addition, you are unable to attach another profile to the reservation.

When the **Authorizer PIN Required** parameter is active in OPERA Controls, the Authorizer Sign In window appears when transferring comp transactions to a different comp window and authorizers are prompted for a password. When the parameter is set to **Off**, authorizers are only prompted for an Authorizer ID when transferring transactions.

If the transaction has an inclusive tax associated with it and the **Deduct Inclusive Tax from Comp Window** parameter is active in OPERA Controls, the inclusive tax will not be included in the transfer to the comp window. If the same transaction is transferred back to guest billing window, the inclusive tax is re-posted.

1. From the **OPERA Cloud** menu, select **Front Desk**, and then select **In House** or select **Departures**.
2. Enter search criteria and click **Search**.

3. Select the reservation from the search results and then click **I Want To . . .** and select **Billing**.
4. On the Billing screen, click **I Want To . . .** and select **Transfer Posting**.
5. In the **Select a Transfer Scope** pane, select **Partial/Selected Postings**.
6. In the **Select a Transfer Direction** pane, select **To a Folio Window**.
7. Click the down arrow and select a comp window (101 through 108).
8. In the **Split Options** pane, select one of the following: **Do not split**, **Amount**, **Percentage**, or **Quantity**.  
  
If you are transferring only a portion of the transaction charges, enter the amount, percentage, or quantity based on your selection.
9. In the **Selected Transactions** pane, click the **vertical ellipsis** and select **Search Transactions**.
10. Enter search criteria and click **Search**. From your search results, select one or more transactions and click **Select**.
11. Click **Transfer** to complete the transfer. You are prompted for an Authorizer ID and must enter your **Authorizer ID** to proceed with the transfer.

When the **Authorizer PIN Required** parameter is On, you are prompted to enter both an **Authorizer ID** and **PIN**. This is the PIN belonging to the authorizer for the target window to which you are transferring the posting.

## Settling and Printing Comp Folios

### Gaming

#### [Prerequisites for Settling and Printing Comp Folios](#)

#### Settling a Comp Folio

1. From the **OPERA Cloud** menu, select **Front Desk**, and then select **Departures**.
2. Enter the reservation search criteria and click **Search**.
3. Select a reservation from the search results and then click the **Check Out** button.
4. On the Check Out screen, select **I Want To...** and select **Billing**.
5. On the Billing screen, select **I Want To...** and select **Interim Bill** or select **Advance Bill**.
6. On the Folio Settlement screen, select a comp window and then select either **Settle and Send Folio** or select **Settle Folio**.

 **Note:**

The **Print Comp Folio** setting in OPERA Controls affects the printing options as follows:

- When set to **AUTO\_PRINT**, the **Settle Folio** button is not available for selection. Clicking the **Settle and Send Folio** button takes you to the print screen after settlement.
- When set to **SELECT\_DESTINATION**, the **Settle Folio** button is available for selection. Clicking the **Settle Folio** button settles the folio without printing it. Clicking the **Settle and Send Folio** button takes you to the print screen after settlement.
- If set to blank, the **Settle Folio** button is available for selection. Clicking the **Settle Folio** button settles the folio without printing it.

## Prerequisites for Settling and Printing Comp Ffolios

**OPERA Controls**

**Group:** Comp Accounting

**Setting:** Print Comp Folio

**Function:** Auto Settle Comp Folio

## End of Day Procedures

End of Day balance and closes each day's business activities for your property. Once the process is complete the business date is updated and final reports are generated. End of Day can be run while other users remain logged into OPERA Cloud; once the business date has updated they are prompted to reinitialize their session for the new date. You can also run End of Day for multiple properties concurrently via separate browser tabs (sessions) from a Hub location. See, [Changing Your Location in Multi-Property Operations](#).

 **Note:**

If your browser supports a duplicate tab option you can duplicate your current OPERA Cloud End Of Day session to manage and run End of Day for different properties.

Based on the active OPERA Controls at your property the end of day routine executes a number of procedures; during which you may be prompted with a message to action. For example, you might be notified to resolve due in arrival reservations or expected departure reservations not yet checked out. When the Auto Continue OPERA control is active OPERA Cloud will continue and commence the next procedure without pausing for confirmation.

**Table 6-4 End of Day Procedures**

Procedures	Description
Country and State Check	Checks for country and state codes to complete a guest's address.
Arrivals not Checked In	Verifies that guests who are expected to arrive have either checked in or changed their reservation status or arrival date. If not resolved, End of Day may list the reservation status as No Show.
Arrivals with Deposit Balance Check	When activated, an additional check for Arrivals with Deposit Balance is added to the Night Audit process prior to the Arrival not yet Checked in, the Night Audit will stop if there are any such Arrivals identified and cannot be continued unless all these Reservations are checked in or their Deposit Balance is zero.
Departures not Checked Out	Verifies that guests expected to check out have checked out or have extended their stay. You must resolve each guest's Due Out status. You can either extend or check out the guest.
Open Folios	An Open Folio is a guest account that is allowed to remain open after checkout. It allows the guest to check out with an outstanding balance and to continue charging until final settlement is made.
Cashier Closure	Closes any open cashiers other than the End of Day routine cashier.
Weather or Notes	Enter weather related information or other factors that impact the business day; for example, weather delaying airline flights.
Update the Business Date	<p>Moves the business date forward one day. Arrivals, check outs, charges, and other activities occurring afterwards assume the new date.</p> <p>The business date can be updated when:</p> <ul style="list-style-type: none"> <li>• All the anticipated departures are checked out, extended, or otherwise resolved.</li> <li>• All cashiers are closed.</li> </ul> <p>When the above two tasks have been accomplished, the system displays a waiting time before updating the business date. You may change this setting as needed. The default waiting time is 0.5 minutes. The system then broadcasts a warning to all users that the business date is about to be updated, and then updates the business date forward.</p>
Pseudo Rooms not Checked In	This step runs before the business date is advanced and checks in any pseudo room type reservation in ARRIVAL (DUE IN) status for the current business date.
Pseudo Room Arrivals Next Day	This step runs after the business date is advanced to the next day and checks in any pseudo room type reservations in ARRIVAL status.

**Table 6-4 (Cont.) End of Day Procedures**

Procedures	Description
Posting Room and Tax	<p>Checks each in-house guest (and any guaranteed reservations with a No Show status) and posts the day's room and tax charges. During the Post RT, Packages, Fixed Charges procedure the system automatically posts the charges for Room and Tax, Fixed charges, Packages, and Package Profit/Loss to all in house guests. The Postings status page displays specific information about each posting, such as how many times each posting has been run (iterations), the starting and stopping time, and the posting's status.</p> <p>The Post Room and Tax function checks each in-house guest and any guaranteed reservations with a No Show status, and posts the day's room and tax charges, package charges, and any affiliated fixed charges to the guest's folio.</p> <ul style="list-style-type: none"> <li>• Room and Tax - Posts room night's charges and applicable taxes.</li> <li>• Other Fixed Charges - Specific charges attached to a reservation that post according to specific reservation or posting rules.</li> <li>• Package Charges - Depending on how the property has set up packages, the system will post related package charges, for example, breakfast).</li> <li>• Package Profit/Loss - An internal accounting of whether or not the property sustains a profit/loss on packages.</li> </ul> <p>No matter how many times a day this procedure is run, OPERA Cloud does not allow duplicate charges. The End of Day Routine system tracks the folios that have been charged and the folios that are new. There is no system downtime during the End of Day Routine. As discrepancies are found, the system prompts to make any necessary changes. Once all data is verified, the system will post the room and associated fixed charges.</p>
Audit	Balances each transaction code and verifies the sum of all transaction codes used throughout the business day.
Run Additional Procedures	Runs additional procedures that are defined and scheduled in the End of Day Setup function.
Auto Folio Settlement	Auto Folio Settlement enables you to automatically process payments for reservations. This reduces the labor cost of manually processing payments and facilitates a seamless settlement process for guests and hotel staff.
Print Final Reports	Generates the reports and prepares them for printing, emailing, or faxing.

Use End of Day search to retrieve properties for end of day processing. You can search for a single property or several properties within a chain. If running End of Day for several properties, Search results appear beneath the date and time on the Manage End of Day screen.

You can create or activate extra End of Day procedures and reports using End of Day Setup.

## Running End of Day

The End of Day process is specific to each property and run separately, however you can run End of Day for one or more properties concurrently via separate browser tabs (sessions).

 **Note:**

If your browser supports a duplicate tab option you can duplicate your current OPERA Cloud EOD session to manage and run End of Day for different properties.

Prior to commencing End of Day you can manage the various procedures [Mandatory and Optional End of Day Sequence Procedures](#) and reports to be run for the current date.

1. From the **OPERA Cloud** menu, select **Financials**, select **End of Day**, and then select **Manage End of Day**.
2. **Property:** Search and select a property from the list, click **Search**.

 **Note:**

From a Hub location you can select multiple properties and view status for all selected properties.

3. A tile is displayed for each property, indicating the number of Arrivals and Departure due plus an open cashiers requiring closure; click the values to drill down and manage the details.
  - a. Arrival due reservations will be updated to no-show status when the Auto No Show Arrivals End of Day control is enabled.
  - b. Open cashiers will be auto-closed when the Auto Close Cashiers End of Day control is enabled.
4. To modify the End of Day procedures or reports to run for a property, click **Manage**, then click **Setup**.

 **Note:**

When an optional procedure fails during the Additional Procedures step you can inactivate the failed procedure by selecting **Setup**. If you return to Manage End of Day and select **Continue**, the end of day process continues and advances to the next procedure or step.

- a. Mandatory procedures are indicated with a lock icon; these cannot be altered.
- b. Procedures are displayed in a tab and Reports in a second tab, select the tab required.
- c. Click **Vertical Ellipse**, **Show Inactive** to display inactive procedures.
- d. To active a procedure
  - i. Select an inactive procedure (red background), click **Vertical Ellipse**, select **Activate**.
- e. To deactivate a procedure or report.

- i. Select an active procedure or report (white or grey background), click **Vertical Ellipse**, select **Inactivate**.
  - f. Click **Back**.
5. To commence the End of Day for the property, click **Start**.

## Income Audit

### Prerequisites for Income Audit.

Income Audit allows you to adjust revenues after the Advance Business Date procedure completes; leaving the status of the prior business date(s) open so you can post and adjust guest ledger sales charges for reservations still in-house.

End of Day procedures such as Arrivals Not Checked-In, Departures Not Checked Out, Country and State Check, Close Cashiers, Post Accommodation and Taxes and Advance the Business Date still execute regardless of whether the Income Audit OPERA Control is active or not.

An interim set of End of Procedures is then executed and an interim set of End of Day reports are generated. For more information, see [End of Day \(Night Audit\) Procedures](#).

The End of Day routine then halts, leaving the status of the business date open.

Through Income Audit, you can select an open business date and proceed to post guest ledger sale charges and adjustments on the past business date

After your corrections are complete, you can complete End of Day for the open date, run the final set of End of Day procedures, generate the finalized End of Report reports and close the business date.

Back Office Export and other procedures that require the finalized revenue are only included in the final End of Day procedure list.

Each past business date must be finalized and closed in chronological order.



#### Note:

You must configure an [income audit cashier](#) and select this cashier for the Income Audit Cashier setting OPERA Control.

## Prerequisites for Income Audit

### OPERA Controls

**Group:** End of Day

**Functions:** Income Audit

**Parameter:** Income Audit Cashier Setting

### OPERA Cloud Tasks

**Task:** Manage Income Audit



## Managing Income Audit

### Posting and Adjusting Charges on Past Business Date

To post or adjust guest ledger sales charges for an open business date

1. From the OPERA Cloud menu, select **Financials**, select **End of Day**, select **Manage Income Audit**.
2. Enter or select the property and click **Search**.

 **Note:**

From a Hub location you can select multiple properties and view status for all selected properties.

3. On the property tile, select the open business date tab, click the **vertical ellipse** and select an option:
  - a. **Reservations:** Click to search for (current) in house reservations and click value in **Balance** column to go to Billing. For more information, see [Manage Billing](#).
  - b. **Post It:** Click to launch Post It to access Passerby. For more information, see [Charging Purchases Using Post It](#)

### Finalizing a Business Date

1. From the OPERA Cloud menu, select **Financials**, select **End of Day**, select **Manage Income Audit**.
2. Enter or select the property and click **Search**.

 **Note:**

From a Hub location you can select multiple properties and view status for all selected properties.

3. On the property tile, select the tab for the business date, click **Manage**.
4. To modify the End of Day procedures or reports to run, For more information, see [Running End of Day](#).
5. Click **Continue** to proceed with completing the End of Day and closing the business date.

## Print Interim Reports

The OPERA Controls End of Day - Audit must be set to Active for OPERA Cloud to print Interim Reports. OPERA Cloud generates the selected interim reports and prepares them for the Income Auditor as established in End of Day Routine Setup. Use these Interim Reports with the Income Audit feature to make corrections, adjustments, and postings to guest folios as necessary.

If your property does not use the Income Audit feature, the auditor can now close the business date and print final reports.

If the property uses the Income Audit feature, the Interim reports are then run after the procedures. These reports are referenced when the income auditor makes adjustments and new charges.

It is suggested that the interim reports include the Preliminary Manager's Report, Preliminary Trial Balance, and Preliminary Journal by Transaction Code.

## Update the Business Date

The business date can be advanced when:

- All expected departures are settled and checked out or their departure date extended or otherwise resolved from due out status.
- All open cashiers are closed.

 **Note:**

With the Auto Close Cashiers Opera Control is active. Open cashiers are automatically closed during End of Day

When the above two tasks have been accomplished, OPERA Cloud displays a notification to users, advising a duration before the business date advances.

The browser tab where you are running **End of Day** remains active to complete the process. In any other browser tabs and additional browser sessions (including incognito) a message that the business date is being advanced (updated) is displayed and once completed a confirmation message appears. Selecting **OK** refreshes OPERA Cloud with the new business date.

All other user sessions will receive a message that the business date will be advanced (updated) and once complete their sessions will automatically log out.

## Post Room and Tax

During the Post Room and Tax procedure OPERA Cloud posts accommodation charges and associated taxes, plus any [fixed charges](#) plus rate code and reservation-specific packages charges [Reservation Package Items](#) to all in house reservation accounts. Additionally, when the Advanced Package OPERA Control is active OPERA Cloud posts package allowances and package profit and loss charges to the package ledger for applicable in house reservations.

When the Post Revenue To No Shows OPERA Control is active a no-show accommodation charge is posted to reservations in a no-show status; based on the no-show posting rules configured. See, [Configuring No Show Posting Rules](#)

When the Advanced Discount OPERA Control is active the Post Room & Tax procedure references the Advanced Discount Reasons (ADR) and the Advanced Discount Reasons calculation rules to calculate the discount amount to be applied to each reservation based on the advanced discount reason set in the reservation discount reason field. The amount to be posted considers all non-Advanced Discount

Reason Reservations to calculate the amount of discount to be posted to guest reservations. The Room Rate Posting posts the percent of ADR on all guest reservations with an Advance Discount Reason attached. The amount of the posting depends on the configuration of the Advance Discount Reason and the previous night's occupancy.

The Postings Status page displays specific information about each posting, such as how many times each posting process has been run (iterations), the starting and stopping time, and the status.

- **Room and Tax** - Posts room accommodation and applicable taxes.
- **Other Fixed Charges** - Specific charges added to a reservation which post periodically .
- **Package Charges** - Posts package items sold in reservations or via the reservation rate code.
- **Package Profit/Loss** - An internal accounting charge posted to package ledger to adjust consumed package allowances to their item price.

No matter how many iterations of the Post Room and Tax procedure are run during a business date, OPERA Cloud will not post duplicate charges.

## Running End of Day Additional Procedures

Run Additional Procedures to help with corrections, adjustments, and postings to guest folios as necessary.

1. From the **OPERA Cloud** menu, select **Financials**, select **Manage Income Audit**.
2. On the **Manage Income Audit** screen, click **Manage**.
3. On the Income Audit screen, from the **Steps** menu, select **Run Additional Procedures**.
4. In the End of Day Setup panel, click Final Procedure tab, select a procedure and click the vertical ellipses to set it to **Active** or **Inactive**.

The Procedures section is view only and it displays information about each procedure, such as the Iteration Number, the Start and End time, and the procedure's Status (running, completed). Errors are displayed above the status grid. The iteration only changes numbers if there was an error in the previous iteration. If a previous night's procedures have not been completed, OPERA Cloud does not allow the next End of Day Sequence to run.

## End of Day and Reservation Statistics

Reservation statistics tables are created during the end of day process for the current business date.

Transactions within the Financial Transactions table are recorded and stored with the market code, source code and room class of the originating reservation. If a transaction is routed or transferred to another reservation (irrespective of the transactions posting date) with a different room class, market segment or source code, the entries in the financial transaction table are not be updated with the above data for the target reservation. Financial journals and reports print from the financial transaction table and are therefore referenced to the financial information and filtration based on the originating reservation.

Reservation statistic tables that are created during the end of day process (for the current business date and a have revenue association) summarize and calculate revenues by the room class, market segment and source code of the reservation they are linked/associated to for the specific transaction at the time the business date is rolled. It is not intended be a direct reflection of the components such as market/ source etc. of the actual posting for reasons such as transfer, routing, room moves, and so on.

An exception to the revenue statistic calculation in the end of day process as described above are those transactions which are routed or transferred to a PM (pseudo) account. Those revenues for statistical reporting are recorded under the room class, market segment and source code of the reservation from which they were last routed/transfer on the business date of the posting.

## Managing End of Day Reports

End of Day reports, for any date in the past, can be viewed, regenerated and resent.



### Note:

Trial Balance and Guest Balance Snapshot cannot be regenerated.

### Preview End of Day Reports

Reports with a Filed status can be previewed.

1. From the OPERA Cloud menu, select **Financials**, select **End of Day**, and then select **End of Day Reports**.
2. Confirm or select the Property, then select a past date and select the report statuses:
  - a. **Filed**: Report was generated to file.
  - b. **Sent**: Report was emailed or printed.
  - c. **Not Processed**: Report was not generated.
3. Click **Search**.
4. Select the report then click the vertical ellipsis and select **Preview**.

### Regenerate End of Day Reports

1. From the OPERA Cloud menu, select **Financials**, select **End of Day**, and then select **End of Day Reports**.
2. Confirm or select the Property, then select a past date and select the report statuses:
  - a. **Filed**: Report was generated to file.
  - b. **Sent**: Report was emailed or printed.
  - c. **Not Processed**: Report was not generated.
3. Click **Search**.

4. Select one or more reports in the search result , click the page-level vertical ellipsis and select **Regenerate and Send To...**
5. Update the report destination(s).
6. Click **Process**.

**Note:**

The following reports can be regenerated on the previous business day only:

- gi\_trial\_balance
- deposit\_ledger
- guest\_ledger\_snapshot

**Resend End of Day Reports**

1. From the OPERA Cloud menu, select **Financials**, select **End of Day**, and then select **End of Day Reports**.
2. Confirm or select the Property, then select a past date and select the report statuses
  - a. **Filed**: Report was generated to file
  - b. **Sent**: Report was emailed or printed.
3. Click **Search**.
4. Select one or more reports in the search result , click the page-level vertical ellipsis and select **Regenerate and Send To...**
5. Update the report destination(s).
6. Click **Process**.

## Print Final Reports

OPERA Cloud generates the selected final reports and prepares them for printing on the default End of Day Sequence printer based on the configuration of your property. The Night Auditor compares the data conveyed in different folios against points of sales outlets daily reports, the housekeeping room status report, and so on. This cross- referencing function is a vital procedure in the internal control.

**Note:**

If the end of day sequence gets hung up on a report, when the end of day sequence is re-started it will begin with the reports that have not finished printing. For example, when running the final reports, the user gets hung up on report 15 out of 24. When the final reports are started again, it will start with the 15th report and finish running them.

End of Day Sequence Mandatory and Additional Reports are considered your final reports of the day because the information contained in these reports cannot be changed (once the date has changed, any postings, etc. will be reflected on the new day). The reports processed in the Balancing Reports phase are not considered final because that information can change (the date has not yet been changed and therefore postings, etc. will effect today's information).

# 7

## Channel

Channel provides alternative sources of reservations. You can monitor channels for inventory, billing accounts, statements, and evaluations.

### Managing Channel Inventory

The Channel Inventory Setup screen enables you to setup sell limits for each channel.

### Managing Channel Sell Limits

#### Adding Channel Sell Limit

1. From the **OPERA Cloud** menu, select **Channel** then select **Channel Inventory**.
2. Enter search criteria and click **Search**.
3. Click **Manage Sell Limits**.
4. Click **New** and enter the following details:
  - a. **Property**. Enter or select the property.
  - b. **Channel**. Select the channel from the list.
  - c. **Channel Room Type**. Select a room type from the list.
  - d. **Start Date**. Enter or select the start date.
  - e. **End Date**. Enter or select the end date.
  - f. **Number of Rooms**. Enter the number of rooms for the Sell Limit.
  - g. **Days of Week**. Select the applicable days of the week.
5. Click **Save**.

#### Editing Channel Sell Limit

1. From the **OPERA Cloud** menu, select **Channel** then select **Channel Inventory**.
2. Enter search criteria and click **Search**.
3. Click **Manage Sell Limits**.
4. Enter search criteria and click **Search**.
5. Select the Sell Limit, click the **vertical ellipsis**, and select **Edit**.
6. Update details.
7. Click **Save**.

### Deleting Channel Sell Limit

1. From the **OPERA Cloud** menu, select **Channel**, and then select **Channel Inventory**.
2. Enter search criteria and click **Search**.
3. Click **Manage Sell Limits**.
4. Enter search criteria and click **Search**.
5. Select the Sell Limit, click the **vertical ellipsis** and select **Delete**.
6. Click **Delete** to confirm.



# 8

## Miscellaneous

The Miscellaneous menu enables you to create or search for a variety of information and perform a variety of functions using features such as the Changes Log (search and create reports on logged activities by property, activity group, activity type, and date range), Service Requests (create service requests by assigning priorities, dates, and times), and Telephone Book (create phone numbers and categories for properties, restaurants, and transportation).

## Property Brochure

The Property Brochure is a resource that central sales, reservations, and on-property staff can use to obtain detailed information about services, facilities, accommodation at your property, and details on transportation options and local attractions in surrounding areas of your property. The Property Brochure can include high-quality photographs of your property accommodations and facilities and information on popular local attractions, dining and retail, local airports, transportation services, and other facilities.



### Watch Video

Your property's primary details and contact information appear in the business card format at the top of the Property Brochure screen. The remaining information is presented in the following three panels:

- **Property Details.** Tabs for Directions, Airports, and Transportation.
- **Features.** Tabs for Amenities, Dining & Retail, Local Attractions, Event Spaces, Images, and Calendar.
- **Miscellaneous.** Tabs for Alternate Properties, General Notes, and Additional Details.

### Viewing the Property Brochure

You can open the Property Brochure from the Look to Book (LTB) Sales screen or in full-size mode from the Miscellaneous, Property Brochure menu. You can also add the Property Brochure menu option to your Quick Links in F2 [Quick Launch](#).

When the OPERA Cloud multi-property or Reservation Systems subscription is active and you are initialized to a Hub location, you can select and view the details for any property associated with the Hub; select the Property Code from the Property list.

If filtering is available within a panel, use it to hide or unhide information.

1. Select **Filter Results** and select or enter the information you want to appear in the tab.
2. Click **Apply Filters**.
3. After applying filtering, click **Reset** to remove the filters.

The [Property Calendar](#) is available from the Features panel of the Property Brochure.

# Property Interface Control

## Prerequisites for Property Interface Control

Property Interface Control allows you to manage the status of features for the property systems integrated with OPERA Cloud. Quite often these systems are related to guest rooms and reservations, and may also apply to other areas in your property.

The type of systems listed in Property Interface Control include:

- PBX, Call Accounting, Voicemail and other telephone related systems
- Room key / Door lock
- In-room movie / entertainment
- Minibar
- WIFI/Internet
- Building /Energy Management
- Point of Sale (POS)
- EFT/Payment
- Stored Value / Gift Card
- Ticketing

## Prerequisites for Property Interface Control

### OPERA Cloud Tasks

#### Group: Bookings

- Property Interface Controls from Reservation:
  - Edit Key Valid Start Date
  - Edit Key Valid Start Time
  - Edit Key Valid Until Date
  - Edit Key Valid Until Time

#### Group: Miscellaneous

- Property Interface Controls
  - Edit Key Valid Start Date
  - Edit Key Valid Start Time
  - Edit Key Valid Until Date
  - Edit Key Valid Until Time

## Managing a Room Key / Door Lock Property Interface

Use the Property Interface Control screen to create and manage keys independently of other processes such as check in. You can create room keys for reservations with a room number assigned and may select multiple reservations if required.



### Watch Video

#### Creating Room Keys for a Reservation

1. From the **OPERA Cloud** menu, select **Miscellaneous**, and then select **Property Interface Control**.
2. Enter or select the property and click **Search**.
3. Select and expand the Key Card / Door Lock System (DLS) panel.
4. Enter reservation search criteria and click **Search**.
5. Select a reservation in the search then click **Create Key**.
6. Room Key Options:
  - a. **Key Type**
    - i. **Cut New Key**: Select to encode a new key; invalidates any existing keys.
    - ii. **Cut Duplicate Key**: Select to encode a duplicate key; existing keys remain valid.
  - b. **Number of Keys**
    - i. **Per Adult on Reservation**: Select quantity of keys based on Adults in the reservations.
    - ii. **Per Reservation**: Select a fixed number of keys per reservations.
      - i. **Value**: Enter the number of keys.
  - c. **Additional Rooms**: Select any additional rooms from the list.
  - d. **Key Options**: Select special key options from the list; key options provide special access to areas such as fitness centre or club floor.
  - e. **Keycard Use**: Select a use for the key from the list.
  - f. **Valid Until Date**: Enter or select a expiry date; default is the departure date.
  - g. **Valid Until Time**: Enter an expiry time; default is the departure time.
7. **Key Encoder Locations**
  - a. **Display All Encoders**: Switch on to display a list of all encoders; when off the last used encoder is displayed.
  - b. Select a device area to view a list of encoders allocated to the area.
  - c. Select a key encoding device.
8. Click **Create Key**.

#### Creating Room Keys for Multiple Reservations

1. From the **OPERA Cloud** menu, select **Miscellaneous**, and then select **Property Interface Control**.
2. Enter or select the property and click **Search**.
3. Select and expand the **Key Card / Door Lock System (DLS)** panel.
4. Enter reservation search criteria and click **Search**.
5. Select multiple reservations in the search then click **Create Key**.

6. **Room Key Options:**
  - a. **Key Type**
    - i. **Cut New Key:** Select to encode a new key; invalidates any existing keys.
    - ii. **Cut Duplicate Key:** Select to encode a duplicate key; existing keys remain valid.
  - b. **Number of Keys**
    - i. **Per Adult on Reservation:** Select quantity based on Adults in the reservations.
    - ii. **Per Reservation:** Select a fixed number of keys per reservations.
      - i. **Value:** Enter the number of keys.
  - c. **Additional Rooms:** Select any additional rooms from the list.
  - d. **Key Options:** Select special key options from the list; key options provide special access to areas such as fitness centre or club floor.
  - e. **Keycard Use:** Select a use for the key from the list.
  - f. **Valid Until Date:** Enter or select a expiry date; default is the departure date.
  - g. **Valid Until Time:** Enter an expiry time; default is the departure time.
7. **Key Encoder Locations:**
  - a. **Display All Encoders:** Switch on to display a list of all encoders; when off the last used encoder is displayed.
  - b. Select a device area to view a list of encoders allocated to the area.
  - c. Select a key encoding device.
8. Click **Process**.
9. The Information Message **Create Keys for Reservation 1 of x: (Room Number: xxx) (Name: xxx)** is displayed at the top of the panel.
  - a. Modify the Room Key Options if required.
  - b. Click **Create Keys**.
  - c. To skip this reservation, click **Skip**.
  - d. Repeat for each reservation.
10. Click **Close** when all reservations have been processed

#### Creating One-Shot (One-time Use) Keys for a Room

1. From the **OPERA Cloud** menu, select **Miscellaneous**, and then select **Property Interface Control**.
2. Enter or select the property and click **Search**.
3. Select and expand the **One-Shot Key (DLS)** panel
4. Enter search criteria for the room to access and click **Search**.
5. Select a room in the search result then click **Create Key**.
6. Room Key Options:
  - a. Number of Keys:

- i. **Per Adult on Reservation:** Select quantity of keys based on Adults in the reservations.
          - ii. **Per Reservation:** Select a fixed number of keys per reservations. (Defaults to this and 1).
            - i. **Value:** Enter the number of keys.
        - b. **Additional Rooms:** Select any additional rooms from the list. (when configured for the DLS IFC type in use).
        - c. **Key Options:** Select special key options from the list; key options provide special access to areas such as fitness center or club floor. Default from [Key\\_Options preferences](#).
        - d. **Keycard Use:** Select a use for the key from the list. (Defaults to Room Key Only, other options are available when Gaming is in use).
        - e. **Valid Start Date:** Defaults to the current date. (when configured for the DLS IFC type in use).
        - f. **Valid Start Time:** Defaults to the current time or the configured setting in OPERA Controls.
        - g. **Valid Until Date:** Enter or select a expiry date; default is the departure date. (Follows the OPERA Controls settings for Keys Expiry Days and Time under IFC Group).
        - h. **Valid Until Time:** Enter an expiry time; default is the departure time. (Follows the OPERA Controls settings for Keys Expiry Days and Time under IFC Group).
7. Key Encoder Locations:
  - a. **Display All Encoders:** Switch on to display a list of all encoders; when off the last used encoder is displayed.
  - b. Select a device area to view a list of encoders allocated to the area.
  - c. Select a key encoding device.
8. Click **Create Key**. (a Oneshot Key Request is sent to the Door Lock System and response is expected of success/failure).

### Encoding a Duplicate (Additional) Key

Existing keys encoded for room remain valid.

1. From the **OPERA Cloud** menu, select **Miscellaneous**, and then select **Property Interface Control**.
2. Enter or select the property and click **Search**.
3. Select and expand the **One-Shot Key (DLS)** panel
4. Enter search criteria for the room to access and click **Search**.
5. Room Key Options:
  - a. Key Type
    - i. Select **Cut Duplicate Key**: Any existing keys for room remain valid.
  - b. Number of Keys
    - i. **Per Adult on Reservation:** Select quantity of keys based on Adults in the reservations.
    - ii. **Per Reservation:** Select a fixed number of keys per reservations.

- i. **Value:** Enter the number of keys.
  - c. **Additional Rooms:** Select any additional rooms from the list.
  - d. **Key Options:** Select special key options from the list; key options provide special access to areas such as fitness center or club floor. Default from [Key\\_Options preferences](#).
  - e. **Keycard Use:** Select a use for the key from the list.
  - f. **Valid Start Date:** Defaults to the current date. (when configured for the DLS IFC type in use).
  - g. **Valid Start Time:** Defaults to the current time or the configured setting in OPERA Controls.
  - h. **Valid Until Date:** Enter or select a expiry date; default is the departure date. (Follows the OPERA Controls settings for Keys Expiry Days and Time under IFC Group)
  - i. **Valid Until Time.** Enter an expiry time; default is the departure time. (Follows the OPERA Controls settings for Keys Expiry Days and Time under IFC Group)
6. Key Encoder Locations:
- a. **Display All Encoders:** Switch on to display a list of all encoders; when off the last used encoder is displayed.
  - b. Select a device area to view a list of encoders allocated to the area.
  - c. Select a key encoding device.
7. Click **Create Key**. (a Duplicate Key Request is sent to the Door Lock System and response is expected of success/failure).

### Re-encoding a Room Key (Replacement)

Requests a key that duplicates all data of the existing key.

1. From the **OPERA Cloud** menu, select **Miscellaneous**, and then select **Property Interface Control**.
2. Enter or select the property and click **Search**.
3. Select and expand the **One-Shot Key (DLS)** panel
4. Enter reservation search criteria and click **Search**.
5. Room Key Options:
  - a. Key Type
    - i. Select **Re-encode Key**:
  - b. Number of Keys
    - i. **Per Adult on Reservation:** Select quantity of keys based on Adults in the reservations.
    - ii. **Per Reservation:** Select a fixed number of keys per reservations.
      - i. **Value:** Enter the number of keys.
  - c. **Additional Rooms:** Select any additional rooms from the list.

- d. **Key Options:** Select special key options from the list; key options provide special access to areas such as fitness center or club floor. Default from [Key\\_Options preferences](#).
  - e. **Keycard Use:** Select a use for the key from the list.
  - f. **Valid Until Date:** Enter or select a expiry date; default is the departure date.
  - g. **Valid Until Time:** Enter an expiry time; default is the departure time.
6. Key Encoder Locations:
- a. **Display All Encoders:** Switch on to display a list of all encoders; when off the last used encoder is displayed.
  - b. Select a device area to view a list of encoders allocated to the area.
  - c. Select a key encoding device.
7. Click **Re-encode Key**. (a Duplicate Key Request is sent to the Door Lock System and response is expected of success/failure)

### Reading a Room Key

To identify a key you can read a room key.

1. From the **OPERA Cloud** menu, select **Miscellaneous**, and then select **Property Interface Control**.
2. Enter or select the property and click **Search**.
3. Select and expand the **Read Key (DLS)** panel.
4. Key Encoder Locations:
  - a. **Display All Encoders:** Switch on to display a list of all encoders; when off the last used encoder is displayed.
  - b. Select a device area to view a list of encoders allocated to the area.
  - c. Select a key encoding device to read the key.
5. Click **Read Key**.
6. Key details are displayed for the key inserted in the encoder selected.

### Deleting a Room Key

Requests the Door Lock System to remove a key when supported.

1. From the **OPERA Cloud** menu, select **Miscellaneous**, and then select **Property Interface Control**.
2. Enter or select the property and click **Search**.
3. Select and expand the **One-Shot Key (DLS)** panel.
4. Enter reservation search criteria and click **Search**.
5. Room Key Options:
  - a. Key Type
    - i. Select **Delete Key**
6. Key Encoder Locations.

- a. **Display All Encoders:** Switch on to display a list of all encoders; when off the last used encoder is displayed.
  - b. Select a device area to view a list of encoders allocated to the area.
  - c. Select a key encoding device.
7. Click **Delete Key**.

## Managing Service Requests

### Prerequisites for Managing Service Requests

Service Requests are used for incident, complaint or general request tracking and can be associated with a guest profile, reservation or room.

Each service request opened must be resolved and then followed-up at a later date to be completed and closed.

You can create service request directly from a reservation or profile or generically via Miscellaneous.

You can report on the current service requests via the Service Requests Report and Service Request Comparison reports - For more information, see [Miscellaneous Reports](#).

### Adding Service Request

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Service Requests**.
2. Click **New** complete the following:
  - a. **Service Type:** Select from the options.
  - b. **Reservation:** Select to create a service request for a reservation.
    - i. **Confirmation:** Search and select a reservation.
  - c. **Profile:** Select to create a service request for a profile.
    - i. **Name:** Search and select a profile.
  - d. **Room:** Select to create a service request a room.
    - i. **Room:** Search and select a room number.
  - e. **Code:** Select a service request code from the list.
  - f. **Priority:** Select a priority for the request from the list.
  - g. **Date Opened:** Defaults to the current calendar date.
  - h. **Time:** Defaults to the current time.
  - i. **Remarks:** Enter any remarks / notes for the request or incident/complaint.
3. Click **Save**.

### Editing Service Request

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Service Requests**.
2. Enter search criteria, click **Search**.



3. Select the reservation in the search result, click **I Want To...**, select **Service Requests** or click the **Service Requests** link in Reservation Presentation.
4. Select the card for the request, click Vertical Ellipse and click **Edit**.
5. Update request.
6. Click **Save**.

#### Deleting Service Request

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Service Requests**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want To...**, select **Service Requests** or click the **Service Requests** link in Reservation Presentation.
4. Select the card for the request, click **Vertical Ellipse** and click **Delete**.
5. Click **Delete** to confirm.

#### Completing (Resolve ) Service Request

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Service Requests**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want To...**, select **Service Requests** or click the **Service Requests** link in Reservation Presentation.
4. Select the card for the request, click **Vertical Ellipse** and click **Complete**.
5. The Complete Service Request page is displayed. Enter the following details:
  - a. **Contact Method**: Select a contact method.
  - b. **Contacted By**: Enter your name or who contacted the guest to complete the request.
  - c. **Action Taken**: Enter details of the action taken.
  - d. **Date Completed**: Defaults to the current calendar date; you can update.
  - e. **Time Completed**: Defaults to the current time; you can update.
6. Click **Save**.

#### Following up (Closing) Service Request

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Service Requests**.
2. Enter search criteria, click **Search**.
3. Select the reservation in the search result, click **I Want To...**, select **Service Requests** or click the **Service Requests** link in Reservation Presentation.
4. Select the card for the request, click **Vertical Ellipse** and click **Followup**.
5. The Close Service Request page is displayed. Enter the following details:
  - a. **Closed By**: Enter your name or who contacted the guest to close the request.
  - b. **Action Taken**: Enter details of the action taken.
  - c. **Date Completed**: Defaults to the current calendar date; you can update.
  - d. **Time Completed**: Defaults to the current time; you can update.
6. Click **Save**.

## Prerequisites for Managing Service Requests

### OPERA Controls

**Group:** Front Desk

**Function:** Service Requests

### OPERA Cloud Tasks

**Group:** Miscellaneous

**Miscellaneous Workspace:** Service Requests

- New/Edit Service Requests
- Delete Service Requests

## Viewing Changes Log Details

### Changes Log

The Changes Log records a history of user activity and details the user who performed the action, the date, the time, the activity type and a description of the change.

For example, it can show you activity such as reservation check ins, check outs, posting of charges, adjustments and payment and the creation or update of profiles, reservations, blocks and events. Changes to your property configuration are also captured, along with activity from integrated systems based on the service account 'user' defined in Oracle Identity Manager.

#### Note:

Historical change log activity is purged; therefore it is recommended to add the Change Log report for the current business activity to the End of Day reports. For more information, see [Configuring Interim / Final Procedures and Reports](#).

### Viewing Changes Log Details

1. From the **OPERA Cloud** menu, select **Miscellaneous**, and then select **Changes Log**.
2. Enter search criteria and click **Search**.

#### Note:

Enter any text in the **Description** field for a wildcard search.

### Generating the Changes Log Report

1. From the **OPERA Cloud** menu, select **Miscellaneous**, and then select **Changes Log**.
2. Enter search criteria and click **Search**.
3. Click the **Vertical Ellipsis** and select **Report**.
4. Select a **Report Destination** and then click **Process**.

## Managing Log It

### Prerequisites for Logging It

Log It available for tracking and communicating information to other users. Each log book entry is linked to a department so that other users in the same department can filter and read relevant Log It entries. Log It is useful for handing over information, tasks or other activities to users on the next shift. You can also create Log It entry for a future date and use this feature to remind staff in a specific department to complete certain tasks. A Log It report is available to generate details of the log book entries.

### Generating the Log It Report

To generate the log\_book report with details of the log book entries that are currently displayed in the Log Book

1. From the OPERA Cloud menu, select **Miscellaneous**, select **Log It**.
2. Enter search criteria and click **Search**.
3. Click the **Vertical Ellipsis** and select **Report**.
4. Select a report destination then click **Process**.

### Adding Log It Entry

1. From the OPERA Cloud menu, select **Miscellaneous**, select **Log It**.
2. Click **New** and enter the following details:
  - a. **Department**: Select the down arrow to choose the department associated with the log book entry. Once the entry is saved, this field cannot be edited. The department name appears to the right of the field.
  - b. **Log Date**: Enter the date to which this entry applies. Current date is the default date. The date cannot be earlier than today's date.
  - c. **Log Time**: Enter the time to which this entry applies.
  - d. **Details**: Enter the text of the log book entry.
3. Click **Save**.

### Viewing/Editing Log It Entry

1. From the OPERA Cloud menu, select **Miscellaneous**, select **Log It**.
2. Enter search criteria and click **Search**.
3. In the search results, select the entity, click the **Vertical Ellipsis** and select **Edit**.
4. Update entry.

5. Click **Save** .



**Note:**

Past date entries cannot be edited, a **View** action link is available instead of Edit.

### Deleting Log It Entry

1. From the OPERA Cloud menu, select **Miscellaneous**, select **Log It**.
2. Enter search criteria and click **Search**.
3. In the search results, select the entity, click the **Vertical Ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Logging It

### OPERA Controls

**Group:** General

**Function:** Log It

### OPERA Cloud Tasks

**Group:** Miscellaneous

- Log It
- New/Edit Log It
- Delete Log It

## Track It

Prerequisites: [Track It](#)



### Watch Video

Track It manages storage and delivery of guest luggage, parcels, vehicles (valet), and lost items.

Track It tickets are optionally linked to a reservation if related to an arrival, in-house, or departure reservation.

Track It requests can also be managed on a smartphone using the OPERA Cloud [mobile web application](#).

## Prerequisites for Track It

### OPERA Controls

**Group:** General

**Function:** Track It

## Managing Track It Requests

### Adding Track It Requests

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Track It**, and then select **New**.
2. Click **New** and enter the following details:
  - a. **Category:** Select a category : **Parcel, Valet, Baggage, or Lost**.
  - b. **Property.** Enter or select the property.
  - c. **Track It Number.** Enter a reference number, such a baggage receipt number.
  - d. **Type.** Select a Track it type from the list.
  - e. **Action.** Select a Track It action from the list.
  - f. **Quantity.** Enter the quantity of items.
  - g. **Location.** Enter the current location of the item.
  - h. **Action Date.** Enter or select an action date.
  - i. **Assigned To.** Select an employee to assign the Track it request.

 **Note:**

Track It on mobile devices shows the 'My Requests' by default. This is a listing of requests assigned to the user.

- j. **Description.** Enter a detailed description of the item(s).
3. **Reservation Information:** To associate the Track It request with a reservation
  - a. Enter the guest last name into the **Name** search field and press tab.
  - b. Select the reservation in the search result (you can modify the search criteria if the reservation is not found).
  - c. Click **Select Reservation**.
4. Click **Save**.

### Editing Track It Requests

1. From the **OPERA Cloud** menu, select **Miscellaneous**, and then select **Track It**.
2. Enter search criteria and then click **Search**.

 **Note:**

To search Requests assigned to you, select **Assigned**.

 **Note:**

By default, only Open status requests are included in the search.

3. Click the **vertical ellipsis** and select **Edit**.
4. To assign a request to a staff member, select **User** from the list.
5. **Reservation Information:** To associate the Track It request with a reservation
  - a. Enter the guest last name into the **Name** search field and press tab.
  - b. Select the reservation in the search result (you can modify the search criteria if the reservation is not found).
  - c. Click **Select Reservation**.
6. To view the history of a request, select **View History** from the vertical ellipsis. The request history appears in a screen.

#### Deleting Track It Requests

1. From the **OPERA Cloud** menu, select **Miscellaneous**, and then select **Track It**.
2. Enter search criteria and then click **Search**.

 **Note:**

To search Requests assigned to you, select **Assigned**.

 **Note:**

By default, only Open status requests are included in the search.

3. Click the **vertical ellipsis** and select **Delete**.

#### Closing (Resolving) Track it Requests

1. From the **OPERA Cloud** menu, select **Miscellaneous**, and then select **Track It**.
2. Enter search criteria and then click **Search**.

 **Note:**

To search Requests assigned to you, select **Assigned**.

 **Note:**

By default, only Open status requests are included in the search.

3. To edit a request, click the **vertical ellipsis** and select **Edit**.
4. Select an appropriate action from the list to close the request (for example, select **Done** or **Delivered**).

## Exports

### Prerequisites for Exports

Use the exports module to export data to text or XML files. You can set up text files as either fixed-width or delimited data.

You can configure export files to generate a file for download (File System) or transmit using SFTP. When the delivery method is set up for File System, the export file is encrypted and stored in the OPERA Cloud database for 30 days. The file generated is decrypted and delivered securely when you select to download or zip the file.

 **Note:**

Export files are generated with UTF-8 encoding.

The following export types exist in OPERA Cloud:

- **General:** Used for all general or generic exports
- **Back Office:** Used for export of financial data to general ledger/ERP solutions.
- **Membership:** Used for the export of membership statements.
- **Country:** Used for country-specific exports.

OPERA Cloud offers a number of pre-defined export templates that you can use as-is or customize to suit your needs. For more information, see [General Export Template Catalogue](#)

You can also configure component exports that reference different data sources and then combine the data from each component into a single export file.

### Export File Configuration Workflow

Use the following workflow to set up an export file:

1. Create the export from an existing template or as a completely new file.
2. Define the export filename/expression.
3. Configure the selection criteria (filter).
4. Configure a header row.
5. Select the columns (fields) to export.
6. Configure a footer row.

## Export File Generation Methods

There are three methods for generating export files.

- **End of Day.** When the GENERATE EXPORT NA DATA End of Day procedure is active, exports configured for End of Day processing are generated. For more information, see [End of Day Procedures](#).
- **Scheduled.** You can schedule exports to generate periodically. For more information, see [Managing Scheduled Exports](#).
- **Manual.** You can generate export files on an ad-hoc basis with the ability to enter runtime parameters. For more information, see [Exporting a General or Back Office Data File](#)

## Export File Generation Process

The export file process typically consists of the following steps:

1. **Runtime Parameters:** For manually generated exports, you are prompted to input parameters to control the execution of the export generation. For example, the parameter screen can prompt for the start and end dates of the date range covered by the export. Not all exports use a parameter screen.
2. **Pre-Processing:** When export generation commences, a pre-processor (pre-export procedure) runs. This occurs only if a pre-processor is defined for the export. The procedure is specific to the export and populates views and sets variables and filters. Each export uses views that are supplied as standard with OPERA Cloud. Views are collections of data that are pulled from the many hundreds of OPERA Cloud database tables specifically for use in creating exports and reports.
3. **Fetch Data:** The export generation process pulls data from the views, applies parameters and filters (if defined in the export setup), and calculates formulas as appropriate. Exported data is stored in tables and can be viewed through the View Exports option.
4. **Generate File:** When the export is automatically generated during End of Day processing, the export file is generated with no user intervention required.
5. **Post-Processing:** A Post Export Procedure runs to perform clean-up after the export data is generated. This includes activities such as truncating temp tables and resetting variables that were set by a parameter form.

## Exports with Sensitive Data

Any exports configured with the following field attributes are considered sensitive and are flagged accordingly:

- CREDIT\_CARD (PAN)
- CC\_NO (PAN)
- PAY\_REF
- ID\_NUMBER
- PASSPORT
- PPT\_NO
- BIRTH\_DATE



- BIRTHDAY
- BIRTH\_DAY
- DATE\_OF\_BIRTH
- DOCUMENT\_NUMBER

The **View Exports with Sensitive Data** task is required in order to enable the **View Exports** action for exports flagged with sensitive data.

Personally Identifiable Information (PII) data is unmasked in the View Details screen for exports flagged with sensitive data.

 **Note:**

The Sensitive Data check box will be unchecked when PII columns are removed from the export definition and no data files have been generated. Delete all generated export files to update the export definition and remove PII columns.

## Prerequisites for Exports

### OPERA Controls

- **Group:** Exports
- **Function:** General Exports
- **Group:** Cashiering
- **Parameter:** eFolio Export

### OPERA Cloud Tasks

**Group:** Miscellaneous

**Task:** Exports

- View Exports with Sensitive Data
- Export Schedules
  - New/Edit Export Schedules
  - Delete Export Schedules

**Table 8-1 OPERA Cloud Tasks**

Parent Task	Task	Sub-task
Exports	General Exports	New/Edit General Exports Delete General Exports Generate General Exports
Country Exports	New/Edit Country Exports Delete Country Exports Generate Country Exports	

**Table 8-1 (Cont.) OPERA Cloud Tasks**

Parent Task	Task	Sub-task
Membership Exports	New/Edit Membership Exports Delete Membership Exports Generate Membership Exports	
Back Office Exports	New/Edit Back Office Exports Delete Back Office Exports Generate Back Office Exports	
Export Schedules	New/Edit Export Schedules Delete Export Schedules	
Download Exports	New/Edit Download Exports Delete Download Exports Generate Download Exports Copy or Duplicate Export	
View Exports with Sensitive Data		

## Export File Delivery Configuration

With delivery configuration, you select the delivery methods and enter the delivery destinations for export files. Each export has its own delivery configuration and unique delivery destination or end point.

Use the Delivery Configuration screen to complete the configuration process. To access the Delivery Configuration screen, from the OPERA Cloud menu, select **Miscellaneous**, select **Exports**, and then select an export type, such as General, Back Office, Membership, or Country. Click the vertical ellipsis button next to the export file and select **Edit**. From the Export Configuration screen, click the **Delivery Configuration** link to open the Delivery Configuration screen.

For the delivery method, you can select **SFTP** or **HTTPS** and enter the end point for the export or select **File System** and enter a target directory for the export.

## Export File Details

The export file details specify the particular features of the export file. You can create the export file by copying an existing export file as a template and editing it, if necessary, or by starting from scratch with a blank Export File Details screen. If you select the template option, you are prompted to select the export file types to be copied as templates.

From the Export File Details screen, you can configure the specific details of the export file.

 **Note:**

To copy an existing export file delivery configuration to the Delivery Method Maintenance screen, right-click anywhere on the Export File Details screen and then click **Copy to Export Delivery Methods**. The Export Delivery Methods screen appears.

**Export Details**

The below table lists all the details you can configure for the export file.

**Table 8-2 Export Details**

Field	Description
File Type	Name of the export. Enter a new file type name for the export.
XML	When selected, the export generates via XML messaging. By default, this option is selected and unavailable if the export has been created as an XML export. It is available to be selected when the export is configured manually (rather than being created from a preconfigured template) as an XML export.
XML Doc	Available when the XML option is selected. In this field specify the name of a wrapper tag for the export. For example, if you wanted the XML export to begin with a tag <code>&lt;umf&gt;</code> and end with a tag <code>&lt;/umf&gt;</code> , you would specify <b>umf</b> in this field. Additionally, select the ellipsis button to further configure the XML.
Encoding	(20 Character Max) Enter the encoding attribute to add to the <code>&lt;?xml?&gt;</code> file header.
Processing Instructions	(2000 Character Max) If needed, enter any additional processing instructions to the XML file header.
Document Type Name	(100 Character Max) Used to define an optional document type name ( <code>&lt;!DOCTYPE "_doc_type_name"&gt;</code> ).

 **Note:**

By default, the File Extension Formula field populates with 'XML' when this option is selected. File Extension Formula can, however, be edited to change the filename extension.

Table 8-2 (Cont.) Export Details


Field	Description
Document Type System ID	(100 Character Max) Used to Define an optional document type system ID (<!SYSTEM "_system_id">).
Document Type Public ID	(100 Character Max) Used to define an optional document type public ID (<!PUBLIC "_public_id">).
File Description	Long description of the export file type.
Export Source	Select the down arrow to choose from a list of available views for the export procedure.
Source Description	The description is automatically populated when the Export Source view is selected.
	<div data-bbox="1096 751 1230 787" data-label="Section-Header">  <b>Note:</b> </div> <div data-bbox="1140 808 1440 1354" data-label="Text"> <p>When the EXP_SCACTIVITY_VIEW data source is used, and the Activity &gt; Use Time Zones for Activities application parameter is set to Y, date and time information related to activities is converted to the logged-in user's time zone; if no time zone is specified for the logged-in user, the logged-in property time zone is assumed; if the logged-in property does not have a time zone assigned, the database time zone is assumed.</p> </div>
Pre Export Procedure	Internal set-up procedure that is executed before the data export is done. The pre-export procedure is a pre-processor that populates and filters views and sets variables.
Post Export Procedure	Internal setup procedure that is executed after the data export is done. The post-export procedure is a post-processor that truncates temp tables following export generation and can also reset parameters that were set for the export.

Table 8-2 (Cont.) Export Details

Field	Description
Parameter Form	Used for exports that can be manually generated. This field contains the name of the parameter form which is used to generate a manual export. The parameter form prompts for the required input from the user in order to generate a manual export. An example of the required parameters is the date range for which the export needs to be run. Each pre-export procedure has a unique parameter form, as the procedure is hard-coded within the form. Normally, if the parameter form is used, the pre-export procedure need not be used, but this can vary depending on the definition of the export.

 **Note:**

When automatically generating exports via End of Day processing, a parameter form should not be used because the export is generated automatically and there is no opportunity for manual input.

Table 8-2 (Cont.) Export Details


Field	Description
Night Audit Export	Select this option if the export is to be run during the End of Day procedures.
	<div data-bbox="1101 470 1230 506">  <b>Note:</b> </div> <p>When an export is set up to run during the End of Day (Night Audit) procedures, a frequency can be selected to generate this particular export file during the End of Day process. In the event you select such an export and manually generate the export file, the setting in the Frequency field is ignored and the export is generated irrespective of the frequency setting. In addition, the export automatically generates an export file based on the Frequency during the End of Day process.</p>
Frequency	When the <b>Night Audit Export</b> option is selected, select the down arrow to select the frequency of how often the export is to be run during the night audit process - Daily, End of month, End of Year, or Weekly.
Delivered Via	Select the delivery method: OXI, SFTP, HTTP, or PREDEFINED. When a value is selected, the relevant additional fields display to complete the configuration.

Table 8-2 (Cont.) Export Details

Field	Description
SFTP	<p>Select this option if the export is to be delivered via a secure FTP channel. When you make this selection, the Delivery Configuration button appears. Use Delivery Configuration to set up the details of the SFTP communications.</p> <p>Also for SFTP export file transfer, an Export Definition can be added to each export file, including XML export files, to associate a specific character set to be used. This character set is used for the export file and the value defined for the Exports &gt; Export Character Set application setting is overridden. To override the Export Character Set setting, the following must be entered for the Export Definition of the export file:</p> <ul style="list-style-type: none"> <li>• Code – EXPORT CHARACTER SET</li> <li>• Description – Export Character Set (or any text description for the Code)</li> <li>• Value – Must be a valid Oracle Character Set</li> </ul> <p>For SFTP, if the export file transfer initially fails, it is retried the number of times specified in the EXPORTS &gt; HTTP/SFTP FILE TRANSMISSION ATTEMPTS application setting.</p>
HTTP	<p>Select this option to use an HTTP upload of the export file. This file can be uploaded and automatically transferred to the HTTP address during End of Day processing or on demand (for more current information).</p>

 **Note:**

If the export is configured to run during End of Day processing and the HTTP transmission fails, the night audit continues to run to complete the End of Day. However, an error message appears in the `nawweather.rdf` report to notify the user of the transmission failure. As this report is non-mandatory, properties using the HTTP transmission must configure the report.

**Table 8-2 (Cont.) Export Details**

<b>Field</b>	<b>Description</b>
HTTP Address	(Available when HTTP is selected.) Type the database HTTP address where the export file is uploaded.
Protocol	(Available when HTTP is selected.) If you are communicating with a Web Service, select the down arrow to choose the protocol used for extracting XML (for example, SOAP) from the uploaded file. If you are not communicating with a Web Service, leave this field blank.



Table 8-2 (Cont.) Export Details

Field	Description
SOAP Action	<p>(Available when <b>SOAP</b> is selected in the Protocol field.) Enter the SOAP action, if any, to be applied by the Web Service.</p> <p>The export file is uploaded to the receiving host using HTTP protocol with content type application/octet-stream, using the POST method.</p>

 **Note:**

If **Compress** is selected, the content type of the compressed file is **application/x-zip-compressed**.

OPERA passes the following parameters to the receiving host (HTTP listener) in the HTTP POST command, which the receiving module can use:

- filename – name of the file being transferred using HTTP protocol.
- crc – length of the transferred file in bytes.

Once the receiving module has received and processed the file, it must generate an HTTP response, which is captured by the OPERA sending module. This response is an XML text document. The format of the document is as follows if the file was successfully received and processed:

```
<?xml version="1.0" encoding="UTF-8"?
><YOURMODULENAME><STATUS>OK</STATUS></
YOURMODULENAME>
```

The format is as follows if an error occurred:

```
<?xml version="1.0" encoding="UTF-8"?
><YOURMODULENAME><STATUS>ERROR</
STATUS><ERROR>Error Text is here</
ERROR></YOURMODULENAME>
```

YOURMODULENAME is the name of the module (for example, the servlet) which is receiving the export files. This name is for information only purposes and can be anything the property wants. Other tags in the XML should not be changed.

Table 8-2 (Cont.) Export Details


Field	Description
	<div style="border: 1px solid #0070C0; padding: 10px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>If the OPERA sending module does not receive a response in the proper XML format (within the Retry Interval), it assumes that an error occurred during the file transfer.</p> </div>
OXI	Available when the General Export OPERA Control is active. When OXI is selected, the Delivery Configuration button appears. Select this option to transport the export file via the OXI interface.
Type	(Available when <b>OXI</b> is selected.) Enter up to 20 characters to uniquely identify the OXI Action Type.
Interface	(Available when <b>OXI</b> is selected.) Select the down arrow to choose the third-party system to which OPERA connects through OXI.
PREDEFINED	Select this option to transport the export file via a predefined interface.
Dest. Code	(Available when <b>PREDEFINED</b> is selected.) Select the unique configured export delivery method destination code.
Encryption Type	Not available when <b>OXI</b> is selected. To encrypt the export file, select the encryption format (only AES is available at this time). The export file is encrypted using the selected algorithm and the key entered in the Key field. Encryption is performed on the raw file (that is, prior to zipping). The remote site must use the same method and key for decryption. In addition, the remote site must provide their own decryption software in order to decrypt the file.
Key	(Available when an <b>Encryption Type</b> is selected.) Enter the encryption key to be used to encrypt the export file. The AES key must equal 32 characters.

Table 8-2 (Cont.) Export Details

Field	Description
Filter Condition	<p>Condition for the export. By default, depending on the view, all data is exported. But if a certain type of data only requires to be exported, then the condition can be filled. Technically, this is the where clause in the select statement. For example, market codes statistics export, if only certain market codes statistics are required, like FIT, COM and IND, then the condition Market code IN (FIT,COM,IND) can be entered, where market code would be one of the column names in the Export source view/table. When clicking OK, the export setup is saved and now the columns can be defined. When the export setup is saved, the button option Export Columns is available. Select this button and the entire list of columns, which are available in the view, are brought up. This occurs the first time, when setting up a new export. If the columns are already defined, then the option Export Columns lists out the columns, which have been selected. New columns can also be added.</p>

Table 8-2 (Cont.) Export Details

Field	Description
File Name Formula	<p>Name of the ASCII export file which is created when the option to generate file is selected. This field can accept SQL formula so that the file name can include dates or other program specific exports information (First5Characters of Property Code +Current System Month+F would be SUBSTR(property code,5)    MM    F). This should be a valid SQL formula. On clicking the list of values box, a list of all the columns defined in the Export Source View/Table appears. These are the columns that can be used to create the File Name Formula. The name of the ASCII text file can be made from any of these values or can also be any string of characters. If the file must always be called WY P296, then enter 'WY P296' (the single quotes are necessary). If the file has to depend on the business date of the property, then enter the following:</p> <pre>'WY'    TO_CHAR(PMS_P.BUSINESS_DATE, 'MMDD')    'EXP'</pre> <p>This gives the name WY1103EXP for a business date of November 3.</p>
File Extension Formula	<p>Used to create any file extension for the daily export. This field can accept SQL statements so that the extension can include dates or other program specific export information (Current System Month +Day MM    DD). Examples for the file extension name would be TXT or EXP. The single quotes are necessary.</p>

 **Note:**

When the export file is created, the resulting filename appears just as it was configured in the File Name Formula field. This includes the case of the text, rather it all be capitalized, all lower case, or a combination of capitalized and lower case text.

Table 8-2 (Cont.) Export Details

Field	Description
Zip File Name	The name of the zipfile if the export files are to be zipped. To make use of this functionality, the General > Compression Utility application setting must specify the zip program name. The zip program name (executable file) must be present in the \RUNTIMES directory. (The ZIP and UNZIP freeware utilities provided by Oracle are located in the Oracle bin directory on the application server and do not need to be moved to the \RUNTIMES directory.)

 **Note:**

In order for zipping of export files to work correctly, the FORMS60\_OUTPUT registry setting must use a mapped drive letter on the application server and cannot use a Universal Naming Convention (UNC) path. This is a limitation of PKZIP, a DOS utility, which does not recognize UNC pathing. For example, the path could be D:\MICROS\OPERA\EXPORT but cannot be \\machinename\MICROS\OPERA\EXPORT.

Any value enclosed in single quotes can be specified as a zipfile name; the value can be concatenated with a valid OPERA expression (for example, 'WY\_296\_' || pms\_p.business\_date).

OPERA validates the zipfile name entered here in order to help avoid a filename that contains invalid characters. (Invalid characters in the zipfile name would prevent the zipfile from being automatically created during End of Day processing.) Invalid zipfile names are possible if the filename was specified prior to the validation feature being introduced. If an export file does not have a valid zipfile name, End of Day processing continues without creating the zipfile. An appropriate entry is made to the User Activity Log in the End Of Day activity group.

Table 8-2 (Cont.) Export Details

Field	Description
Compress Data	Select this option to delimit the column data in the export file. The delimiter can be specified in the Col Separator field.
Col. Separator	Appears when the Compress Data option is selected. Select the space, tab, comma, or Enter (CRLF or carriage return line feed) option as the character column separator. The data column is delimited by the selected character that follows it.
Always Export Header and Footer	Based on the export setup, if no data has been generated within the export, if a header and footer are defined, and if a file name is given in the export setup, OPERA always generates the export file that contains no information other than the header and the footer. If this option is selected, the header and footer columns of the export should only be Formula type columns. When saving the export with this option selected, the following reminder prompt appears: 'Always Export Header and Footer is checked. Ensure that the header (and/or footer) definition only uses formula columns.' You can continue and save the export without using formula columns for the header and/or footer. However, if there are no records in the export (that is, if the export view is empty), an exception message is thrown. This message appears: "No records were found for the export source view. Export failed due to invalid column configuration in export header or footer and option Always Export Header and Footer being active."
Inactive	Select this option to make a file type Active or Inactive. If this option is selected, the file type is Inactive. If deselected, the file type is Active.
Add Newline	Select this option to have each record displayed on a separate line in the ASCII text file.
Component Export	Select this option to expose the Components button. Selecting the <b>Components</b> button enables you to configure components to be included in the export file.

## Export Data Definitions

Some exports might require a property to define specific export codes and corresponding values before running the export. These export codes and their values are the data definitions for the export. Each Data Definition for a standard export includes the following components:

- The data views from which the export is developed.
- The pre-processor used for the export, along with any filter conditions applied by the pre-processor.

- The parameter form (if any) used to set controls for the export.
- Filter conditions for the export, if any.
- The post-processor used to "clean up" after the export is generated.
- The file name and extension formula.
- The data layout of the export ASCII file.

**Note:**

Depending on the template you select for your export, specific codes and possibly default values can auto-populate the Export Definitions screen.

The following table lists the export data definitions and describes each term and the definition for it.

**Table 8-3 Export Data Definitions**


Term	Definition
FILE_TYPE	The name of the export.
FILE_GROUP_ID	The group to which the export belongs.
RESORT	Property for which export is set up. If resort is null, then it is a template record.
FILE_TYPE_DESC	The long description of the export.
SOURCE_VIEW_CODE	This field can only be edited when configuring new exports. Select the down arrow and select the view used for this export from the list of values.
FILE_NAME	The file name formula is the name of the ASCII export file that is created when the export is generated.
FILE_EXTENSION	Used to create any file extension for the daily export. This field can accept SQL statements so that the extension can include dates or other program specific export information (Current System Month + Day MM   DD). Examples for the file extension name would be TXT or EXP. The single quotes are necessary.
FILE_LOCATION	Location where the export is saved.
COL_SEPERATOR	This field appears when the Compress Data check box is selected. Select the down arrow and select the delimiter used to separate the columns from the list of values. The available options are: Space, Tab, Comma, and Enter (CRLF or carriage return line feed).

Table 8-3 (Cont.) Export Data Definitions

Term	Definition
WHERE_CLAUSE	<p>The condition for the export. By default, depending on the view, all data is exported. However, if only certain information is required to be exported, then you can enter a value in this field.</p> <p>Technically, this is the where clause in the select statement. For example, if only certain market codes statistics are required in the market codes statistics export, such as FIT, COM, and IND, then the condition Market code IN (FIT, COM, IND) can be entered (where market code would be one of the column names in the Export source view/table).</p> <p>When clicking OK, the export setup is saved and now the columns can be defined. When the export setup is saved, the button option Export Columns becomes available.</p> <p>To define the export columns, select the Export Columns button. Once selected, the Export Columns Details screen appears, displaying the columns available in the view.</p>
RUN_IN_NA_YN	Indicates if the export is run as part of the night audit procedure or not.
ZIP_FILE_LOC	Location where the Zip file of the export is saved.
COMPRESSDATA_YN	Indicates if the data included in the export is compressed or not.
ZIP_FILE_NAME	The name of the export Zip file.
PRE_EXP_PROC	<p>The pre-export procedure is an internal setup procedure that is executed prior to the data export. The pre-export procedure is a pre-processor that populates and filters views and sets variables. The procedure extracts the data and stores it in a temporary table. The view (defined in the Export Source field) reads from this table and creates the export data. The temporary table is deleted once the export is complete. If a pre-export procedure is not specified, the export looks at the values defined in the Parameter Form field.</p>
POST_EXP_PROC	<p>An internal setup procedure that is executed after the data export is complete. The post-export procedure is a post-processor that truncates temp tables following export generation and can also reset parameters that were set for the export.</p>



Table 8-3 (Cont.) Export Data Definitions

Term	Definition
PARAMETER_FORM	The Parameter Form field is used for exports that can be manually generated. This field contains the name of the parameter form which is used to generate a manual export.
	<div data-bbox="1096 520 1230 558" data-label="Section-Header"> <p> <b>Note:</b></p> </div> <div data-bbox="1140 577 1430 926" data-label="Text"> <p>When automatically generating exports via End of Day processing (the Night Audit Export check box is selected), the parameter form should not be used because the export is generated automatically and there is no opportunity for manual input.</p> </div>
	<p>Typically, this field is not required if the pre-export procedure is defined; however, this can vary depending on the definition of the export. Each pre-export procedure has a unique parameter form as the procedure is hard-coded within the form. If a value is not defined in the Parameter Form field, the procedure looks at the view utilized for the export (defined in the Export Source field).</p>
BATCH_SEQ	Batch Sequence number assigned to the export.
ADD_NEWLINE_YN	Select this check box to have each record displayed on a separate line in the ASCII text file.
NA_FREQUENCY	The frequency the export runs in the night audit procedure.
ALWAYS_HDRFOOTER_YN	Based on the export setup, if no data has been generated within the export, if a header and footer is defined, and if a file name is given in the export setup, OPERA Cloud always generates an export file that contains no information other than the header and the footer.
FTP_UPLOAD_YN	Export file has to be uploaded automatically by OXI to FTP site.
UPLOAD_TYPE	Type of FTP upload. Can be DCO, REV, FOLIO, PA, or PS.
OXI_INTERFACE_ID	Interface ID from OXI, required if upload_type is not available. A valid OXI interface is required to upload to FTP.
HTTP_UPLOAD_YN	Export file has to be uploaded automatically by IAS to HTTP site.

**Table 8-3 (Cont.) Export Data Definitions**

Term	Definition
HTTP_ADDRESS	URL address of HTTP server which received the export file.
NA_WHEN_TO_EXPORT	Day of the week when the export routine is run in the night audit and the NA_FREQUENCY is set to 'Day of Week.'
COMPONENT_EXPORT_YN	Indicates if this export contains export components.
PARENT_ID	If this export is an export component, this column contains the exp_file_id of the parent export.
EXPORT_SEQUENCE	Sequence of running the export.
APPEND_TO_FILE_YN	Indicates if the data should be appended to an existing file.
TRANSFER_METHOD	Protocol used to upload the export file to HTTP server.
SOAP_ACTION	Soap Action information if SOAP protocol is used to upload the export file.
XML_YN	Indicates if the export is an XML file.
XML_DOC_NAME	Main tag for the xml document.
AUTO_EXPORT_YN	Configure Auto Export Y/N.
SFTP_YN	SFTP Y/N.
ENCRYPT_TYPE	The Encryption Type.
ENCRYPT_KEY	The Encryption Key.
LOG_LEVEL	Internal.
EXPORT_TYPE	Internal Column. Used to map this export to the iteration export type in the exp_iterations table.
LARGE_REC_LENGTH_YN	Indicates if this export contains records where the data length can exceed 4k.
XML_ENCODING	For XML exports, this allows adding the encoding attribute to the <?xml?> file header.
XML_PROCESSING_INSTRUCTIONS	For XML exports, this allows for additional processing instructions to the XML file header if needed.
XML_DOCUMENT_TYPE_NAME	For XML exports, this defines the optional document type name (<!DOCTYPE _doc_type_name SYSTEM "_system_id" PUBLIC "_public_id">).
XML_DOCUMENT_TYPE_SYSID	For XML exports, this defines the optional document type name (<!DOCTYPE _doc_type_name SYSTEM "_system_id" PUBLIC "_public_id">).
XML_DOCUMENT_TYPE_PUBID	For XML exports, this defines the optional document type name (<!DOCTYPE _doc_type_name SYSTEM "_system_id" PUBLIC "_public_id">).
MULTI_PROPERTY_YN	Multi-property Export Y/N.
EXPORT_CHARACTER_SET	The character set used to write the export files. It must be a valid Oracle Character Set, such as UTF8 or US8PC437.

## Prerequisites for Exports

### OPERA Controls

- **Group:** Exports
- **Function:** General Exports
- **Group:** Cashiering
- **Parameter:** eFolio Export

### OPERA Cloud Tasks

**Group:** Miscellaneous

**Task:** Exports

- View Exports with Sensitive Data
- Export Schedules
  - New/Edit Export Schedules
  - Delete Export Schedules

**Table 8-4 OPERA Cloud Tasks**

Parent Task	Task	Sub-task
Exports	General Exports	New/Edit General Exports Delete General Exports Generate General Exports
Country Exports	New/Edit Country Exports Delete Country Exports Generate Country Exports	
Membership Exports	New/Edit Membership Exports Delete Membership Exports Generate Membership Exports	
Back Office Exports	New/Edit Back Office Exports Delete Back Office Exports Generate Back Office Exports	
Export Schedules	New/Edit Export Schedules Delete Export Schedules	
Download Exports	New/Edit Download Exports Delete Download Exports Generate Download Exports Copy or Duplicate Export	
View Exports with Sensitive Data		

## Manually Generating Export Files

You can generate an export file on an ad-hoc basis. You might be prompted to enter runtime parameters for the export.

1. From the OPERA Cloud menu, select **Miscellaneous**, select **Exports**, and then select **General, Back Office, Membership** or **Back Office**.
2. Enter search criteria and click **Search**.
3. Select the **export** in the search results, click the **vertical ellipsis** , and select **Export Data**.
4. Enter any runtime parameters required.
5. Click **Generate**.

## Managing Export File Definitions

In addition to creating exports using a [template](#), you can also set up exports starting with a **blank canvas**.

The Pre-defined Format wizard can assist you with automating the setup of your export definition based on the file format, column selection and sort order selected.

### Note:

The expression editor used below provides selectable values to build an SQL expression using String, Number, Date, Boolean, and conversion functions. You can also select from a list of SQL functions, separators, operators, and table columns (fields). To join multiple string elements together use the '||' concatenation operator in your expression.

### Adding Export Definitions

You can create a customized new export using a blank export file details screen.

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Exports**, and then select **General Membership** or **Back Office**.
2. Click **New** and complete the following.
  - a. **Property**: Enter or select a Property.
  - b. **Export Name**: Enter a name for the export.
  - c. **Description**: Enter a description for the export.
  - d. **Data Source**: Select a data source from the list. The file should contain the information for different views and tables as needed for the new export.
  - e. **Pre Export Procedure**: The Pre Export Procedure is an internal setup procedure that executes prior to the data export. The procedure populates views, filters views, and sets variables. If a pre-export procedure is not specified, the export looks at the value(s) selected in the Parameter Form.
  - f. **Post Export Procedure**: The Post Export Procedure is a post-processor that truncates temp tables following export generation and might also reset parameters that were set for the export.
  - g. **Filter Condition**: Click to edit the expression for the data filter.
  - h. **XML Root Tag**: Enter the root tag.
    - i. **XML Format**: Click the check box to export data in XML format.

- i. **File Name Formula:** Click to edit the expression for the export file name.
- j. **File Extn Formula:** Click to edit the expression for the export file extension.
- k. **Zip file name:** Click to edit the expression for the export zip file name.
- l. **Export Run Configuration**
  - i. **End of Day:** Click to generate the export during End of Day.
    - i. **Frequency:** Select a frequency from the list.
    - ii. **Day of Week:** Select a day of the week from the list (not enabled for daily frequency).
  - ii. **Parameter Form:** Select the parameter form to use when the export is manually generated (not enabled when End of Day is selected).
- m. **Exports Contents Configuration**
  - i. **General Configuration**
    - i. **Always Export Header and Footer:** Select checkbox to include header and footer lines in the export.
    - ii. **Compress Data:** Select to separate the data column with a delimiter.
      - i. **Column Separator:** Select a column (data) delimiter from the list.
    - iii. **Add Newline:** Select the check box to have each record created on a separate line in the text file.
  - ii. **Pre-Define Formats:** Click to use a wizard to setup the data export. Using the wizard will override the current column selection.
    - i. **Format:** Select a file format from the list.
      - i. **CVS:** Comma separated values.
      - ii. **Custom List:** Custom separated list.
        - i. **Separator:** Click to select a predefined value from the list. Based on selection made, each data element within export records would be separated by the separator symbol or action selected.
        - i. **Custom Separator:** Else, enter a custom Separator value. This is used as alternate to the predefined separators to be used to separate each data element in the export .
      - ii. **Enclose In:** Click to select a predefined value from the list. Based on selection made, each data element within export records would be enclosed by the value selected
        - i. **Custom Enclose In:** Else, enter a custom Enclose In value. This is used as alternate to the predefined Enclose In to be used to enclose each data element in the export .
    - iii. **JSON:** JavaScript Object Notation format.
    - iv. **TSV:** Tab-separated values.
  - ii. **Columns:** Select one or more data columns to include in the export. Click [**>**] to move the selected columns from the Available panel to the Selected panel.
    - i. Use the UP and DOWN arrows to reorder the columns in the Selected panel.
  - iii. Click **OK**.

- iv. Click **OK** to confirm.
- iii. **Columns Configuration:** You can also select from a list of SQL functions, separators, operators, and table columns (fields) to setup your export.

 **Note:**

The **Column Data Type** selection determines the location of the column - Header, Data or Footer.

- i. Click **ADD** to add (insert) selection after the cursor.
- ii. Click **ADD BEFORE** to add (insert) the selection before the cursor.
- iii. Click **REPLACE** to replace the current value selected in the editor with your new selection.
- iv. Click **DELETE** to delete the current value selected in the editor.

3. Click **Save** .

### Editing a General Export File

Use the following steps to edit general export files:

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Exports**, and then select **General Membership** or **Back Office**.
2. Enter a search criteria and click **Search**.
3. Select the export definition in search result, click the **vertical ellipsis** and select **Edit**.
4. Update the export configuration.
5. Click **Save**.

### Deleting Export Definitions

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Exports**, and then select **General Membership** or **Back Office**.
2. Enter a search criteria and click **Search**.
3. Select the export definition in search result, click the **vertical ellipsis** and select **Delete**.
4. Update the export configuration.
5. Click **Save** .

## Managing Export File Delivery Configuration

### Editing Export Delivery Configuration

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Exports**, and select either **General Membership** or **Back Office**.
2. Enter a search criteria and click **Search**.

3. Select the **Export Definition** in your search results, click the **vertical ellipsis**, and select **Delivery Configuration**.
4. Click **Edit**.
  - a. Select **SFTP** to transmit the export using the Secure File Transfer Protocol (SFTP).
    - i. **SFTP Name:** Enter the SFTP address.
  - b. Select **File System** to generate a file for download. Files are retained in OPERA Cloud for 30 days.

**Note:**

HTTPS is not used.

5. Click **Save**.

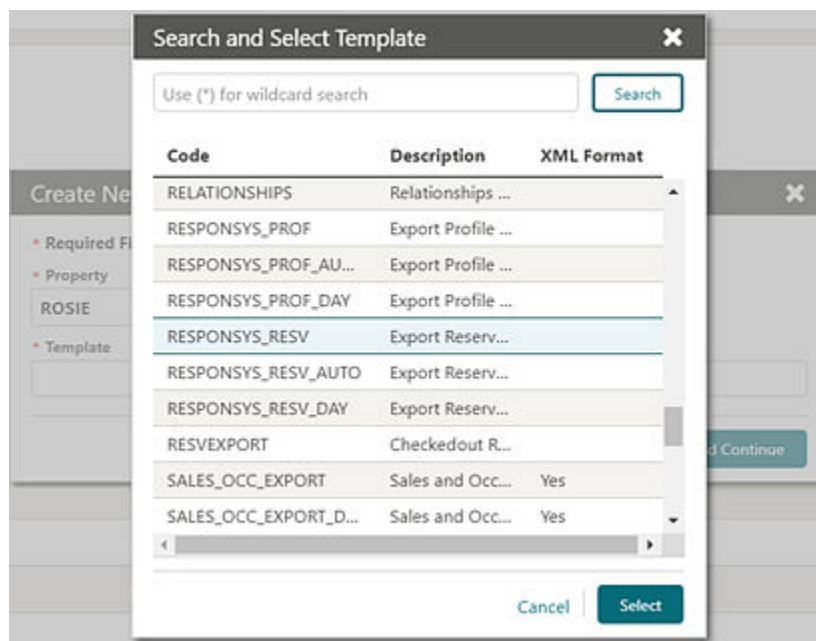
## Responsys Profile Exports

The General export, `Responsys_TRX_Day`, exports reservation sales charge transactions to the Oracle Responsys system. This export can be generated for a transaction date range. Additional filter conditions can be defined in Miscellaneous > File Exports > General > Select the export file type > Edit > Filter Condition.

The export contains information on Profile attributes, Revenue generated, Stay Details, and Membership details for profile types(s). The Export is available under OPERA Cloud-> Miscellaneous-> Export-> General-> `RESPONSYS_PROF_DAY`.

There are three export file types available in the list of templates within the General exports. You can select the export(s) from the Template list and add them to your property. The Template list is available in the Miscellaneous menu by selecting **Exports**, selecting **General**, and then selecting **New**.

- **RESPONSYS\_PROF\_DAY**. You can run this export manually for a Day or Date Range.
- **RESPONSYS\_PROF**. You can configure this export to run during End of Day.
- **RESPONSYS\_PROF\_AUTO**. You can schedule this export from Export Schedules.



### Generating the Responsys\_Prof\_Day Export

You can run the Responsys\_Prof\_Day Export manually for a day or date range. When the export is generated manually, you must select dates such as Date, Month, and Year (MM/DD/YYYY) for which the export need to be generated. The date range is defaulted to the business date. For example, if you export the file on May 15, the default date range will be To Date – 14 May and For Date – 15 May; and records for May 14 through May 15 will be generated provided the current business date is later than May 15.

You can generate exports for one or multiple profile types with combinations of multi select profile privacy option.

### Generating the Responsys\_Prof Export

You can schedule the Responsys\_Prof export to run during End of Day. The export frequency is set to Daily by default. When the Night Audit Export check box is enabled for the export, the export will run during End of Day (EOD). Once this export is added to the property, the EOD automatically considers the export based on the export frequency defined. The check box is enabled by default, and you can deselect the check box if you decide against running the export during EOD.

### Generating the Responsys\_Prof\_Auto Export

You can schedule the Responsys\_Prof\_Auto export from the OPERA Cloud Scheduler: Administration->Enterprise->Opera Scheduler->New-> Select the export 'Responsys\_Prof\_Auto'->Select-> Specify the scheduler frequency > click OK to schedule the export.

You can also schedule the export via Export Scheules: OPERA Cloud-> Export-> Schedules->New-> select the export Responsys\_Prof\_Auto-> click Run-> specify the scheduler frequency-> click OK.



## Export Output

The export is generated in the .csv format by default. You can change the format to .txt from Miscellaneous-> Exports-> General-> select the export file type-> Edit-> update the file extension formula.

The Responsys Profile export output file contains following Fields:

- **Export File Name Format:** ' pms\_p.resort '|| '\_' ||RESPONSYS|| '\_' ||PROFILE|| '\_' ||EXPORT|| '\_' ||to\_char(pms\_p.business\_date,'YYYYMMDDHHMI')
- **Example:** TOKYO\_RESPONSYS\_PROFILE\_EXPORT\_202002141635

**Table 8-5 Export Fields**

Column	Type and Length	Description
FIRST_NAME	Text (100)	The first name of the profiles.
MIDDLE_NAME	Text (100)	The middle name of the profiles.
LAST_NAME	Text (100)	The last name of the individual profile and the search name of the other types of profiles (Group, Travel Agent, and Source) are stored in this column.
TITLE	Text (25)	The title of the profiles.
SALUTATION	Text (100)	Salutation greetings.
BIRTHDATE	Timestamp	Date of Birth of the Profiles.
VIP_STATUS	Text (100)	VIP Status of the profiles.
GENDER	Text (25)	Indicates gender of profile; either (M)ale or F(emale).
LANGUAGE	Text (25)	Primary language used for the profile.
NATIONALITY	Text (100)	Nationality of the individual.
PHONE NUMBER	Text (225)	The phone number for this record.
PHONE_COUNTRY CODE	Text (25)	Numeric phone dialing prefix code for the country.
EMAIL ADDRESS	Text (500)	Number Rooms in the reservation.
ADDRESS LINE 1	Text (225)	The first line of street address.
ADDRESS LINE 2	Text (225)	The second line of street address.
CITY	Text (50)	The city for this address.
COUNTY	Text (50)	The state of this address.
POSTAL CODE	Text (25)	The postal code of this address.
COUNTRY	Text (25)	The country of this address.
EMAIL_OPT_OUT	CHARACTER	Indicates if profile should be contacted via email.

**Table 8-5 (Cont.) Export Fields**

Column	Type and Length	Description
EMAIL_OPT_OUT	CHARACTER	Indicates if profile should be contacted via email.
SMS_OPT_OUT	CHARACTER	Indicates if profile should be contacted via SMS.
Total_Value_of_Customer	Number	Total Value of the Guest.
Total_Room_Revenue	Number	Total revenue generated by the guest.
Total_Food_Beverage_Revenue	Number	Total Food and beverage revenue generated.
Total_Other_Revenue	Number	Total other revenue.
Total_Number_of_Stays	Number	Total Number of stay.
Total_Number_of_Nights	Number	Total Number of nights.
Last_Stay_Date	Timestamp	Last Stay date.
Last_Stay_Property_Name	Text (25)	Last Stay Property Name.
Next_Stay_Check_In_Date	Timestamp	Last Stay Check In date.
Next_Stay_Check_Out_Date	Timestamp	Last Stay Check Out date.
Next_Stay_Property_Name	Text (100)	Next Stay Property.
Partner_Name	Text (100)	Membership Type Name.
Member_Status	CHARACTER	Membership Status.
Member_Number	Text (100)	Membership Card Number.
Tier	Text (100)	Level of this Membership Type.
Points_Remaining	NUMBER	Total Points Remaining for the Profile.
Lifetime_Points	NUMBER	Total Points Accrued for the Profile.

## Responsys Property Exports

The General export, `RESPNSYS_PROP_DAY`, exports property details to the Oracle Responsys System. The Oracle Responsys System requires the Responsys Property Export on a monthly basis per Responsys services.

The export captures property details such as Code, Brand, Type, Address, No. of Guest Rooms, No. of Meeting Rooms, Attraction, Airport, Transportation, Alternate, Cities Nearby, and Region for all properties within the chain. You can generate the export for a date or date range.

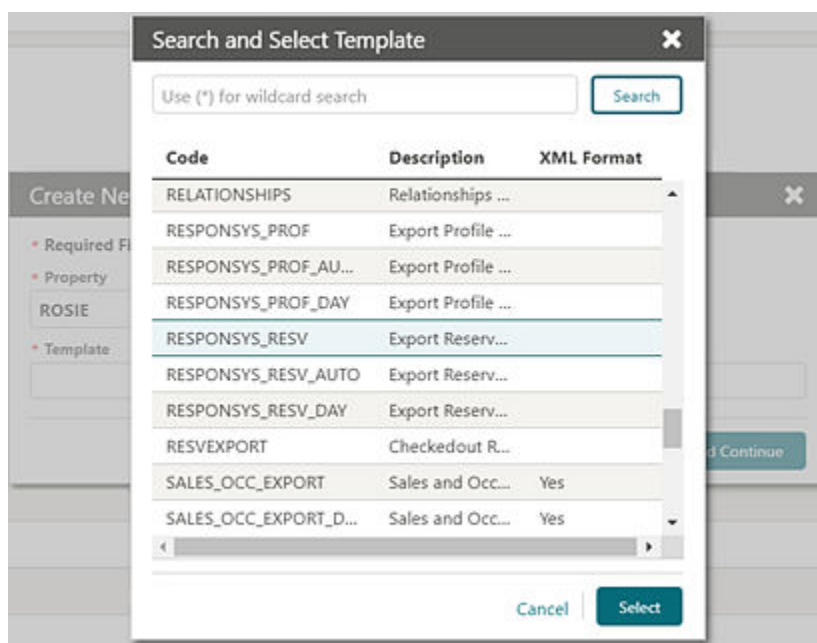
The OPERA Cloud add on `OPP_EXP` subscription must be activated for General Exports functionality. The Export is available from the OPERA Cloud menu by selecting Miscellaneous, then Export, then General, and then `RESPNSYS_PROP_DAY`.

The export contains information on Properties, such as their Brand, Level, Address, Amenities, Attractions, Alternates, Transportation, Features, and so on.

The export contains information on Properties, such as their Brand, Level, Address, Amenities, Attractions, Alternates, Transportation, Features, and so on. There are three export file types available in the list of templates within the General Exports. You can select the applicable export(s) from the Template list (Miscellaneous > Exports > General > New) and add to them your property.

There are three export file types available in the list of templates within the General Exports. You can select the applicable export(s) from the Template list (Miscellaneous > Exports > General > New) and add to them your property.

- **RESPNSYS\_PROP\_DAY**. You can run this export manually for a Day or Date Range.
- **RESPNSYS\_PROP**. You can configure this export to run during End of Day.
- **RESPNSYS\_PROP\_AUTO**. You can schedule this export from Export Schedules.



### Generating the Responsys\_Prop\_Day Export

You can generate the Responsys\_Prop\_Day export manually. When doing so, you must select date ranges such as Date, Month, and Year that the report is to cover. The date range is defaulted to the current month (a business date-30 days). For example, if you export the file on May 15, the default date range would be To Date – 15 April and For Date – 15 May. Records for April 15th through May 15th will be generated provided the current business date is later than May 15.

### Generating the Responsys\_Prop Export

You can schedule the Responsys\_Prop export to run during End of Day (EOD). The export frequency is set to Monthly (30 days) by default. When the Night Audit Export check box is selected for the export, the export runs during the End of Day. Once this export is added to the Property, the EOD automatically considers the export based on the export frequency defined. The check box is enabled by default, and you can deselect the check box if you decide against running the export during EOD.

## Generating the Responsys\_Prop\_Auto Export

You can schedule the Responsys\_Prop\_Auto export from the OPERA Cloud Export Scheduler.

1. From the OPERA Cloud menu, select **Miscellaneous**, select **Exports**, and then select **Scheduled Exports**.
2. Click **New**.
3. Select the **Responsys\_Prop\_Auto** export and click **Run**.
4. Specify the scheduler frequency and click **OK**.

## Export Output

The Responsys Property export output file contains the following fields:

- **Export File Name Format.** ' pms\_p.resort '|| '\_' ||RESPONSYS|| '\_' ||PROPERTY|| '\_' ||EXPORT|| '\_' ||to\_char(pms\_p.business\_date,'YYYYMMDDHHMI'). The following is an example:  
TOKYO\_RESPONSYS\_PROPERTY\_EXPORT\_202002141635.
- **File Extension.** CSV.

**Table 8-6 Export Fields**

Column	Type and Length	Description
Property Name	VARCHAR (20 BYTE)	The property that the record belongs to.
Property Brand	VARCHAR (20 BYTE)	Chain Code for the chain to which the property belongs.
Property Type	VARCHAR (20 BYTE)	Type of resort.
Street Address	VARCHAR2(2000 BYTE)	The street of the property.
City	VARCHAR2(24 BYTE)	The physical city in which this property resides.
State	VARCHAR2(3 BYTE)	The state in which this property is located.
Postal Code	VARCHAR2(20 BYTE)	The postal code of this property.
Country	VARCHAR2(3 BYTE)	The name of the country in which this property resides.
No. of Guest Rooms	NUMBER	Total number of rooms in this property.
No. of Meeting Rooms	NUMBER(4,0)	Total number of Meeting rooms.
Attractions	Text (225)	The phone number for this record.
Airports	VARCHAR2(100 BYTE)	The Airport Code for the airport near the property.
Transportation	VARCHAR2(40)	Code of the transportation.
Alternatives	VARCHAR2(20)	Alternate property of the resort column.

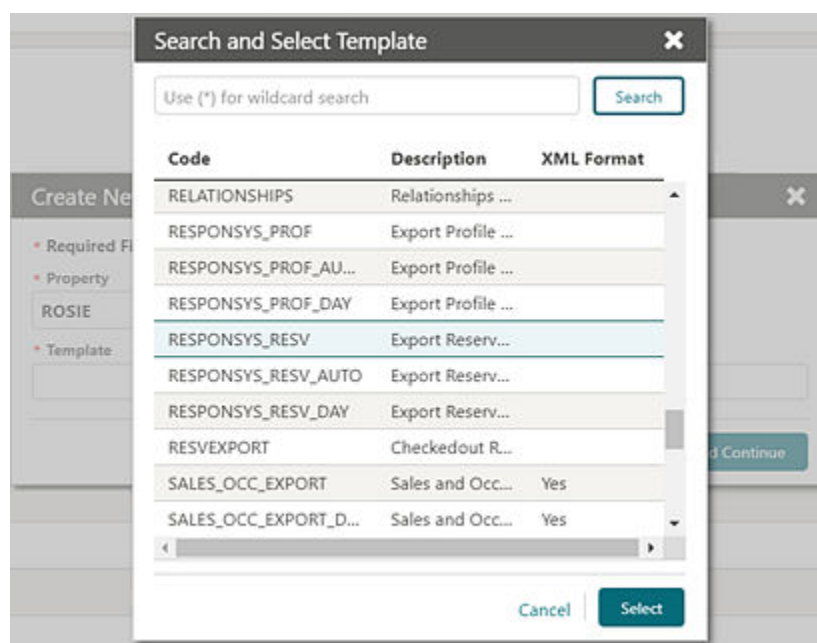
**Table 8-6 (Cont.) Export Fields**

Column	Type and Length	Description
Major_City_Nearby	VARCHAR2(20)	Marketing citycodes.
Region	VARCHAR2(20)	Region

## Responsys Reservation Exports

The General export, Responsys\_Resv\_Day, exports reservations to the Oracle Responsys system. You can generate the export for an arrival date range and request it for a specific reservation status. Additional filter conditions are definable in the Miscellaneous menu. Select **Exports**, select **General**, select the **export file type**, select **Edit**, and then click **Filter Condition**. The OPERA Cloud add on OPP\_EXP subscription must be activated for General Exports functionality.

There are three export file types available in the list of templates within the General exports. You can select the export(s) from the Template list and add them to your property. The Template list is available in the Miscellaneous menu. Select **Exports**, select **General**, and then select **New**.



### Generating the Responsys\_Resv\_Day Export

The Responsys\_Resv\_Day export can be generated manually. When generating it manually, you must select the Arrival Date Range and the Reservation Statuses to be considered in the export. The Date range defaults to the current month, and you can modify the date selection as required. By default, reservation statuses Arrivals, Checked In, InHouse, Departure, and Checked Out are available. You can select the following additional statuses: Waitlist, Canceled, and No Show if required.

### Generating the Responsys\_Resv Export

You can schedule the Responsys\_Resv export to generate during End Of Day (EOD). The frequency of the export is set to Daily by default. Once this export is added to the Property, the EOD automatically considers it based on the export frequency defined. If required, you can deactivate the scheduler job for the export from Miscellaneous > Exports> Schedules > and turning off the scheduler job for the export Responsys\_Resv.

When the export is scheduled to run during EOD, it generates for the next 30 days of arrivals (from the current business date). Reservations with these statuses: Arrivals, Checked In, InHouse, Departure, and Checked Out are considered by the export.

### Generating the Responsys\_Resv\_Auto Export

You can schedule the Responsys\_Resv\_Auto export from Export Schedules (Miscellaneous > Exports> Schedules> Create Schedules).

When the export is scheduled to run from Scheduler, it generates for the next 30 days of arrivals from the current business date. Reservations with these statuses: Arrivals, Checked In, InHouse, Departure and Checked Out are considered by the export.

### Export Output

The export is generated in the .csv format by default. You can change the file format to .txt from Miscellaneous > Exports > General > Select the export file type > Edit> update the file extension formula.

The export data is ordered by reservation arrival date. Pseudo room reservations are not considered by this export.

Export file name format: propertycode\_filetype\_date.csv, for example: PROP1\_RESPONSYS\_RESV\_EXPORT\_202002241510.txt (Note: the DateTimestamp format for the file name is YYYYMMDDHHMI).

**Table 8-7 Export Fields**

Column	Type and Length	Description
RESERVATION_ID	Number	OPERA Cloud Reservation Confirmation Number.
GUEST_LAST_NAME	Text (100)	Guest Last name.
GUEST_FIRST_NAME	Text (100)	Guest First Name.
GUEST_MIDDLE_NAME	Text (100)	Guest Middle Name.
TRAVEL_AGENT_NAME	Text (100)	Name of the Travel Agent Profile. This is blank if No Travel agent is associated to the reservation.
COMPANY_NAME	Text (100)	Name of the Company Profile. This is blank if No Company is associated to the reservation.
BOOKING_SOURCE	Text (100)	Source Code of the Reservation.
PROPERTY_NAME	Text (100)	Name of the Property.

Table 8-7 (Cont.) Export Fields

Column	Type and Length	Description
ARRIVAL_DATE	Datestamp	Arrival date of the reservation in Properties Date format.
DEPARTURE_DATE	Datestamp	Arrival date of the reservation in Properties Date format.
NUM_NIGHTS	Number	Number of Nights.
NUM_ADULTS	Number	Number of Adults in the reservation first stay night.
NUM_CHILDREN	Number	Number of Children in the reservation first Stay night.
NUM_ROOMS	Number	Number Rooms in the reservation.
ROOM_TYPE	Text (25)	Room Type in the Reservation. If the Reservation has multiple room type, this field should carry the Room Type applicable for the first Stay Night.
ROOM_TYPE_TO_CHARGE	Text (25)	Room Type to Charge (RTC) in the Reservation. If the Reservation has multiple RTC, this field should carry the RTC applicable for the first Stay Night.
ROOM_NUMBER	Text (25)	Room Number assigned to the Reservation. For multiple room reservations, display room numbers as comma separated. If different rooms are assigned to different nights, Room Number(s) assigned to the first stay night.
RATE	Number	Rate applicable for the first Stay night of the reservation.
BLOCK_CODE	Text (25)	Block Code assigned to the Reservation First Stay Night.
RESERVATION_TYPE	Text (25)	Reservation Type of the Reservation.
PAYMENT_TYPE	Text (25)	Reservation Payment method applicable for the Payment Window1 /Folio1.
NAME_ON_CARD	Text (500)	Name on the Card. Comma separate Last Name and First Name.

Table 8-7 (Cont.) Export Fields

Column	Type and Length	Description
DISCOUNT_AMOUNT	Number	Discount amount applied to the reservation- This field will pass null value, if no discount applied.
DISCOUNT_PERCENTAGE	Number	Discount Percentage applied to the reservation- This field will pass null value, if no discount applied.
DISCOUNT_REASON	Text (25)	Discount reason specified while applying the discount. This field will pass a null value if no discount is applied.
SPECIAL_REQUESTS	Text (500)	Special Request Codes attached to the reservation. Any preferences from the SPECIALS preference group added to the reservation will appear in this column. If multiple special requests are attached, those will be displayed as comma separated.
PROMOTION	Text (25)	Promotion Codes attached to the reservation. If multiple Promotion Codes are attached, those will be displayed as comma separated.
ROOM_PREFERENCES	Text (500)	Reservation preference Codes from the preference group ROOM FEATURES, SMOKING and FLOOR, If there are multiple records, display as comma separated.
OTHER_PREFERENCES	Text (500)	Reservation Preference Codes from all other preference groups (VIDEO OPTIONS, TV OPTIONS, MINIBAR OPTIONS, PHONE OPTIONS, INTERESTS, KEY OPTIONS, EVENTS, ATTENDEES + ANY ADDITIONAL PREFERENCE GROUPS ADDED BY THE PROPERTY). If there are multiple records, display as comma separated.



Table 8-7 (Cont.) Export Fields

Column	Type and Length	Description
SHARED_ROOM	Character ( Y / N)	Y/N Y- if the Reservation is sharing a room with another reservation. N - if the reservation doesn't share the room.
RATE_CODE	Text (25)	Rate Code attached to the reservation. If the Reservation has multiple Rate Codes, this field should carry the Room Type applicable for the first Stay Night. For a Block Reservation, where the Block doesn't have a Rate Code attached, the Rate Code will be passed as null.
PARENT_BLOCK	Text (25)	Leave this as blank always.
RESERVATION_STATUS	Text (25)	Status of the reservation while generating the export.

## Responsys Transaction Exports

The General export, Responsys\_TRX\_Day, exports reservation sales charge transactions to the Oracle Responsys system. This export can be generated for a transaction date range. Additional filter conditions can be defined in Miscellaneous > File Exports > General > Select the export file type > Edit > Filter Condition. The OPERA Cloud add on OPP\_EXP subscription must be activated for General Exports functionality.

The Responsys\_TRX\_Day export considers transactions where the Transaction Code is flagged revenue\_yn=Y.

There are three export file types available in the list of templates within the General exports. To add templates to your property, select the applicable export(s) from the template list. Go to Miscellaneous > File Exports > General > New and select/add the files types to the property.

- **RESPNSYS\_TRX\_DAY.** You can use this template file type to generate the transaction export manually.
- **RESPNSYS\_TRX.** When this template file type is added to the property, the transaction export is automatically scheduled to run during End of Day (EOD). You can review the scheduler job from Miscellaneous > File Exports > Schedules.
- **RESPNSYS\_TRX\_AUTO.** You can use this template file type to schedule the transaction export from Miscellaneous > File Exports > Schedules.

When the transaction export is generated during End Of Day or from a scheduler job, the export is generated for the previous business date.

Transactions of pseudo room type reservations are not included in this export. The Transaction export is generated in comma separated file format by default; you can change the format to .txt from Miscellaneous > File Exports > General > Select the export file type >

Edit > update the file extension formula. The export is delivered to an SFTP server or file system location.

### Generating the Responsys\_TRX\_Day Export

For generating the Responsys\_TRX\_Day export manually, the export parameter screen should be provided with options to select a past date range. The date range you select is the transaction date range. The From Date field and To Date field should default to the previous business date (OPERA Cloud business date - 1). You can select a different date range (earlier than today's business date). The From Date and To Date selection is mandatory to generate export. The export should not be executed until a valid date range is specified.

**Table 8-8 Export Fields**

Column	Type and Length	Description
TRANSACTION_DATE	Text (100)	Transaction Date in OPERA Cloud.
TRANSACTION_ID	Text (100)	OPERA Cloud Transaction Numbers.
RESERVATION_ID	Text (100)	OPERA Cloud Reservation Confirmation Numbers.
REVENUE_TYPES	Text (100)	Transaction Group mapped to the Transaction Code of the above Transaction Number.
REVENUE_AMOUNTS	NUMBER	Net Revenue Amounts.
CURRENCY	Text (100)	Currency Code used in Reservation.

## Membership Exports

You can export membership data from the OPERA database into files and use these files for various purposes depending upon your needs. For example, if you have a loyalty program, you can export membership statements to a data file that can be sent to a fulfillment house for the processing of membership points.

The following export types can be used for Membership exports:

- **General** - This option enables you to export commonly used data from existing templates. These export files are pre-configured and can be modified.
- **Membership Export** - This option enables you to export data related to memberships, membership points, and membership statements.

The following Membership Export file types can be selected for the membership export. These are available in OPERA as system integrated data (SID).

**Table 8-9 File Types**

File Type	Description
BA EXPORT	British Airways Export

**Table 8-9 (Cont.) File Types**

File Type	Description
CI EXPORT	China Airlines Export
CX EXPORT	Cathay Pacific Airlines Export
FF EXPORT	Frequent Flyer Export
FF EXPORT PC	Frequent Flyer Export
GL1 EXPORT	Airline Guests Reservations Export
GV1 EXPORT	Gold Passport Reservations Export
MEM EXPORT	Membership Fulfillment Production Export
OCIS AMERICAN	OCIS American Airline Export
OCIS ALASKA	OCIS Alaska Airline Export
OCIS DL EXP	OCIS DL Export
PA EXPORT	Passages Export
QF EXPORT	Qantas Airways Export
SCC EXPORT	SCC Export
SR EXPORT	Swiss Air Export
UA EXPORT	United Airlines Export
VS EXPORT	Virgin Atlantic Airways Export

### Export File Sources

When creating a membership export, you must select the source of your export file. These sources are the views for the export procedure. You can select from the following sources for exporting membership statements:

- **MEMBER\_STATEMENT\_EXP\_MEM\_VW** - Select this option if you want the statements to contain detailed membership information for each member.
- **MEMBER\_STATEMENT\_EXP\_TRX\_VW** - Select this option if you want the statements to contain membership statement transactions information.

### Centrally Managed Memberships

You can export membership award points and membership transactions for centrally managed membership programs to a statement. Membership award points for centrally managed membership programs enables you to export frequent flyer membership types to airlines.

Three templates are included for the central membership award points and transactions export. You can use the templates in their existing form or modify and rename them according to your needs. These templates export positive award points, unless you delete the filter command, which would enable negative points to be included in the export.

- **OCIS\_ALASKA** (OCIS Alaska Airline) - This template is for the transaction level. It identifies bonus points (column contains FORMULA of H5B). One transaction appears per line. Provides the view of MEMBER\_STATEMENT\_EXP\_TRX\_VW.
- **OCIS\_AMERICAN** (OCIS American Airline) - This template is for the transaction level. One transaction appears per line. It provides the view of MEMBER\_STATEMENT\_EXP\_TRX\_VW.

- **OCIS\_DL\_EXP** (OCIS DL Export) - This template is for the membership level. It combines the total accumulated points on one line (for all transactions for one member). Provides the view of MEMBER\_STATEMENT\_EXP\_MEM\_VW.

## Back Office Exports

The Back Office export feature helps you meet your hotel's data export needs and avoid redundant data entry by providing functions for Accounts Payable, Daily Report, Fixed Assets, Payroll, General Ledger, and Financial Statements. All functions integrate directly to the General Ledger System.

The Back Office export type provides a method of exporting OPERA revenues and statistical figures to a third-party, non-OPERA system. The Back Office interface functionality extracts data from certain OPERA databases and creates ASCII files that can in turn be read by the non-OPERA system.

The Back Office interface can export data for different types of information, such as Revenue Data, City Ledger Checkout Information, Market Segment Statistics, or Daily Hotel statistics. The layout of each ASCII file is user-definable and enables you to select the information types to be transferred to the external system in the required format. You can also define whether the interface program appends records to the ASCII file each day or overwrites/creates a new file with each new export of data.

### Back Office Export Workflow

The Back Office export workflow consists of the following steps:

1. During installation, you assign account numbers from your chart of accounts to every OPERA transaction code.
2. OPERA posts transaction codes to reservations, folios, groups, companies, travel agents, wholesalers, and so on.
3. During the End of Day Sequence, OPERA moves transactions into their ledger components, producing daily balanced ledger entries.
4. With an OPERA-compatible Back Office system, the balanced daily journal entries are exported to a network transfer file. Your Back Office system then imports the transfer file as a journal entry.
5. Ledger history is stored in OPERA. You can inquire on any ledger account for any past day and view all transactions.

### Back Office Features

The Back Office system includes the following features:

- **Revenue Transfer** - All room, food and beverage, and package component revenues posted during night audit processing is transferred into the back office accounting system and into guest history files.
- **Market Statistics Transfer** - Repeat guest history data is a valuable resource for the sales and marketing department. Data fields such as last date here (from - to), market/group code, postal codes, market IDs, plan codes, room types, special requests, source of business, promotions codes, location codes, VIPs, and user-defined field data provide a wealth of information that helps your marketing department improve guest return rates. This data extraction is also designed for market analysis to see where your business is coming from.

- **Daily Statistics Transfer** - General Ledger and Statistic Ledger analysis information. Transactions are captured for revenues, miscellaneous expenses (which can be processed through Paid-Outs), sub-ledgers' activity and balances, (Guest, Advance Deposits and Accounts Receivable), payments (cash, credit cards, script, and gift certificates), travel agent commissions activity (commissions payable, commission expense, pre-deducted commissions, and checks written).
- **City Ledger Transfer** - Accounts receivable (A/R) invoice charges and payment entries, adjustments and void payments transactions, partial payments transactions, direct bill aging information, and company statements transactions.

## Creating or Editing a Back Office Export File

### Creating a Back Office Export

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Exports**, and then select **Back Office**.
2. Click the **vertical ellipsis** and select **New**.
3. On the **Create New Export** screen, select a property for the export, select the file type you want to export, and click **Continue**.

#### **Note:**

You must select a file type based on the back office system that receives the data. For example, if you are exporting revenue data to a SCALA interface, you select SCALA\_REVENUE to generate your export. To view file types for legacy back office exports, you must activate the General Export OPERA Control.

4. In the **Details** section for the export, verify the information is correct for the export file. If you need to make changes to this information, click the **vertical ellipsis** and click **Edit**. You can edit the following fields:
  - a. **File Type:** The name of the export.
  - b. **Description:** The long description of the export.
  - c. **File Name from Columns:** The name of the ASCII export file that is created when the export is generated; the SQL formulas in this field define the name. You can change these formulas by selecting a different column name.
  - d. **File Extension Formula:** This formula creates the file extension for the export.
  - e. **Zip File Name:** The file name if exporting a zip file. You can select a predefined file name.
  - f. **Parameter Form:** The name of the parameter form used to generate the manual export. This field sets the controls for manually generated exports and is not required if a pre-export procedure is defined; however, this can vary depending on the definition of the export. Each pre-export procedure has a unique parameter form.
  - g. **Export Contents Configuration:** Select one of the following: **Always Export Header and Footer** (select to generate an export file that contains only header and footer information), **Compress Data** (select to delimit the column data in the export file), **Add Newline** (select to have each record on a separate line in the ASCII text file), or **Inactive** (select to make the file type inactive).

- h. **Configure for Automatic Export:** Select **Night Audit Export** if you want to generate the export during the night audit. Select the **Frequency** that the export file is generated.
5. Click the **Columns** link, all of the columns in the export are listed. To add additional columns, click the vertical ellipsis button and select **New**.
6. Click the **Definitions** link. You have the option to add a custom definition for the export by clicking the vertical ellipsis button and selecting **New**.

#### Editing a Back Office Export

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Exports**, and then select **Back Office**.
2. Enter a **Property** and click **Search**.
3. Select the file type you want to edit in the search results, click the **vertical ellipsis** next to it, and click **Edit**.
4. To edit the details of the export configuration, refer to step 4 in the above procedure.
5. Click **Save** to save your changes or click **Cancel** to close the screen without saving changes.

## Generic XML Back Office Export

OPERA provides a number of pre-defined back office exports as part of SID data. However, due to the nature of changing business requirements, these pre-defined exports are only utilized to create customized view and back office configuration.

To centrally manage accounts/payables etc., this export is used in passing the data to the ERP systems allowing the user a greater flexibility in managing and maintaining their financials.

#### Creating an Export

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Exports** then select **General**.
2. Select **New From Template** and enter the following detail:
  - a. **Property:** Enter or confirm the property.
  - b. **Template:** Search for the template from the search glass and click **Select**.
  - c. **Export Name:** Highlight an export to proceed.
  - d. **Description:** The description is entered by default.
3. Click **Create & Continue**.
4. Click **Save** after creating an export
5. Repeat for all 10 exports, following the same steps as mentioned above and configure.

**! Important:**

No configuration change is advised in the templates except for Delivery Configuration. The templates are predefined and it is advisable not to modify them.

Export Name	Description	Parameter Form	XML Format
GEN_XMLBO_CITYLEDGER_DAY	Generic XML Back Office-City Ledger By Date	EXP_FOR_DATE	<input checked="" type="checkbox"/> <input type="checkbox"/>
GEN_XMLBO_BILLS	Generic XML Back Office-Bills		<input checked="" type="checkbox"/> <input type="checkbox"/>
GEN_XMLBO_BILLS_DAY	Generic XML Back Office-Bills By Date	EXP_FOR_DATE	<input checked="" type="checkbox"/> <input type="checkbox"/>
GEN_XMLBO_CUSTOMER	Generic XML Back Office-Customers		<input checked="" type="checkbox"/> <input type="checkbox"/>
GEN_XMLBO_CUST_DAY	Generic XML Back Office-Customers By Date	EXP_FOR_DATE	<input checked="" type="checkbox"/> <input type="checkbox"/>
GEN_XMLBO_REVENUE	Generic XML Back Office-Revenue		<input checked="" type="checkbox"/> <input type="checkbox"/>
GEN_XMLBO_REV_DAY	Generic XML Back Office-Revenue By Date	EXP_FOR_DATE	<input checked="" type="checkbox"/> <input type="checkbox"/>
GEN_XMLBO_STATISTICS	Generic XML Back Office-Statistics		<input checked="" type="checkbox"/> <input type="checkbox"/>
GEN_XMLBO_STAT_DAY	Generic XML Back Office-Statistics By Date	EXP_FOR_DATE	<input checked="" type="checkbox"/> <input type="checkbox"/>
GEN_XMLBO_CITYLEDGER	Generic XML Back Office-City Ledger		<input checked="" type="checkbox"/> <input type="checkbox"/>

## Generic XML Back Office Export-Specifications

The following table explains information sent in different files:

**Table 8-10 Standard Views and Description**

File	Description
REVENUE	Revenue and Payments for the day
CITY LEDGER	All City Ledger / Accounts Receivable transactions of the day
BILLS	All bills/folios generated on the day (including voided)
CUSTOMERS	Profile data for profiles that appear in the BILLS file
STATISTICS	Includes Room Nights, Persons, Noshows and Cancellations of the day by Room Class, Room Type and Market Code

All files have the same two attributes under the root element:

- **<date>**: Single date the export is executing.
- **<hotel\_code>**: Identifier for the property. You can set up a custom code in Administration/Enterprise/Chain and Property Management/Properties/Property Configuration/Property Controls/Hotel Code; otherwise it will use the OPERA Cloud property code.

### Formatting Conventions

All date fields use the format YYYY-MM-DD.

All monetary fields have two decimals with dot (".") as the separator, no thousand separator is used. Negative numbers have an explicit minus sign ("-").

Element and attribute tags follow the lowercase and hyphen standard. Secondary information is set as Attribute, main information as Element.

## Data Exchange

The information flows from OPERA Cloud to the ERP/Back Office system only. No data is being sent to OPERA Cloud. Exports are usually configured to automatically generate during the end of day routine for the day being closed, but you can manually re-generate for past days.

## Revenue Export

The Revenue File contains one record per transaction code with the total of the transaction code for the day, as well as a transaction level detail of each posting generated for that transaction code, this is in case the property wants to have Market Code and/or Room Class information as a breakdown of the revenue instead of just one single total per transaction.

You may choose to work on a transaction summary basis (columns stating with "TOTAL\_" or if you wish to obtain Market Code and/or Room Class breakdown, you can use the transaction level amounts (columns starting with "TRX\_").

The sum of the TOTAL\_AMOUNT and TRX\_AMOUNT columns matches the "Transaction Total Today" line of the Trial Balance. All LEDGER (GUEST, AR, DEPOSIT, PACKAGE) columns match the corresponding Ledger of the Trial Balance (Today Balance – Yesterday Balance)

**Table 8-11 Revenue Export**

Element Name	Element Type	Description	Notes
revenue	Complex Element	Root element	NA
hotel_code	Attribute	Identifies the property exporting data	Only one property is exported per file
date	Attribute	Identifies the date of the export	Only one day is exported per file
transaction_total	Complex Element	Repeats for each distinct transaction code	NA
transaction_type	Attribute	Identifies the type of transaction: revenue, non revenue, payment, paid out, package (wrapper transactions that used to post to guest account but don't affect the revenue/non revenue figures)	NA
transaction_code	Element	Opera codes that identifies the transaction	E.G.: 1000
description	Element	Opera description of the transaction	E.G.: Room revenue



Table 8-11 (Cont.) Revenue Export

Element Name	Element Type	Description	Notes
total_amount	Element	Sum of the transaction for the date exported	Same amount that you see in trial balance for that transaction
total_guest_ledger	Element	Sum of the transaction for the date exported affecting the guest ledger	NA
total_package_ledger	Element	Sum of the transaction for the date exported affecting the package ledger (ultimately part of the guest ledger)	NA
total_ar_ledger	Element	Sum of the transaction for the date exported affecting the accounts receivable ledger	NA
total_deposit_ledger	Element	Sum of the transaction for the date exported affecting the deposit ledger	NA
transaction_details	Complex Element	List of transactions that make up the sum	NA
transaction	Complex Element		NA
market_code	Element	Market code associated with the transaction	NA
room_class	Element	Room class (a grouping of type of room) associated with the transaction	Dependent on having the room class function active in opera
trx_amount	Element	Amount of the transaction	For revenue transactions this is net amount (without tax)
trx_guest_ledger	Element	Amount of the transaction affecting the guest ledger	Transactions posted to a guest folio

**Table 8-11 (Cont.) Revenue Export**

Element Name	Element Type	Description	Notes
trx_package_ledger	Element	Amount of the transaction affecting the package ledger	Wrapper transaction posted to a guest folio, offsetted by internal revenue/non revenue transactions that make the package rate
trx_ar_ledger	Element	Amount of the transaction affecting the accounts receivable ledger	Direct bill/city ledger transaction used to settle guest folios or any movement in the ar ledger (eg: payments received). Also credit card transactions if configured with an ar account
trx_deposit_ledger	Element	Amount of the transaction affecting the deposit ledger	Payments taken on reservations prior to check in. Also deposit transfer at checkin lowers the ledger upon guest check in

The following is generated export for Generic XML Back Office - Revenue

```
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<revenue hotel_code="DEMOHOTEL" date="2017-02-23">
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    <total_package_ledger>170</total_package_ledger>
    <total_ar_ledger>0</total_ar_ledger>
    <total_deposit_ledger>0</total_deposit_ledger>
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      <transaction>
        <market_code>CRP</market_code>
        <room_class>ALL</room_class>
        <trx_amount>168.22</trx_amount>
        <trx_guest_ledger>180.00</trx_guest_ledger>
      </transaction>
      <transaction>
        <market_code>CRP</market_code>
        <room_class>ALL</room_class>
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        <trx_guest_ledger>110.00</trx_guest_ledger>
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    </transaction_details>
  </transaction_total>
</revenue>
```

```
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    <trx_amount>14.39</trx_amount>
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</transaction_details>
</transaction_total>
<transaction_total transaction_type="PAYMENT">
  <transaction_code>9000</transaction_code>
  <description>Cash</description>
  <total_amount>-5662.7</total_amount>
  <total_guest_ledger>-5362.7</total_guest_ledger>
  <total_package_ledger>0</total_package_ledger>
```

```
<total_ar_ledger>0</total_ar_ledger>
<total_deposit_ledger>-300</total_deposit_ledger>
<transaction_details>
  <transaction>
    <market_code>CRP</market_code>
    <room_class>ALL</room_class>
    <trx_amount>-180.00</trx_amount>
    <trx_guest_ledger>-180.00</trx_guest_ledger>
  </transaction>
  <transaction>
    <market_code>IND</market_code>
    <room_class>ALL</room_class>
    <trx_amount>-500.00</trx_amount>
    <trx_guest_ledger>-500.00</trx_guest_ledger>
  </transaction>
  <transaction>
    <market_code>GRP</market_code>
    <room_class>ALL</room_class>
    <trx_amount>-300.00</trx_amount>
    <trx_guest_ledger>-300.00</trx_guest_ledger>
  </transaction>
  <transaction>
    <market_code>CRP</market_code>
    <room_class>ALL</room_class>
    <trx_amount>-850.00</trx_amount>
    <trx_guest_ledger>-850.00</trx_guest_ledger>
  </transaction>
  <transaction>
    <market_code>CRP</market_code>
    <room_class>ALL</room_class>
    <trx_amount>-710.00</trx_amount>
    <trx_guest_ledger>-710.00</trx_guest_ledger>
  </transaction>
  <transaction>
    <market_code>CRP</market_code>
    <room_class>ALL</room_class>
    <trx_amount>-417.70</trx_amount>
    <trx_guest_ledger>-417.70</trx_guest_ledger>
  </transaction>
  <transaction>
    <market_code>CRP</market_code>
    <room_class>ALL</room_class>
    <trx_amount>-280.00</trx_amount>
    <trx_guest_ledger>-280.00</trx_guest_ledger>
  </transaction>
  <transaction>
    <market_code>BUS</market_code>
    <room_class>ALL</room_class>
    <trx_amount>-200.00</trx_amount>
    <trx_deposit_ledger>-200.00</trx_deposit_ledger>
  </transaction>
  <transaction>
    <market_code>BUS</market_code>
    <room_class>ALL</room_class>
    <trx_amount>-480.00</trx_amount>
```

```
    <trx_guest_ledger>-480.00</trx_guest_ledger>
  </transaction>
  <transaction>
    <market_code>BUS</market_code>
    <room_class>ALL</room_class>
    <trx_amount>-220.00</trx_amount>
    <trx_guest_ledger>-220.00</trx_guest_ledger>
  </transaction>
  <transaction>
    <market_code>WIN</market_code>
    <room_class>ALL</room_class>
    <trx_amount>-345.00</trx_amount>
    <trx_guest_ledger>-345.00</trx_guest_ledger>
  </transaction>
  <transaction>
    <market_code>CRP</market_code>
    <room_class>ALL</room_class>
    <trx_amount>-700.00</trx_amount>
    <trx_guest_ledger>-700.00</trx_guest_ledger>
  </transaction>
  <transaction>
    <market_code>CRP</market_code>
    <room_class>ALL</room_class>
    <trx_amount>-100.00</trx_amount>
    <trx_deposit_ledger>-100.00</trx_deposit_ledger>
  </transaction>
  <transaction>
    <market_code>BUS</market_code>
    <room_class>ALL</room_class>
    <trx_amount>-200.00</trx_amount>
    <trx_guest_ledger>-200.00</trx_guest_ledger>
  </transaction>
  <transaction>
    <market_code>BUS</market_code>
    <room_class>ALL</room_class>
    <trx_amount>-180.00</trx_amount>
    <trx_guest_ledger>-180.00</trx_guest_ledger>
  </transaction>
</transaction_details>
</transaction_total>
<transaction_total transaction_type="PAYMENT">
  <transaction_code>9080</transaction_code>
  <description>Direct Bill</description>
  <total_amount>-1200</total_amount>
  <total_guest_ledger>-1200</total_guest_ledger>
  <total_package_ledger>0</total_package_ledger>
  <total_ar_ledger>1200</total_ar_ledger>
  <total_deposit_ledger>0</total_deposit_ledger>
  <transaction_details>
    <transaction>
      <market_code>CRP</market_code>
      <room_class>ALL</room_class>
      <trx_amount>-450.00</trx_amount>
      <trx_guest_ledger>-450.00</trx_guest_ledger>
      <trx_ar_ledger>450.00</trx_ar_ledger>
```

```

    </transaction>
    <transaction>
      <market_code>BUS</market_code>
      <room_class>ALL</room_class>
      <trx_amount>-750.00</trx_amount>
      <trx_guest_ledger>-750.00</trx_guest_ledger>
      <trx_ar_ledger>750.00</trx_ar_ledger>
    </transaction>
  </transaction_details>
</transaction_total>
<transaction_total transaction_type="INTERNAL">
  <transaction_code>9150</transaction_code>
  <description>Deposit Transfer</description>
  <total_amount>0</total_amount>
  <total_guest_ledger>-300</total_guest_ledger>
  <total_package_ledger>0</total_package_ledger>
  <total_ar_ledger>0</total_ar_ledger>
  <total_deposit_ledger>300</total_deposit_ledger>
</transaction_total>
<transaction_total transaction_type="PACKAGE">
  <transaction_code>9300</transaction_code>
  <description>Packages (Wrapper)</description>
  <total_amount>0</total_amount>
  <total_guest_ledger>180</total_guest_ledger>
  <total_package_ledger>-180</total_package_ledger>
  <total_ar_ledger>0</total_ar_ledger>
  <total_deposit_ledger>0</total_deposit_ledger>
</transaction_total>
</revenue> <?xml version="1.0" encoding="UTF-8"?> <?xml version="1.0"
encoding="UTF-8"?>
<revenue hotel_code="DEMOHOTEL" date="2017-02-23">
  <transaction_total transaction_type="REVENUE">
    <transaction_code>1000</transaction_code>
    <description>Room Revenue</description>
    <total_amount>1913.738317757012</total_amount>
    <total_guest_ledger>1870</total_guest_ledger>
    <total_package_ledger>170</total_package_ledger>
    <total_ar_ledger>0</total_ar_ledger>
    <total_deposit_ledger>0</total_deposit_ledger>
    <transaction_details>
      <transaction>
        <market_code>CRP</market_code>
        <room_class>ALL</room_class>
        <trx_amount>168.22</trx_amount>
        <trx_guest_ledger>180.00</trx_guest_ledger>
      </transaction>
      <transaction>
        <market_code>CRP</market_code>
        <room_class>ALL</room_class>
        <trx_amount>110.00</trx_amount>
        <trx_guest_ledger>110.00</trx_guest_ledger>
      </transaction>
      <transaction>
        <market_code>CRP</market_code>
        <room_class>ALL</room_class>

```

```
<trx_amount>93.46</trx_amount>
<trx_guest_ledger>100.00</trx_guest_ledger>
</transaction>
<transaction>
  <market_code>CRP</market_code>
  <room_class>ALL</room_class>
  <trx_amount>168.22</trx_amount>
  <trx_guest_ledger>180.00</trx_guest_ledger>
</transaction>
<transaction>
  <market_code>CRP</market_code>
  <room_class>ALL</room_class>
  <trx_amount>93.46</trx_amount>
  <trx_guest_ledger>100.00</trx_guest_ledger>
</transaction>
<transaction>
  <market_code>CRP</market_code>
  <room_class>ALL</room_class>
  <trx_amount>205.61</trx_amount>
  <trx_guest_ledger>220.00</trx_guest_ledger>
</transaction>
<transaction>
  <market_code>BUS</market_code>
  <room_class>ALL</room_class>
  <trx_amount>158.88</trx_amount>
  <trx_package_ledger>170.00</trx_package_ledger>
</transaction>
<transaction>
  <market_code>BUS</market_code>
  <room_class>ALL</room_class>
  <trx_amount>205.61</trx_amount>
  <trx_guest_ledger>220.00</trx_guest_ledger>
</transaction>
<transaction>
  <market_code>BUS</market_code>
  <room_class>ALL</room_class>
  <trx_amount>168.22</trx_amount>
  <trx_guest_ledger>180.00</trx_guest_ledger>
</transaction>
<transaction>
  <market_code>WIN</market_code>
  <room_class>ALL</room_class>
  <trx_amount>168.22</trx_amount>
  <trx_guest_ledger>180.00</trx_guest_ledger>
</transaction>
<transaction>
  <market_code>IND</market_code>
  <room_class>ALL</room_class>
  <trx_amount>168.22</trx_amount>
  <trx_guest_ledger>180.00</trx_guest_ledger>
</transaction>
<transaction>
  <market_code>GRP</market_code>
  <room_class>ALL</room_class>
  <trx_amount>205.61</trx_amount>
```



```

        <trx_guest_ledger>220.00</trx_guest_ledger>
    </transaction>
</transaction_details>
</transaction_total>
</revenue>

```

## City Ledger Export

The City Ledger File contains one record per invoice or payment generated on the day affecting Accounts Receivable. Includes Credit Card Transfers (credit card payments configured to be sent to AR).

Amounts can be grouped by ACCOUNT\_NO. Bill number and Reservation information are included to ease charge recognition. The sum of the AMOUNT column will match the AR Ledger Report in OPERA (DEBIT – CREDIT columns).

**Table 8-12 City Ledger Export**

Element Name	Element Type	Description	Notes
city_ledger	Complex Element	Root element	
hotel_code	Attribute	Identifies the property exporting data	Only one property is exported per file
date	Attribute	Identifies the date of the export	Only one day is exported per file
transaction_type	Attribute	Type of transaction code	
trx_code	Attribute	Transaction code against which this transaction is posted.	
bill_no	Element	Bill_no associated with reservation	
invoice_no	Element	Invoice number of the reservation .	
amount	Element	Amount of the bill	
customer_internal_id	Attribute	Internal id for the payee profile	
account_name	Element	City_ledger account name	
account_number	Element	City_ledger account number	
confirmation_no	Element	Confirmation number of the reservation .	
arrival_date	Element	Arrival date of the guest	
departure_date	Element	Departure date of the guest	
guest_name	Element	Name of the guest	
credit_card_last_4_digits	Element	Last four digit of the credit card	

**Table 8-12 (Cont.) City Ledger Export**

Element Name	Element Type	Description	Notes
transaction_type	Element	Type of transaction code	
trx_code	Element	Transaction code against which this transaction is posted.	
bill_no	Element	Bill_no associated with reservation	
invoice_no	Element	Invoice number of the reservation .	
amount	Element	Amount of the bill	
credit_card_last_4_digits	Element	Last four digit of the credit card	
account_info	Complex Element	Account Info	
customer_internal_id	Attribute	Internal id for the payee profile	
account_name	Element	City_ledger account name	
account_number	Element	City_ledger account number	
reservation_info	Complex Element	Reservation Info	
confirmation_no	Element	Confirmation number of the reservation .	
arrival_date	Element	Arrival date of the guest	
departure_date	Element	Departure date of the guest	
guest_name	Element	Name of the guest	

**Generated export for Generic XML Back Office - City Ledger**

```
<?xml version="1.0" encoding="UTF-8"?> <?xml version="1.0" encoding="UTF-8"?>
<city_ledger hotel_code="DEMOHOTEL" date="2017-02-23">
  <transaction trx_code="9080" transaction_type="INVOICE">
    <bill_no>66</bill_no>
    <invoice_no>44</invoice_no>
    <amount>450.00</amount>
    <account_info customer_internal_id="947959">
      <account_name>Demo Company</account_name>
      <account_number>DEMO00001</account_number>
    </account_info>
    <reservation_info>
      <confirmation_no>1086003</confirmation_no>
      <arrival_date>2017-02-23</arrival_date>
      <departure_date>2017-02-23</departure_date>
      <guest_name>Name, Guest</guest_name>
    </reservation_info>
  </transaction>
</city_ledger>
```

```
    </reservation_info>
  </transaction>
  <transaction trx_code="9080" transaction_type="INVOICE">
    <bill_no>68</bill_no>
    <invoice_no>45</invoice_no>
    <amount>750.00</amount>
    <account_info customer_internal_id="947975">
      <account_name>Demo Hospitality</account_name>
      <account_number>DEMO0002</account_number>
    </account_info>
    <reservation_info>
      <confirmation_no>1086062</confirmation_no>
      <arrival_date>2017-02-23</arrival_date>
      <departure_date>2017-02-23</departure_date>
      <guest_name>Name, Guest</guest_name>
    </reservation_info>
  </transaction>
</city_ledger> ="1.0" encoding="UTF-8"?>
<city_ledger hotel_code="DEMOHOTEL" date="2017-02-23">
  <transaction trx_code="9080" transaction_type="INVOICE">
    <bill_no>66</bill_no>
    <invoice_no>44</invoice_no>
    <amount>450.00</amount>
    <account_info customer_internal_id="947959">
      <account_name>Demo Company</account_name>
      <account_number>DEMO00001</account_number>
    </account_info>
    <reservation_info>
      <confirmation_no>1086003</confirmation_no>
      <arrival_date>2017-02-23</arrival_date>
      <departure_date>2017-02-23</departure_date>
      <guest_name>Name, Guest</guest_name>
    </reservation_info>
  </transaction>
  <transaction trx_code="9080" transaction_type="INVOICE">
    <bill_no>68</bill_no>
    <invoice_no>45</invoice_no>
    <amount>750.00</amount>
    <account_info customer_internal_id="947975">
      <account_name>Demo Hospitality</account_name>
      <account_number>DEMO0002</account_number>
    </account_info>
    <reservation_info>
      <confirmation_no>1086062</confirmation_no>
      <arrival_date>2017-02-23</arrival_date>
      <departure_date>2017-02-23</departure_date>
      <guest_name>Name, Guest</guest_name>
    </reservation_info>
  </transaction>
</city_ledger>
```

## Bills Export

**Table 8-13 Bills Export**

Element Name	Element Type	Description	Notes
bills	Complex Element	Root element	
hotel_code	Attribute	Identifies the property exporting data	Only one property is exported per file
date	Attribute	Identifies the date of the export	Only one day is exported per file
bill	Complex Element	Repeats for each distinct bill Record	
customer_internal_id	Attribute	Internal id for the payee profile	
bill_no	Element	Bill_no associated with reservation	
bill_type	Element	Type of the bill	
window	Element	The Window number of the bill	
status	Element	Status of the bill	
total_amount	Element	Total amount of the bill	
guest_internal_id	Element	Unique, internal ID for the payee profile	Can be used to link to the customers file to obtain additional info on the customer (internal_id tag)
queue_name	Element	Name of the printer queue	
reservation_info	Complex Element	Reservation Info	
confirmation_no	Element	Confirmation number of the reservation .	
arrival_date	Element	Arrival date of the guest	
departure_date	Element	Departure date of the guest	
guest_name	Element	Name of the guest	
trx_no	Attribute	Unique number to identify the transations	
trx_no_added_by	Attribute	Transaction number of the parent would be stored in case of Tax generations.	
bill_detail	Complex Element	Bill Detail	
transaction	Complex Element	Transaction	
arrangment_id	Element	Arrangement id.	

Table 8-13 (Cont.) Bills Export

Element Name	Element Type	Description	Notes
trx_package_no	Element	The Transaction number used to link the all the package elements for a particular day.	
trx_code	Element	Transaction code against which this transaction is posted.	
trx_date	Element	The date on which the transaction gets posted .	
net_amount	Element	Significant in case of Inclusive taxes. If the charge is inclusive of taxes, this column tells us what the contribution of each transaction is.	
debit_amount	Element	Debit amount of the reservation .	
credit_amount	Element	Credit amount of the reservation .	
fiscal_bill_no	Element	Fiscal Bill Number for countries where Fiscal Folio Printing is enabled. May be blank in others. Usually the number returned by the fiscal printer or government web service.	
invoice_no	Element	Invoice number of the reservation .	
foreign_currency	Element	Type of currency in which amount is paid	
foreign_amount	Element	Foreign Amount	
name_tax_type	Simple Element	Name tax type of the payee profile	

The following is generated export for Generic XML Back Office - Bill

```
<?xml version="1.0" encoding="UTF-8"?> <?xml version="1.0" encoding="UTF-8"?>
> <?xml version="1.0" encoding="UTF-8"?>
<bills hotel_code="DEMOHOTEL" date="2017-02-23">
  <bill customer_internal_id="947957">
    <bill_no>65</bill_no>
    <status>OK</status>
```

```
<total_amount>180.00</total_amount>
<guest_internal_id>947957</guest_internal_id>
<reservation_info>
  <confirmation_no>1086003</confirmation_no>
  <arrival_date>2017-02-23</arrival_date>
  <departure_date>2017-02-23</departure_date>
  <guest_name>GuestName</guest_name>
</reservation_info>
<bill_detail>
  <transaction trx_no="903959">
    <trx_code>1000</trx_code>
    <trx_date>2017-02-23</trx_date>
    <net_amount>168.22</net_amount>
    <debit_amount>180.00</debit_amount>
  </transaction>
  <transaction trx_no="903960" trx_no_added_by="903959">
    <trx_code>8000</trx_code>
    <trx_date>2017-02-23</trx_date>
    <net_amount>11.78</net_amount>
  </transaction>
  <transaction trx_no="903961">
    <trx_code>9000</trx_code>
    <?xml version="1.0" encoding="UTF-8"?>
<bills hotel_code="DEMOHOTEL" date="2017-02-23">
  <bill customer_internal_id="947957">
    <bill_no>65</bill_no>
    <status>OK</status>
    <total_amount>180.00</total_amount>
    <guest_internal_id>947957</guest_internal_id>
    <reservation_info>
      <confirmation_no>1086003</confirmation_no>
      <arrival_date>2017-02-23</arrival_date>
      <departure_date>2017-02-23</departure_date>
      <guest_name>GuestName</guest_name>
    </reservation_info>
    <bill_detail>
      <transaction trx_no="903959">
        <trx_code>1000</trx_code>
        <trx_date>2017-02-23</trx_date>
        <net_amount>168.22</net_amount>
        <debit_amount>180.00</debit_amount>
      </transaction>
      <transaction trx_no="903960" trx_no_added_by="903959">
        <trx_code>8000</trx_code>
        <trx_date>2017-02-23</trx_date>
        <net_amount>11.78</net_amount>
      </transaction>
      <transaction trx_no="903961">
        <trx_code>9000</trx_code>
        <trx_date>2017-02-23</trx_date>
        <credit_amount>180.00</credit_amount>
      </transaction>
    </bill_detail>
  </bill>
</bill customer_internal_id="947959">
```

```
<bill_no>66</bill_no>
<status>OK</status>
<total_amount>450.00</total_amount>
<invoice_no>44</invoice_no>
<guest_internal_id>947957</guest_internal_id>
<reservation_info>
  <confirmation_no>1086003</confirmation_no>
  <arrival_date>2017-02-23</arrival_date>
  <departure_date>2017-02-23</departure_date>
  <guest_name>GuestName</guest_name>
</reservation_info>
<bill_detail>
  <transaction trx_no="903962">
    <trx_code>9080</trx_code>
    <trx_date>2017-02-23</trx_date>
    <credit_amount>450.00</credit_amount>
  </transaction>
  <transaction trx_no="903955">
    <trx_code>2000</trx_code>
    <trx_date>2017-02-23</trx_date>
    <net_amount>93.46</net_amount>
    <debit_amount>100.00</debit_amount>
  </transaction>
  <transaction trx_no="903956" trx_no_added_by="903955">
    <trx_code>8000</trx_code>
    <trx_date>2017-02-23</trx_date>
    <net_amount>6.54</net_amount>
  </transaction>
  <transaction trx_no="903957">
    <trx_code>2110</trx_code>
    <trx_date>2017-02-23</trx_date>
    <net_amount>150.00</net_amount>
    <debit_amount>150.00</debit_amount>
  </transaction>
  <transaction trx_no="903958">
    <trx_code>2150</trx_code>
    <trx_date>2017-02-23</trx_date>
    <net_amount>200.00</net_amount>
    <debit_amount>200.00</debit_amount>
  </transaction>
</bill_detail>
</bill>
<bill customer_internal_id="947973">
  <bill_no>67</bill_no>
  <status>OK</status>
  <total_amount>220.00</total_amount>
  <guest_internal_id>947973</guest_internal_id>
  <reservation_info>
    <confirmation_no>1086062</confirmation_no>
    <arrival_date>2017-02-23</arrival_date>
    <departure_date>2017-02-23</departure_date>
    <guest_name>GuestName</guest_name>
  </reservation_info>
  <bill_detail>
    <transaction trx_no="903970">
```

```
        <trx_code>1000</trx_code>
        <trx_date>2017-02-23</trx_date>
        <net_amount>205.61</net_amount>
        <debit_amount>220.00</debit_amount>
    </transaction>
    <transaction trx_no="903971" trx_no_added_by="903970">
        <trx_code>8000</trx_code>
        <trx_date>2017-02-23</trx_date>
        <net_amount>14.39</net_amount>
    </transaction>
    <transaction trx_no="903972">
        <trx_code>9000</trx_code>
        <trx_date>2017-02-23</trx_date>
        <credit_amount>220.00</credit_amount>
    </transaction>
</bill_detail>
</bill>
<bill customer_internal_id="947975">
    <bill_no>68</bill_no>
    <status>OK</status>
    <total_amount>750.00</total_amount>
    <invoice_no>45</invoice_no>
    <guest_internal_id>947973</guest_internal_id>
    <reservation_info>
        <confirmation_no>1086062</confirmation_no>
        <arrival_date>2017-02-23</arrival_date>
        <departure_date>2017-02-23</departure_date>
        <guest_name>GuestName</guest_name>
    </reservation_info>
    <bill_detail>
        <transaction trx_no="903967">
            <trx_code>3020</trx_code>
            <trx_date>2017-02-23</trx_date>
            <net_amount>250.00</net_amount>
            <debit_amount>250.00</debit_amount>
        </transaction>
        <transaction trx_no="903968">
            <trx_code>2000</trx_code>
            <trx_date>2017-02-23</trx_date>
            <net_amount>280.37</net_amount>
            <debit_amount>300.00</debit_amount>
        </transaction>
        <transaction trx_no="903969" trx_no_added_by="903968">
            <trx_code>8000</trx_code>
            <trx_date>2017-02-23</trx_date>
            <net_amount>19.63</net_amount>
        </transaction>
        <transaction trx_no="903973">
            <trx_code>9080</trx_code>
            <trx_date>2017-02-23</trx_date>
            <credit_amount>750.00</credit_amount>
        </transaction>
        <transaction trx_no="903966">
            <trx_code>2020</trx_code>
            <trx_date>2017-02-23</trx_date>
```



```
        <net_amount>200.00</net_amount>
        <debit_amount>200.00</debit_amount>
    </transaction>
</bill_detail>
</bill>
<bill customer_internal_id="947989">
    <bill_no>69</bill_no>
    <status>OK</status>
    <total_amount>700.00</total_amount>
    <guest_internal_id>947989</guest_internal_id>
    <reservation_info>
        <confirmation_no>1086155</confirmation_no>
        <arrival_date>2017-02-23</arrival_date>
        <departure_date>2017-02-23</departure_date>
        <guest_name>GuestName</guest_name>
    </reservation_info>
    <bill_detail>
        <transaction trx_no="903994">
            <trx_code>2070</trx_code>
            <trx_date>2017-02-23</trx_date>
            <net_amount>200.00</net_amount>
            <debit_amount>200.00</debit_amount>
        </transaction>
        <transaction trx_no="903995">
            <trx_code>2010</trx_code>
            <trx_date>2017-02-23</trx_date>
            <net_amount>300.00</net_amount>
            <debit_amount>300.00</debit_amount>
        </transaction>
        <transaction trx_no="903993">
            <trx_code>2100</trx_code>
            <trx_date>2017-02-23</trx_date>
            <net_amount>100.00</net_amount>
            <debit_amount>100.00</debit_amount>
        </transaction>
        <transaction trx_no="903996">
            <trx_code>1000</trx_code>
            <trx_date>2017-02-23</trx_date>
            <net_amount>93.46</net_amount>
            <debit_amount>100.00</debit_amount>
        </transaction>
        <transaction trx_no="903997" trx_no_added_by="903996">
            <trx_code>8000</trx_code>
            <trx_date>2017-02-23</trx_date>
            <net_amount>6.54</net_amount>
        </transaction>
        <transaction trx_no="903999">
            <trx_code>9000</trx_code>
            <trx_date>2017-02-23</trx_date>
            <credit_amount>700.00</credit_amount>
        </transaction>
    </bill_detail>
</bill>
<bill customer_internal_id="947991">
    <bill_no>70</bill_no>
```

```
<status>OK</status>
<total_amount>850.00</total_amount>
<guest_internal_id>947991</guest_internal_id>
<reservation_info>
  <confirmation_no>1086163</confirmation_no>
  <arrival_date>2017-02-23</arrival_date>
  <departure_date>2017-02-23</departure_date>
  <guest_name>GuestName</guest_name>
</reservation_info>
<bill_detail>
  <transaction trx_no="904000">
    <trx_code>3050</trx_code>
    <trx_date>2017-02-23</trx_date>
    <net_amount>150.00</net_amount>
    <debit_amount>150.00</debit_amount>
  </transaction>
  <transaction trx_no="904001">
    <trx_code>3060</trx_code>
    <trx_date>2017-02-23</trx_date>
    <net_amount>250.00</net_amount>
    <debit_amount>250.00</debit_amount>
  </transaction>
  <transaction trx_no="904002">
    <trx_code>3070</trx_code>
    <trx_date>2017-02-23</trx_date>
    <net_amount>350.00</net_amount>
    <debit_amount>350.00</debit_amount>
  </transaction>
  <transaction trx_no="904003">
    <trx_code>1000</trx_code>
    <trx_date>2017-02-23</trx_date>
    <net_amount>93.46</net_amount>
    <debit_amount>100.00</debit_amount>
  </transaction>
  <transaction trx_no="904004" trx_no_added_by="904003">
    <trx_code>8000</trx_code>
    <trx_date>2017-02-23</trx_date>
    <net_amount>6.54</net_amount>
  </transaction>
  <transaction trx_no="904006">
    <trx_code>9000</trx_code>
    <trx_date>2017-02-23</trx_date>
    <credit_amount>850.00</credit_amount>
  </transaction>
</bill_detail>
</bill>
<bill customer_internal_id="947993">
  <bill_no>71</bill_no>
  <status>OK</status>
  <total_amount>710.00</total_amount>
  <guest_internal_id>947993</guest_internal_id>
  <reservation_info>
    <confirmation_no>1086170</confirmation_no>
    <arrival_date>2017-02-23</arrival_date>
    <departure_date>2017-02-23</departure_date>
```

```
    <guest_name>GuestName</guest_name>
  </reservation_info>
  <bill_detail>
    <transaction trx_no="904010">
      <trx_code>2000</trx_code>
      <trx_date>2017-02-23</trx_date>
      <net_amount>186.92</net_amount>
      <debit_amount>200.00</debit_amount>
    </transaction>
    <transaction trx_no="904011" trx_no_added_by="904010">
      <trx_code>8000</trx_code>
      <trx_date>2017-02-23</trx_date>
      <net_amount>13.08</net_amount>
    </transaction>
    <transaction trx_no="904007">
      <trx_code>5020</trx_code>
      <trx_date>2017-02-23</trx_date>
      <net_amount>40.00</net_amount>
      <debit_amount>40.00</debit_amount>
    </transaction>
    <transaction trx_no="904008">
      <trx_code>2150</trx_code>
      <trx_date>2017-02-23</trx_date>
      <net_amount>100.00</net_amount>
      <debit_amount>100.00</debit_amount>
    </transaction>
    <transaction trx_no="904009">
      <trx_code>3150</trx_code>
      <trx_date>2017-02-23</trx_date>
      <net_amount>150.00</net_amount>
      <debit_amount>150.00</debit_amount>
    </transaction>
    <transaction trx_no="904012">
      <trx_code>1000</trx_code>
      <trx_date>2017-02-23</trx_date>
      <net_amount>205.61</net_amount>
      <debit_amount>220.00</debit_amount>
    </transaction>
    <transaction trx_no="904013" trx_no_added_by="904012">
      <trx_code>8000</trx_code>
      <trx_date>2017-02-23</trx_date>
      <net_amount>14.39</net_amount>
    </transaction>
    <transaction trx_no="904014">
      <trx_code>9000</trx_code>
      <trx_date>2017-02-23</trx_date>
      <credit_amount>710.00</credit_amount>
    </transaction>
  </bill_detail>
</bill>
<bill customer_internal_id="947995">
  <bill_no>72</bill_no>
  <status>OK</status>
  <total_amount>417.70</total_amount>
  <guest_internal_id>947995</guest_internal_id>
```

```
<reservation_info>
  <confirmation_no>1086177</confirmation_no>
  <arrival_date>2017-02-23</arrival_date>
  <departure_date>2017-02-23</departure_date>
  <guest_name>GuestName</guest_name>
</reservation_info>
<bill_detail>
  <transaction trx_no="904015">
    <trx_code>2000</trx_code>
    <trx_date>2017-02-23</trx_date>
    <net_amount>186.92</net_amount>
    <debit_amount>200.00</debit_amount>
  </transaction>
  <transaction trx_no="904016" trx_no_added_by="904015">
    <trx_code>8000</trx_code>
    <trx_date>2017-02-23</trx_date>
    <net_amount>13.08</net_amount>
  </transaction>
  <transaction trx_no="904017">
    <trx_code>2010</trx_code>
    <trx_date>2017-02-23</trx_date>
    <net_amount>100.00</net_amount>
    <debit_amount>100.00</debit_amount>
  </transaction>
  <transaction trx_no="904018">
    <trx_code>1000</trx_code>
    <trx_date>2017-02-23</trx_date>
    <net_amount>110.00</net_amount>
    <debit_amount>110.00</debit_amount>
  </transaction>
  <transaction trx_no="904019" trx_no_added_by="904018">
    <trx_code>8000</trx_code>
    <trx_date>2017-02-23</trx_date>
    <net_amount>7.70</net_amount>
    <debit_amount>7.70</debit_amount>
  </transaction>
  <transaction trx_no="904021">
    <trx_code>9000</trx_code>
    <trx_date>2017-02-23</trx_date>
    <credit_amount>417.70</credit_amount>
  </transaction>
</bill_detail>
</bill>
<bill customer_internal_id="947957">
  <bill_no>73</bill_no>
  <status>OK</status>
  <total_amount>380.00</total_amount>
  <guest_internal_id>947957</guest_internal_id>
  <reservation_info>
    <confirmation_no>1086211</confirmation_no>
    <arrival_date>2017-02-23</arrival_date>
    <departure_date>2017-02-23</departure_date>
    <guest_name>GuestName</guest_name>
  </reservation_info>
  <bill_detail>
```

```
<transaction trx_no="904030">
  <trx_code>2000</trx_code>
  <trx_date>2017-02-23</trx_date>
  <net_amount>186.92</net_amount>
  <debit_amount>200.00</debit_amount>
</transaction>
<transaction trx_no="904031" trx_no_added_by="904030">
  <trx_code>8000</trx_code>
  <trx_date>2017-02-23</trx_date>
  <net_amount>13.08</net_amount>
</transaction>
<transaction trx_no="904032">
  <trx_code>1000</trx_code>
  <trx_date>2017-02-23</trx_date>
  <net_amount>168.22</net_amount>
  <debit_amount>180.00</debit_amount>
</transaction>
<transaction trx_no="904033" trx_no_added_by="904032">
  <trx_code>8000</trx_code>
  <trx_date>2017-02-23</trx_date>
  <net_amount>11.78</net_amount>
</transaction>
<transaction trx_no="904029">
  <trx_code>9150</trx_code>
  <trx_date>2017-02-23</trx_date>
  <credit_amount>100.00</credit_amount>
</transaction>
<transaction trx_no="904034">
  <trx_code>9000</trx_code>
  <trx_date>2017-02-23</trx_date>
  <credit_amount>280.00</credit_amount>
</transaction>
</bill_detail>
</bill>
<bill customer_internal_id="947997">
  <bill_no>74</bill_no>
  <status>OK</status>
  <total_amount>380.00</total_amount>
  <guest_internal_id>947997</guest_internal_id>
  <reservation_info>
    <confirmation_no>1086192</confirmation_no>
    <arrival_date>2017-02-23</arrival_date>
    <departure_date>2017-02-23</departure_date>
    <guest_name>GuestName</guest_name>
  </reservation_info>
  <bill_detail>
    <transaction trx_no="904035">
      <trx_code>2020</trx_code>
      <trx_date>2017-02-23</trx_date>
      <net_amount>200.00</net_amount>
      <debit_amount>200.00</debit_amount>
    </transaction>
    <transaction trx_no="904038" trx_package_no="904037">
      <trx_code>9300</trx_code>
      <trx_date>2017-02-23</trx_date>
```

```
        <debit_amount>180.00</debit_amount>
    </transaction>
    <transaction trx_no="904039" trx_package_no="904037">
        <trx_code>1000</trx_code>
        <trx_date>2017-02-23</trx_date>
        <net_amount>158.88</net_amount>
    </transaction>
    <transaction trx_no="904040" trx_no_added_by="904039"
trx_package_no="904037">
        <trx_code>8000</trx_code>
        <trx_date>2017-02-23</trx_date>
        <net_amount>11.12</net_amount>
    </transaction>
    <transaction trx_no="904041" trx_package_no="904037">
        <trx_code>2050</trx_code>
        <trx_date>2017-02-23</trx_date>
        <net_amount>10.00</net_amount>
    </transaction>
    <transaction trx_no="904036">
        <trx_code>9000</trx_code>
        <trx_date>2017-02-23</trx_date>
        <credit_amount>200.00</credit_amount>
    </transaction>
    <transaction trx_no="904042">
        <trx_code>9000</trx_code>
        <trx_date>2017-02-23</trx_date>
        <credit_amount>180.00</credit_amount>
    </transaction>
</bill_detail>
</bill>
<bill customer_internal_id="947989">
    <bill_no>75</bill_no>
    <status>OK</status>
    <total_amount>680.00</total_amount>
    <guest_internal_id>947989</guest_internal_id>
    <reservation_info>
        <confirmation_no>1086231</confirmation_no>
        <arrival_date>2017-02-23</arrival_date>
        <departure_date>2017-02-23</departure_date>
        <guest_name>GuestName</guest_name>
    </reservation_info>
    <bill_detail>
        <transaction trx_no="904047">
            <trx_code>1000</trx_code>
            <trx_date>2017-02-23</trx_date>
            <net_amount>168.22</net_amount>
            <debit_amount>180.00</debit_amount>
        </transaction>
        <transaction trx_no="904048" trx_no_added_by="904047">
            <trx_code>8000</trx_code>
            <trx_date>2017-02-23</trx_date>
            <net_amount>11.78</net_amount>
        </transaction>
        <transaction trx_no="904046">
            <trx_code>2010</trx_code>
```

```

    <trx_date>2017-02-23</trx_date>
    <net_amount>500.00</net_amount>
    <debit_amount>500.00</debit_amount>
  </transaction>
  <transaction trx_no="904049">
    <trx_code>9000</trx_code>
    <trx_date>2017-02-23</trx_date>
    <credit_amount>480.00</credit_amount>
  </transaction>
  <transaction trx_no="904045">
    <trx_code>9150</trx_code>
    <trx_date>2017-02-23</trx_date>
    <credit_amount>200.00</credit_amount>
  </transaction>
</bill_detail>
</bill>
</bills>
  <trx_date>2017-02-23</trx_date>
  <credit_amount>180.00</credit_amount>
</transaction>
</bill_detail>
</bill>
</bills>

```

## Statistics Export

The Statistics file contains the Occupied rooms, Persons, Noshow rooms and Cancelled Rooms for the day, broken down by Market Code, Room Class and Room Type.

The values can be match against most of the statistics reports such as res\_statistics1.

**Table 8-14**

Element Name	Element Type	Description	Notes
statistics	Complex Element	Root element	
hotel_code	Attribute	Identifies the property exporting data	Only one property is exported per file
date	Attribute	Identifies the date of the export	Only one day is exported per file
statistic_record	Complex Element	Repeats for each distinct statistics record	
market_code	Element	Market code associated with the transaction	
room_class	Element	Room class (a grouping of type of room) associated with the transaction	
room_type	Element	The room category to which the current record applies	

Table 8-14 (Cont.)

Element Name	Element Type	Description	Notes
rooms	Element	Number of occupied rooms for the current record's key value.	
persons	Element	Number of guests ( adults + children ) for the current record's key value, excluding canceled/no-show reservations.	
noshow_rooms	Element	Total number of rooms for which the reserved guest did not show up on the arrival date for the current record's key value.	
cancel_rooms	Element	Total number of rooms for which the reservation was canceled by the guest for the current record's key value.	

## Generated export for Generic XML Back Office- Statistics Export

```
<?xml version="1.0" encoding="UTF-8"?>
<statistics hotel_code="DEMOHOTEL" date="2017-02-23">
  <statistic_record>
    <market_code>CRP</market_code>
    <room_class>ALL</room_class>
    <room_type>STTD</room_type>
    <rooms>0</rooms>
    <persons>0</persons>
    <noshow_rooms>0</noshow_rooms>
    <cancel_rooms>1</cancel_rooms>
  </statistic_record>
  <statistic_record>
    <market_code>GRP</market_code>
    <room_class>ALL</room_class>
    <room_type>DLXK</room_type>
    <rooms>1</rooms>
    <persons>1</persons>
    <noshow_rooms>0</noshow_rooms>
    <cancel_rooms>0</cancel_rooms>
  </statistic_record>
  <statistic_record>
    <market_code>IND</market_code>
    <room_class>ALL</room_class>
    <room_type>STDK</room_type>
    <rooms>1</rooms>
    <persons>1</persons>
  </statistic_record>
</statistics>
```



```

        <noshow_rooms>0</noshow_rooms>
        <cancel_rooms>0</cancel_rooms>
    </statistic_record>
    <statistic_record>
        <market_code>WIN</market_code>
        <room_class>ALL</room_class>
        <room_type>STTD</room_type>
        <rooms>1</rooms>
        <persons>1</persons>
        <noshow_rooms>1</noshow_rooms>
        <cancel_rooms>0</cancel_rooms>
    </statistic_record>
</statistics> <?xml version="1.0" encoding="UTF-8"?> <?xml version="1.0"
encoding="UTF-8"?>
<statistics hotel_code="DEMOHOTEL" date="2017-02-23">
    <statistic_record>
        <market_code>CRP</market_code>
        <room_class>ALL</room_class>
        <room_type>STTD</room_type>
        <rooms>0</rooms>
        <persons>0</persons>
        <noshow_rooms>0</noshow_rooms>
        <cancel_rooms>1</cancel_rooms>
    </statistic_record>
</statistics>

```

## Customer Export

The Customers file contains one record for each profile with a bill generated on that day.

Provides more detail on the customer profile. Note that Passport field will be masked unless delivery is done via secure method (SFTP).

**Table 8-15 Customer Export**

Element Name	Element Type	Description	Notes
customers	Complex Element	Root element	
hotel_code	Attribute	Identifies the property exporting data	Only one property is exported per file
date	Attribute	Identifies the date of the export	Only one day is exported per file
customer	Complex Element	Repeats for each distinct customer	
internal_id	Attribute	Name_ID of the Profile	
customer_type	Element	Type of the Profile	
name	Element	Full name of the Profile	
legal_name	Element	Legal name of the Profile	

**Table 8-15 (Cont.) Customer Export**

Element Name	Element Type	Description	Notes
tax_id1	Element	Tax id1 of this Profile. Usually issued by a government agency.	
tax_id2	Element	Tax id2 of this Profile. Usually issued by a government agency.	
corporate_id	Element	The unique key of this name stores IATA#, Company # etc.	
passport_no	Element	Passport Number of the Profile	
nationality	Element	Nationality of the Profile	
address_info	Complex Element	Repeats for each distinct address	
address1	Element	The first line of street address.	
city	Element	City of this address	
country	Element	Country of this address	
country_name	Element	Full Country name of this address	
zip_code	Element	The postal code of this address.	
address2	Element	The second line of street address.	
address3	Element	The third line of street address.	
address4	Element	The fourth line of street address.	
state	Element	The state of this address.	
communication_info	Complex Element	Repeats for each distinct communication info	
email	Element	Email ID of the Profile	
phone	Element	Phone Number of the Profile	

## Generated export for Generic XML Back Office - Customer

```
<?xml version="1.0" encoding="UTF-8"?>
<customers hotel_code="DEMOHOTEL" date="2017-02-23">
  <customer internal_id="947957">
    <customer_type>INDIVIDUAL</customer_type>
    <name>Name, Guest</name>
```

```
<nationality>XX</nationality>
<address_info>
  <address1>Demo Address 1</address1>
  <address2>Demo Address 2</address2>
  <address3>Demo Address 3</address3>
  <address4>Demo Address 4</address4>
  <city>Demo City</city>
  <zip_code>000000</zip_code>
  <state>XX</state>
  <country>XX</country>
  <country_name>Demo Country Name</country_name>
</address_info>
<communication_info>
  <email>abc@xyz.com</email>
  <phone>0000000000</phone>
</communication_info>
</customer>
<customer internal_id="947959">
  <customer_type>COMPANY</customer_type>
  <name>Demo Company Private Limited</name>
  <legal_name>ABC Knowledge Park</legal_name>
  <address_info>
    <address1>Demo Address 1</address1>
    <address2>Demo Address 2</address2>
    <address3>Demo Address 3</address3>
    <addrDemo City</city>
    <zip_code>000000</zip_code>
    <state>XX</state>
    <country>XX</country>
    <country_name>Demo Country Name</country_name>
  </address_info>
  <communication_info>
    <phone>0000000000</phone>
  </communication_info>
</customer>
<customer internal_id="947973">
  <customer_type>INDIVIDUAL</customer_type>
  <name>Name, Guest</name>
  <nationality>XX</nationality>
  <address_info>
    <address1>Demo Address 1</address1>
    <address2>Demo Address 2</address2>
    <address3>Demo Address 3</address3>
    <address4>Demo Address 4</address4>
    <city>Demo City</city>
    <zip_code>000000</zip_code>
    <state>XX</state>
    <country>XX</country>
    <country_name>Demo Country Name</country_name>
  </address_info>
  <communication_info>
    <email>xyz@abc.com</email>
    <phone>0000000000</phone>
  </communication_info>
</customer>
```

```
<customer internal_id="947975">
  <customer_type>COMPANY</customer_type>
  <name>Demo Hospitality</name>
  <legal_name>Demo Knowledge Park</legal_name>
  <address_info>
    <address1>Demo Address 1</address1>
    <address2>Demo Address 2</address2>
    <address3>Demo Address 3</address3>
    <address4>Demo Address 4</address4>
    <city>Demo City</city>
    <zip_code>000000</zip_code>
    <state>XX</state>
    <country>XX</country>
    <country_name>Demo Country Name</country_name>
  </address_info>
  <communication_info>
    <phone>0000000000</phone>
  </communication_info>
</customer>
<customer internal_id="947989">
  <customer_type>INDIVIDUAL</customer_type>
  <name>Name, Guest</name>
  <nationality>XX</nationality>
  <address_info>
    <address1>Demo Knowledge Park</address1>
    <address2>Demo Address 2</address2>
    <address3>Demo Address 3</address3>
    <address4>Demo Address 4</address4>
    <city>Demo City</city>
    <zip_code>000000</zip_code>
    <state>XX</state>
    <country>XX</country>
    <country_name>Demo Country Name</country_name>
  </address_info>
  <communication_info>
    <email>abc@abc.com</email>
    <phone>0000000000</phone>
  </communication_info>
</customer>
<customer internal_id="947991">
  <customer_type>INDIVIDUAL</customer_type>
  <name>Name, Guest</name>
  <nationality>XX</nationality>
  <address_info>
    <address1>Demo Address1</address1>
    <address2>Demo Address 2</address2>
    <address3>Demo Address 3</address3>
    <address4>Demo Address 4</address4>
    <city>Demo City</city>
    <zip_code>000000</zip_code>
    <state>XX</state>
    <country>XX</country>
    <country_name>Demo Country Name</country_name>
  </address_info>
  <communication_info>
```

```
        <email>xyz@xyz.com</email>
        <phone>0000000000</phone>
    </communication_info>
</customer>
<customer internal_id="947993">
    <customer_type>INDIVIDUAL</customer_type>
    <name>Name, Guest</name>
    <nationality>XX</nationality>
    <address_info>
        <address1>Demo Address1</address1>
        <address2>Demo Address 2</address2>
        <address3>Demo Address 3</address3>
        <address4>Demo Address 4</address4>
        <city>Demo City</city>
        <zip_code>000000</zip_code>
        <state>XX</state>
        <country>XX</country>
        <country_name>Demo Country Name</country_name>
    </address_info>
    <communication_info>
        <email>demo@demo.com</email>
        <phone>0000000000</phone>
    </communication_info>
</customer>
<customer internal_id="947995">
    <customer_type>INDIVIDUAL</customer_type>
    <name>Name, Guest</name>
    <nationality>XX</nationality>
    <address_info>
        <address1>Demo Address1</address1>
        <address2>Demo Address 2</address2>
        <address3>Demo Address 3</address3>
        <address4>Demo Address 4</address4>
        <city>Demo City</city>
        <zip_code>000000</zip_code>
        <state>XX</state>
        <country>XX</country>
        <country_name>Demo Country Name</country_name>
    </address_info>
    <communication_info>
        <email>demo@demo.com</email>
        <phone>0000000000</phone>
    </communication_info>
</customer>
<customer internal_id="947997">
    <customer_type>INDIVIDUAL</customer_type>
    <name>Name, Guest</name>
    <nationality>XX</nationality>
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        <address1>Demo Address1</address1>
        <address2>Demo Address 2</address2>
        <address3>Demo Address 3</address3>
        <address4>Demo Address 4</address4>
        <city>Demo City</city>
        <zip_code>000000</zip_code>
```

```

        <state>XX</state>
        <country>XX</country>
        <country_name>Demo Country Name</country_name>
    </address_info>
    <communication_info>
        <email>demo@demo.com</email>
        <phone>0000000000</phone>
    </communication_info>
</customer>
</customers> "UTF-8"?> <?xml version="1.0" encoding="UTF-8"?>
<customers hotel_code="DEMOHOTEL" date="2017-02-23">
    <customer internal_id="947957">
        <customer_type>INDIVIDUAL</customer_type>
        <name>Name, Guest</name>
        <nationality>XX</nationality>
        <address_info>
            <address1>Demo Address 1</address1>
            <address2>Demo Address 2</address2>
            <address3>Demo Address 3</address3>
            <address4>Demo Address 4</address4>
            <city>Demo City</city>
            <zip_code>000000</zip_code>
            <state>XX</state>
            <country>XX</country>
            <country_name>Demo Country Name</country_name>
        </address_info>
        <communication_info>
            <email>abc@xyz.com</email>
            <phone>0000000000</phone>
        </communication_info>
    </customer>
</customers>

```

## Creating a Component Export File

Component files can be created to export a subset of data from a larger data export. For example, you might create a membership export and choose to create a component export for only the membership preferences or membership points.

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Exports**, and then select **General**, **Back Office**, **Country**, or **Membership** depending on the export type for which you want to create a component file.
2. Locate the file type you previously created, click the vertical ellipsis button, and select **Create Component**.
3. Search by property for the file type you want to export and click **Continue**. Proceed to create the component file just as you would for other export data files.

## Viewing and Generating Export Files

Once an export is generated you can view the file details and download the file to your workstation.

### Viewing Export File Details

1. From the OPERA Cloud menu, select **Miscellaneous**, select **Exports** and then select **General, Back Office, or Membership** .
2. Enter search criteria and click **Search**.
3. Select the export in the search result , then click the **vertical ellipsis** and select **View Details**.

### Generating Export Files

1. From the OPERA Cloud menu, select **Miscellaneous**, select **Exports** and then select **General, Back Office, or Membership** .
2. Enter search criteria and click **Search**.
3. Select the export in the search result , then click the **vertical ellipsis** and select **View Details**.
4. Select the export file in the search, then click the vertical ellipsis and select **Generate File**.

## Managing Scheduled Exports

### [Prerequisites for Managing Scheduled Exports](#)

You can schedule exports to generate at a defined frequency and interval:

The following restrictions apply to scheduled exports:

- You cannot schedule more than five scheduled exports in the same hourly frequency.
- You cannot schedule the same export with the same frequency more than once.
- You cannot schedule more than 20 exports per day.
- You cannot schedule exports with parameter forms (requires user input).
- You cannot schedule a component export (child export) independently.

### Adding a Scheduled Export

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Exports**, and then select **Schedules**.
2. Click **New** and enter the following details:
  - a. **Property**: Enter or confirm the property.
  - b. **Export Group**: The export group from the list.
  - c. **Export**: Select the export from the list.
  - d. **Frequency**: Select the frequency for the schedule.
    - i. **Once**: Generate the export one time.
      - **Start Date**: Enter or select a start date.
      - **Start Time**: Enter a start time HH;MM (24 hour clock).
    - ii. **Hourly**: Generate the export at hourly intervals.

- **Interval:** Enter the number of hours between intervals.
  - **Start Date:** Enter or select a start date.
  - **Start Time:** Enter a start time HH;MM (24 hour clock).
  - **End Date:** Enter or select an end date.
  - **End Time:** Enter a end time HH;MM (24 hour clock).
- iii. **Daily:** Generate the export daily.
- **Interval:** Enter the number of days between intervals.
  - **Hour:** Enter the hour in the day to generate the report.
  - **Start Date:** Enter or select a start date.
  - **Start Time:** Enter a start time HH;MM (24 hour clock).
  - **End Date:** Enter or select an end date.
  - **End Time:** Enter a end time HH;MM (24 hour clock).
- iv. **Weekly:** Generate the export weekly.
- **Interval:** Enter the number of weeks between intervals
  - **Days to Repeat:** Select the days of the week.
  - **Start Date:** Enter or select a start date.
  - **Start Time:** Enter a start time HH;MM (24 hour clock).
  - **End Date:** Enter or select an end date.
  - **End Time:** Enter a end time HH;MM (24 hour clock).
- v. **Monthly:** Generate the export monthly.
- **Interval:** Enter the number of months between intervals.
  - **Week to Repeat:** Select the week in the month.
  - **Days to Repeat:** Select the days of the week.
  - **Start Date:** Enter or select a start date.
  - **Start Time:** Enter a start time HH;MM (24 hour clock).
  - **End Date:** Enter or select an end date.
  - **End Time:** Enter a end time HH;MM (24 hour clock).
- vi. **End of Day:** Generate the export during End of Day.
- Repeat Interval
    - **Daily:** Generate Daily.
    - **Weekly:** Generate Weekly.
      - \* **Days to Repeat:** Select the days of the week.
    - **Monthly:** Generate monthly.
    - **Yearly:** Generate once per year.
3. Click **Save** .



### Disabling a Scheduled Export

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Exports**, and then select **Schedules**.
2. Enter search criteria and click **Search**.
3. Click **ON** to toggle to **OFF**.
4. Click **OK** to confirm. The status updates to **Disabled**.

### Activating a Scheduled Export

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Exports** then select **Schedules**.
2. Enter search criteria and click **Search**.
3. Click **OFF** to toggle to **ON**.
4. Click **OK** to confirm. The status updates to **Scheduled**.

### Editing a Scheduled Export

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Exports** then select **Schedules**.
2. Enter search criteria and click **Search**.
3. Select the scheduled export in the result, click the **vertical ellipsis**, and select **Edit**.
4. Update details.
  - a. **Inactive**: Click to make the scheduled export inactive.
5. Click **Save**.


### Deleting a Schedule Export

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Exports**, and then select **Schedules**.
2. Enter search criteria and click **Search**.
3. Select the scheduled export from your search results, click the **vertical ellipsis**, and select **Delete**.
4. Click **Delete** to confirm.

### Viewing and Managing Generated Export Files

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Exports**, and then select **Schedules**.
2. Enter search criteria and click **Search**.
3. Select the scheduled export from your search results, click the **vertical ellipsis**, and select **View Exports**.
4. Click **Refresh** to update the list of generated export files.

 **Note:**

If an export file fails to generate, the **Status** column indicates  Failed along with the error details.

5. Click **Back** to return to search.

## Prerequisites for Managing Scheduled Exports

### OPERA Cloud Tasks

- New/Edit Export Schedules
- Delete Export Schedules

## SFTP Delivery Method Configuration

OPERA Cloud uses Secure File Transfer Protocol (SFTP) to transfer export files and scheduled reports to an SFTP location.

When SFTP is configured, you can transfer export files or scheduled reports directly to a defined location during the End of Day procedure and/or other scheduled times.

 **Note:**

To configure SFTP delivery in OPERA Cloud for export files or scheduled reports, you must first obtain an SFTP endpoint name. Contact Oracle Customer Support at the following URL: <https://support.oracle.com>.

### Configuring SFTP for Export files

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Exports**, and then search for the export to configure for SFTP.
2. From search results, select the **Exports**, click the **Vertical Ellipsis**, and select **Delivery Configuration**.
3. Click **Edit**, and then select the **SFTP** option. Enter the SFTP (Endpoint) Name and then click **Save** to start the verification process.

4. Upon endpoint verification success, a message informs you that the configuration is valid.

## Creating Exports From Templates

### Prerequisites for Creating Export From Template

To simplify setting up exports, you can select various predefined export templates.

You should not need to update any of the details for the export, however you can update details if required: for example, you could modify the default filter condition expression.

### Create Export from Template

1. From the OPERA Cloud menu, select **Miscellaneous**, select **Exports**, and then select **General** (or other type of export)
2. Click **New from Template**.
3. On the Create New Export prompt, complete the following:
  - a. **Property**: Select or confirm the property.
  - b. **Template**: Select a template from the list. Refer to: [Export Template Catalogue](#)
  - c. **Export Name**: Enter or confirm a name for the export.
  - d. **Description**: Enter a description of the export.
4. Click **Create and Continue** to open the Edit Export screen.
5. The Export Definition panel displays details from the selected template. These values should not require updating:
  - a. **Export Name**: Enter or confirm a name for the export.
  - b. **Description**: Enter a description of the export.
  - c. **Pre Export Procedure**: The pre-export procedure is an internal setup procedure this is executed prior to the data export. The pre-export procedure is a pre-processor that populates and filters views and sets variables. If a pre-export procedure is not specified, the export looks at the value(s) selected in the Parameter Form.

- d. **Post Export Procedure:** The post-export procedure is a post-processor that truncates temp tables following export generation and might also reset parameters that were set for the export.
  - e. **Filter Condition:** Click to edit the expression for the data filter.
  - f. **XML Format:** Click to export data in XML format.
    - i. **XML Root Tag:** Enter root tag.
  - g. **Filename Formula:** Click to edit the expression for the export file name.
  - h. **File Extn Formula:** Click to edit the expression for the export file extension.
  - i. **Zip file name:** Click to edit the expression for the export zip file name.
6. Export Run Configuration
- a. **End of Day:** Click to generate the export during End of Day
    - i. **Frequency:** Select a frequency from the list
    - ii. **Day of Week:** Select a day of the week from the list (not enabled for daily frequency)
  - b. **Parameter Form:** Select the parameter form to use when the export is manually generated (not enabled when End of Day is selected).
7. Export Content
- a. General Configuration
    - i. **Always Export Header and Footer:** Select to include header and footer lines in the export.
    - ii. **Compress Data:** Select the separate the data with a delimiter.
      - i. **Column Separator:** Select a column (data) delimiter from the list.
    - iii. **Add Newline:** Select this check box to have each record created on a separate line in the text file
  - b. Column Configurations
    - i. Select the column options for header, detail, and footer using the Expression Editor described in Using the Expression Editor below.
8. Click **Save**.

### Using the Expression Editor

The Expression editor provides selectable values to build an SQL expression using String, Number, Date, Boolean, and Conversion functions. You can also select from a list of SQL functions, separators, operators, and system variables such as PMS\_P.BUSINESS\_DATE or PMS\_P.RESORT. Use the [ADD] [ADD BEFORE] and navigation controls to determine the placement of the selected function, operator, separator, string or numeric values.

**Table 8-16 Example of Expressions**


Type	Expression
Pre Export Procedure	EXP_GENERAL_RESV_PKG.SET_EXP_START_DATE(PMS_P.BUSINESS_DATE)
Post Export Procedure	exp_create_data.delete_report_table

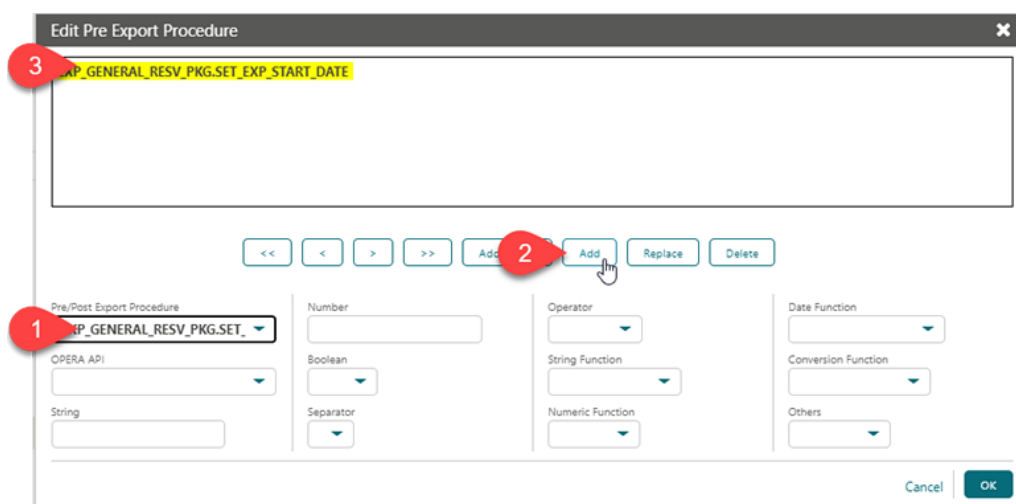
Table 8-16 (Cont.) Example of Expressions

Type	Expression
Filter condition	inactive_date is null and NAME_TYPE = 'D' and COUNTRY = 'US' and FIRST is not null and TOTAL_ROOM_REVENUE > '1000'
Filter condition	business_date=to_char(pms_p.business_date-1,'DD-MM-YY')
Filename	'CR'    pms_p.resort    lpad(to_char(pms_p.business_date,'DDD'),3,'0')
Filename	'DRS'    SUBSTR(HOTEL_CODE,1,5)    TO_CHAR(EXP_GENERAL_RESV_PKG.EXP_START_DATE(),'DD D')
Filename	'DCO_'    pms_p.resort    to_char(pms_p.business_date,'MMDDYY')
Filename	'STAT_'    pms_p.resort    '_'    to_char(sysdate,'YYYYMMDD')

**Note:**

To join multiple string elements together use the '||' concatenation operator in your expression.

1. Click the  to create or edit an SQL expression using one of the following options:
  - a. Select a procedure, an [Export API](#), operator, function or other element from the list.
  - b. Enter text into the **String** field and click **Add** to append the text to the expression.
  - c. Enter a numeric value to the **Number** field to add a number to the expression.
2. Click **[ADD]** to append the selection after the yellow highlighted entry.
3. Click **[REPLACE]** to replace the highlighted entry.
4. Click **[DELETE]** to delete highlighted entry.
5. Use **[<]** and **[>]** to move through the entries in the expression.
6. Repeat the steps to construct the expression by inserting elements where required.
7. Click **OK** when finished.



## Prerequisites for Creating Export From Template

### OPERA Cloud Tasks

**Group:** Miscellaneous

### Exports:

General Exports:

- New/Edit General Exports
- Delete General Exports

Country Exports:

- New/Edit Country Exports
- Delete Country Exports

Membership Exports:

- New/Edit Membership Exports
- Delete Membership Exports

Back Office Exports:

- New/Edit Back Office Exports
- Delete Back Office Exports

## General Export Template Catalogue

Template	Description	Notes	XML Output
BACKLOG_DAILY_DET AIL	Backlog Daily Detail	Backlog Export contains information about the year-to-date production for a property. Data will contain the current year and the two previous years. Room nights and nett revenue are output by status, but the last status is only reported on. These figures are then split by market segment and stay month.	
BOOK_STATUS_SNAPS HOT	Booking Status Snapshot Export		
CHECKOUT_GST_DETA ILS	Checked out Guest Information Export		
CHECKOUT_TRX_DETA ILS	Financial Transactions Export		
COMPANY_AGENT_O WNERS	Company and Agent Owners Export		
COMPLEXPT	Comp Rooms In house Export		
COVEXPORT	Covers Export		
CRISIS_EXPORT	Crisis Management Export		
CRISIS_EXPORT_DAY	Crisis Management Export By Date		
DAILYSTAT	Daily Statistics Export		

Template	Description	Notes	XML Output
DB_STAY_DAY	DB Stay Export - Manual	<p>The DB STAY export provides a breakout of the revenue buckets for all reservations checked out for a specified date. The export first provides a summary record for each reservation and then one row for each day of the stay/Billing screen window combination showing:</p> <p>Totals of each revenue bucket (Room, F&amp;B, Banquet, Other) as configured for your property.</p> <p>Totals of membership-points-eligible revenue and membership- points-eligible nights for the stay as defined by the rules set up for the default membership type. Default Membership Type OPERA Control)</p>	
DB_STAY_NIGHT	DB Stay Export - End of Day		
DCO_EXPORT	Detailed Checkout Export		
DCO_EXPORT_SCC	Detailed Checkout Export (IHG)		
DCO_EXPORT_SCC_DAY	Detailed Checkout Export (IHG) By Date		
DRS_EXPORT	DRS Extract - End of Day		
DRS_EXPORT_DAY	DRS Extract By Date - Manual		
EFOLIO_EXPORT	EFolio Export - End of Day	Available to be generated during End of Day.	
EFOLIO_EXPORT_DAY	EFolio Export By Date - Manual	Available to be manually generated on-demand.	
EDW_EXPORT	EDW Export - End of Day	JD Edwards ?	YES
EDW_EXPORT_DAY	EDW Export By Date - Manual		YES
EXP_ALLOTMENT	Allotments View		



Template	Description	Notes	XML Output
EXP_CHKOUT_FOLIO	Checkout Details Export - End of Day		
EXP_CHKOUT_FOLIO_ DAY	Checkout Details Export By Date - Manual		
EXP_EFOLIO_DETAILS	Efolio Detail Export		
EXP_MC_EFOLIO	MasterCard Efolio Export		
EXP_OPERA_ECERT	Opera E-Certificate Export		
EXP_ROOMSTATS	Room type Daily Statistics		
EXP_TRANSACTIONS	All Financial Transactions View		
FOLIOTAX_EXPORT	Folio-tax Export		
GEN_REVENUE	General Revenue Export		
GEN_REVENUE_DAY	General Revenue Export By Date		
GEN_XMLBO_BILLS	Generic XML Back Office-Bills		YES
GEN_XMLBO_BILLS_D AY	Generic XML Back Office-Bills By Date		YES
GEN_XMLBO_CITYLD_ DAY	Generic XML Back Office-City Ledger By Date		YES
GEN_XMLBO_CITYLED GER	Generic XML Back Office-City Ledger		YES
GEN_XMLBO_CUSTOM ER	Generic XML Back Office-Customer		YES
GEN_XMLBO_CUST_D AY	Generic XML Back Office-Customer By Date		YES
GEN_XMLBO_REVENU E	Generic XML Back Office-Revenue		YES
GEN_XMLBO_REVENU E_DY	Generic XML Back Office-Revenue By Date		YES
GEN_XMLBO_REV_DA Y	Generic XML Back Office-Revenue By Date		YES
GEN_XMLBO_STATISTI CS	Generic XML Back Office-Statistics		YES
GEN_XMLBO_STAT_DA Y	Generic XML Back Office-Statistics By Date		YES
GENERIC_ARRIVALS	General Arrivals Export		

Template	Description	Notes	XML Output
GENERIC_DEPARTURES	General Departures Export		
GENERIC_INHOUSE_RESV	General In house Reservation Export		
GENERIC_PROFILES	General Profiles Export		
GL_EXPORT	Global 2000 Export		
GL_EXPORT_SCC	Global 2000 Export (IHG)		
GROUPEXPORT	Groups In house Export		
GS_EXPORT	Guest Stay Export		
GS_EXPORT_DAY	Guest Stay Export By Date		
GST_HIST_EXPORT	Guest History Export		
GST_HIST_EXPORT_DAY	Guest History Export By Date		
HSK_STATUS_EXP	Housekeeping Room Status Export		
HSK_STATUS_EXP_NA	Housekeeping Room Status Export - - End of Day		
HUSEEXPORT	House Use Rooms Export		
MARKETEXPORT	Market Statistics Export		
NETSUITE_REVENUE	NetSuite Revenue Export - End of Day	TB/Revenue export for Oracle Netsuite ERP	
NETSUITE_REVENUE_DAY	NetSuite Revenue Export By Date - Manual		
ORS_RESV_EXP	ORS Reservations Export 2		
ORS_RESV_EXP_RESOURCES	ORS Reservations Export 1		
POST_STAY_EXPORT	Departures Export		
POTENTIAL_FORECAST	Potential Forecast Export		
PRE_ARRIVAL_EXPORT	Arrivals Export		
PROFEXPORT	Profiles Export		
PROFILE_REQUESTS	Profile Requests Export		
RELATIONSHIPS	Relationships Export		

Template	Description	Notes	XML Output
RESPNSYS_PROF	Profile Data for Responsys - End of Day	Profile export for Oracle Responsys (Marketing Cloud)	
RESPNSYS_PROF_AU TO	Profile Data for Responsys - Scheduler		
RESPNSYS_PROF_DA Y	Profile Data for Responsys - Manual	<b>RESPNSYS_PROF_D AY</b> export can be generated for date/ date range and filtered by profile type(s) and profile privacy option. The Profile export file generated contains profile, revenue (production) data, stay details, and membership details for applicable profile types(s)	
RESPNSYS_RESV	Reservation Data for Responsys - End of Day	Reservation export for Oracle Responsys (Marketing Cloud) <b>RESPNSYS_RESV_D AY</b> export can be generated for an arrival date range and for specific reservation status(es). Additional filter conditions can be defined in export Filter Condition. End Of Day and Scheduler exports are generated for the next 30 days arrivals (from the current business date).	
RESPNSYS_RESV_AU TO	Reservation Data for Responsys - Scheduler		
RESPNSYS_RESV_DA Y	Reservation Data for Responsys - Manual	Note: Pseudo room type reservations are not included in the reservation export.	
RESPNSYS_TRX	Transaction data for Responsys - End of Day	Sales charge (revenue) transaction export for Oracle Responsys Transaction codes configured as revenue_yn=Y are included.	
RESPNSYS_TRX_AUT O	Transaction data for Responsys - Scheduler		

Template	Description	Notes	XML Output
RESPONSYS_TRX_DAY	Transaction data for Responsys - Manual	Note: Pseudo room type reservation transactions are not included in this export.	
RESVEXPORT	Checked out Reservations Export		
SALES_OCC_EXPORT	Sales and Occupancy Feed - End of Day		YES
SALES_OCC_EXPORT_DAY	Sales and Occupancy Feed By Date - Manual		YES
TB_EXPORT	Trial Balance Export-End of Day		
TB_EXPORT_DAY	Trial Balance Export by Date - Manual		
TB_STAT_EXPORT	Trial Balance Statistics Export		
TREXPORT	Financial Transactions Export - End of Day		
TREXPORT_DAY	Financial Transactions Export by Date - Manual		
TRX_CODES	Transaction Codes - End of Day		
TRX_CODES_DAY	Transaction Codes by Date - Manual		
TRXCODEEXPT	Transaction Codes		
TSA01	TSA01 Export	Exports specific to <a href="https://www.tsa-solutions.com/">https://www.tsa-solutions.com/</a>	
UPE_EXPORT	Universal PMS Export	Automatically run during the End of Day process.	
UPE_EXPORT_DAY	Universal PMS Export	Can be manually generated for any past date range.	
VISA_EXTRACT	Visa Folio Export - End of Day		YES
VISA_EXTRACT_DAY	Visa Folio Export by Date -Manual		YES

## Using eFolio Exports

### Prerequisites for eFolio Exports

You can export folio data to an XML file during the End of Day procedure or on demand using the following two export templates for creating exports:

- EFOLIO\_EXPORT is available to be generated during End of Day.

- EFOLIO\_EXPORT\_DAY is available to be manually generated on demand.

 **Note:**

eFolio Export is not supported by scheduled exports.

The generated export file contains data for billing folio settlements made with a selected payment method. For more information see: [Creating Exports from Templates](#).

You can capture custom numbers in the eFolio Export if the hotel uses [Custom Numbers](#) functionality.

### eFolio Export Delivery Types

A Delivery Types panel for setting up eFolio Exports is added to all profile types. A profile can have one or more of the following delivery types for eFolio Export with one selected as primary:

- Electronic: transmits data to the recipient's bank.
- Email: generates an email to the recipient.
- Printing: sends by regular postal mail to the recipient.

When a guest settles a bill for a billing window with a payment type of eFolio Export, you are prompted to select the delivery type and proceed with the settlement.

The eFolio Exports are generated either during the End of Day or on demand.

### Posting

The Billing screen updates to display the Before Settlement Actions prompt when posting a settlement from the following:

- Advance Bill
- Early Departure
- Interim Bill
- Check Out
- Credit Bill (through Billing)
- Quick Checkout

You can select an eFolio delivery method from the delivery types defined on the profile.

## Prerequisites for eFolio Exports

### OPERA Controls

**Group:** Cashiering

**Parameters:** eFolio Export

- Payment Methods
- Delivery Methods

**OPERA Cloud Tasks****Group:** Financials**Tasks:** eFolio Export**Group:** Client Relations**Tasks:** Delivery Types

- New/Edit Delivery Types
- Delete Delivery Types

## Export APIs

The following topics provide details on available Export APIs.

### Create HESTA Statistics Exports

```
EXP_COUNTRY_CH.CREATE_HESTA_STAT_EXP(IN_DATE_FROM, 'IN_DATE_TO)
```

This procedure acts as the pre export procedure for HESTA Statistics Exports. The procedure finds the eligible reservations in the given date range for HESTA statistics exports. If the `in_date_from` and `in_date_to` are passed as null, the procedure finds the reservations for the last 30 days based on the current business date.

Parameter	Required	Type	Description
IN_DATE_FROM	Yes	Date	Beginning date range.
IN_DATE_TO	Yes	Date	Ending date range.

**EXAMPLE**

```
EXP_COUNTRY_CH.CREATE_HESTA_STAT_EXP('01-JAN-2021','10-JAN-2021)
```

### Post HESTA Statistics Export

```
EXP_COUNTRY_CH.POST_HESTA_STAT_EXP
```

This procedure acts as the Post Export procedure for HESTA Statistics export. The API deletes the temporary table entries made for the HESTA export creation. The API has relevance only with HESTA statistics exports.

Parameter	Required	Type	Description
	No		Post export procedure.

**EXAMPLE**

```
EXP_COUNTRY_CH.POST_HESTA_STAT_EXP;
```

## Set / View Global Variable Name Reference

```
NAME_REF.SET_VIEW_INACTIVE_FLAG( IN_YN, 'NO' , ' IN_YN' YES' )
```

This function sets the Global variable name\_ref. g\_View\_Inactive\_Flag with the value passed with the argument, IN\_YN.

Parameter	Required	Type	Description
IN_YN (DEFAULT'N')	Y	VARCHAR2	Sets Inactive flag view.

### EXAMPLE

NAME\_REF.SET\_VIEW\_INACTIVE\_FLAG('Y') This sets the global variable as Yes.

NAME\_REF.SET\_VIEW\_INACTIVE\_FLAG('N') This sets the global variable as No.

## Get Report Table ID for Last / Current Export

```
BACKLOG_BLOCKS.GET_LAST_REPORT_ID
```

This function returns the unique ID associated with the report\_table for the Last/Current Export execution. Currently, this API is used in the WHERE CONDITION of Backlog and Room Pace Exports. The Report ID is set in the pre-export procedure of these exports.

Parameter	Required	Type	Description
	No		Returns report ID for last/current export.

### EXAMPLE

```
WHERE_CLAUSE=export_id=backlog_blocks.get_last_report_id
```

## Get Cached Value of Export Data Passed from Package Global Variable

```
EXPORT_DATA_P.GET_CACHED_NUM( IN_CODE )
```

This function returns the value associated with the code passed in the input argument from the package global variable.

Parameter	Required	Type	Description
IN_CODE	Yes	VARCHAR2	Value of code passed.

### EXAMPLE

```
EXPORT_DATA_P.GET_CACHED_NUM
```

## Set Start Date for Exports

```
REP_RESV_STATISTICS.SET_START_DATE( IN_DATE )
```

This API sets the Start date for Exports like Stats by Market Code, Tiers, and Room Types. If the IN\_DATE is passed as NULL, the business date will be considered as the start date for the export.

Parameter	Required	Type	Description
IN_DATE	Yes	Date	Sets the Start date of Exports.

### EXAMPLE

```
rep_resv_statistics.SET_start_date(EXP_GENERAL_RESV_PKG.EXP_START_DATE )
```

Here, EXP\_GENERAL\_RESV\_PKG.EXP\_START\_DATE will contain the date provided in the export parameter screen.

## Set End Date for Exports

```
REP_RESV_STATISTICS.SET_END_DATE( IN_DATE )
```

This API sets the end date for exports such as Stats by Market Code, Tiers, and Room Types. If the IN\_DATE is passed as NULL, the business date will be considered as the end date for the export.

Parameter	Required	Type	Description
IN_DATE	Yes	Date	Sets end date of exports.

### EXAMPLE

```
rep_resv_statistics.SET_END_date(EXP_GENERAL_RESV_PKG.EXP_start_DATE)
```

Here, EXP\_GENERAL\_RESV\_PKG.EXP\_START\_DATE will contain the date provided in the export parameter screen.

## Get Block Code for Resort / Allotment

```
RESERVATION_REF.GET_BLOCK_CODE( IN_RESORT' , ' IN_ALLOTMENT_HEADER_ID )
```

This function returns the block for a given resort/allotment header ID combination.



Parameter	Required	Type	Description
IN_RESORT	Yes	VARCHAR2	Returns block for given resort.
IN_ALLOTMENT_HEA DER_ID	Yes	NUMBER	Returns block for given allotment header.

**EXAMPLE**

```
Vblockcode := RESERVATION_REF.GET_BLOCK_CODE('TOKYO',112356);
```

## Get Reservation External Reference Number

```
RESERVATION_REF.GET_EXTERNAL_REFERENCE(IN_RESORT', 'IN_RESV_NAME_ID)
```

This function returns the external reference number of a reservation. The resort and resv name id will be passed as IN arguments.

Parameter	Required	Type	Description
IN_RESORT	Yes	VARCHAR2	Passes resort name.
IN_RESV_NAME_ID	Yes	NUMBER	Passes resv name ID.

**EXAMPLE**

```
Vrefno := RESERVATION_REF.GET_EXTERNAL_REFERENCE('TOKYO',11223);
```

## Get Reservation Guest Name

```
Vname :=  
RESERVATION_REF.GET_NAME(IN_NAME_ID, 'IN_NAME_PREFERENCE', 'IN_EXTENDED_YN')
```

```
Vname :=  
RESERVATION_REF.GET_NAME('IN_RESORT', IN_RESV_NAME_ID, 'IN_NAME_PREFERENCE', 'IN  
_EXTENDED_YN')
```

This function is overloaded. It can be either invoked with NAME ID, NAME PREFERENCE AND EXTENDED\_YN OR with RESORT, RESV NAME ID, NAME PREFERENCE AND EXTENDED\_YN. This function returns the guest name based on the given arguments.

Parameter	Required	Type	Description
IN_NAME_ID	Yes	NUMBER	Returns guest name ID.
IN_NAME_PREFERENC E (DEFAULT 'L')	Yes	VARCHAR2	Returns guest name preference.

Parameter	Required	Type	Description
IN_EXTENDED_YN (DEFAULT 'N')	Yes	VARCHAR2	Indicates extended: yes, no.
IN_RESORT	Yes	VARCHAR2	Returns resort name.
IN_RESV_NAME_ID	Yes	NUMBER	Returns reservation ID.
IN_NAME_PREFERENC E (DEFAULT 'L')	Yes	VARCHAR2	Returns guest name preference.
IN_EXTENDED_YN (DEFAULT 'N')	Yes	VARCHAR2	Indicates extended: yes, no.

**EXAMPLE**

```
Vname := RESERVATION_REF.GET_NAME(1000,'L','N')
```

```
Vname := RESERVATION_REF.GET_NAME('TOKYO',100010,'L','N')
```

## Check for Existing Resort Export

```
EXP_GEN.EXPORTS_EXIST('IN_EXPORT_TYPE', 'IN_RESORT')
```

This API checks whether an export exists for a given resort.

Parameter	Required	Type	Description
IN_EXPORT_TYPE	No	VARCHAR2	Export type that maps to field: export_type in table exp_file_hdr.
IN_RESORT	Yes	VARCHAR2	Resort that the export belongs to (value of the Resort column from the Resort table).

**EXAMPLE**

TRX\_GENERATES\_EXPORT = Transaction Codes Configuration with Generate Information (Template Export).

You can use this in a formula column in export configuration, for example, (CASE WHEN exp\_gen.exports\_exist('TRXGEN') = 'N' THEN 'Y' ELSE FULL\_REFRESH\_YN END).

## Get Current Business Date

```
PMS_P.BUSINESS_DATE
```

This API gets the current business date for the logged-in property.

Parameter	Required	Type	Description
	No	Date	Gets logged-in property's current business date.

**EXAMPLE**

```
TO_CHAR(pms_p.business_date,'MM-DD-YYYY')
```

This example shows a formula column created to get the current business date.

## Get Parameter Value Configured for Logged-in Resort

```
PMS_P.GET_PARAMETER ( IN_PARAMETER )
```

Use this API to get the parameter value configured for the parameter of the logged-in resort.

Parameter	Required	Type	Description
IN_PARAMETER	No	VARCHAR2	OPERA parameter name

**EXAMPLE**

```
PMS_P.GET_PARAMETER('DEFAULT_CURRENCY')
```

You can use this in the Pre Export Procedure field.

## Get the Resort Code of the Logged-in Resort

```
PMS_P.RESORT
```

You can use this in a formula column to get the hotel code of the logged-in resort.

Parameter	Required	Type	Description
	No		Gets resort code.

**EXAMPLE**

```
EXP_CREATE_DATA.get_hotel_code(pms_p.resort)
```

## Set Business Date for a Given Session

```
PMS_P.SET_BUSINESS_DATE ( IN_NEW_DATE )
```

You can use this to set the business date for a given session. The default value is SysDate (system date)

Parameter	Required	Type	Description
IN_NEW_DATE	Yes	Date	Sets session business date.

**EXAMPLE**

```
PMS_P.SET_BUSINESS_DATE(12-JUN-21)
```

## Get the Property's Date

```
TZ.GET_PROPERTY_DATE ( IN_RESORT' , ' IN_FR_DATE )
```

This API returns the new date-time for the given property based on Database time zone.

Parameter	Required	Type	Description
IN_RESORT	Y	VARCHAR2	Resort (value of RESORT column from RESORT table).
IN_FR_DATE	Y	DATE	Date that needs conversion (mostly sysdate is passed).

**EXAMPLE**


```
tz.get_property_date(pms_p.resort, sysdate)
```

## Telephone Operator

Use the Telephone Operator to perform any of the following tasks:

- Search for reservation and guest information.
- Manage guest messages for reservations.
- Manage reservations traces
- Manage wake up calls.
- Manage guest locators

 **Note:**

It is recommended to use the console  view for Telephone Operator, as this view provides quick access to all reservation details links.

Search for reservations using the available search criteria, click **Search**.

- From the Sort By drop-down list, change the sort order for results.

- From the Show list box, select the number of results per page.
- To navigate to the Reservation, click the Confirmation number in left panel or top section of console view or from **I Want To > Go To > Reservation**.
- To navigate to the Profile, click the Guest Name hyperlink in left panel or from profile section of console view or from **I Want To > Go To > Profile**.
- To navigate to Billing, click the Balance hyperlink in the Billing section or **I Want To > Go To > Billing**.
- Links to various details are available in the Details section, or from **I Want To** .

**Table 8-17 Reservation Detail Links**

<b>Reservations</b>	<b>Billing</b>
<a href="#">Call History</a>	<a href="#">Payment Instructions</a>
<a href="#">Item Inventory</a>	<a href="#">Deposit Cancellation</a>
<a href="#">Packages</a>	<a href="#">Fixed Charges</a>
<a href="#">Stay Details</a>	<a href="#">Prepaid Cards</a>
<a href="#">Transportation</a>	<a href="#">Routing Instructions</a>
<a href="#">Confirmation Letters</a>	<a href="#">Transaction Diversion</a>
<a href="#">eSigned Registration Cards</a>	
<a href="#">External References</a>	
<a href="#">Linked Reservation</a>	
<a href="#">Track It</a>	
<a href="#">Shares</a>	
<a href="#">Prepaid Cards</a>	
<a href="#">Tickets</a>	
<b>Notifications</b>	<b>Profile</b>
<a href="#">Alerts</a>	<a href="#">Communication</a>
<a href="#">Attachments</a>	<a href="#">Future and Past Stays</a>
<a href="#">Guest Messages</a>	<a href="#">Linked Profiles</a>
<a href="#">Housekeeping</a>	<a href="#">Preferences</a>
<a href="#">Notes</a>	<a href="#">Accompanying Profiles</a>
<a href="#">Service Requests</a>	<a href="#">Membership</a>
<a href="#">Traces</a>	<a href="#">Matching Reservations</a>

## Managing Telephone Book Categories and Entries

The telephone book is available to maintain contact information for local theaters, restaurants, taxi stands, airlines, churches, employee directory, other properties, etc. The Telephone Book stores all information for guest referral and each entry is categorized, such as restaurants, transportation etc. Within each category are the contact entries with names, telephone numbers, and web addresses of people and places that your staff may need. The Telephone Book can be used as a Concierge guide, with information that can be helpful to

communicate to the guests such as area attractions, airports, or transportation system companies and remarks.

### Managing Telephone Book Entries

#### Adding Telephone Book Entry

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Telephone Book**.
2. Click **New** and enter the following details:
  - a. **Category**: Select the category from list.
  - b. **Name**: Enter name for telephone book entry.
  - c. **Telephone**: Telephone number for the entry.
  - d. **Web Address**: Web address for the selected name/company. This web address also serves as a hyper link to the highlighted name's web page.
  - e. **Notes**: Enter notes such as directions to movie theater, church services times, restaurant reviews and any other additional comments.
3. Click **Save**.

#### Editing Telephone Book Entry

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Telephone Book**.
2. Enter search criteria and click **Search**.
3. In the search results, select the entity, click the **Vertical Ellipsis** and select **Edit**.
4. Update the details.
5. Click **Save**.

#### Deleting Telephone Book Entry

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Telephone Book**.
2. Enter search criteria and click **Search**.
3. In the search results, select the entity, click the **Vertical Ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

### Managing Telephone Book Categories

#### Adding Telephone Category

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Telephone Book Category**.
2. Click **New** and enter the following details:
  - a. **Category**: Enter a code for category.
  - b. **Description**: Enter a description for category.
  - c. **Sequence**: Enter a Sequence to determine the order in which the type appears.
  - d. **Global**: Check to make category available to all properties.
3. Click **Save**.

### Editing Telephone Category

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Telephone Book Category**.
2. Enter search criteria and click **Search**.
3. In the search results, select the entity, click the **Vertical Ellipsis** and select **Edit**.
4. Update the details.
5. Click **Save**.

### Deleting Telephone Category

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Telephone Book Category**.
2. Enter search criteria and click **Search**.
3. In the search results, select the entity, click the **Vertical Ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Monitoring Business Event Queue

A business event sends information about changes made in OPERA Cloud to external systems. You can view business events (triggers), signifying that an action has occurred and that an outbound message is produced and placed in queue for external systems to analyze and take appropriate action.

The following information is displayed:

- **EXT System:** Name of the external system that the message was created for and needs to be picked up by.
- **Enq Time:** Displays the time of when the business event change occurred.
- **Resort:** Property name of where the change happened.
- **Module:** Module name of where the change happened.
- **Action Type:** Type of action that the outbound message is pertaining to. For example, a new reservation was created, a current reservation was updated, or a profile was updated.
- **Action ID:** ID number that is automatically assigned to the action when it happened.
- **Created Time:** Date and time that the change happened.
- **Primary Key:** Alpha-numeric key to uniquely identify the data applicable to that particular action

### Viewing Business Event Queue

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Monitoring** then select **Business Event Queue**.
2. Select an external system, Enqueue Date and enter other search criteria and click **Search**.

### Refreshing Business Event Queue

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Monitoring** then select **Business Event Queue**.
2. Select an external system, Enqueue Date and enter other search criteria and click **Search**.
3. Click **Vertical Ellipse** and select **Refresh**.

## Monitoring IATA Exception

The Channel Exception Queue is used to record exceptions for GDS bookings when there is no record locator or International Air Transport Association (IATA) number within the message.

The type of information displayed in the queue is determined by two Channel Management OPERA Controls :

- When the **IATA Exception** OPERA Control is active and request is received from GDS without an IATA number, the IATA exception will display in the queue.
- When the **Record Locator Exception** OPERA Control is active and request is received from GDS without a record locator, the record locator exception will display in the queue.

The following information is displayed:

- **Insert Date:** The date the exception occurred.
- **Reason:** The reason for the exception.
- **Status:** The exception status, such as "pending".
- **GDS Property:** The property.
- **Conf#:** The confirmation number.
- **GDS Transaction No:** The message ID from the message.
- **GDS Source:** If the exception is a result of a missing IATA number, the source is GDS type A or GDS type B: If the exception is a result of missing record locator, the source is the GDS host.
- **GDS Rec Loc:** The GDS record locator.
- **GDS Value:** The GDS value.
- **CRS Value:** The CRS value.

### Viewing IATA Exception Queue

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Monitoring** then select **IATA Exception**.
2. Select a Property, Channel(s), Type and enter other search criteria and click **Search**.

## Monitoring ADS Error Message



The ADS Error Processing screen is used to monitor messages for the ADS channels and allows you to search for messages with a status of "Error" to investigate what the issue is.

In addition, the ACK and NACK responses received from the ADS host are also logged.

#### Viewing ADS Error Messages

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Monitoring** then select **ADS Error Message**.
2. Select a Property, Channel(s), Type and enter other search criteria and click **Search**.

#### Refreshing ADS Error Messages

1. From the **OPERA Cloud** menu, select **Miscellaneous**, select **Monitoring** then select **ADS Error Message**.
2. Select a Property, Channel(s), Type and enter other search criteria and click **Search**.
3. Click **Vertical Ellipse** and select **Refresh**.

# 9

## Reports

The report feature provides pre-configured report files. The system uses these files to generate reports for previewing, printing, faxing, or emailing.

### Generating Reports

From the Manage Report screen, you can:

- Search for a report based on specific criteria.

 **Note:**

The available report groups are determined by the report group tasks assigned to your role(s). The reports and report parameters available is determined by the OPERA Controls active at your property.

- Generate a report with default parameters or modify the report parameters.
- Email a report in various file formats to one or more recipients.
- Download a report in various file formats.
- Print a report to an email addressable printer.
- Preview a report as a PDF and then print it to a local or network printer.
- Schedule a report. (Available when the Report Scheduler OPERA Control is active). See [Managing Scheduled Reports](#) .
- Manage customized stationery templates. See [About Stationery Editor \(Oracle Business Intelligence \(BI\) Publisher\)](#).
- Copy reports and stationery templates to other properties. See [Copying Reports to Multiple Properties](#).



#### Watch Video


File formats available for email delivery and file download vary depending on the specific report; these include PDF, HTML, RTF, XML, Excel, Delimited, and Delimited Data.

Reports that support multiple properties are indicated in the search results, and you can generate these reports with multiple properties selected when operating from a Hub location. See [Changing Your Location in Multi-Property Operations](#).

You can use the ribbon on the Run Reports screen to configure a [New Report](#) or [Configuring Report Groups](#).

## Generating Reports

1. From the **OPERA Cloud** menu, select **Reports**, and then **Manage Reports**.
2. On the Manage Reports screen, enter or confirm the **Property Code**. If you are logged in at the hub level, you will have the option to view either Global reports or Property reports.
3. Enter a report name and/or select a **Report Group** from the list and then click **Search**.

 **Note:**

The available report groups are determined by the report group tasks assigned to your role(s). The reports and report parameters available is determined by the OPERA Controls active at your property.

4. Select a report from the search result. From the result you can generate a report (with default parameters) by following the steps below:
  - a. To print the report:
    - i. Select a printer from the **Select Printer** list, this lists any email addressable printers. For more information, see [Configuring Printers](#).
    - ii. Click the **Print** button to print the report to the selected printer.

 **Note:**

Printer selection is retained during your session.

- b. To download the report:
  - i. Click the **Download As** button.
  - ii. Select a file format from the list.
  - iii. Click **Download**. File formats available are HTML, RTF, PDF, XML, Delimited, Delimited Data and Excel (for selected BI Publisher-based reports).

 **Note:**

It is recommended to use only Delimited and Delimited Data file formats for reports with simple tabular layouts. Delimited and Delimited Data file formats should not be selected for reports that have group-by's or other complex layouts that can cause duplication of rows or prevent rows from generating in the report.

- c. To email the report:
  - i. Click the **Email** button and then enter the email address or addresses of the recipient(s). You can enter separate email addresses for multiple recipients with a comma (,) or semi-colon (;).

- ii. Select a file format from the list
      - iii. Click **Email**.
  - d. To preview the report:
    - i. Click the **Preview** button. A PDF file is generated and displayed in a separate browser window.
    - ii. To Print the PDF, select the print icon or press **[CNTRL][P]** to launch the print dialogue for your browser.
    - iii. To download the PDF to your workstation click the download option in your browser.
  - e. To edit the report parameters, click the **Edit Report Parameters** button.
    - i. On the Report Parameters page, edit the report parameters as required.
    - ii. Select a report destination and format per the above steps to generate the report.
    - iii. Click **Cancel** to return to the report search page.

## Working with Watermarks

The watermark feature lets you add faint text to the background of reports generated in PDF format. You can create the watermark to appear on different report groups. You can also open watermark settings and create watermark text, and set its size, color, and position on the page. This can be configured on a global, report group, or individual report level.

### Activating Global Watermark

1. From the **OPERA Cloud Administration** screen, select **Enterprise**, and then select **OPERA Controls**.
2. Select the **General** group.
3. Activate the **Enable Watermark for Reports** parameter.
4. Update the **Configure (Global) Watermark Settings** setting.

### Adding Watermark to Reports

1. From the OPERA Cloud Navigation Bar, select **Reports**, and then select **Manage Reports**.
2. Search to find the report to configure, click the **vertical ellipsis**, and then click **Edit**.
3. Scroll to the bottom of the parameter page
  - a. **Watermark Mode**: Select the watermark settings mentioned below
4. Click **Save**.

### Adding Watermark to Report Groups

1. From the OPERA Cloud Navigation Bar, select **Reports**, and then select **Manage Reports**.
2. Click **Manage Report Groups**.
3. Enter search criteria and click **Search**.
4. Select the report group, click the **vertical ellipsis**, and then click **Edit**.

- a. **Watermark Mode:** Select the watermark settings mentioned below
5. Click **Save**.

#### Watermark Mode Options

- **Simple** - the default watermark configuration:
  - Font size: 100 pts.
  - Font name: Helvetica
  - Font color: light gray
  - Watermark position: centered between the lower left corner and the upper right corner of the page on a 55 degree slant.
  - Enter the watermark text
- **Enhanced** - allows you to customize the position, font size, and color for the watermark.
  - Enter the watermark text
- **(Use) Report Group Watermark**
- **Global Watermark** (OPERA Control)
- **No Watermark** (disable watermark)

## About Stationery Editor (Oracle Business Intelligence (BI) Publisher)

### Prerequisites for Stationery Editor

OPERA Cloud stationery is customized using Microsoft Word; supporting all standard and familiar formatting capabilities of an RTF document; including images, tables, font style, size, color and alignment. You can also include links to websites, either as text links or as part of a clickable image. Most stationery is generated in PDF format, for printing or email delivery. HTML output is also supported for email confirmation delivery. See [Configuring Delivery Management](#) for more information.

Oracle Business Intelligence (BI) Publisher Desktop is a special add-in for Microsoft Word which is used to assist with the customization of stationery templates, by supporting the import of an XML data file containing a list of the data elements available and allowing you to drag and drop these data elements onto the RTF layout as needed. At runtime these data elements are replaced with actual values from OPERA Cloud. The add-in also allows you to define conditional blocks of text and graphics within the template. Prior to customizing any stationery templates ensure your workstation has Microsoft Word and the Oracle BI Publisher add-in installed. See [Installing Oracle BI Publisher Desktop on a Workstation](#) for more information.

For more information on Oracle BI Publisher and RTF templates refer to [Fusion Middleware Report Designer's Guide for Oracle Business Intelligence Publisher](#).



**Note:**

Users do not need to install Oracle BI Publisher to generate OPERA Cloud reports and stationery.

Predefined (internal) report groups exist in OPERA Cloud for each type of stationery that can be generated. In multi-language operations (Multi-language OPERA Control is active) you must reference a template for each [configured](#). For example you would have a Japanese folio, English folio and Spanish folio if these three languages are configured. See [Stationery Reports Groups](#) for more information.

In multi-property operations templates can be shared by multi properties – simply reference the same RTF template file in [report configuration](#) in each property. Any future change made to the template is in effect immediately at each property using the template.

Whilst images can be embedded within a template it is recommended to always use a placeholder graphic and reference a web image by URL - this method ensures the image is available when stationery is generated in HTML format (e.g. confirmation email) and also supports the display of a dynamic images based on the property code - such as the property logo when working with shared multi-property stationery.



**Note:**

Templates must be under 10MB in size.

Custom [message text configuration](#) is also available for stationery templates; allowing you to configure translatable text strings in OPERA Cloud that are included in the generated stationery. Special data elements in the XML data file are available for these custom message texts, suffixed with the property code, so you can setup a custom message per property. For example, for the confirmation letter template there are SAMPLE\_GUEST\_CONFIRMATION\_TEXT1 and SAMPLE\_GUEST\_CONFIRMATION\_TEXT2 data elements. This feature is useful when you have a special promotional message you'd like to include in the generated stationery short-term and eliminates the need to download and update the RTF template directly. You can grant other users the Report Text Configuration user task and not the Manage Report user tasks; limiting who can modify RTF templates yet still allowing configuration of custom messages for stationery.

## Prerequisites for Stationery Editor

### OPERA Cloud Tasks

- View Internal Reports / Report Groups
- Manage Reports
  - New/Edit/Duplicate Reports

## Using Stationery Template Editor

### Template Preparation and Sample Data

After selecting to create or update a stationery template two files (\*.rtf and \*.xml) are downloaded to a folder on your workstation.



#### Note:

When creating a new stationery template you must first rename the sample\*.rtf to something different. You cannot upload a customized template with the filename sample\*.rtf.

### Open RTF file

Navigate to the download folder and open the RTF template file using Microsoft Word; either double-click the file in Windows Explorer or launch Microsoft Word and use the **File | Open** menu from within Word.

### Load Sample XML Data File

The sample data file consists of data element (XML elements) available for inclusion in the layout of the stationery template.

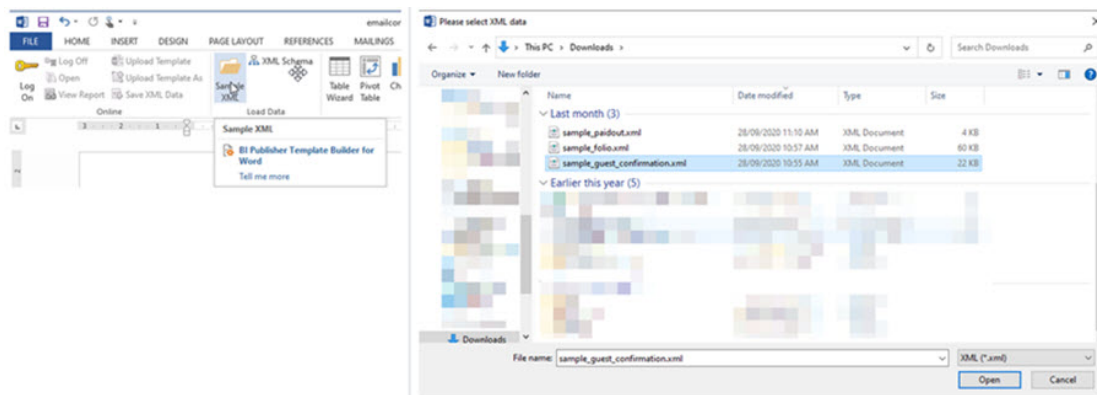
1. Click the **BI Publisher** tab on the toolbar and click **Sample XML**.
2. Navigate to the folder where the sample XML file was downloaded to.
3. Select the file and click **Open**.



#### Note:

The Oracle BI Publisher toolbar appears in Microsoft Word after installation of the Oracle BI Publisher software. If the toolbar does not appear automatically, select View, select Toolbars, and then select Template Builder to add it to the existing toolbar display. Also ensure that BI Publisher add-in is enabled in COM Add-Ins (File, Options, Add-Ins, Manage COM Add-Ins, Go)

**Figure 9-1 Load Sample XML Data**



The XML data file will always be named `sample_xxxx`, corresponding to the type of template you are customizing. For example, if you are creating a confirmation letter template and you named the RTF file “email\_confirmation,” you will not see a corresponding XML file. Rather, you would select and load the “sample\_guest\_confirmation.xml”, listing all the available elements for customization on the confirmation template. Once the XML is selected, a “Data loaded successfully” message appears and informs you that the sample XML data is now loaded for use in customization.

Each tag set is an element. For example `<RESERVATION_MADE_DATE_ISO>2020-12-12</RESERVATION_MADE_DATE_ISO>` is the date the reservation was created. `RESERVATION_MADE_DATE_ISO` is the tag name. The data between the tags is the value of the element. For example, the value of `<RESERVATION_MADE_DATE_ISO>` is a date 2020-12-12 (12th December 2020).

 **Note:**

Sample XML files contain property details elements such as Property Code, `<RESORT>`, Property Name `<RESORT_FULL_NAME>`, Property Address `<RESORT_FULL_ADDRESS>`, Property Phone `<RESORT_PHONE_NO>` - ensuring one template can be shared across multiple properties.

### Identifying Placeholders and Groups

The template content and layout must correspond to the content and hierarchy of the input XML file. Each data field in the template must map to an element in the XML file. Each group of repeating elements in the template must correspond to a parent-child relationship in the XML file.

To map the data fields you define placeholders. To designate the repeating elements, you define groups.

When you mark up the template design, you define placeholders for the XML elements. The placeholder maps the template report field to the XML element. At runtime the placeholder is replaced by the value of the element of the same name in the XML data file.



## Using Placeholders

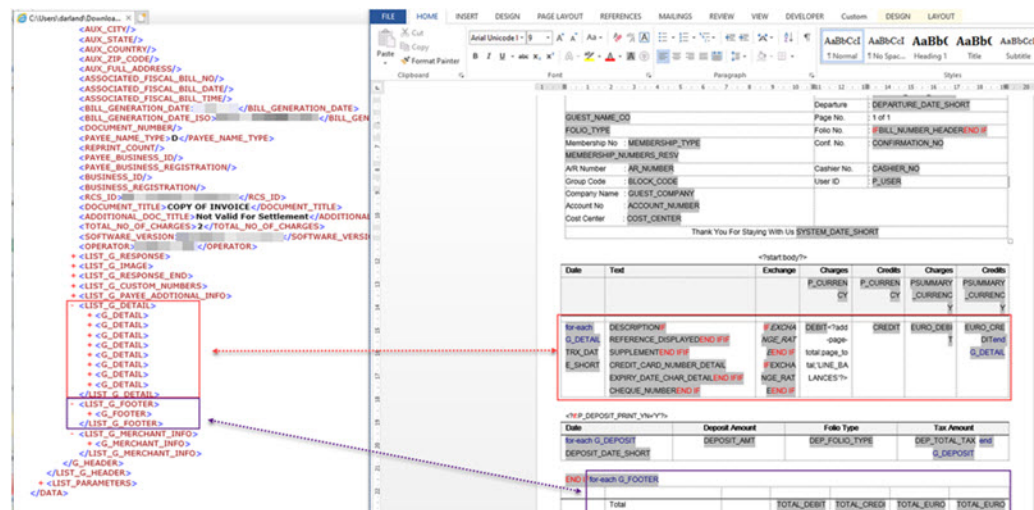
Each data field in the report template must correspond to an element in the XML file. When you mark up the template design, you define placeholders for the XML elements. The placeholder maps the template report field to the XML element. At runtime the placeholder is replaced by the value of the element of the same name in the XML data file.

## Identifying Group of Repeating Elements

Stationery templates often contain groups of repeating fields; this occurs when data is fetched from multiple entities in a parent-child 1:many relationship. For the folio this applies to the posting details for one reservation. Fields that belong to one of the child entities are prefixed with a **G\_** to identify a repeating group of fields. At runtime, BI Publisher loops through the occurrences of the element in the XML and outputs the data for all records within the group.

The following is the XML file that correspondence to a folio RTF template

**Figure 9-2 Sample\_folio.xml and Repeating Groups**



## Adding Markup to the Template Layout

BI Publisher converts the formatting that you apply in Microsoft Word to XSL-FO.

You add markup to create the mapping between the layout and the XML file and to include features that cannot be represented directly in the format.

The most basic markup elements are placeholders, to define the XML data elements; and groups, to define the repeating elements.

## Creating Placeholders

The placeholder maps the template field to the XML element data field. At runtime the placeholder is replaced by the value of the element of the same name in the XML data file.

Enter placeholders in the document using the following syntax:

<?XML element tag name?>

The placeholder must match the XML element tag name exactly and is case sensitive.

There are two ways to insert placeholders in the document, as described in the following sections:

- [Using the Basic RTF Method](#): Insert the placeholder syntax directly into the template document.
- [Using the Form Field Method](#): Insert the placeholder syntax in Microsoft Word's Text Form Field Options window. This method allows you to maintain the appearance of the template.

- **Using the Basic RTF Method**

1. Enter the placeholder syntax in the document where you want the XML data value to appear.
2. Enter the element's XML tag name using the syntax:

```
<?XML element tag name?>
```

In the example, the template field "Reservation Made Date" maps to the XML element RESERVATION\_MADE\_DATE\_ISO in the document, enter:

```
<?RESERVATION_MADE_DATE_ISO?>
```

- **Using the Form Field Method**

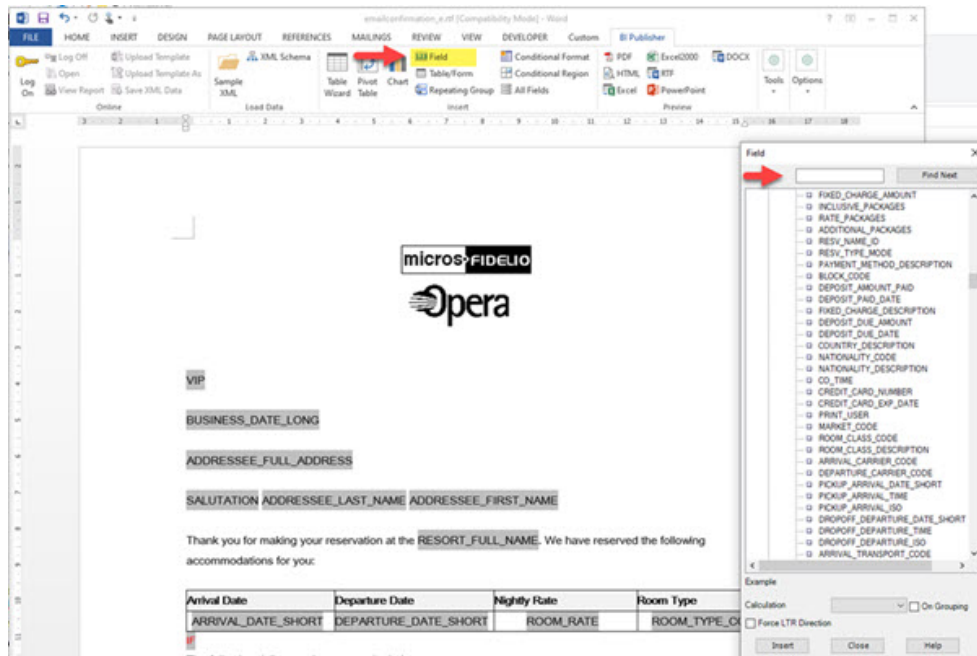
After the XML data file has been loaded use the **123 Field** option on the BI Publisher toolbar tab to insert new fields in the template.

Search and select the XML tag or field to add to the customizable report from the list of available fields. The tree of available fields is divided into the sections applicable to the report groupings, (for example, header, footer, body, and so on). You can add fields by selecting and dragging the element to the document or double clicking on a selected field from this list to insert at the current cursor location.

 **Note:**

It is recommended that tables are used in your layout to keep the field positions static. When creating a new table in Word, be sure to set the AutoFit behavior to 'AutoFit to Contents' to avoid truncating fields larger than the actual cell size or resizing a cell to accommodate a field with a longer description than the display data. Refer to Microsoft Word Help (F1) for more details.

Figure 9-3 Insert Form Field



### Defining Groups

By defining a group, you notify BI Publisher that for each occurrence of an element, you want the included text and fields displayed.

At runtime, BI Publisher loops through the occurrences of the element and outputs the fields each time.

All sample stationery templates are preconfigured with the required groups for the corresponding XML data file.

For the folio, for each occurrence of G\_DETAIL in the XML file, you want the template to display the child elements TRX\_DATE, DESCRIPTION, REFERENCE\_DISPLAYED, DEBIT, CREDIT and so on.

To designate a group of repeating fields, insert the grouping tags around the elements to repeat.

Insert the following tag before the first element

```
<?for-each:XML group element tag name?>
```

Insert the following tag after the final element:

```
<?end for-each?>
```

### Inserting Images

There are two methods for inserting images into templates. For HTML email delivery (for example, confirmation letters), images must be published to a web server and the URL reference method must be used to reference the URL to the image. Referencing the image using the URL method provides a faster load/processing time for the template file since the file is smaller when the image is referenced rather than imbedded in the file.



**Note:**

There is a file size limit of 10MB for RTF templates.

### Directly Inserting Images

For PDF output, images can be inserted directly into the RTF template.

Insert the jpg, gif, or png image directly in the template by selecting **Insert** and then selecting **Pictures**.



**Note:**

There is a file size limit of 2MB for RTF templates.

### Reference Web Image URL

Reference to a web image means the image is fetched at runtime; the image can be updated at any time without the need to modify the template(s).

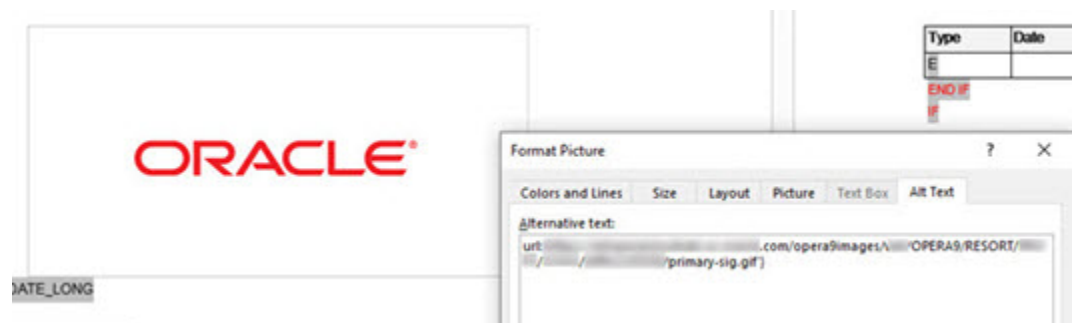
Include an alternative text link for an image.

To insert images with URL references:

1. Insert a dummy graphic into the layout in Word by selecting **Insert** and then selecting **Pictures**.
2. Right-click the image and select the **Format Picture** option and then click the **Alt Text** tab.
3. Enter the following syntax to reference the image location:

```
URL: {'http://<image location>'}
```

**Figure 9-4** Format Picture and Alt Text tab



For example, enter:

```
url: { ' http://www.example.com/images/oracle_logo.gif' }
```

The dummy graphic (used as a place holder within the RTF) can be set to the required image size using picture tools.

At runtime, the placeholder graphic is replaced with the image available at the specified web address

### Formatting Date and Numbers

BI Publisher supports two methods for specifying the number format.

- Microsoft Word's native number format mask.
- Oracle's **format-number** function.

BI Publisher supports three methods for specifying the date format

- Microsoft Word's native date format mask.
- Oracle's **format-date** function.
- Oracle's abstract date format masks. (Recommended for multilingual templates.)

For more information of formatting dates, numbers and currency values see [Formatting Numbers, Dates, and Currencies](#).

### Formatting Dates

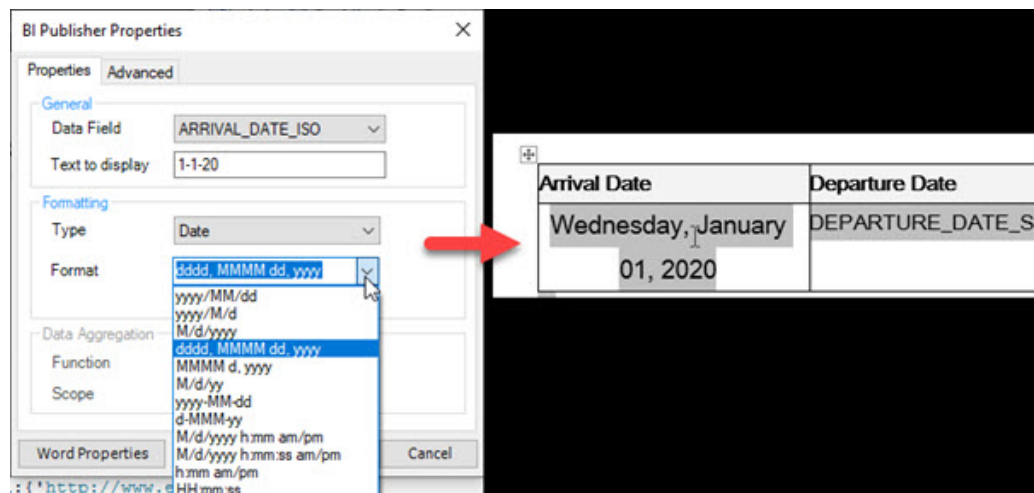
In addition to pre-formatted dates in string format in the XML, all date fields are also available in canonical date/time format.

Canonical date fields are identified with the suffix **\_ISO** in the element name and can be formatted to suit your needs:

To apply a MS Word format mask to a **\_ISO** canonical date field:

1. Double click the date placeholder in the template.
2. Set **Text to Display** to a test date.
3. Set Type to **Date**.
4. Select a date format from the list.
5. Click **OK**.

Figure 9-5 Formatting Dates

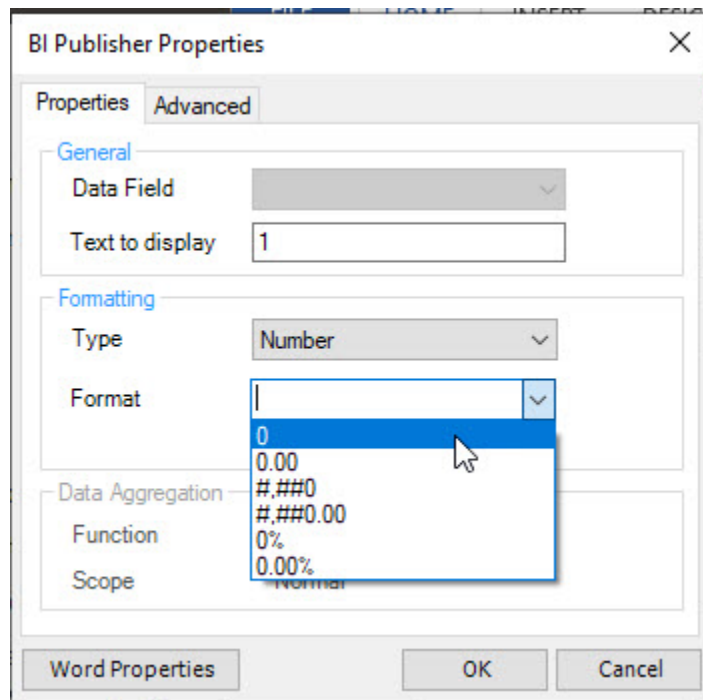


## Formatting Numbers

To apply a MS Word format mask to number fields:

1. Double click the number placeholder in the template.
2. Set **Text to Display** to a test number.
3. Set Type to **Number**.
4. Select a date format from the list.
5. Click **OK**.

Figure 9-6 Formatting Numbers



## Using Conditional Formatting

Conditional formatting occurs when a formatting element appears only when a certain condition is met.

BI Publisher supports the usage of simple "if" statements, as well as more complex "choose" expressions.

For additional information, see [Using Conditional Formatting](#) .

### Note:

To define a conditional block you can also use the conditional region wizard launched from the BI Publisher toolbar.

## Using IF Statements

Use an if statement to define a simple condition; for example, if a data field is a specific value.

To use an if statement:

1. Insert the following syntax to designate the beginning of the conditional area. `<?if:condition?>`
2. Insert the following syntax at the end of the conditional area: `<?end if?>`

```
<?if: [ELEMENT][CONDITION]?>
```

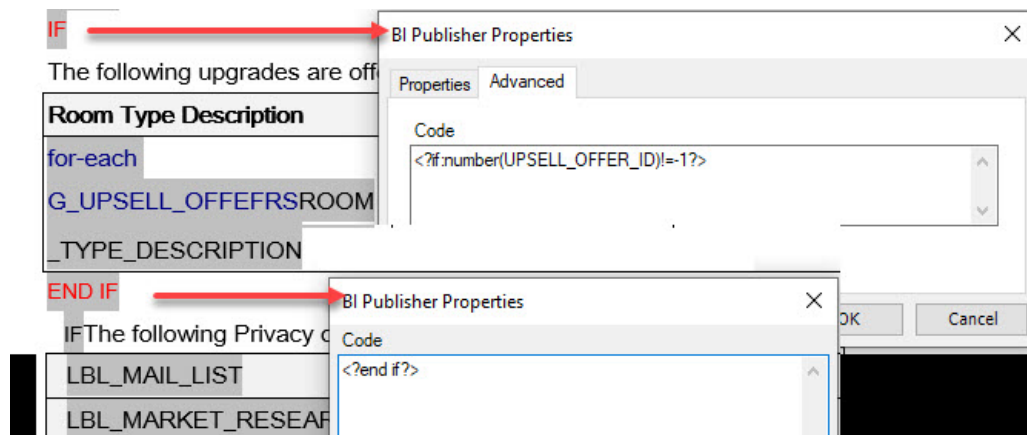
Conditional block

```
<?end if?>
```

 **Note:**

Ensure the [ELEMENT] from the XML is referenced in matching case

**Figure 9-7** Placeholders defining conditional block between `<?IF()>` and `<?end if?>`



IF statements can be combined with other string functions.

### CONTAINS

Using the CONTAINS function, an expression can be constructed to output conditional text when an element contains a specific string value. This is similar to a LIKE operator.

```
<?if: contains(ELEMENT,'txt_to_search_for')='true'?>Yes it does <?end if?>
```

### STARTS-WITH

To evaluate the start of a string, use the STARTS-WITH function:

```
<?if: starts-with(COMPANY_NAME,'Oracle')?><?end if?>
```

### Using Inline IF Statements

You can use “if” statements to change text output in boilerplate text.

Use the BI Publisher context command to place the if statement into the inline sequence rather than into the block (the default placement).

Using the @inline syntax, a sentence string can be constructed conditionally; for example:

The program was `<?if@inline:SUCCESS='N'?>not<?end if?>` successful.

Result in the output:

- The program was successful. (If SUCCESS does not equal 'N')
- The program was not successful. (If SUCCESS equals 'N')

For more information refer [Controlling the Placement of Instructions Using the Context Commands](#).

### Using IF-THEN-ELSE

BI Publisher supports the common programming construct "if-then-else". "if-then-else" is extremely useful when you must test a condition and conditionally show a result.

Use the following syntax to construct an if-then-else statement in the RTF template:

```
<?xdofx:if element_condition then result1 else result2 end if?>
```

For example, the following statement tests the AMOUNT element value. If the value is greater than 1000, show the word "Higher"; if it is less than 1000, show the word "Lower"; if it is equal to 1000, show "Equal":

```
<?xdofx:if AMOUNT > 1000 then 'Higher'
  else
    if AMOUNT < 1000 then 'Lower'
      else
        'Equal'
      end if?>
```

### Using CHOOSE Statement

Use the choose, when, and otherwise elements to express multiple conditional tests. If certain conditions are met in the incoming XML data, then specific sections of the template are rendered. This is a very powerful feature of the RTF template.

Use the following syntax for these elements:

```
<?choose:?>
<?when:expression?> <?end when?>
<?otherwise?> <?end otherwise?>
<?end choose?>
```

For example, to output a string based on the VIP field:

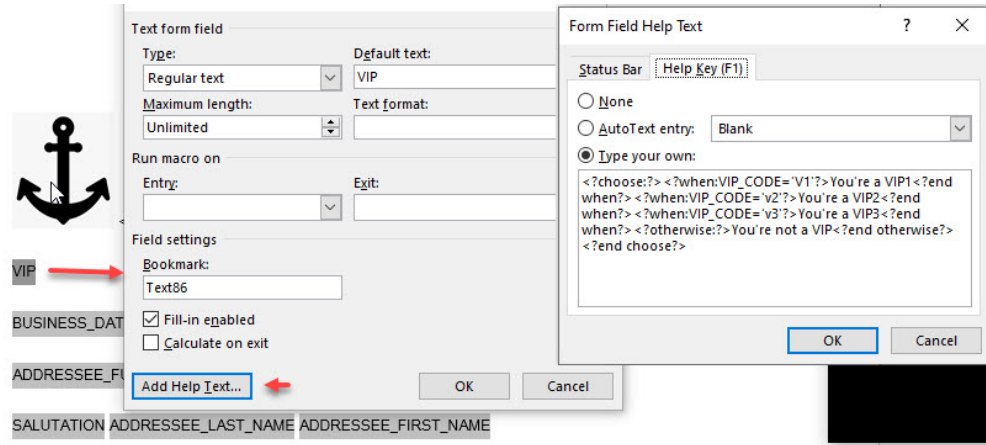
```
<?choose:?>
<?when:VIP_CODE='V1'?>You're a VIP1<?end when?>
<?when:VIP_CODE='V2'?>You're a VIP2<?end when?>
<?when:VIP_CODE='V3'?>You're a VIP3<?end when?>
```



```
<?otherwise:?>You're not a VIP<?end otherwise?>
<?end choose?>
```

Using the form field method; add the expression to the Help Text.

**Figure 9-8** <?CHOOSE:?> Example



### Adding Conditions for Internal Parameters

Each customizable report contains internal parameters that are used for report generation. These parameters can be utilized when creating conditions for report generation.

For example, if you need to display a graphic on a confirmation letter only when generating in PDF format, these internal parameters would be used.

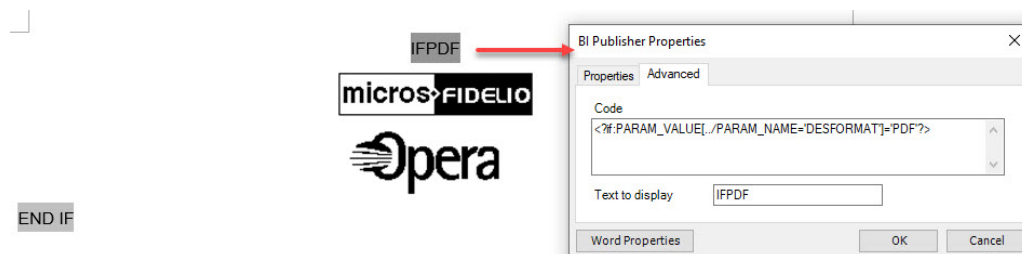
The XML tags `<PARAM_NAME>DESFORMAT</PARAM_NAME>` and `<PARAM_VALUE>PDF</PARAM_VALUE>` are available .

In this example, a condition is created for text to only appear if the report output is PDF format. To accomplish this, add the field `PARAM_NAME` and then double click to edit. In the Form Field Help Text screen, insert the following line:

```
<?if:PARAM_VALUE[../PARAM_NAME='DESFORMAT']='PDF'?>
```

Insert an `<?end if?>` statement after the image to close the conditional block

**Figure 9-9** Conditional Image for PDF Output



## Adding Hyperlinks for PDF and HTML Output

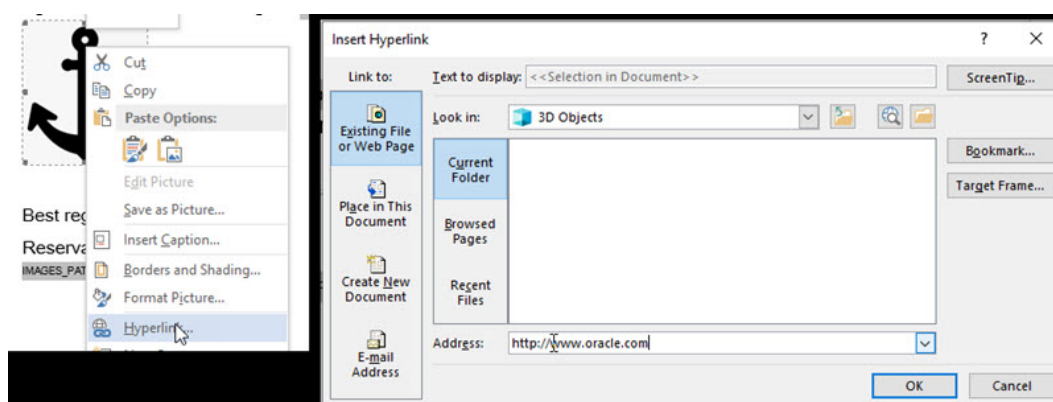
The RTF template may contain links on text and images to web locations.

When a hyperlink is setup on an image placeholder, the image becomes a click-able image (button) in the document.

When generated in PDF or HTML format, the PDF file / HTML email will contain those hyperlinks to launch the website.

1. Select the area of text or image in the template
2. Right click and select **Hyperlink**.
3. Enter the URL in the **Address**.
4. Click **OK**.

**Figure 9-10** Insert Hyperlink



5. Links can also be defined on images in the template for PDF and HTML output. Select an image and select **Insert** and then select **hyperlink**. In the resulting email or PDF file, the image is a button the recipient can click to launch the URL.

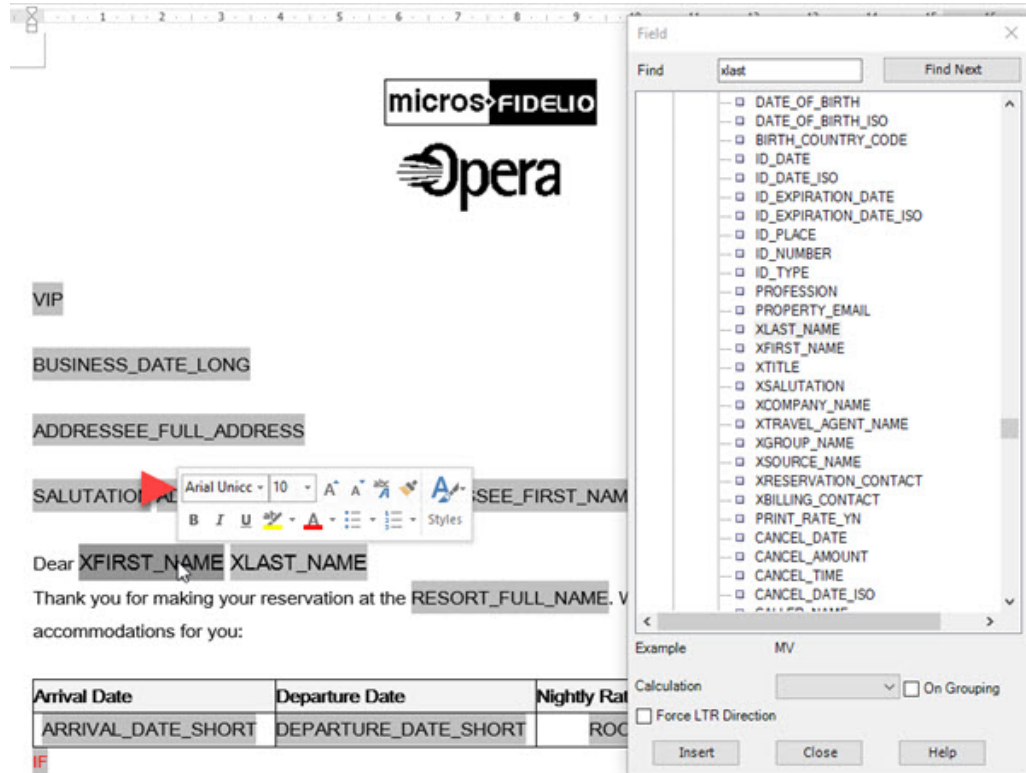
## Non-Western Fonts

Only OS-packaged, standard fonts are supported. To support internationalization and non-Western character sets, a Unicode font must be used in the RTF template. Arial Unicode and Lucinda Sans Unicode are two standard Unicode fonts installed with Microsoft Windows and Microsoft Office. Format any string or date field that outputs non-Western characters with Arial or Lucinda Sans Unicode to ensure correct output.

### Note:

Alternate name XML elements (prefixed with X) will contain the western/primary name when no alternate name details exist for the profile. Your template layouts only need to reference the X-fields.

**Figure 9-11** Selecting a Unicode font



### Extended SQL and XSL Functions

BI Publisher has extended a set of SQL and XSL functions for use in RTF templates. The syntax for these extended functions are the following:

`<?xdofx:expression?>` for extended SQL functions

`<?xdoxslt:expression?>` for extended XSL functions

An SQL example is IF-THEN-ELSE used for a conditional region.

```
<?xdofx:if [ELEMENT][condition] then result1 else result2 end if?>
```

Another for xdoxf statements is to perform mathematical calculations; for example the expression

```
<?xdofx:nvl(TOTAL_COST_OF_STAY,0)-nvl(TOTAL_DEPOSIT_PAID,0)?>
```

would subtract the value in the total\_deposit\_paid element from the value in the total\_cost\_of\_stay element for a calculated field of the balance due. Enclosing each element with the NVL() function ensures 0 is returned when the element is NULL (has no value set).

For further information, refer to [Extended SQL and XSL Functions](#).

### Previewing using Sample XML

Once the customization is complete, you can preview your customized template from within Microsoft Word to verify the layout and information is correct. The Preview feature is available in several formats: PDF, HTML, Excel, or RTF. Refer to step 11 in the [Creating and Running Custom Reports](#) topic for more information on uploading the modified RTF template.

From the BI Publisher tab on the toolbar, select **Preview** then select PDF or HTML

A file will generated using the data available in the sample XML loaded for the template.

### Save RTF File

Ensure you save your modified RTF template; from within Microsoft Word click **Ctrl + S** or click **File** then click **Save**.

Refer to **step 11** in [Configuring Stationery Templates](#) topic for information on uploading the modified RTF template to OPERA Cloud.

## Updating Customized Stationery with Current Data Model

Following an upgrade of OPERA Cloud the sample RTF templates and corresponding XML (data model) is updated to reference and benefit from functionality added. To benefit from the changes made to the data model your customized templates needs to be updated with the new XML elements.

If you have multiple templates to update repeat the process for each template.

1. From the OPERA Cloud menu, select **Reports**, then select **Manage Reports**.
2. Select the **Show Internal** checkbox and then select the [stationery report group](#) from the **Report Group** list.
3. Click **Search**.
4. Select the template to update in the search result.
5. Click the **vertical ellipse** and select **Download Sample Data** to download the updated XML file (to default download folder).
6. Click the **vertical ellipse** and select **Download Customized Report** to download your customized template (to default download folder).
7. Launch Microsoft Word and open the customized report template (RTF file); navigate to the download folder location to access the file.
8. Click the **BI Publisher** tab on the toolbar and click **Sample XML**.
9. Navigate to the folder where the sample XML file was downloaded.
10. Select the file and click **Open**. A message "Data loaded successfully" informs you that the sample XML data is now loaded for use.
11. Proceed to update the RTF template with new XML elements listed. See [Using the Stationery Template Editor](#).
12. When updates to your template are complete, click File then Save to save the changes to the RTF and then exit Microsoft Word.
13. In OPERA Cloud (Manage Report).

14. Select the template to update and click the Vertical Ellipse and select **Edit**.
15. Click **Choose File** and select the updated RTF file from the folder location on your workstation and click **Open** to upload the file.
16. Click **Save**.

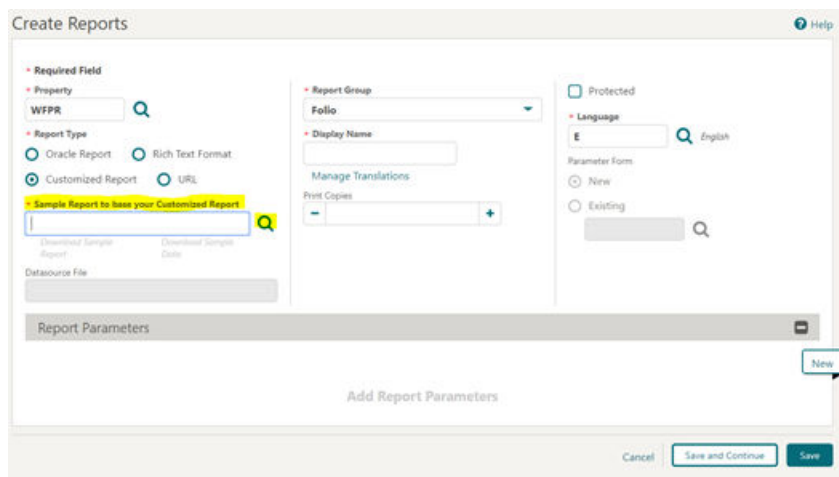
## Configuring Stationery Templates

This section describes the steps for creating a custom report using the Oracle BI Publisher Desktop tool.

### Creating the custom report

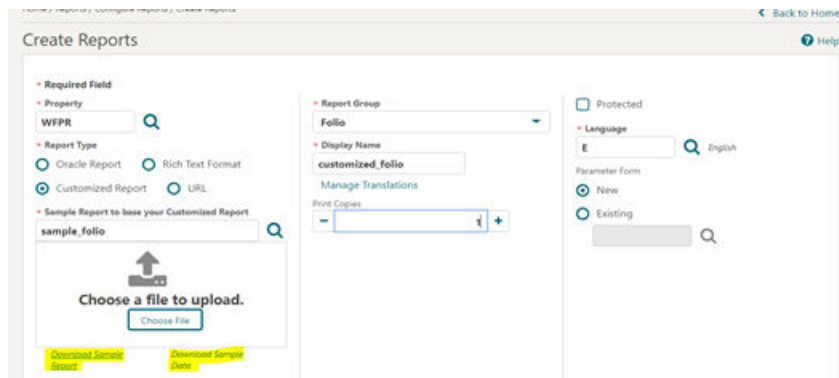
1. Select **Reports**, select **Manage Reports**, and then select **Create Reports**.
2. Enter or select the **Property**.
3. Select a **Report Group**. For example, Confirmation Letter, Folios, Registration Cards, and so on. For more information, see [Report Groups](#)
4. Select **Customized Report** for the **Report Type**.
5. Select the **Sample Report to base your Customized Report** on by clicking the search icon next to the field, selecting a sample report, and then clicking **Select**. This is the Rich Text Format (RTF) file.

**Figure 9-12** Sample Report to base your Customized Report



6. Click **Download Sample Report** and click **Download Sample Data** to download the sample report and sample data.

**Figure 9-13 Download Sample Report and Sample Data links**

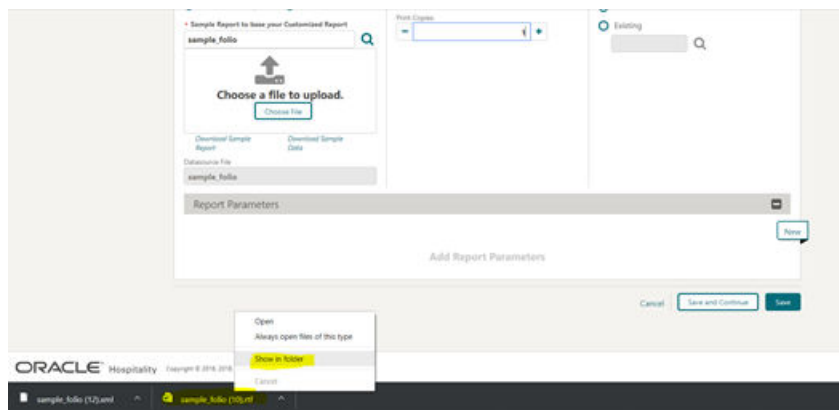


 **Note:**

Once downloaded, the files are located in the default download folder (that is, the Downloads Folder on your local machine).

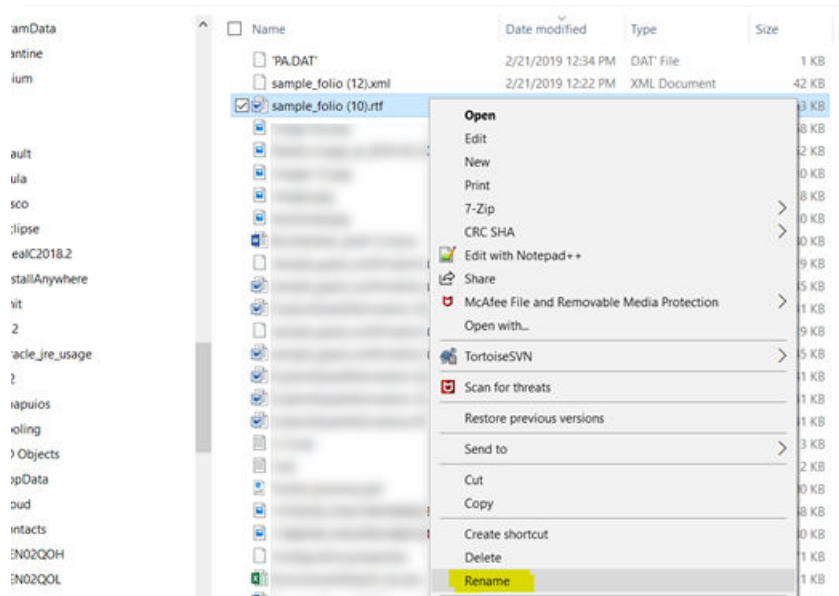
7. Navigate to the file location and right click the downloaded file and then click the **Show in folder** option. You can also navigate to the preset download folder to open or view the file.

**Figure 9-14 Show in folder option**



8. Rename the .rtf file (that is, the sample\_folio) per your requirement and ensure the updated name does not begin with “SAMPLE.” No name changes are needed for the XML files. Right click the .rtf file and then select the **Rename** option to change the name.

**Figure 9-15 Rename File**

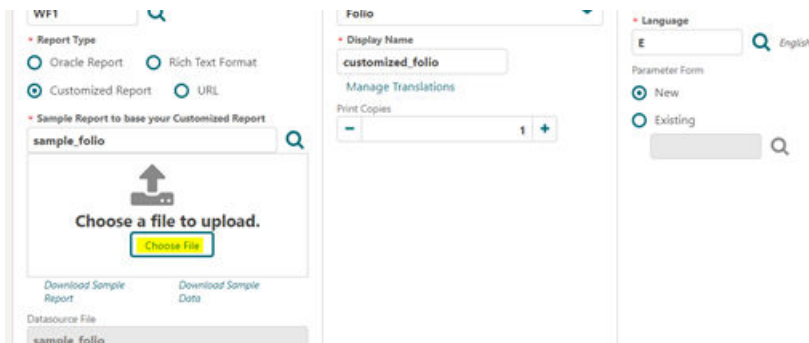


9. Customize the template as needed . See [Using Stationery Editor](#) for more information.
10. Save the RTF file and close Microsoft Word.
11. In OPERA Cloud (Create Report), upload the customized RTF file by clicking **Choose File** and then select the file from the workstation location and click **Open**.

 **Note:**

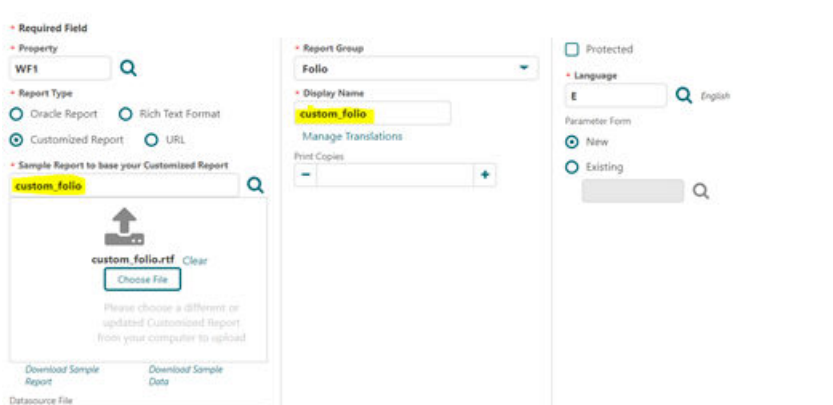
Templates must be less than 10MB in size.

**Figure 9-16 Choose File**



Once Uploaded, the file display name in the **Display Name** field automatically updates to the uploaded .rtf file's name.

**Figure 9-17 Display Name matches the uploaded .rtf file's name**



12. **Print Copies:** Enter the number based on your requirements (for example, enter 1 or 2).
13. **Language:** Select the language of the template. When the multi-language OPERA Control is active you must configure an entry for each profile language so OPERA Cloud knows which template to generate for each language.
14. **Parameter Form:** This step is not applicable for stationery templates.
15. Click **Save**.

## Banquet Event Order – 1 Column(SAMPLE\_BEO\_1COLUMN.REP with REP\_BEO\_1COLUMN.FMX)

The Banquet Event Order 1 report is a comprehensive document that contains all the vital information about the catering portion of a business block broken down into events and resources. It is an ideal tool to use for communicating with customers and various hotel internal departments to ensure that all customer requirements regarding the events are met and prepared per agreement and contract.

The report is one of several sample BEO (Banquet Event Orders) that you can customize during installation of the system to be further tailored to the hotel's specific requirements.

### **Note:**

When selecting the email method for printing Banquet Event Orders from the main Reports screen, the document attached to the email is renamed to the report name with the Block ID appended to it. For example, in the case of a BEO named BEO 1 Column, the output would be renamed as BEO 1 Column - 795547.pdf.

The Property list of values in this report is limited by the properties to which the user has the appropriate access granted.

You can customize this report using the Stationery Editor. The following Selection Criteria fields are available when using the [Stationery Editor](#).



### Selection Criteria

1. **Property.** Select the property for which the report should be printed. The BEO can be ordered across multiple properties in a multi-property environment. This is useful if a booking has its event distributed over several properties.
2. **Report Type.** Customized Report.
3. **Sample Report to base your Customized Report.** Select Sample\_beo\_1column. Once selected, the links to Download Sample Report and Download Sample Data will be displayed allowing for the templates to be downloaded and modified. The sample data file will allow users to preview the changes without having to upload the report into the application. The modified file can be uploaded through the Choose File option.

 **Note:**

You must rename the file without using the word “sample.”

4. **Datasource File.** This read only field is populated automatically based on the report selection.
5. **Report Group.** Select the group from the list. It is recommend that you load the report in the Group Stationery report group.
6. **Display Name.** Enter the report name.
7. **Print Copies.** Enter the number of copies to print.
8. **Protected.** Prevents users from editing the report.
9. **Language.** Determines the language in which the report prints.
10. **Parameter Form.** Select the Sample BEO 1 Column parameter form.

### Report Parameters

1. **Event Date From/Event Date To.** Allows you to select the event from and to dates.
2. **Block Arrival Date From/Arrival Date To.** Allows the selection of the block from and to dates.
3. **Business Block.** Select one or several specific business blocks for printing the BEO report.
4. **Event.** Select one or several events for printing the BEO.
5. **Event Status.** Select event statuses. Typically, return-to-inventory statuses, like lost and canceled statuses, would be excluded.
6. **Event Type.** Select or several event types to print the BEO.
7. **Space.** Select one or several function spaces in which the events are taking place.
8. **Item Class.** Allow you to select the resource item classes that should be printed. Depending on whether the BEO is printed for internal use or to send to the customer, your selections here could be different. For example, there might be item classes that are necessary to print for internal use, like furniture and linen requirements, but not necessary to print on the copy you send to the customer.

9. **Block Note Type.** Allows you to select business block note types to be printed on the BEO. This parameter works in conjunction with the internal and external notes flag on the first tab. Even if note types have been selected, if neither internal nor external are flagged, no notes would print. Not all business block notes might be relevant to print on the BEO.
10. **Cover Letter Note Type.** A portion of the cover letter can be made up from business block notes, which make the letter more flexible and allows for custom texts per customer without having to change the text that is embedded in the report. Enter the note type to print on the cover letter.
11. **Sort By.** Allows the ordering of events by one of these four predefined sort orders:
  - a. Event Date + Booking Name + Event Time
  - b. Event Date + Event Time + Booking Name
  - c. Booking Name + Event Date + Event Time
  - d. Booking Name + Master Event Date + Master Event Time
12. **Address Type.** Allows you to select an address type other than the primary address. This provides the option to print an extended byte address onto the BEO if one is attached to the account or contact, even if it is not the primary address. Any address type can be chosen. If the field is left blank or the selected address type does not exist for the current customer, the primary address will print instead.
13. **Address Format.** Allows you to select address formats different from the standard format. This is useful in an international environment where addresses might have different formats from country to country. For example, when sending a BEO to Europe, the address format might have the zip code before the city name and no state printed at all. The list of values shows all configured catering address formats. If the field is left blank, the address prints the default format.
14. **Print Address of.** This option determines what address to print as part of the header. This can either be set to print the account address or the contact's address.
15. **Print Account.** The Print Account defaults to the Account marked as PT for the Business Block from the Name Select screen. If a different Account should be printed on the BEO, select the Print Account ellipsis and click the PT column to select another Account already linked to the business block.
16. **Print Contact.** Print Contact defaults to the Contact marked as PT for the Business Block from the Name Select screen. If a different Contact should be printed on the BEO, select the Print Contact ellipsis to select another Contact already linked to the business block.

 **Note:**

When the BEO is printed for more than one booking, the Print Account and Print Contact are pulled by default. No option is provided to select a different Account or Contact for Printing. If no Print Account or Print Contact is selected for a booking, the default hierarchy is used. Additionally, when no relationship exists between the Print Account and the Print Contact, the Print Contact appears red.

17. **Event Printing Method.** The possible selections are one event per page, Master and Sub per page, Prints events continuously.
18. **Revenue Summary.** The possible options are Internal, External, or None. The External and Internal options print a revenue summary at the end of the BEO before the general

conditions. External summarizes non-package revenues by date, and catering packages as one price per delegate without breaking it down into its component revenue types. Internal summarizes non-package revenues by revenue type per date and non-package revenue by event and revenue type per date. Selecting None suppresses the Revenue Summary completely.

19. **Print Deposit.** If checked, deposit information prints on the BEO. If not checked, that information is suppressed.
20. **Sort Deposit.** Deposits can print sorted by type or by due date. If type is selected a sub-total for each type prints as well as a general total.
21. **Print Internal/External Notes.** Specify whether notes should print on the BEO and if so, select from notes that are marked as Internal, External, or both. Typically, only external notes would be selected if the BEO is printed to be sent to a customer and either only internal, or internal and external, if the BEO is printed for use as inter-departmental communication tool.
22. **Suppress Account Name.** This suppresses any reference to an account on the BEO header and in the signature. This is typically done for 'social' BEOs that are organized privately by individuals that are not associated with any account, for example, weddings, birthday parties, and so on.
23. **Suppress Signature.** Select this option to suppress the Signature field at the end of each BEO.
24. **Hide Doorcard.** This suppresses printing the Post As references on the event itinerary.
25. **Print Package Name for Multiple Days.** If a Business Block has a Catering Package that spans multiple days, checking this flag makes the package header information print on each date that has a Package Event. If the flag left deselected, the package header information print only on the first day of Package Events.
26. **Exclude Alternate Events.** When the application function Catering > Alternate Space is set to Y, the Exclude Alternate Events check box is visible. When selected, Alternate Events do not print on this report.
27. **Print Extended Characters.** If secondary account and contact names are entered into the system using the globe button on the appropriate fields (only available if the application function General > Alternate Name is active), the report procedure scans those secondary fields when printing account and contact information; if an entry is found, it returns that entry instead of the primary name. If the appropriate fields are empty, the regular names print. This functionality is primarily added for extended byte handling in the Asia- Pacific region.
28. **Reset Page Numbering.** Select this option to reset the page numbering when printing multiple BEOs. If unchecked, the pages are numbered based on the total number of pages in the BEO batch. If checked, the page numbers are reset with each new agenda.
29. **Print General Conditions.** General conditions and terms of contract can be added as text pages after the body of the BEO. They would have been tailored to the hotel on installation. Typically the general conditions would only be printed if the BEO is sent out to customers.

 **Note:**

To select either the Print Cover Letter or Print General Conditions flags, you must select only one business block ID in the Business Block search filter first. Otherwise, the options are disabled.

30. **Print Cover Letter.** Prints a cover page. The text of that page is customized to the hotel and can be individualized using business block notes. Typically this cover page would only be printed if the BEO is sent out to customers.
31. **Currency.** Available when the application function Rates > Foreign Currency Handling is active, this selection allows the conversion of foreign currency to a property's base or catering currency when the foreign currency has a defined exchange rate for posting.
32. **Exchange Rate Date.** If selected, enter a date or use the calendar tool to select the effective date of the exchange rate for the specified currency. The prices in the BEO are calculated using the exchange rate for the specified currency as it was on that date.
33. **Creation Date.** If selected, the exchange rate for the specified currency is calculated based on the exchange rate as it was on the booking creation date.
34. **Distributed Date.** If selected, the exchange rate for the specified currency is calculated based on the exchange rate as it was on the date the distributed flag was checked.

### Report Data

Rather than detailing every piece of data that can appear on the BEO, the following paragraphs describe specific behavior you should note:

The 1 Column BEO layout prints with the Food, Beverage and Item Class in a single column. The Item Class will print in order based on the sequence assigned to the Item Class in configuration.

The sections of the BEO if printed continuously are:

Header > Catering package information > Event Itinerary for all events of the current block > Food Section for all events of the current booking, in date and time order > Beverage Service for all events of the current booking in date and time order, > Resources, in resource class sequence order. Within each resource class, the resources are listed in event time order. In all sections, the function space and the event time identify to which event of the itinerary the appropriate resources belong.

The sections of the BEO if printed as Master/Sub or One Event per Page:

Header > Catering Package information > Basic event information for the current event only including start and end time, event name, function space name, set-up style, and function space rate plus rate amount > food section for the current event > beverage section for the current event > resource section for the current event in resource sequence order. Page break and repeat for all subsequent events.

Notes are always printed immediately after the entity they belong to. Resource notes print after the appropriate resource; event and function space notes print on the event itinerary after the event they belong to. Business Block notes print at the end of the entire BEO.

The Booking Type field on the BEO header takes its contents from the field Function Type on the business block catering tab, not from the field Type on the general section of the business block.

A text message that prints at the end of the BEO just before the signature section can be created or amended in Report Text Configuration in the Administration menu. This message typically contains information on tax and service charge levels that apply to the items listed on the BEO.

 **Note:**

The Date Last Printed field prints at the very end of the BEO just below the Organization Authorized Signature field for each event printed or at the end of each event if more than one event per business block exists. This field displays the last date the events for this booking was printed. For Example, if Event #1 is printed on 4/10/xx but Event #2 has never been printed: when Event #2 is printed, it will read "Date Last Printed 4/10/xx" because that is the last date a BEO for this booking was printed.

## Banquet Event Order – 2 Column (SAMPLE\_BEO\_2COLUMN)

The Banquet Event Order 2 report is a comprehensive document that contains all the vital information about the catering portion of a business block broken down into events and resources. It is an ideal tool to use for communicating with customers and various hotel internal departments to ensure that all customer requirements regarding the events are met and prepared per agreement and contract.

The report is one of several sample BEO (Banquet Event Orders) that you can customize during installation of the system to be further tailored to the hotel's specific requirements.

 **Note:**

When selecting the email method for printing Banquet Event Orders from the main Reports screen, the document attached to the email is renamed to the report name with the Block ID appended to it. For example, in the case of a BEO named BEO 2 Column, the output would be renamed as BEO 2 Column - 795547.pdf.

You can customize this report using the Stationery Editor. The following Selection Criteria fields are available when using the [Stationery Editor](#).

### Selection Criteria

1. **Property.** Select the property for which the report should be printed. The BEO can be ordered across multiple properties in a multi-property environment. This is useful if a booking has its event distributed over several properties.
2. **Report Type.** Customized Report.
3. **Sample Report to base your Customized Report.** Select Sample\_boo\_2column. Once selected, the links to Download Sample Report and Download Sample Data will be displayed allowing for the templates to be downloaded and modified. The sample data file will allow users to preview the changes without having to upload the report into the application. The modified file can be uploaded through the Choose File option.

 **Note:**

You must rename the file without using the word “sample.”

4. **Datasource File.** Read Only field that will populate automatically based on the report selection.
5. **Report Group.** Select the group from the list. It is recommend that you load the report in the Group Stationery report group.
6. **Display Name.** Enter the report name.
7. **Print Copies.** Enter the number of copies to print.
8. **Protected.** Prevents users from editing the report.
9. **Language.** Determines the language in which the report prints.
10. **Parameter Form.** Select the Sample BEO 2 Column parameter form.

### Report Parameters

1. **Event Date From/Event Date To.** Allows the selection of the event from and to dates.
2. **Block Arrival Date From/Arrival Date To.** Allows the selection of the block from and to dates.
3. **Business Block.** Select one or several specific business blocks for printing the BEO report.
4. **Event.** Select one or several events for printing the BEO.
5. **Event Status.** Select event statuses. Typically, return-to-inventory statuses, like lost and canceled statuses, would be excluded.
6. **Event Type.** Select one or several event types to print the BEO.
7. **Space.** Select one or several function spaces in which the events are taking place.
8. **Left Column Item Class.** Allows the selection of resource item classes that should print on the left hand side of this two column event order. Depending on whether the BEO is printed for internal use or for the customer, the selection here could be different. For example, there might be item classes needed for internal use, like furniture and linen requirements, but that would not be necessary to print on the copy that is sent to the customer.
9. **Right Column Item Class.** Allows the selection of resource item classes that should print on the right hand side of this two column event order.
10. **Block Note Type.** Allows you to select business block note types to be printed on the BEO. This parameter works in conjunction with the internal and external notes flag on the first tab. Even if note types have been selected, if neither internal nor external are flagged, no notes would print. Not all business block notes might be relevant to print on the BEO.
11. **Cover Letter Note Type.** A portion of the cover letter can be made up from business block notes, which make the letter more flexible and allows for custom texts per customer without having to change the text that is embedded in the report. Enter the note type to print on the cover letter.
12. **Sort By.** Allows the ordering of events by one of these four predefined sort orders:
  - a. Event Date + Booking Name + Event Time

- b. Event Date + Event Time + Booking Name
  - c. Booking Name + Event Date + Event Time
  - d. Booking Name + Master Event Date + Master Event Time
13. **Address Type.** Allows you to select an address type other than the primary address. This provides the option to print an extended byte address onto the BEO if one is attached to the account or contact, even if it is not the primary address. Any address type can be chosen. If the field is left blank or the selected address type does not exist for the current customer, the primary address will print instead.
14. **Address Format.** Allows you to select address formats different from the standard format. This is useful in an international environment where addresses might have different formats from country to country. For example, when sending a BEO to Europe, the address format might have the zip code before the city name and no state printed at all. The list of values shows all configured catering address formats. If the field is left blank, the address prints the default format.
15. **Print Address of.** This option determines what address to print as part of the header. This can either be set to print the account address or the contact's address.
16. **Print Account.** The Print Account defaults to the Account marked as PT for the Business Block from the Name Select screen. If a different Account should be printed on the BEO, select the Print Account ellipsis and click the PT column to select another Account already linked to the business block.
17. **Print Contact.** Print Contact defaults to the Contact marked as PT for the Business Block from the Name Select screen. If a different Contact should be printed on the BEO, select the Print Contact ellipsis to select another Contact already linked to the business block.

 **Note:**

When the BEO is printed for more than one booking, the Print Account and Print Contact are pulled by default. No option is provided to select a different Account or Contact for Printing. If no Print Account or Print Contact is selected for a booking, the default hierarchy is used. Additionally, when no relationship exists between the Print Account and the Print Contact, the Print Contact appears red.

18. **Event Printing Method.** The possible selections are one event per page, Master and Sub per page, Prints events continuously.
19. **Print Deposit.** If checked, deposit information prints on the BEO. If not checked, that information is suppressed.
20. **Sort Deposit.** Deposits can print sorted by type or by due date. If type is selected a sub-total for each type prints as well as a general total.
21. **Print Internal/External Notes.** Specify whether notes should print on the BEO and if so, select from notes that are marked as Internal, External, or both. Typically, only external notes would be selected if the BEO is printed to be sent to a customer and either only internal, or internal and external, if the BEO is printed for use as inter-departmental communication tool.
22. **Suppress Account Name.** This suppresses any reference to an account on the BEO header and in the signature. This is typically done for 'social' BEOs that are

organized privately by individuals that are not associated with any account, for example, weddings, birthday parties, and so on.

23. **Suppress Signature.** Select this option to suppress the Signature field at the end of each BEO.
24. **Hide Doorcard.** This suppresses printing the Post As references on the event itinerary.
25. **Print Package Name for Multiple Days.** If a Business Block has a Catering Package that spans multiple days, checking this flag makes the package header information print on each date that has a Package Event. If the flag left deselected, the package header information print only on the first day of Package Events.
26. **Exclude Alternate Events.** When the application function Catering > Alternate Space is set to Y, the Exclude Alternate Events check box is visible. When selected, Alternate Events do not print on this report.
27. **Print Extended Characters.** If secondary account and contact names are entered into the system using the globe button on the appropriate fields (only available if the application function General > Alternate Name is active), the report procedure scans those secondary fields when printing account and contact information; if an entry is found, it returns that entry instead of the primary name. If the appropriate fields are empty, the regular names print. This functionality is primarily added for extended byte handling in the Asia- Pacific region.
28. **Reset Page Numbering.** Select this option to reset the page numbering when printing multiple BEOs. If unchecked, the pages are numbered based on the total number of pages in the BEO batch. If checked, the page numbers are reset with each new agenda.
29. **Print General Conditions.** General conditions and terms of contract can be added as text pages after the body of the BEO. They would have been tailored to the hotel on installation. Typically the general conditions would only be printed if the BEO is sent out to customers.

 **Note:**

To select either the Print Cover Letter or Print General Conditions flags, you must select only one business block ID in the Business Block search filter first. Otherwise, the options are disabled.

30. **Print Cover Letter.** Prints a cover page. The text of that page is customized to the hotel and can be individualized using business block notes. Typically this cover page would only be printed if the BEO is sent out to customers.
31. **Currency.** Available when the application function Rates > Foreign Currency Handling is active, this selection allows the conversion of foreign currency to a property's base or catering currency when the foreign currency has a defined exchange rate for posting.
32. **Exchange Rate Date.** If selected, enter a date or use the calendar tool to select the effective date of the exchange rate for the specified currency. The prices in the BEO are calculated using the exchange rate for the specified currency as it was on that date.
33. **Creation Date.** If selected, the exchange rate for the specified currency is calculated based on the exchange rate as it was on the booking creation date.
34. **Distributed Date.** If selected, the exchange rate for the specified currency is calculated based on the exchange rate as it was on the date the distributed flag was checked.



## Report Data

Rather than detailing every piece of data that can appear on the BEO, the following paragraphs describe specific behavior you should note:

The 2 Column BEO layout prints with the food across the top and the Beverage section below the food in the column on the left side. The Item Classes will print on the left or right side based on the selection in the parameter form.

The sections of the BEO if printed as Master / Sub:

Header > Catering Package information > Basic event information for the master event and the sub events including start and end time, event name, function space name, set-up style and function space rate plus rate amount > food section for the current event, printed on the left hand side of the BEO > beverage section for the current event on the right hand side of the BEO, alongside the food section > resource section for the current event in resource sequence order. The resource classes that have been defined to print on the right hand site of the BEO will start printing underneath the beverage services. The resource classes that have been defined to print on the left hand side of the BEO will start printing underneath the food section. Page break and repeat for all subsequent events.

The sections of the BEO if printed as One Event per Page:

Header > Catering Package information > Basic event information for the current event only including start and end time, event name, function space name, set-up style and function space rate plus rate amount > food section for the current event, printed on the left hand side of the BEO > beverage section for the current event on the right hand side of the BEO, alongside the food section > resource section for the current event in resource sequence order. The resource classes that have been defined to print on the right hand site of the BEO will start printing underneath the beverage services. The resource classes that have been defined to print on the left hand side of the BEO will start printing underneath the food section. Page break and repeat for all subsequent events.

The sections of the BEO if printed continuously are:

Header > Catering package information > Event Itinerary for all events of the current business block > Food Section for all events of the current booking, in date and time order. On this BEO format the food section will print on the left hand side of the BEO > Beverage Service for all events of the current booking in date and time order. Beverage services will print on the right hand site of the BEO alongside the food section > Resources, in resource class sequence order. The resource classes that have been defined to print on the right hand site of the BEO will start printing underneath the beverage section. The resource classes that have been defined to print on the left hand side of the BEO will start printing underneath the food section. Within each resource class the resources are listed in event time order. In all sections the function space and the event time identify to which event of the itinerary the appropriate resources belong.

Notes are always printed immediately after the entity they belong to. Resource notes print after the appropriate resource; event and function space notes print on the event itinerary after the event they belong to. Business Block notes print at the end of the entire BEO.

The Booking Type field on the BEO header takes its contents from the field Function Type on the business block catering tab, not from the field Type on the general section of the business block.

A text message that prints at the end of the BEO just before the signature section can be created or amended in Report Text Configuration in the Administration menu. This message typically contains information on tax and service charge levels that apply to the items listed on the BEO.

 **Note:**

The Date Last Printed field prints at the very end of the BEO just below the Organization Authorized Signature field for each event printed or at the end of each event if more than one event per business block exists. This field displays the last date the events for this booking was printed. For Example, if Event #1 is printed on 4/10/xx but Event #2 has never been printed: when Event #2 is printed, it will read "Date Last Printed 4/10/xx" because that is the last date a BEO for this booking was printed.

## Banquet Event Order – 2 Column FB (SAMPLE\_BEO\_2COLUMN\_FB)

The Banquet Event Order 2 column F&B (Food and Beverage) report is a comprehensive document that contains the vital information about the catering portion of a business block broken down into events and resources. It is an ideal tool for communicating with customers and various hotel internal departments to ensure that all customer requirements regarding the events are met and prepared per agreement and contract.

The report is one of several sample BEO (Banquet Event Orders) that you can customize during installation of the system to be further tailored to the hotel's specific requirements.

 **Note:**

When selecting the email method for printing Banquet Event Orders from the main Reports screen, the document attached to the email is renamed to the report name with the Block ID appended to it. For example, in the case of a BEO named BEO 2 Column F&B, the output would be renamed as BEO 2 Column F&B- 795547.pdf.

You can customize this report using the Stationery Editor. The following Selection Criteria fields are available when using the [Stationery Editor](#).

### Selection Criteria

1. **Property.** Select the property for which the report should be printed. The BEO can be ordered across multiple properties in a multi-property environment. This is useful if a booking has its event distributed over several properties.
2. **Report Type.** Customized Report.
3. **Sample Report to base your Customized Report.** Select Sample\_ beo\_2column F&B. Once selected, the links to Download Sample Report and Download Sample Data will be displayed allowing for the templates to be downloaded and modified. The sample data file

will allow users to preview the changes without having to upload the report into the application. The modified file can be uploaded through the Choose File option.

 **Note:**

You must rename the file without using the word “sample.”

4. **Datasource File.** Read Only field that will populate automatically based on the report selection.
5. **Report Group.** Select the group from the list. It is recommend that you load the report in the Group Stationery report group.
6. **Display Name.** Enter the report name.
7. **Print Copies.** Enter the number of copies to print.
8. **Protected.** Prevents users from editing the report.
9. **Language.** Determines the language in which the report prints.
10. **Parameter Form.** Select the SAMPLE\_BEO\_2COLUMN\_FB/rep\_beo\_2column parameter form.

#### Report Parameters

1. **Event Date From/Event Date To.** Allows the selection of the event from and to dates.
2. **Block Arrival Date From/Arrival Date To.** Allows the selection of the block from and to dates.
3. **Business Block.** Select one or several specific business blocks for printing the BEO report.
4. **Event.** Select one or several events for printing the BEO.
5. **Event Status.** Select event statuses. Typically, return-to-inventory statuses, like lost and canceled statuses, would be excluded.
6. **Event Type.** Select one or several event types to print the BEO.
7. **Space.** Select one or several function spaces in which the events are taking place.
8. **Left Column Item Class.** Allows the selection of resource item classes that should print on the left hand side of this two column event order. Depending on whether the BEO is printed for internal use or for the customer, the selection here could be different. For example, there might be item classes needed for internal use, like furniture and linen requirements, but that would not be necessary to print on the copy that is sent to the customer.
9. **Right Column Item Class.** Allows the selection of resource item classes that should print on the right hand side of this two column event order.
10. **Block Note Type.** Allows you to select business block note types to be printed on the BEO. This parameter works in conjunction with the internal and external notes flag on the first tab. Even if note types have been selected, if neither internal nor external are flagged, no notes would print. Not all business block notes might be relevant to print on the BEO.
11. **Cover Letter Note Type.** A portion of the cover letter can be made up from business block notes, which make the letter more flexible and allows for custom

texts per customer without having to change the text that is embedded in the report. Enter the note type to print on the cover letter.

12. **Sort By.** Allows you to order events by one of these four predefined sort orders:
  - a. Event Date + Booking Name + Event Time
  - b. Event Date + Event Time + Booking Name
  - c. Booking Name + Event Date + Event Time
  - d. Booking Name + Master Event Date + Master Event Time
13. **Address Type.** Allows you to select an address type other than the primary address. This provides the option to print an extended byte address onto the BEO if one is attached to the account or contact, even if it is not the primary address. Any address type can be chosen. If the field is left blank or the selected address type does not exist for the current customer, the primary address will print instead.
14. **Address Format.** Allows you to select address formats different from the standard format. This is useful in an international environment where addresses might have different formats from country to country. For example, when sending a BEO to Europe, the address format might have the zip code before the city name and no state printed at all. The list of values shows all configured catering address formats. If the field is left blank, the address prints the default format.
15. **Print Address of.** This option determines what address to print as part of the header. This can either be set to print the account address or the contact's address.
16. **Print Account.** The Print Account defaults to the Account marked as PT for the Business Block from the Name Select screen. If a different Account should be printed on the BEO, select the Print Account ellipsis and click the PT column to select another Account already linked to the business block.
17. **Print Contact.** Print Contact defaults to the Contact marked as PT for the Business Block from the Name Select screen. If a different Contact should be printed on the BEO, select the Print Contact ellipsis to select another Contact already linked to the business block.

 **Note:**

When the BEO is printed for more than one booking, the Print Account and Print Contact are pulled by default. No option is provided to select a different Account or Contact for Printing. If no Print Account or Print Contact is selected for a booking, the default hierarchy is used. Additionally, when no relationship exists between the Print Account and the Print Contact, the Print Contact appears red.

18. **Event Printing Method.** The possible selections are one event per page, Master and Sub per page, Prints events continuously.
19. **Print Deposit.** If checked, deposit information prints on the BEO. If not checked, that information is suppressed.
20. **Sort Deposit.** Deposits can print sorted by type or by due date. If type is selected a sub-total for each type prints as well as a general total.
21. **Print Internal/External Notes.** Specify whether notes should print on the BEO and if so, select from notes that are marked as Internal, External, or both. Typically, only external notes would be selected if the BEO is printed to be sent to a customer and either only

internal, or internal and external, if the BEO is printed for use as inter-departmental communication tool.

22. **Suppress Account Name.** This suppresses any reference to an account on the BEO header and in the signature. This is typically done for 'social' BEOs that are organized privately by individuals that are not associated with any account, for example, weddings, birthday parties, and so on.
23. **Suppress Signature.** Select this option to suppress the Signature field at the end of each BEO.
24. **Hide Doorcard.** This suppresses printing the Post As references on the event itinerary.
25. **Print Package Name for Multiple Days.** If a Business Block has a Catering Package that spans multiple days, checking this flag makes the package header information print on each date that has a Package Event. If the flag left deselected, the package header information print only on the first day of Package Events.
26. **Exclude Alternate Events.** When the application function Catering > Alternate Space is set to Y, the Exclude Alternate Events check box is visible. When selected, Alternate Events do not print on this report.
27. **Print Extended Characters.** If secondary account and contact names are entered into the system using the globe button on the appropriate fields (only available if the application function General > Alternate Name is active), the report procedure scans those secondary fields when printing account and contact information; if an entry is found, it returns that entry instead of the primary name. If the appropriate fields are empty, the regular names print. This functionality is primarily added for extended byte handling in the Asia- Pacific region.
28. **Reset Page Numbering.** Select this option to reset the page numbering when printing multiple BEOs. If unchecked, the pages are numbered based on the total number of pages in the BEO batch. If checked, the page numbers are reset with each new agenda.
29. **Print General Conditions.** General conditions and terms of contract can be added as text pages after the body of the BEO. They would have been tailored to the hotel on installation. Typically the general conditions would only be printed if the BEO is sent out to customers.

 **Note:**

To select either the Print Cover Letter or Print General Conditions flags, you must select only one business block ID in the Business Block search filter first. Otherwise, the options are disabled.

30. **Print Cover Letter.** Prints a cover page. The text of that page is customized to the hotel and can be individualized using business block notes. Typically this cover page would only be printed if the BEO is sent out to customers.
31. **Currency.** Available when the application function Rates > Foreign Currency Handling is active, this selection allows the conversion of foreign currency to a property's base or catering currency when the foreign currency has a defined exchange rate for posting.
32. **Exchange Rate Date.** If selected, enter a date or use the calendar tool to select the effective date of the exchange rate for the specified currency. The prices in the

BEO are calculated using the exchange rate for the specified currency as it was on that date.

33. **Creation Date.** If selected, the exchange rate for the specified currency is calculated based on the exchange rate as it was on the booking creation date.
34. **Distributed Date.** If selected, the exchange rate for the specified currency is calculated based on the exchange rate as it was on the date the distributed flag was checked.

### Report Data

Rather than detailing every piece of data that can appear on the BEO, the following paragraphs describe specific behavior you should note:

The 2 Column FB BEO layout prints with the food on the left side and the beverage on the right side by default. The additional item classes will print based on the selection in the parameter form.

The sections of the BEO if printed as Master / Sub:

Header > Catering Package information > Basic event information for the master event and the sub events including start and end time, event name, function space name, set-up style and function space rate plus rate amount > food section for the current event, printed on the left hand side of the BEO > beverage section for the current event on the right hand side of the BEO, alongside the food section > resource section for the current event in resource sequence order. The resource classes that have been defined to print on the right hand side of the BEO will start printing underneath the beverage services. The resource classes that have been defined to print on the left hand side of the BEO will start printing underneath the food section. Page break and repeat for all subsequent events.

The sections of the BEO if printed as One Event per Page:

Header > Catering Package information > Basic event information for the current event only including start and end time, event name, function space name, set-up style and function space rate plus rate amount > food section for the current event, printed on the left hand side of the BEO > beverage section for the current event on the right hand side of the BEO, alongside the food section > resource section for the current event in resource sequence order. The resource classes that have been defined to print on the right hand side of the BEO will start printing underneath the beverage services. The resource classes that have been defined to print on the left hand side of the BEO will start printing underneath the food section. Page break and repeat for all subsequent events.

The sections of the BEO if printed continuously are:

Header > Catering package information > Event Itinerary for all events of the current business block > Food Section for all events of the current booking, in date and time order. On this BEO format the food section will print on the left hand side of the BEO > Beverage Service for all events of the current booking in date and time order. Beverage services will print on the right hand side of the BEO alongside the food section. > Resources, in resource class sequence order. The resource classes that have been defined to print on the right hand side of the BEO will start printing underneath the beverage section. The resource classes that have been defined to print on the left hand side of the BEO will start printing underneath the food section. Within each resource class the resources are listed in event time order. In all sections the function space and the event time identify to which event of the itinerary the appropriate resources belong.

Notes are always printed immediately after the entity they belong to. Resource notes print after the appropriate resource; event and function space notes print on the event itinerary after the event they belong to. Business Block notes print at the end of the entire BEO.

The Booking Type field on the BEO header takes its contents from the field Function Type on the business block catering tab, not from the field Type on the general section of the business block.

A text message that prints at the end of the BEO just before the signature section can be created or amended in Report Text Configuration in the Administration menu. This message typically contains information on tax and service charge levels that apply to the items listed on the BEO.

 **Note:**

The Date Last Printed field prints at the very end of the BEO just below the Organization Authorized Signature field for each event printed or at the end of each event if more than one event per business block exists. This field displays the last date the events for this booking was printed. For Example, if Event #1 is printed on 4/10/xx but Event #2 has never been printed: when Event #2 is printed, it will read "Date Last Printed 4/10/xx" because that is the last date a BEO for this booking was printed.

## Installing Oracle BI Publisher Desktop on a Workstation

Windows platform software requirements:

- Windows 10
- Windows 8.1

Additional requirements:

- Microsoft Word 2013 and 2016 versions
- Java JRE 1.8 and above versions

### Installation Procedure

Oracle BI Publisher Desktop must configure some Microsoft Word components. If you run Microsoft Word during this process, the installation fails.

 **Note:**

Be sure to close any Microsoft Office products prior to running the installation. This includes not only Microsoft Word but also Outlook or any software that uses Microsoft Word as a text editor.

 **Note:**

OPERA certifies Microsoft Office 2016 Desktop Apps even when licensed under Microsoft Office 365.

### Verifying the Certified Versions of Oracle BI Publisher Desktop

Verify all versions of the BI Publisher (BIP) server have a certified version of the BIP Desktop. Refer to product documentation to determine the proper version intended for your applications and ensure a compatible (matching) BIP Desktop tool is installed. BIP Desktop should be DOWNLOADED from the [Oracle Analytics Publisher](#) site.

If a previous version of BI Publisher Desktop exists (same version or not), it must be uninstalled prior to the new installation.

Only a user with admin rights can perform the BIP Desktop installation on the workstation. Right click on the executable and choose **Run as Administrator**.



**Note:**

The PC admin user who performs the install must have access to the Desktop tool.

To determine which versions of BI Publisher server have a certified version of the BIP Desktop, refer to the following list:

- Microsoft Office 2016 is certified for BIP Desktop version 12c (12.2.1.2,12.2.1.3 and 12.2.1.4).
- Microsoft Office 2013 is certified for BIP Desktop versions 11.1.1.9 and 12.2.1 (12c).

For the Windows client PC platform, verify the following versions:

- For Desktop 12.2.1
  - 64-bit Windows 7, 8.1, 10

For the JRE version, verify the following:

- For Desktop 11.1.1.6, 11.1.1.7, 11.1.1.9:
  - 1.7.0\_80+ or 1.6.0\_35+
  - 32-bit or 64-bit
- For Desktop 12.2.1:
  - 1.8.0\_51+
  - 32-bit or 64-bit



**Note:**

The versions of Microsoft Office, BI Publisher Desktop, and the Java JRE must all match as either 32-bit or 64-bit.

**Table 9-1 Microsoft Office Compatibility**

Microsoft Office Type & Version	Compatible with BI Publisher 12.2.1.4.0 version (32 and 64 bit version respectively)?
MS Office 2016 version (32 and 64 bit version respectively)	Yes



**Table 9-1 (Cont.) Microsoft Office Compatibility**

Microsoft Office Type & Version	Compatible with BI Publisher 12.2.1.4.0 version (32 and 64 bit version respectively)?
MS Office 2013 version (32 and 64 bit version respectively)	Yes

### Installing Oracle BI Publisher Desktop

The following procedure describes the steps for installing Oracle BI Publisher Desktop 12.2.1.4.0 for Microsoft Office 2016 (32-bit) on a Microsoft Windows 10 machine with JRE 1.8 (32-bit).

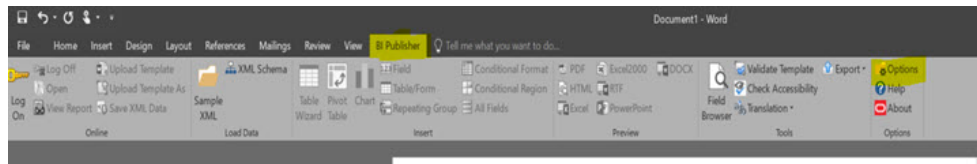
1. Upon initiating the Oracle BI Publisher Desktop 12 c installation, you are prompted to choose from multiple languages. Click the drop-down list to select the setup language for this installation and then click **OK** to continue.
2. Click **OK** to begin the Oracle BI Publisher Desktop - InstallShield Wizard process. A Welcome screen appears.
3. Click **Next** to continue.
4. Click **Browse** and choose the desired folder to install BI Publisher Desktop. Click **Next** to run the Setup.
5. Click **Finish** and then open Microsoft Word. The BI Publisher tab is now located on the Microsoft Word menu bar.

### Post Installation Steps

After installation of the BI Publisher Microsoft Word plug-in, the following steps must be completed for the customized RTF to properly build:

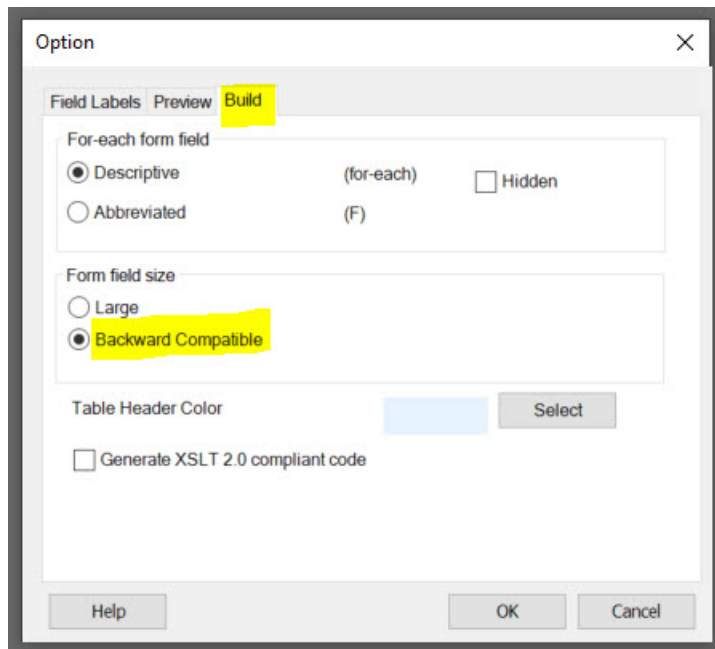
1. Open Microsoft Word.
2. Click the **BI Publisher** tab in your Microsoft Word toolbar and select **Options**. An Option screen appears.

**Figure 9-18 BI Publisher Tab**



3. Click the **Build** tab and select the **Backward Compatible** option.

Figure 9-19 Option screen



4. Click **OK** to close the screen.

#### Uninstalling Oracle BI Publisher Desktop

1. Uninstall the Template Builder from the Microsoft Windows **Control Panel, Add or Remove Programs** option.
2. Go to the installation folder (for example, C:\Program Files\Oracle) and verify the BI Publisher directory is removed. Delete this folder if it still exists.
3. Open Microsoft Word and verify the BI Publisher tab no longer appears.
4. Shut down and restart your workstation machine before reinstalling BI Publisher.

## Report Descriptions

The following contains short descriptions of reports categorized by their report group.

### Accounts Receivable Reports

**Accounts Receivable Report by Activity Type** (aractivity) - displays all accounts receivable accounts for a specified date range.

**Aging by Type Only** (aragetype) - displays all accounts receivable accounts with an outstanding balance for the selected account type.

**Aging Summary By Type** (araging) - displays the current outstanding balance of each account type as of the business date selected.

**Aging Summary of All Accounts** (aragingdet/aragingdetail) - displays all accounts receivable accounts that have an outstanding balance or activity on the account.

**Accounts Receivable Activity - All Types** (aractivity) - displays a log of all postings and payments made on an accounts receivable account for a particular date.

**Accounts Receivable Adjustments** (aradjustments) - displays adjustments that have been made to a posting from a previous business date (that is, posted and audited). Adjustments involve reversal of the original transaction (or group of transactions) and re-posting the correct transactions. Adjustments can be made to a single transaction or to multiple related transactions.

**Accounts Receivable Aging Summary for All Types** (arallagetype) - displays all account types and the corresponding accounts that fall under each account type.

**Accounts Receivable Apply/Unapply Payments** (ar\_payments\_tracking) - provides a report of applied and unapplied payments for a specified date range, accounts, and payment methods.

**Accounts Receivable Collection Statistics** (ar\_collectionstat) - displays accounts with invoices paid in full or the balance is equal to 0.00. The report calculates how many days it took to bring any invoice balances to 0.00 from the date the record was transferred to accounts receivable.

**Accounts Receivable Credit Balance** (arcreditbal) - displays all accounts that have or had a credit balance on a selected business date. A credit balance is defined as the respective account having a credit on their account, rather than owing monies to the property (a debit).

**Accounts Receivable Credit Card Transfer** (arcctransfer) - displays all transactions transferred from front office to accounts receivable to completely settle a guest folio.

**Accounts Receivable Credit Limit** (ar\_balance) - displays a summarized alphabetic listing of all accounts with their balances for the current business date.

**Accounts Receivable Detailed Aging** (aragingdet/aragingdetail) - displays all account invoice details per accounts receivable account. This report lists each invoice, transaction or folio that contributes to the current balance of each individual accounts receivable account. The information displays the invoice balance for each line item in the appropriate aging level.

**Accounts Receivable Ledger** (arledger) - displays all transactions that have been posted directly on an accounts receivable account or transferred to an accounts receivable account for a selected business date. Print this report to verify that all transactions balance back to the accounts receivable ledger portion of the trial balance.

**Accounts Receivable Master List Detail** (ardirectdet) - displays a list of all configured accounts receivable accounts and a more detailed breakdown of the account setup. The information includes account status, permanent account Y/N, credit limit, batch statement Y/N, as well as more basic account information such as account number and name, address, contact, and phone number.

**Accounts Receivable Master List Summary** (ardirect) - displays a list of all configured accounts receivable accounts with basic account information. This will include the account number, account name, address, contact information, and the telephone and fax numbers configured in the Accounts Receivable setup.

**Accounts Receivable Payments / City Ledger Settlements Summary** (arpayments) - displays all payments posted to an accounts receivable account for a specific date.

**Accounts Receivable Trace** (artraces) - displays messages that notify the accounting department staff of actions they are expected to take.

**Accounts Receivable Transfer Report** (artransfer) - displays all transactions transferred from front office to accounts receivable to completely settle a guest folio. Details of the folio are completely reclassified as part of the accounts receivable ledger.

**Accounts Receivable Unpaid Invoices** (ar\_unpaid) - displays a list of all unpaid invoices when the Delay Days Report and Payment Due Days OPERA Controls are active based on **Calculate Based on Payment Due Days** check box.

**Days Credit Sales Outstanding** (days\_credit\_sales\_outstanding) - calculates the total accounts receivables outstanding (non-credit card) for the current business date. The report then subtracts daily balances from the outstanding until it reaches 0. The number of days it takes to reach 0 is displayed at the bottom of the report and represents the total days sales outstanding.

## Activity Reports

[Prerequisites for Activity Report](#)

**Activity Report**

**Activity Summary Matrix Report**

## Prerequisites for Activity Report

### Licenses / Subscriptions

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

Or

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition

### OPERA Controls

**Group:** Activity

**Parameter:** Use Time Zones for Activities

### OPERA Cloud Tasks

**Group:** Reports

**Task:** Report Groups

**Task:** Activity

## Activity Report (rep\_activity\_rep with rep\_activity.fmx)

This report prints To Do's and Activities. You can run the report for the past, present, and future, or spanning from the past to the future. It is ideal for a recap of all activities performed for the past week or months.

When printed for a specific Account rather than for a specific sales manager, the report also provides a great way of showing the total activity history of the account. For example, it is possible to see that the account had been contacted regularly every six weeks in the first two years in the system, but then started to be called only seldom and randomly when another sales manager took over the account. Therefore, production has gone down. If a manager/director of sales reviewed this report for key accounts on a regular basis, potential problems with certain accounts might be prevented.

### SELECTION CRITERIA

**Property.** Select the property for which the report should be printed.

**Activity Filter.** This option allows you to print the report by any predefined filters that have been created for the activity module. It also gives the user the option to create a new filter directly from the report order form, which will subsequently also be accessible from the Activity Search screen.

**Account Name.** Select to filter this report by account name.

**Contact Name.** Select to filter this report by contact name.

**Bus. Block Name.** Select to filter this report by Business Block name.

**Activity Owner.** Select to filter this report by activity owner.

**Activity Name.** Select to filter this report by specific activities.

**Activity Type.** Select to filter this report by activity type.

**Activity Class.** Select to filter this report by activity class.

**Purpose.** Free form field to filter for a specific activity purpose.

**Activity Result.** This filter is only visible when this report is run from SFA and when the application parameter ACTIVITY > ACTIVITY RESULTS is set to Y. Use the down arrow to select Activity Results from the LOV.

**Activity Date Range From/To.** Select a date range between which activities exist.

 **Note:**

The date and time information related to activities is converted to your logged-in time zone; if no time zone is specified for the logged-in user, the logged-in property time zone is assumed; if the logged-in property does not have a time zone assigned, the database time zone is assumed. See Activity Time Zones for details.

**Group By.** Allows to sort and group the report by either Account, Sales Manager, or Date. This report always considers a group by Account.

 **Note:**

When no Group by is selected, the Activities are sorted by Start Date and Time and there is no grouping by Account.

When Account is selected, the first group by is alpha by Account Name, then alpha by Contact Last Name, and then the Activities are sorted by Activity Start Date. When Owner is selected, the first group by is alpha by Account Owner Code, then alpha by Account Name, then alpha by Contact Last Name and then the Activities are sorted by Activity Start Date. When Date is selected the first group by is Activity Start Date, then alpha by Account Name and then alpha by Contact Last Name with the activities listed below.

For each group by, the Account/Contact is listed in alphabetical order first by Account then by Contact Last Name. When no Contact is attached to the Account, that Account will be displayed last, alphabetically in the account grouping.

Example:

- ABC Account / ABC Contact
- ABC Account / XYZ Contact
- ABC Account / No Contact

If there is an activity with no account included on this report, those activities are listed alphabetically by Contact after the activities with Accounts have been reported.

**Page Break.** This flag works together with the Group by option. A page break will occur after each member of the selected group, i.e., after each account, if Account has been selected as the Group By filter, or after each sales manager if Owner has been selected in the Group By filter.

**Display Address.** If this check box is selected, the addresses for linked accounts and contacts are printed on the report (including Address1, Address2, Address3, and Address4). If it is not selected, only the account and contact names and phone numbers print.

**Completed (Yes/No/Both).** Select to view completed, incomplete or all activities.

**Display (Activities/To Do Only/Both).** Select to display activities only, to do only or both.

**Notes (All/Limited/None).** If limited is selected only the first 100 characters of each activity note will print on the report instead of the whole note text if it is longer.

## REPORT DATA

The report displays all Activities and To Do's that fall within the selected criteria. Activities are always grouped by Accounts, either as the primary or secondary group, and depend on the value selected in the Group By filter. For example, it is not possible to switch this report to print in pure date order, irrespective of the accounts these activities are linked to. When group by Owner is selected, the activities are first grouped by Owner Code and then by Account / Contact within that owner code.

Account and Contact names and phone numbers are printed in the header line of each group. If the Display Address flag is checked, the appropriate account and contact addresses print in this header line.

For each activity that exists in the selected time frame for this account, the activity owner, start date, start time and end time, the activity type code, the activity purpose, and the booking name of the linked booking id (if any) will print. Activity Notes are printed below the initial activity record if any exist, depending on the selection made on the filter to print either full notes, notes limited to 100 characters, or no notes at all.

## Activity Summary Matrix Report

The Activity Summary Matrix Report summarizes catering activities by type and owner. The report prints a summary of all activities for a selected date range by type, and can be printed for activities based on their completion status or for all activities.

### Report General Conditions

- The report parameter form is named **REP\_SREP\_ACT\_SUMMARY**.

### Fields

1. **Property:** Select the property from the multi select list field.
2. **Activity Type:** A mandatory field. Use this option to select one, multiple, or all available activity types (up to 14) to print on this report.
3. **Activity From Date :** Filter the report by selecting an Activity From date range.
4. **Activity To Date:** Filter this report by selecting an activity To date range for this report.
5. **Owner:** Select the Owner or multiple Owners for which the report should print.
6. **Purpose:** This field accepts free-form text entry and wildcards.
7. **Activity Result:** Use the multi select list.
8. **Completed:** Select Yes, No, or Both. Select include or exclude activities that are either completed, not completed or both.

### Report Data

The report prints in the following order: Owner Code, Sales Manager, and all selected activity types. The final column contains totals for all the selected activities for each sales rep. The final row of the matrix contains totals for each selected activity type and a grand total of all activities by owner in the last column.

## Arrivals Reports

**Arrivals and Checked In Today** (arrchkinbyroom) — displays all expected guests due to arrive today and those guests who have already checked in today.

**Arrivals with Scheduled Activities** (resarr\_activities) — displays reservations with scheduled activities and allows you to group the output by arrival date, activity type, or block code.

**Arrivals: Detailed** (res\_detail) — provides a detailed view of all arrivals for the selected date range.

**Membership Pre-Check** (arrprecheckinmem) — displays reservations that have not yet checked in, and have active membership attached to the reservation.

**Police** (police\_report) — printed daily for all guests who have a check in date equal to the business date. The report will display the sequence number, first name, last name, passport number, nationality, mother's name, father's name, place of birth, arrival date, and departure date.

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**Gaming**

**Routing Details** (routing\_details) — shows all reservations with a comp, room, or window routing attached to it. This report can be run for arrival, in-house, or both block and individual reservations. A range of dates can be selected for reservations that are either arriving, checked in, checking out, or are already checked out. The Date Range can be filtered by Arrival Dates or Stay Dates. For comp routing, the report displays the dates of the reservation, the authorizer, dates of the comps, and any notes attached to the comp. Room routings will display the dates of the room routing, the room number, and name on the reservation. Window routing will display the window number and the person responsible for payment of the routing.

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## Blocks and Groups Reports

**Block Information** (resblkinfo) - displays a detailed breakdown of a block header and room grid for a specified date range.

**Block Traces** (resblktraces) - displays trace text and the due date for a block.

**Blocks by Cutoff Date** (resblockbycutoffdate) - can be used by reservations or sales staff to determine which dates specific blocks will be cut off.

**Group Departure By Room** (grpdepbyroom) - displays all the reservations in house that have a group profile attached.

**Group In House by Room** (grpighthousebyroom) - displays all in-house reservations with a group profile attached, sorted by room number.

**Group Pickup** (grppickup) - provides a breakdown for all existing and future blocks.

**Group Rooming List** (grpmlist)- provides a list of all reservations associated with a specific block for the date range selected.

**Daily Forecast** (rep\_daily\_forecast.rep) - can print room nights, room revenue and catering revenue on a daily basis per booking.

**Block Short Listing Report** (REP\_BH\_SHORT) - displays details for a list of business blocks and is useful to follow up on group booking decision dates, cutoff dates or to provide a list of business blocks due to arrive in the coming weeks or months. Report parameters has multiple filter combinations and sort options.

## Block Actual Report (rep\_actbb\_p)

### [Prerequisites for Actual Business Block Rooms Report](#)

This report compares booked room nights, revenue, and average rate with picked-up room nights, revenue, and average rate.

### SELECTION CRITERIA

**Property.**



1. When logged into a Property:
  - a. The Property filter should be Visible, Required, and displayed at the top of the Parameter.
  - b. The logged in Property should be passed (defaulted) to the Property filter.
  - c. No other Properties are available for selection.
2. When logged into a HUB:
  - a. The Property filter should be Visible, Required, Multi-Select, and displayed at the top of the Parameter.
  - b. The Property selected in the Report Property search filter should be passed (defaulted) to the Property filter.
  - c. All Properties in the HUB will be available for selection.

3. Mandatory when visible.

**Stay Date Range.** This field allows you to select blocks that have at least one stay day within the selected from and to date.

1. From Date:
  - a. The Date field with formatting based on the configured short date format for the logged in Property or HUB.
  - b. This field filters on allotment dates (Stay Dates are the dates between the start date and the end date, for example, one).
  - c. The value in this field must be earlier than or equal to the date in the Stay Date To Date field.
  - d. No default value when inserting the report.
2. To Date:
  - a. The Date field with format based on the configured short date format for the logged in Property or HUB.
  - b. This field will filter on allotment dates (the dates between the start date and end date, for example, one).
  - c. The value in this field must be later than or equal to the date in the Stay Date From Date field.
  - d. No default value when inserting the report.

**Block Type.** You must select one of the following values (select only one).

1. Rooms:
  - a. Radio button selection.
  - b. Only one of these three values can be selected at one time.
  - c. When Rooms is selected, only blocks that are not marked as Catering Only are returned.
2. Catering:
  - a. Radio button selection.
  - b. Only one of these three values can be selected at one time.
  - c. When Catering is selected, only blocks that are marked as Catering Only are returned.

3. All:
  - a. Radio button selection.
  - b. Only one of these three values can be selected at one time.
  - c. When selected, all blocks that meet the other filter criteria are returned.
  - d. Default ALL when the report is inserted.

**Block Status.**

1. The field is defaulted with the ghost text All Codes indicating that all Block Statuses are considered.
2. The field is displayed with multi select LOV.
3. After selecting the magnifying glass, open the LOV for Search and select Block Status with an option to select one or multiple Block Statuses.
4. The list will display all Block Status codes and descriptions.
5. After selecting Block Status code(s), pass them back to the Report Request Parameter screen.
6. If multiple Block Statuses are selected, they will appear as comma separated values.

**Rooms Owner.** Select a room owner.

1. The field is defaulted with the ghost text All Codes indicating that all Rooms Owners will be considered.
2. The field is displayed with a multi select LOV.
3. After selecting the magnifying glass, open the LOV for search and select Rooms Owner with an option to select one or multiple Owners.
4. The list will appear with all Owner codes, Owner Name.
5. If multiple properties are selected in the Property field, the list will display the Property code against each Owner.
6. After selecting Owner code(s), pass the Owner Code(s) back to the Report Request Parameter screen.
7. If multiple Owners are selected, they will appear as comma separated values.

**Change Date Status.**

1. The field is defaulted with no value.
2. The field is displayed with single select LOV of all Block Status codes and descriptions.
3. After selecting the magnifying glass, open the LOV for search and select Block Status with the list of all Block Status codes and descriptions.
4. You have the option to filter a specific Block status. Only one Block Status can be selected from the LOV.
5. After selecting Block Status code(s), pass the selected Block Status code(s) back to the Report Request Parameter screen.

**Sort Order.** The following options should be available. Make at least one selection.

1. Sort by Rooms Owner – renamed from Sales Manager.
2. Sort by Block Status – renamed from Business Status.
3. Sort by Start Date – renamed from Arrival Date.

4. Sort by End Date – renamed from Departure Date.
5. Sort by Catering Owner – renamed from Catering Manager.

**Currency.** Visible when the application parameter Rate Management >Ability to Quote Rates in Foreign Currency is Active.

#### REPORT DATA

For each booking, the report prints the following data:

- The account name and block, as well as the block ID, current block status, selected change status and status change date, rooms owner, and catering owner of the block.
- The block start and end date and block currency.
- The current room nights, revenue, and average rate (printed in the top row of the revenue box).
- The actual picked-up room nights, revenue, and average rate (printed beneath the current figures).
- The calculated difference as a third line beneath the actual values.

A sub-total by selected first sort group is printed, as well as a total for the whole report.

#### Note:

The current block rates are calculated from the value as it appears in the room grid of the booking regardless of any included taxes and package elements, if applicable. The picked-up rates and revenue are NET of taxes and packages. You should keep this in mind when comparing these values.

## Block Actual Pick Up Report (rep\_actbb)

### [Prerequisites for Actual Business Block Rooms Report](#)

This report compares booked room nights, revenue, and average rate with picked-up room nights, revenue, and average rate.

#### SELECTION CRITERIA

##### Property.

1. When logged into a Property:
  - a. The Property filter should be Visible, Required, and displayed at the top of the Parameter.
  - b. The logged in Property should be passed (defaulted) to the Property filter.
  - c. No other Properties are available for selection.
2. When logged into a HUB:
  - a. The Property filter should be Visible, Required, Multi-Select, and displayed at the top of the Parameter.

- b. The Property selected in the Report Property search filter should be passed (defaulted) to the Property filter.
  - c. All Properties in the HUB will be available for selection.
3. Mandatory when visible.

**Stay Date Range.** This field allows you to select blocks that have at least one stay day within the selected from and to date.

1. From Date:
- a. The Date field with formatting based on the configured short date format for the logged in Property or HUB.
  - b. This field filters on allotment dates (Stay Dates are the dates between the start date and the end date, for example, one).
  - c. The value in this field must be earlier than or equal to the date in the Stay Date To Date field.
  - d. No default value when inserting the report.
2. To Date:
- a. The Date field with format based on the configured short date format for the logged in Property or HUB.
  - b. This field will filter on allotment dates (the dates between the start date and end date, for example, one).
  - c. The value in this field must be later than or equal to the date in the Stay Date From Date field.
  - d. No default value when inserting the report.

**Block Type.** You must select one of the following values (select only one).

1. Rooms:
- a. Radio button selection.
  - b. Only one of these three values can be selected at one time.
  - c. When Rooms is selected, only blocks that are not marked as Catering Only are returned.
2. Catering:
- a. Radio button selection.
  - b. Only one of these three values can be selected at one time.
  - c. When Catering is selected, only blocks that are marked as Catering Only are returned.
3. All:
- a. Radio button selection.
  - b. Only one of these three values can be selected at one time.
  - c. When selected, all blocks that meet the other filter criteria are returned.
  - d. Default ALL when the report is inserted.

**Block Status.**

1. The field is defaulted with the ghost text All Codes indicating that all Block Statuses are considered.
2. The field is displayed with multi select LOV.
3. After selecting the magnifying glass, open the LOV for Search and select Block Status with an option to select one or multiple Block Statuses.
4. The list will display all Block Status codes and descriptions.
5. After selecting Block Status code(s), pass them back to the Report Request Parameter screen.
6. If multiple Block Statuses are selected, they will appear as comma separated values.

**Rooms Owner.** Select a room owner.

1. The field is defaulted with the ghost text All Codes indicating that all Rooms Owners will be considered.
2. The field is displayed with a multi select LOV.
3. After selecting the magnifying glass, open the LOV for search and select Rooms Owner with an option to select one or multiple Owners.
4. The list will appear with all Owner codes, Owner Name.
5. If multiple properties are selected in the Property field, the list will display the Property code against each Owner.
6. After selecting Owner code(s), pass the Owner Code(s) back to the Report Request Parameter screen.
7. If multiple Owners are selected, they will appear as comma separated values.

**Change Date Status.**

1. The field is defaulted with no value.
2. The field is displayed with single select LOV of all Block Status codes and descriptions.
3. After selecting the magnifying glass, open the LOV for search and select Block Status with the list of all Block Status codes and descriptions.
4. You have the option to filter a specific Block status. Only one Block Status can be selected from the LOV.
5. After selecting Block Status code(s), pass the selected Block Status code(s) back to the Report Request Parameter screen.

**Sort Order.** The following options should be available. Make at least one selection.

1. Sort by Rooms Owner – renamed from Sales Manager.
2. Sort by Block Status – renamed from Business Status.
3. Sort by Start Date – renamed from Arrival Date.
4. Sort by End Date – renamed from Departure Date.
5. Sort by Catering Owner – renamed from Catering Manager.

**Currency.** Visible when the application parameter Rate Management >Ability to Quote Rates in Foreign Currency is Active.

## REPORT DATA

For each booking, the report prints the following data:

- The account name and block, as well as the block ID, current block status, selected change status and status change date, rooms owner, and catering owner of the block.
- The block start and end date and block currency.
- The current room nights, revenue, and average rate (printed in the top row of the revenue box).
- The actual picked-up room nights, revenue, and average rate (printed beneath the current figures).
- The calculated difference as a third line beneath the actual values.

A sub-total by selected first sort group is printed, as well as a total for the whole report.

 **Note:**

The current block rates are calculated from the value as it appears in the room grid of the booking regardless of any included taxes and package elements, if applicable. The picked-up rates and revenue are NET of taxes and packages. You should keep this in mind when comparing these values.

## Prerequisites for Actual Business Block Rooms Report

### License/Subscription

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

Or

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition

### OPERA Cloud Tasks

**Report Groups:** Blocks and Groups

## Block Conversion (rep\_block\_conversion.rep)

### Prerequisites for Block Conversion

The Booking Conversion Report calculates the booking conversion to an Actual status for any date range in absolute figures as well as conversion percentages.

For the selected date range, all bookings that reach a final status will print subject to status selection. The bookings are summarized into Actual bookings (considered Converted) and bookings on other final statuses. These other final statuses are commonly Lost or Canceled status types. You can specify one additional non-final status to include in the actual total. Typically, this status would be a Definite or equivalent status that has not yet turned to actual, but is highly expected to do so.

The report summary then calculates the ratio of all bookings on a final status in the selected date range versus those bookings that have turned ACTUAL (or are highly likely to do so).

The report summary then calculates the ratio of all bookings on a final status in the selected date range versus bookings that have turned Actual (or are highly likely to do so).

## SELECTION CRITERIA

### Property.

1. When logged into a Property:
  - a. The Property filter should be Visible, Required, and displayed at the top of the Parameter.
  - b. The logged in property passes (defaulted) to the Property filter.
  - c. No other Properties are available for selection.
2. When logged into a HUB:
  - a. The Property filter should be Visible, Required, Multi-Select, and displayed at the top of the Parameter.
  - b. The Property selected in the Report Property search filter should pass (defaulted) to the Property filter.
  - c. All Properties in the HUB are available for selection.
3. Mandatory when visible.

**Start Date From/Start Date To.** The start date range of the blocks you wish to review on this report, such as arrivals between 09/01/2007 and 09/30/2007).

**Account.** Select accounts to review on this report.

**Current Status.** Use this option to select bookings by their current status. The LOV for Current Status on this report shows only Final statuses, meaning statuses that do not have any further follow-on status assigned to them in configuration (e.g., actual, lost, canceled).

**Note:** When the Block status is Actual, the Net Rate, Gross Rate and Net Room Revenues are calculated based on Picked-up figures.

**Status not turned.** Allows selection of one other status that is configured directly prior to the Actual status (e.g., definite). This allows inclusion of blocks that are highly likely to turn Actual in the near future into the Converted statistics. The LOV shows only statuses that have the actual status configured as a follow-on status in the status flow configuration.

**Market Segment.** Use this filter to select blocks in a particular market segment, for example, nationwide or corporate local.

**Revenue Types 1-5.** Use this option to select the catering revenue types to use for calculating the catering revenue figures from and in what order these revenue types print on the report.

**Note:** Each revenue type field is multi-select and allows for multiple selections of revenue types per field. When revenue types are combined, for instance Food and Beverage, the revenue type values are subtotaled. As well, the filters for Revenue Types are mutually exclusive; after you select one, it is not available for selection in another Revenue Type column.

**Currency.** Select the currency type in which to display revenue values on this report.

## REPORT DATA

The first part of the report prints the block details in two lines per booking record. The details shown for each booking include: booking status, catering status, booking name, booking id, arrival date, departure date, catering revenue types 1 -5 (as selected in filter), initial number of rooms booked, total number of rooms booked, net room rate, gross room rate, breakfast included flag, market segment, net room revenue, total catering revenue, total revenue and the reason lost, canceled or turned down for those bookings on a cancel status.

 **Note:**

The Initial room night figure is taken from the Initial block snapshot, not from the original block figures. Therefore, you must use block snapshots to have this figure appear on the report.

Catering Revenue prints per the regular principle: if an event is actual, the Actual/Billed revenue prints. If no Actual/Billed revenue exists (and when the event is not yet actual), the Guaranteed/Expected revenues are checked. If Guaranteed Revenue is higher than Expected Revenue, Guaranteed Revenue prints. Otherwise, Expected Revenue prints. If Expected/Guaranteed Revenues do not exist, Forecast Revenues prints.

An exception to the above rule is made when the OPERA Controls parameter **Events>Use Forecast Value Only** is active. In this case, all events are created with the flag Use Forecast Revenue Only checked. While this flag is checked, all catering revenue in this report come only from the forecast figures, even if expected or guaranteed figures exist. The flag is unchecked automatically when the event turns actual, but can also be manually unchecked earlier in the life of the event.

The report summary that prints at the end is composed of four lines:

- Line1: Summarizes all bookings listed on the report including their room nights and revenues.
- Line2: Summarizes all bookings, their room nights, and revenues, on actual status plus those bookings on the status defined in filter "Status not turned." This line represents the Converted business.
- Line3: Calculates conversion percentages and factors of actual / converted bookings (line2) versus all bookings (line1) (this is, the percentage of all bookings turned actual as opposed to lost or canceled).
- Line4: Splits out the number of bookings, revenues, and room nights of bookings that are on the status, "Status not turned" to get a clearer picture of the business that might turn actual, but still has a chance of getting canceled.

## Prerequisites for Block Conversion

### Licenses / Subscriptions

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

Or

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition



## OPERA Cloud Tasks

**Report Groups:** Blocks and Groups

# Block Cancellation Summary Report (rep\_cancel\_summary.rep)

## Prerequisites for Cancellation Summary Report

The main purpose of the Cancellation Summary report is to show all groups canceled or lost for a specific cancellation date range or a specific arrival date. It can be filtered and/or sorted by cancellation reason or destination "Lost to" and therefore represents an excellent tool for pinpointing weaknesses or disadvantages the hotel might have in groups or catering operations.

## SELECTION CRITERIA

### Property.

1. When logged into a Property:
  - a. The Property filter should be Visible, Required, and displayed at the top of the Parameter.
  - b. The logged in Property will be passed (defaulted) to the Property filter.
  - c. No other Properties are available for selection.
2. When logged into a HUB:
  - a. The Property filter should be Visible, Required, and Multi-Select and should appear at the top of the Parameter.
  - b. The Property selected in the Report Property search filter should pass (defaulted) to the Property filter.
  - c. All Properties in the HUB will be available for selection.
3. Mandatory when visible.

**Cancellation Date Range (From Date/To Date).** Allows the selection of a date range in which the booking room status or booking catering status was canceled.

**Start Date Range (From Date/To Date).** The arrival date range for bookings to view.

**Block Status.** Select a business block status. Typically a lost, canceled, or refused status would be chosen here. By default, all statuses are selected.

**Overall Owner.** Select an overall booking owner's initials.

**Rooms Owner.** Select the rooms owner's initials.

**Catering Owner.** Select the catering owner's initials.

1. The owner fields are defaulted with the ghost text All Codes indicating that all Overall, Rooms or Catering Owners will be considered.
2. The fields are displayed with multi select LOV.
3. Select the magnifying glass, open the LOV for Search, and select Owner with an option to select one or multiple Owners.
4. The list displays all Owner codes, Owner Name.

5. If multiple properties are selected in the Property field, the list displays the Property code against each Owner.
6. After selecting the Owner code(s), pass the Owner code(s) back to the Report Request Parameter screen.
7. If multiple Owners are selected, they appear as comma separated values.

**Lost to Destination.** Select destinations to which bookings were lost.

**Lost to Property.** Free form text entry field. Provide the name of the property or competitor brand business was lost to.

**Reason.** Select Cancellation reason.

**Block Type (Rooms Only, Catering Only, All).** Enables you to filter this report to print only for blocks without catering elements, only for blocks that do have catering elements booked, or for all blocks.

**Print Cancellation Comments (Rooms Only, Catering Only, All).** Enables you to print cancellation comments only for rooms cancellation, only catering cancellation, or for all.

## DISPLAY OPTIONS

**Include All Events.** If checked, all lost/canceled events are calculated into the lost catering revenue figures. If not checked, only the events canceled on the same day as the catering status on business block was changed to CAN are calculated into the catering revenue figures. Events that were canceled prior (on a different date) to the catering status being CAN would therefore be excluded if the check box is flagged.

**Page Break.** It is possible to create a page break after the first sort option when the Page Break check box is checked.

**Sort Order.** It is possible to sort the report by the following options: Cancellation Date, Arrival Date, Status, Rooms Owner, Catering Owner, Overall Owner, Rooms Reason, Catering Reason or Destination.

**Currency.** Visible when the application parameter Rate Management > Ability to Quote Rates in Foreign Currency is Active.

Select the currency in which the revenues on this report will display.

## REPORT DATA

The report lists the following booking data: account name, block name, block code, block id, arrival date, departure date, current booking status and date the booking turned that status, rooms owner, catering owner, number of room nights, average rate, catering food and beverage revenue, catering other revenue, rooms revenue, total catering revenue, and total revenue. Business block contact name, follow up date and the destination (lost to) are also listed.

When the OPERA Controls parameter Catering Events >USE FORECAST VALUE ONLY is set to Y, the Food and Beverage and Other Revenue calculations consider the Use Forecast Only check box on the Event main screen.

Account information is displayed according to the following profile type hierarchy:

- If a Company profile is attached to the business block, the Company profile name appears.

- If a Company profile is not attached to the business block, but a Travel Agent is attached, the Travel Agent profile name appears.
- If neither a Company profile nor a Travel Agent profile is attached to the business block, and a Source profile is attached, the Source profile name appears.

Room revenue on this report is as entered on the block, not taking into account taxes or packages that might be included in the booked rate. Catering revenue is calculated downwards cascading, meaning if there is actual revenue, actual revenue prints; if there is no actual revenue, guaranteed revenue is checked and printed if existing. If no guaranteed revenue is found, expected revenue is checked and printed. If there is no expected revenue, forecasted revenue is printed.

If only the rooms part of a booking is canceled, but catering stays on production status, the block appears on the report, but only the room night and room revenue figures show as canceled.

If only the catering part of a block is canceled, but rooms are still active, only the catering figures show as canceled on the report.

If only some events are canceled, but the catering status of the block is still active, the block will not appear at all on the report.

The last page of the report summarizes the following data by block status: Room nights, room revenue, catering food and beverage revenue, catering other revenue, total catering revenue and total revenue.

It is possible to print the report for statuses other than the return-to-inventory statuses, but no revenue prints in that case (as no revenue was lost if the booking is not lost or canceled).

## Prerequisites for Cancellation Summary Report

### License/Subscription

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

Or

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition

### OPERA Cloud Tasks

**Report Groups:** Blocks and Groups

## Pro Forma Invoice Generates Report (Rep\_Proforma\_Invoice)

The Pro Forma Invoice Generates Report details guest rooms, all catering packages, events, and resources booked on a block in a billing format. Apart from the event and resource descriptions, the number of units booked, the price per unit, and the total price are printed in a list format. It can provide a sub-total and page break per day and can also be printed for single events.

## Report Parameters

**Property.** Select the property for which the report should be printed.

**Event Date From.** Enter the event start date.

**Event Date To.** Enter the event end date.

**Arrival Date From.** Enter the booking's arrival from date.

**Arrival Date To.** Enter printing the booking's arrival to date.

**Departure Date From.** Enter the booking's departure from date.

**Departure Date To.** Enter the booking's departure to date.

**Business Block.** The block name.

**Block Status.** Allows the inclusion of only blocks on the defined status.

**Event.** Allows for the selection of specific events to be included in the report. When the event is Actual (ACT), only the Billed or Actual Revenues print on the report.

**Event Status.** Allows the inclusion of only bookings on the defined status. Lost or canceled events can be excluded from printing using this filter.

**Package ID.** This filter allows for the selection of only packages for which to print the Pro Forma Invoice without the inclusion of non-package events. The filter cannot be used in conjunction with the Event filter and vice versa.

**Print Account.** Print Account defaults to the Account marked as PT for the Business Block from the Name Select screen. If a different Account should be printed on the Banquet Event Order (BEO), select the list to select another Account already linked to the business block.

**Print Contract.** Print Contact defaults to the contact marked as PT for the block from the Name Select screen. If a different contact should be printed on the Banquet Event Order (BEO), select the list to select another Contact already linked to the business block.

**Address Format.** This option allows the selection of a configured address format other than the sales office default. It works in conjunction with the selected Address Type.

**Address Type.** This option will allow the selection of an address type other than the primary address of the attached account.

### Rooms and Event Details:

- **Print Guest Rooms.** When selected, the report output displays rooms booked. If Room Pools are configured, the report shows the room amounts by Room Pools by default. If Room Pools are not configured, the report shows the room amounts by Room Types. If selected, the report output prints the Room Pools/Room Types per day and prints rates in the selected currency. The rates will be net, including the packages.
- **Print Event Details.** When left unchecked, the details of the event (Menus, Items, Function Space) will not print in the report. It is recommended that this option be left unchecked when the event is in an Actual status and the Billed Revenue is updated at the event level.
- **Display Discounts.** Select this check box to display the discounted percentage and discounted price of a Resource: Space, Menu, or Item. The original price also displays for comparison. A summary at the end of the report displays the 'Total Discount xxx.xx' for all resources. This informs guests of how much they saved.

- **Print Generates With Each Item.** This check box is available only if Print Summary is selected. If selected, then all generates for both events and guest rooms are combined into one line item in the Summary, Inclusive Generates or Exclusive Generates. If there are both inclusive and exclusive generates, then two lines will print, one reading Inclusive Generates and one reading Exclusive Generates. If Print Generates Combined is not selected and Print Summary is selected, the generates should be included in the Summary section summarized by transaction code description.
- **Print Summary.** If checked, a summary per configured revenue type prints in between the detailed breakdown and the final totals of the report. The summary is per day if the Page Break per Day flag is checked, otherwise the summary is done for the whole booking. Any package revenues are not split into the internally configured revenue types. Instead, a virtual revenue type called Package Revenue appears in the summary section that shows all revenue generated from catering packages.
- **Print Generates Combined.** This check box is available only if Print Summary is selected. If selected, then all generates are combined into one line item in the Summary, Inclusive Generates or Exclusive Generates. If there are both inclusive and exclusive generates, then two lines will print, one reading Inclusive Generates and one reading Exclusive Generates. If Print Generates Combined is not selected and Print Summary is selected, the generates should be included in the Summary section summarized by transaction code description.

**Report Details:**

- **Print Date.** When this option is selected, the date the report is run prints in the bottom left hand corner of the report.
- **Print Time.** When this option is selected, the time the report is run prints in the bottom left hand corner of the report.
- **Print Page Break Per Day.** This inserts a page break per day with a total calculation (including tax and service charge calculation) for each day per booking for bookings that span several days of catering events. No deposit information is taken into account when selecting to print the report with the flag checked; this is because deposits are not stay date specific and it is not possible to determine the date against which the posted catering deposits would need to be offset.

**Print Deposit:** Select one of the following check box options to print their associated deposits: Catering, Rooms, Unallocated, or All.

**Currency.** Select the currency to use for printing revenues.

## Group Room Pace (BI) Report (Rep\_Group\_Rooms\_Pace\_BI.Rep with Rep\_Group\_Rooms\_Pace\_BI.FMX)

### [Prerequisites for Group Room Pace \(BI\) Report](#)

The Group Room Pace Report is sorted by Property Year and grouped by Total, Catering Only Y (Sales) and Catering Only N (Catering).

### Report Elements

- This report is a BI Publisher report. Customizing the report is not recommended. The following are the report elements:

- Report Name - Group Room Pace (BI)
- File Name - rep\_group\_rooms\_pace\_bi.rtf
- Form to run - rep\_group\_rooms\_pace\_bi.fmx
- Data Template - rep\_group\_rooms\_pace\_bi.odt

### Selection Criteria

**Production Period.** Each change to Revenue or Status is recorded in production change logs. When dates are entered in the Production From and To Date fields, those dates are used as filters when querying the logs. To illustrate, a business block created on status TEN in April 2018 with a start date in October 2018 turns to DEF in June 2018. In this scenario, two entries would appear in the status change log for this business block: one for the creation of the business block on status TEN in April 2018, and one for the status change to DEF in June 2018. If revenue is added to the DEF business block in July 2018, another change log entry is written to record that revenue. Because they filter on a date when something has already happened in OPERA, the dates entered here should be for today's date or earlier.

For STLY (Same Time Last Year) calculations, the report considers the Production From Date as empty and the Production To Date as the Production Date entered, minus one year.

- **From. (Mandatory).** Enter the calendar date to indicate the beginning of the Production Period for which the report is to be filtered.
- **To. (Mandatory).** Enter the calendar date to indicate the end of the Production Period for which the report is to be filtered.

**Stay Dates.** These dates are the calendar stay periods that appear in the report. The calculations for STLY are affected by the Fixed Stay Dates check box. When the Fixed Stay Date check box is selected, the Stay Dates used for calculating STLY are the same as those entered here. When the check box is not selected, the Stay Dates used for calculating STLY are the Stay Dates entered, minus one year.

- **From. (Mandatory).** Enter a start date range when the report will filter business blocks by allotment date.
- **To. (Mandatory).** Enter an end date ranged when the report will filter business blocks by allotment date.

**Property.** Select the property for which the report should be printed. When you are logged in at the hub level, the property LOV is multi select, which allows you to run the report for multiple properties.

**Origin.** Select Origins. This LOV lists all of the possible values from the internal field allotment\_origin values from the Business Block header. When a value is selected, only events from business blocks with this origin are considered. If no value is selected, all business blocks are considered. Possible values are based on the user who created the block and the Act As and At values set on the user in Role Manager.

- If the Act As value = Conference Sales Person, and the At value = Property level, then the block is flagged as Sales and Catering.
- If the Act As value = Reservation Sales Person, and the At value = Central, then the block is flagged as ORS.
- If the Act As value = External System, then At value = not required, and the block is flagged as EXT.
- If the Act As value = Reservation Sales Person, and the At value = Property, then the block is flagged as PMS.

- If the Act As value = Conference Sales Person, and the At value = Central level, then the block is flagged as SFA.

## BLOCK

**New Definite. (Mandatory).** Select one status code from a list of all status codes that can turn to an Actual status. The New Definite column is calculated based on the business blocks that turned to this status during the requested production period.

**Incl Actual. (Enabled when a Status is selected in the New Definite field).** Select this check box to include Actual business blocks with the figures in the Definite On the Books totals.

**Cancel. (Mandatory).** Select status codes from a list of all Return-to-Inventory statuses. The Cancel column is calculated based on the business blocks that turned to this status during the requested production period. All figures are reported as a negative.

**OTB Status 2. (Mandatory).** Select status codes from a list of all status to be used when calculating the first of the last two sections.

- The TY (This Year) column is calculated based on the business blocks currently in this status for the stay dates.
- The STLY (Same Time Last Year) column is calculated based on business blocks with this as a Last Status for the Production Period and Stay Period minus one year.

**OTB Status 3. (Mandatory).** Select status codes from a list of all status codes to be used when calculating the second of the last two sections.

- The TY (This Year) column is calculated based on the business blocks currently in this status for the stay dates.
- The STLY (Same Time Last Year) column is calculated based on business blocks with this as a Last Status for the Production Period and Stay Period minus one year.

## REVENUE

**Currency.** Select the currency you want to be used for calculating the figures in this report. All figures are reported in the selected currency. If no value is selected, the report will be calculated using the Base Currency of the logged in Property.

**Revenue.** One of the options must be selected, Net or Gross. You can select the Incl Packages check box if either Net or Gross is selected.

- **Net.** When selected, Room Revenue will be calculated as: Net Room Rate calculated as Room Only.
  1. Included generates are deducted.
  2. Excluded generates are not added.
  3. Included packages and their generates are excluded.
  4. If Incl Packages is selected, then Included and Excluded Packages are included but their Included and Excluded Generates are not included.
- **Gross.** When selected, Room Revenue will be calculated as: Gross Room Rate calculated as:
  1. Included generates are not deducted.

2. Excluded generates are added.
3. Excluded packages are not added.
4. Included Packages and their generates are excluded.
5. If Incl Packages is selected, then Included and Excluded Packages are included and so are their Included and Excluded Generates.

 **Note:**

Net and Gross calculations are only done for On the Books and ACTLY (Actual Last Year) calculations. All other revenue is reported as seen in OPERA Cloud.

**Owner.** All 3 filters are multi select. If no value is selected, then all Owners listed in the LOV are considered.

- Block Owner. Only business blocks with this Overall Owner are considered.
- Rooms Owner. Only business blocks with this Rooms Owner are considered.
- Catering Owner. Only business blocks with this Catering Owner are considered.

**Block Type.** (1 of the 3 options must be selected).

- All. Select if all business blocks will be considered.
- Catering. Select if only business blocks marked as Catering Only will be considered.
- Rooms. Select if only business blocks not marked as Catering Only will be considered.

**Same Time Last Year.** Select how you want the calculations made for STLY. When the Fixed Stay Date check box is selected, the Stay Dates used for calculating STLY are the same as those entered in Stay Dates To/From fields. When the check box is not selected, the Stay Dates used for calculating STLY are the dates entered in the Stay Dates To/From fields, minus one year.

### Report Output

- The first grouping depends on the value selected in the Block Type filter.
- If All is selected, the grouping will contain Total Sales and Catering, Total Sales, Total Catering.
- If Catering is selected, only Total Catering will print.
- If Rooms is selected, only Total Sales will print.
- The second grouping is by Stay Month (based on the Stay Date range selected in the report parameter screen)

### Row Headers

- Calendar Periods. Determined by the values selected in the Stay Date range.

### Production Period Section:

- **New DEF.** Calculated from business blocks that turned Definite during the Production Period. Definite is determined by the New Definite filter in the report parameter screen.



- **Can.** (Cancel). Calculated from business blocks that turned to Cancel during the Production Period. These numbers will always be reported as a negative. Cancel is determined by the Cancel filter in the report parameter screen.
- **Rev.** (Revaluations). Calculated from business blocks that were already Definite when the Production Period began and had a change during the Production Period while still in Definite. Definite is determined by the New Definite filter in the report parameter screen.
- **Slip.** (Slippage). Calculated from business blocks that were already Actual when the Production Period began and had a change during the Production Period.

An example for the above columns:

- In June 2018, Block turns DEF with 100 Rooms.
- In July 2018, Block drops to 95 Rooms (still DEF).
- In August 2018, Block turns to ACT with 97 Rooms.

If the report is run for Production Period June – August 2018, the results are:

- NEW DEF +100 rooms
- Reval -5 rooms
- Slippage +2 rooms
- Net. (Net Change) = (New Definite + Cancel + Reval + Slippage).

#### Rooms On The Books Section:

The Rooms On the Books column header will be updated with the Status Code selected in the New Definite filter in the report parameter screen and the Actual Status Code, if Incl. Actual is selected in the report parameter screen.

- **Total.** The current number of Room Nights for business blocks in this status for this Stay Period. If the business block is in an Actual status, picked-up room nights are considered. Otherwise, blocked room nights are considered.
- **ACTLY.** (Actual Last Year) The current number of picked-up room nights for Actual business blocks for the Stay Period minus one year (production period is not considered).
- **STLY.** (Same Time Last Year) Rooms Nights for business blocks in this status at the end of the selected Production Period minus one year for the selected Stay Period minus one year. The calculation considers the Production From Date as empty and the Production To Date as the Production Date entered, minus one year.
- **Budget.** Room Night Budget for the Stay Period as entered in the OBI Budget Forecast module.
- **ACTLY Var.** Total – ACTLY.
- **STLY Var.** Total – STLY.
- **Budget Var.** Total – Budget.

#### Rates On The Books Section:

The Rates On the Books column header are updated with the Status Code selected in the New Definite filter in the report parameter screen and the Actual Status Code, if Incl. Actual is selected in the report parameter screen.

- **Total.** (Total OTB Revenue ÷ Total OTB Room Nights).

- **ACTLY.** (ACTLY Revenue ÷ ACTLY Rooms Nights).
- **STLY.** (STLY Revenue ÷ STLY Room Nights).
- **Budget.** (Budget Revenue ÷ Budget Room Nights).
- **ACTLY Var.** Total – ACTLY.
- **STLY Var.** Total – STLY.
- **Budget Var.** Budget Var = Total – Budget.

#### Room Revenue On The Books

The Room Revenue On The Books column header are updated with the Status Code selected in the New Definite filter in the report parameter screen and the Actual Status Code, if Incl. Actual is selected in the report parameter screen.

- **Total.** Total Room Revenue for business blocks in this status for this Stay Period. If the business block is in an Actual status, picked-up room revenue is considered. Otherwise, blocked room revenue is considered.
- **ACTLY.** (Actual Last Year) The picked-up room revenue from Actual business blocks for the Stay Period minus one year (production period is not considered).
- **STLY.** (Same Time Last Year) Room Revenue for business blocks in this status at the end of the selected Production Period minus one year for the Stay Period minus one year. The calculation considers the Production From Date as empty and the Production To Date as the Production Date entered, minus one year.
- **Budget.** Room Revenue Budget for the Stay Period as entered in the OBI Budget Forecast module.
- **ACTLY Var.** Total – ACTLY.
- **STLY Var.** Total – STLY.
- **Budget Var.** Total – Budget.

#### On the Books Status 2 and 3 Sections:

This section reports Room Nights, Average Rate and Room Revenue for the Stay Dates based on the status selected in the OTB Status 2 and OTB Status 3 filters in the report parameter screen.

- **TY.** (This Year). Current, on the books Room Nights, Average Rate and Room Revenue for the selected Status and Stay Period.
- **STLY.** (Same Time Last Year). Room Nights, Average Rate and Room Revenue for business blocks in this status at the end of the Production Period minus one year for the Stay Period minus one year.
- **Var.** TY – STLY (This Year – Same Time Last Year).

## Prerequisites for Group Room Pace (BI) Report

#### Licenses / Subscriptions

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

Or

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition

## OPERA Cloud Tasks

### Group: Reports

#### Blocks and Groups

## Room and Catering Revenue Pace (BI) (Rep\_Room\_Cat\_Rev\_Pace\_BI.Rep with Rep\_Room\_Cat\_Rev\_Pace\_BI.FMX)

### Prerequisites for Room and Catering Revenue Pace (BI)

The Room and Catering Revenue Pace (BI) report displays room and event revenue by Stay Period for the requested Production Period. It also displays the On the Books forecast revenue for the same Stay Period with a comparison to OBI Budgeted Revenue, Same Time Last Year (STLY), and Actual Last Year (ACTLY) figures.

- This report is a BI Publisher report. Customizing the report is not recommended. The following are the report elements:
  - Report Name = Room and Catering Revenue Pace (BI)
  - File Name = rep\_room\_cat\_rev\_pace\_bi.rtf
  - Form to run = rep\_room\_cat\_rev\_pace\_bi.fmx
  - Data Template = rep\_room\_cat\_rev\_pace\_bi.odt

### Selection Criteria

#### Production Period Section

Each change to Room and Event Revenue or Status is recorded in production change logs. When dates are entered in the Production From and To Date fields, those dates are used as filters when querying the logs. To illustrate, a business block that is created on status TEN in April 2018 with a start date in October 2018 turns to DEF in June 2018. In this scenario there would be two entries in the status change log for this business block: one for the creation of the business block on status TEN in April 2018 and one for the status change to DEF in June 2018. If revenue is added to the DEF business block in July 2018, another change log entry will be written to record that revenue. Because they filter on a date when something has already happened in OPERA, the dates entered here should be for today's date or earlier. Separate change log entries are written for room and event status and revenue changes.

For STLY calculations, the report displays the Production Date From as null and the Production Date To as the Production Date entered here, minus one year.

- **From.** (Mandatory). Enter the calendar date to indicate the beginning of the Production Period for which the report is to be filtered. Room Revenue is filtered on the business block change date and Catering Revenue is filtered on the event change date.
- **To.** (Mandatory). Enter the calendar date to indicate the end of the Production Period for which the report is to be filtered.

**Stay Dates** These dates define the stay periods that display in the report. The calculations for STLY are affected by the Same Time Last Year/Fixed Stay Dates check box. When the Fixed Stay Date check box is selected, the Stay Dates in STLY

are the same as those entered here. When the check box is not selected, the Stay Dates in STLY are the Stay Dates entered, minus one year.

- **From.** (Mandatory). Enter a start date range when the report will filter events by their start date and the business blocks by allotment date.
- **To.** (Mandatory). Enter an end date range when the report will filter events by their start date and business blocks by allotment date.

**Property.** Select the property for which the report should be printed. When you are logged in at the hub level, the property LOV is multi select, which allows you to run the report for multiple properties.

**Origin.** Select Origins. This LOV lists all of the possible values from the internal field allotment\_origin values from the Business Block header. When a value is selected, only events from business blocks with this origin are considered. If no value is selected, all business blocks are considered. Possible values are based on the user who created the block and the Act As and At values set on the user in Role Manager.

- If the Act As value = Conference Sales Person, and the At value = Property level, then the block is flagged as Sales and Catering.
- If the Act As value = Reservation Sales Person, and the At value = Central, then the block is flagged as ORS.
- If the Act As value = External System, then At value = not required, and the block is flagged as EXT.
- If the Act As value = Reservation Sales Person, and the At value = Property, then the block is flagged as PMS.
- If the Act As value = Conference Sales Person, and the At value = Central level, then the block is flagged as SFA.

**Block:**

**New Definite.** (Mandatory). Select one status code from a list of all status codes that can turn to an Actual status. The New Definite column will be calculated based on the business blocks and events that turned to this status during the requested production period.

**Incl. Actual.** (Enabled when a Status is selected in the New Definite field). Select this check box to include Actual business blocks and events with the figures in the Definite On the Books section totals.

**Cancel. (Mandatory).** Select status codes from a list of all return-to-inventory statuses. The Cancel column are calculated based on the business blocks and events that turned to this status during the requested production period. All figures are reported as a negative.

**OTB Status 2.** (Mandatory). Select one or more status codes from a list of all status codes. The 1st column in the last On the Books section are calculated based on the business blocks and events currently in this status for the stay period.

**OTB Status 3.** (Mandatory). Select one of more status codes from a list of all status codes. The 2nd column in the last On the Books section are calculated based on the business blocks and events currently in this status for the stay period.

**Revenue** – One of the options must be selected: Net or Gross. The Incl Packages check box can be selected if either Net or Gross is selected.

- **Net.** When selected, Room and Catering Revenue are calculated as:
  - Net Room Rate is calculated as ROOM ONLY.

- \* Included generates are deducted
  - \* Excluded generates are not added
  - \* Included packages and their generates are excluded
  - \* If Incl. Packages is selected, then Included & Excluded PMS Packages are included but their Included & Excluded Generates are not included.
- Net Catering is calculated based on the Transaction Codes mapped in Revenue Type Cross Reference configuration (Administration> Financial> Transaction Management> Revenue Type Mapping):
    - Included generates are deducted.
    - Excluded generates are not added.
    - The Incl. Packages check box has no influence on the Catering Revenue calculation.

**Gross.** When selected, Room and Catering Revenue are calculated as:

- Gross Room Rate is calculated as:
  - Included generates are not deducted.
  - Excluded generates are added.
  - Excluded packages are not added.
  - Included Packages and their generates are excluded.
  - If Incl. Packages is selected, then Included and Excluded PMS Packages are included and so are their Included & Excluded Generates.

□ Gross Catering Price is calculated based on the Transaction Codes mapped in Revenue Type Cross Reference configuration (Administration> Financial> Transaction Management> Revenue Type Mapping):

- Included generates are not deducted.
- Excluded generates are added.
- The Incl. Packages check box has no influence on the Catering Revenue calculation.

 **Note:**

Net and Gross calculations are only done for On the Books and ACTLY calculations. All other revenue is reported as seen in OPERA.

**Cat Rev.** This LOV lists all active revenue types. Select the revenue types to be used when calculating Cat Rev in this report. If no value is selected, all Revenue Types are considered.

**Currency.** Select the currency to be used for calculating the figures in this report. All figures are reported in the selected currency. If no value is selected, the report are calculated using the Base Currency of the logged in Property.

**Owner.** All 3 filters are multi-select. Select one or more Owners. If no value is selected, then all Owners listed in the LOV are considered.

- **Overall Owner.** Only business blocks with this Overall Owner are considered.

- **Rooms Owner.** Only business blocks with this Rooms Owner are considered.
- **Catering Owner.** Only business blocks with this Catering Owner are considered.

**Exclude from Forecast Event** (1 of the 3 options must be selected).

- Both. All events are considered regardless of the Exclude from Forecast check box.
- Yes. Only events marked as Exclude from Forecast are considered.
- No. Only events not marked as Exclude from Forecast are considered.

**Block Type** (1 of the 3 options must be selected).

- **All.** Select if all business blocks should be considered. When selected, the Combine check box appears. See description below.
- **Catering.** Select if only business blocks marked as Catering Only will be considered.
- **Rooms.** Select if only business blocks not marked as Catering Only will be considered.
- **Combine.** This check box is only visible when the Block Type All is selected. When Combine is selected, room revenue and catering revenue figures are combined. When unselected, room revenue and catering revenue figures are separated by block type:
  - The Rm Rev - Rms (Room Revenue from business blocks where the Catering Only check box is not selected) and Rm Rev - Cat (Room Revenue from business blocks where the Catering Only check box is selected) figures are combined. The report label reads Room Rev and includes: Production, On the Books, Pace and On the Books). The Revenue, Budget and Variance figures are also combined.
  - The Cat Rev - Rms (Event Revenue from business blocks where All or Rooms is selected) and Cat Rev - Cat (Event Revenue from business blocks where Catering is selected) figures are combined. The report label reads Cat Rev and includes: Production, On the Books, Pace and On the Books). The Revenue, Budget and Variance figures are also combined.

**Same Time Last Year.** Select how you want the calculations made for STLY.

- When the Fixed Stay Date check box is selected, the Stay Dates in STLY are the same as those entered in Stay Dates To/From fields. When the check box is not selected, the Stay Dates in STLY are the dates entered in the Stay Dates To/From fields, minus one year.

### Report Output

This is a Rooms and Catering revenue pace report that is sorted by Property and Year and grouped by Calendar Period.

### Row Headers

- **Rm Rev-Rms** – Room Revenue from business blocks where All or Rooms is selected in the report parameter Block Type.
- **Rm Rev-Cat** – Room Revenue from business blocks where Catering is selected in the report parameter Block Type.
- **Cat Rev-Rms** – Event Revenue from business blocks where All or Rooms is selected in the report parameter Block Type.
- **Cat Rev-Cat** – Event Revenue from business blocks where Catering is selected in the report parameter Block Type.

### Production Period Section

Figures in these columns are filtered on the Production Period and Stay Dates.

- **New DEF** – Calculated from business blocks and events that turned Definite during the Production Period. Definite is determined by the New Definite filter in the report parameter screen.
- **Cancel** – Calculated from business blocks and events that turned to Cancel during the Production Period. These numbers are always reported as a negative. Cancel is determined by the Cancel filter in the report parameter screen.
- **Reval** – (Revaluations) Calculated from business blocks and events that were already Definite when the Production Period began and had a change during the Production Period while still in Definite. Definite is determined by the New Definite filter in the report parameter screen.
- **Slippage** – This is calculated from business blocks and events that were already Actual when the Production Period began and had a change during the Production Period.

An example of the above columns:

- In June 2019, Block turns DEF with 100 Rooms.
- In July 2019, Block drops to 95 Rooms (still DEF).
- In August 2019, Block turns to ACT with 97 Rooms.

If the report is run for Production Period June – August 2018, the results are:

- NEW DEF +100 rooms
- Reval -5 rooms
- Slippage +2 rooms
- Catering Slippage is calculated for each event as Billed Revenue – Production (excluding ACT Production from the requested production period).

**Net Change** - Net Change = ( New Definite + Cancel + Reval + Slippage).

 **Note:**

The Production Period figures are calculated from the following tables: Room Revenue - Status change dates are taken from booking\_status\_changes. Room Revenue is calculated from allotment\_changes. If the business block is in an Actual status, the Revenue is calculated from reservation\_stat\_daily.

Catering Production – Status change dates are taken from event\$status\_changes. Revenue is calculated from event\$changes. If the event is in an Actual status, the Revenue is calculated from the billed revenue in gem\$event\_revenue.

### 1st On the Books Section

- **1st Column** – The column header is updated with the Status Code selected in the New Definite filter in the report parameter screen and the Actual Status Code, if Incl. Actual is selected in the report parameter screen. The data is the revenue for business blocks and events currently in the Definite or Actual Status for that Stay Period.

- **Budget** – Budget for the Stay Period as entered in the OBI Budget Forecast module.
- **STLY** – (Same Time Last Year) Revenue for the Production and Stay Dates minus 1 Year. For Business Blocks with a last status of Actual, the room revenue figures are calculated from reservation\_stat\_daily. For Events with a last status of Actual, the catering revenue figures are calculated from billed revenue.
- **ACTLY** – (Actual Last Year) Picked-up Room Revenue and Billed Event Revenue for Actual business blocks and events for the Stay Dates minus 1 Year (Production Period is not considered).

An example of the above columns:

- Production Dates in the parameter screen: Jan 2019 – Feb 2019
- Stay Dates in the parameter screen: Jan 2019 – Dec 2019
- New DEF in the parameter screen: DEF Incl Actual is checked

On the Books columns calculations as follows:

- **ACT/DEF** - Current figures for business blocks currently in an ACT or DEF status with a stay date between Jan 2019 – Dec 2019.
- **ACTLY** - Current figures for business blocks currently in an ACT or DEF status with a stay date between Jan 2018 – Dec 2018.
- **STLY** - Calculated using the following filters:
  - Production Dates: Jan 2018 – Feb 2018
  - Stay Dates: Jan 2013 – Dec 2018
  - Status: business blocks with a LAST status of ACT or DEF during that period.

#### **Pace Section:**

- $\text{Var to Budget Revenue} = \text{ACT/DEF} - \text{Budget}$
- $\text{Var to Budget \%} = (\text{ACT/DEF} \div \text{Budget}) \times 100$
- $\text{Var to STLY} = \text{ACT/DEF} - \text{STLY}$
- $\text{Var to STLY \%} = (\text{ACT/DEF} \div \text{STLY}) \times 100$
- $\text{Var to ACTLY} = \text{ACT/DEF} - \text{ACTLY}$
- $\text{Var to ACTLY \%} = (\text{ACT/DEF} \div \text{ACTLY}) \times 100$

#### **2nd On the Books Section:**

This section calculates Revenue for business blocks and events currently in the OTB Statuses selected in the report parameter screen.

- **1st Column** – The column header is updated with the Status Code selected in the OTB Status 2 filter in the report parameter screen. The data is the revenue for business blocks and events currently in that Status.
- **2nd Column** – The column header is updated with the Status Code selected in the OTB Status 3 filter in the report parameter screen. The data is the revenue for business blocks and events currently in that Status.



## Prerequisites for Room and Catering Revenue Pace (BI)

### Licenses / Subscriptions

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

Or

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition

### OPERA Cloud Tasks

**Report Group:** Block and Groups

## Contract Merge Report (Based on Sample\_Cont\_Merge.RTF with Rep\_Cont\_Merge.FMX)

### [Prerequisites for Contract Merge Reports](#)

The Contract Merge Report (rep\_cont\_merge.rep) outputs group room block and catering event details. Although Contract Merge is mainly used to produce group contracts, there is a much wider scope of possibilities for this customizable report. It is possible to customize sample\_cont\_merge into multiple report templates linked to the parameter form. The additional options to define which room grid and event template merge into the document and the possibility of merging deposit information make the report very flexible

In multi-property operations the Contract Merge Report can generate details for blocks and events in multiple properties.



#### Note:

When you output events belonging to a sub-block, all events output on one contract as if they were one booking; not as separate contracts.

### Report Parameters

**Property.** If your location is a property, the property code appears automatically. If your location is a hub, select one or more properties from the list.

**Block.** Click to select the block to include in the report.

**Event Property.** Select or confirm the property name.

**Event Status.** (Available with Simple Events or Catering Events OPERA Control). Select the statuses of events to include in the report.

**Print Account.** Defaults to the block's default print Account. The Linked Profiles dialog opens enabling you to select other accounts or contacts linked to the selected block.

**Print Contact.** When a block is selected in the Block filter, the print contact defaults to the block's default Print Contact. The Linked Profiles dialog opens enabling you to select other accounts or contacts linked to the selected block.

**Grid Type.** Select one of the following options from the list:

- Current
- Contract
- Pickup

**Event Templates.** Select one of the following values from the list:

**Full Event Templates (when the Catering Events OPERA Control is active)**

- **Template1.** Date, Time, Event Name, Space Name, Attendees.
- **Template2.** Date, Time, Event Name, Attendees, Function Space Rental.
- **Template3.** Date, Time, Event Name, Space Name, Attendees (Double Spaced).
- **Template4.** Date, Time, Event Name, Space Name, Setup Style, Attendees, Food Revenue, Beverage Revenue, Rental Revenue, Other Revenue. The amounts are calculated from the revenue types that have been selected on the report parameters for each column.
- **Template5.** Date, Time, Event Name, Space Name, Setup Style, Attendees, Function Space Rental.
- **Template6.** Date, Time, Event Name, Space Name, Setup Style, Attendees, F and B Minimum.
- **Template7.** Date, Time, Event Name, Space Name, Attendees, Resources, and Price. Price is based on the Total Expected Revenue, even if the Use Forecast Only check box is selected on the Event Search or Event screen (Available when the Event Resources OPERA Control is active).
- **Template 8.** Similar to Template #7, but with less resource details. This template includes the Date, Time, Event Name, Space Name, Attendees, Limited Resources, and Price. Price is based on the Total Expected Revenue. (Available when the Event Resources OPERA Control is active).

Catering Package Events in Template #8:

- Item Rate Codes will NOT print.
- Included Items will NOT print.
- Additional Items and their Rate (but not Rate Code) will print.
- Included Menu Names will print; the 'Included' tag will NOT print.
- Excluded Menus and their Rate will print.
- Excluded Menu Container will NOT print.
- Included Menu Items will NOT print (whether attached to an Included or Excluded Menu).
- Excluded Menu Items and their Rate will print (whether attached to an Included or Excluded Menu).
- Excluded Menu Item Containers will NOT print.
- Function Space Rate Code or the Included tag will NOT print.

- Items with a 0 Quantity will NOT print.

Non Catering Package Events in Template #8:

- Item Rate Codes will NOT print.
- Included Menu Names will print.
- Menu Containers will NOT print.
- Included Menu Items will NOT print.
- Excluded Menu Items and their Rate will print.
- Excluded Menu Item Containers will NOT print.
- Function Space Rate Code will NOT print.
- Items with a 0 Quantity will NOT print.

**Partial Event Templates (when the Simple Events OPERA Control is active):**

- You can print events on your group rooms reservation sheet (SAMPLE\_GRMRES\_SALES\_STD & SAMPLE\_CONTRACT).
- The Print Events checkbox is available in the parameter screen for SAMPLE\_GRMRES\_SALES\_STD.
- The Event Template list of values is available in the SAMPLE\_CONT\_MERGE parameter screen used to generate SAMPLE\_CONTRACT.
- The following template values are available:
  - **Template1.** Date, Time, Event Name, Space Name, Attendees.
  - **Template2.** Date, Time, Event Name, Attendees, Function Space Rental.
  - **Template3.** Date, Time, Event Name, Space Name, Attendees (Double Spaced).
  - **Template 5.** Date, Time, Event Name, Space Name, Setup Style, Attendees, Function Space Rental.

**Block Notes.** Select block note types from the list to include in the report output.

**Deposit.** Select one of the following sort options: By Date, By Time, or No Deposit. If sorted by deposit type, a sub-total for each deposit type will output.

**Currency.** Select a currency from the list. This is available when the Ability to Quote Rates in Foreign Currency OPERA Control is active.

**Revenue Values.** Select an option from the list. Also see: Examples of Rev. Values.

- **Gross Rates/Revenue.** Gross Room Rate is calculated as:
  - Included generates are not deducted.
  - Excluded generates are added.
  - Excluded packages are not added. Gross Catering Price is calculated based on the Transaction Codes mapped in [Revenue Type Mapping](#).
  - Included generates are not deducted.
  - Excluded generates are added.
- **Net Rates/Revenue.** Net Room Rate is calculated as:
  - Included generates are deducted.

- Excluded generates are not added.
  - Included packages stay included.
  - Included generates on included or excluded packages are calculated out. Net Catering Price is calculated based on the Transaction Codes mapped in [Revenue Type Mapping](#).
  - Included generates are deducted.
  - Excluded generates are not added.
- **Gross and Net Rates/Revenue.** When this option is selected, both the Gross and Net room rates and catering prices are reported and displayed.

 **Note:**

If you do not select an option, the room rates and catering prices appear as they are in OPERA Cloud.

Select revenue types. If you select the Template values as Template 4: Date/Time-Event-Space-Setup-Att-Rev1-Rev2-Rev3-Rev4, all Revenue Types are required fields. (Available when the Simple Events or Catering Events OPERA Control is active.)

- **Rooms with Rate and No Inventory.** If selected, room types where no inventory has been booked are included.
- **PMS Room Types.** If selected, PMS room types output on the contract instead of the Room Pools. If the Room Pools OPERA Control is not active and room pools are not configured for the property, you must select PMS Room Types to display the rooms in the contract output. See [Configuring Room Pools link: t\\_admin\\_inventory\\_configuring\\_room\\_pool.htm](#)
- **Room and Rate Separately.** If selected, room nights and room rates are included in separate grids. If not selected, they output in the same grid. This option is available only when both the Rate and the Occupancy flags are selected.
- **Room Rates.** Select to output room rates, otherwise, Room and Rates Separately, Inline Currency, and Show Decimals are disabled.
- **Inline Currency.** Enabled when Room Rates is selected. If selected, the currency symbol is included with the rate in the grid cells in the Room Grid and Event Templates.
- **Show Decimals.** Enabled when Room Rates is selected. If selected, the rates in the Room Grid and Event Templates with decimals outputs as set up in the Property Details. If not selected, the rounded rate outputs without decimals.
- **Hide Property Code.** Select to suppress the property code from output in the report. The Property name will output.
- **Occupancy.** If selected, the number per occupancy level per day is included on the report when the Occupancy Split OPERA Control is activated. If not selected, the total number of rooms per day per room type per day is output.
- **Internal Notes.** If selected, internal block notes are included on the report.
- **External Notes.** If selected, external block notes are included on the report.
- **Event and Resources Notes.** (Available with Simple Events or Catering Events OPERA Control). If selected, event and resource notes are included on the report.

**Revenue Values Calculation Examples**

The following are examples for the Rev. Values options in the report parameters.

**Table 9-2 Occ1 Net Rate = 48.91**

Trx Code	Description	Amount
<b>1000</b>	<b>Room Charge</b>	<b>38.00</b>
<b>2200</b>	<b>Package Breakfast Included</b>	<b>10.91</b>
5000	Package Golf Excluded	62.50
8310	Generate on Room – Excluded at 10%	3.80
8000	Generate on Breakfast – Included at 10%	1.09
8200	Generate on Golf – Included at 20%	12.50
		<b>48.91</b>

**Table 9-3 Occ1 Gross Rate = 53.80**

Trx Code	Description	Amount
<b>1000</b>	<b>Room Charge</b>	<b>38.00</b>
<b>2200</b>	<b>Package Breakfast Included</b>	<b>10.91</b>
5000	Package Golf Excluded	62.50
<b>8310</b>	<b>Generate on Room – Excluded at 10%</b>	<b>3.80</b>
<b>8000</b>	<b>Generate on Breakfast – Included at 10%</b>	<b>1.09</b>
8200	Generate on Golf – Included at 20%	12.50
		<b>53.80</b>

**Table 9-4 Occ2 Net Rate = 47.82**

Trx Code	Description	Amount
<b>1000</b>	<b>Room Charge</b>	<b>26.00</b>
<b>2200</b>	<b>Package Breakfast Included</b>	<b>21.82</b>
5000	Package Golf Excluded	125.00
8310	Generate on Room – Excluded at 10%	2.60
8000	Generate on Breakfast – Included at 10%	2.18

Table 9-4 (Cont.) Occ2 Net Rate = 47.82

Trx Code	Description	Amount
8200	Generate on Golf – Included at 20%	25.00
		<b>47.82</b>

Table 9-5 Occ2 Gross Rate = 52.60

Trx Code	Description	Amount
<b>1000</b>	<b>Room Charge</b>	<b>26.00</b>
<b>2200</b>	<b>Package Breakfast Included</b>	<b>21.82</b>
5000	Package Golf Excluded	125.00
<b>8310</b>	<b>Generate on Room – Excluded at 10%</b>	<b>2.60</b>
<b>8000</b>	<b>Generate on Breakfast – Included at 10%</b>	<b>2.18</b>
8200	Generate on Golf – Included at 20%	25.00
		<b>52.60</b>

Table 9-6 Occ3 Net Rate — 46.73

Trx Code	Description	Amount
<b>1000</b>	<b>Room Charge</b>	<b>14.00</b>
<b>2200</b>	<b>Package Breakfast Included</b>	<b>32.73</b>
5000	Package Golf Excluded	187.50
8310	Generate on Room – Excluded at 10%	1.40
8000	Generate on Breakfast – Included at 10%	3.27
8200	Generate on Golf – Included at 20%	37.50
		<b>46.73</b>

Table 9-7 Occ3 Gross Rate = 51.40

Trx Code	Description	Amount
<b>1000</b>	<b>Room Charge</b>	<b>14.00</b>
<b>2200</b>	<b>Package Breakfast Included</b>	<b>32.73</b>
5000	Package Golf Excluded	187.50
<b>8310</b>	<b>Generate on Room – Excluded at 10%</b>	<b>1.40</b>

Table 9-7 (Cont.) Occ3 Gross Rate = 51.40

Trx Code	Description	Amount
8000	<b>Generate on Breakfast – Included at 10%</b>	<b>3.27</b>
8200	Generate on Golf – Included at 20%	37.50
		<b>51.40</b>

Table 9-8 Occ4 Net Rate = 45.64

Trx Code	Description	Amount
1000	<b>Room Charge</b>	<b>2.00</b>
2200	<b>Package Breakfast Included</b>	<b>43.64</b>
5000	Package Golf Excluded	250.00
8310	Generate on Room – Excluded at 10%	.20
8000	Generate on Breakfast – Included at 10%	4.36
8200	Generate on Golf – Included at 20%	50.00
		<b>45.64</b>

Table 9-9 Occ4 Gross Rate = 50.20

Trx Code	Description	Amount
1000	<b>Room Charge</b>	<b>2.00</b>
2200	<b>Package Breakfast Included</b>	<b>43.64</b>
5000	Package Golf Excluded	250.00
8310	<b>Generate on Room – Excluded at 10%</b>	<b>.20</b>
8000	<b>Generate on Breakfast – Included at 10%</b>	<b>4.36</b>
8200	Generate on Golf – Included at 20%	50.00
		<b>50.20</b>

## Prerequisites for Contract Merge Reports

Licenses / Subscriptions

OPERA Controls

Group: Events

- **Function:** Simple Events (Partial Event Templates are available with Simple Events activated.  
Or
- **Function:** Catering Events (Full Events templates are available with Catering Events activated.)

**Note:**

When the Simple Events OPERA Control or the Catering Events OPERA Control are not active, you can generate a simplified Contract Merge report in OPERA Cloud PMS.

**OPERA Cloud Tasks**

**Group:** Reports

**Various :** select the report groups where the customized contract is available.

## Month End Details Report

### [Prerequisites for Month End Details Report](#)

Report Name: **Month End Details** (REP\_MONTH\_END\_DETAILS\_BI with REP\_MONTH\_END\_DETAILS\_BI.fmx): The Month End Details report details business block and sales and event production changes during the dates requested. The report can be grouped by Stay Month or Owner and has many filtering options including business blocks with the Catering Only check box = Y or the Catering Only check box = N.

### Selection Criteria

#### Production Date Range


Each change to Room and Event Revenue or Status is recorded in production change logs. When dates are entered in the Production From and To Date fields, those dates are used as filters when querying the logs. To illustrate, a business block that is created on status TEN in April 2020 with a start date in October 2020 turns to DEF in June 2020. In this scenario there would be two entries in the status change log for this business block: one for the creation of the business block on status TEN in April 2020 and one for the status change to DEF in June 2020. If revenue is added to the DEF business block in July 2020, another change log entry will be written to record that revenue. Because they filter on a date when something has already happened in OPERA Cloud, the dates entered here should be for today's date or earlier. Separate change log entries are written for room and event status and revenue changes.

- From Date. Enter the calendar date to indicate the beginning of the Production Period for which the report is to be filtered. Room Revenue is filtered on the business block change date and Catering Revenue is filtered on the event change date.
  - To Date. (Mandatory) Enter the calendar date to indicate the end of the Production Period for which the report is to be filtered.
1. **Stay Date Range:** These are the calendar periods that will be displayed in the report.
    - From Date. (Mandatory) Enter a start date range when the report will filter events by their start date and the business blocks by allotment date.



- To Date. (Mandatory) Enter an end date range when the report will filter events by their start date and business blocks by allotment date.
2. **Property:** Select the property for which the events should be filtered.
  3. **Block Origin:** Select Origins. This lists all of the possible values from the internal field allotment\_origin. When an Origin is selected, only events from business blocks with this Origin will be considered. If no Origin is selected, all business blocks will be considered. Possible options are:
    - ORS (business blocks created in the ORS application)
    - SFA (business blocks created in the SFA application)
    - PMS (business blocks created in the PMS application)
    - SC (business blocks created in the S&C application)
    - EXT (business blocks created in an External system)
  4. **Block & Events:**
    - a. **Definite:** (Mandatory) Select one status code from the list of all status codes that can turn to an Actual status.
    - b. **Incl Actual:** (Enabled when a Status is selected in the Definite field) Select this check box to include business blocks and events in an Actual status with the status selected in the Definite LOV.
    - c. **Status:** Select Status Codes from the list except the ACTUAL status and the status selected in the Definite LOV.
    - d. **Business Block:** Select specific business blocks from the Business Block Search screen for which to print the report. If none are selected, the report will print all business blocks that meet the other criteria on the report parameter screen.
    - e. **Market Segments:** Select market segments by which the business blocks should be filtered. If none are selected, business blocks will not be filtered by market segments.
    - f. **Covers:** Select Event Types to indicate which will be included in the Covers calculation in the reports. If no value is selected, all event types will be considered.
    - g. **Block Type** (1 of the 3 options must be selected):
      - **All:** Select if all business blocks will be considered.
      - **Catering:** Select if only business blocks marked as Catering Only will be considered.
      - **Rooms:** Select if only business blocks not marked as Catering Only will be considered.
  5. **Print Options:**
    - a. **Revenue:** One of the options must be selected, Net or Gross. The Incl Packages and/or Print Grand Total check box can be selected if either Net or Gross is selected. The Incl Packages option is described with Net and Gross examples below.

The Print Grand Total check box, when selected, will print a final summary page which includes the Totals for each subtotal (Changes and New) and a Grand Total. If not selected, no summary page will print.

- b. Net:** When selected, Room and Catering Revenue will be calculated as:
- Net Room Rate is calculated as ROOM ONLY.
  - Included generates are deducted
  - Excluded generates are not added
  - Included packages and their generates are excluded
  - If Incl. Packages is selected, then Included and Excluded PMS Packages are included, but their Included and Excluded Generates are not included.
- Net Catering is calculated based on the Transaction Codes mapped in Revenue Type Cross Reference configuration (Configuration > Cashiering > Rev Type Cross Reference):
- Included generates are deducted
  - Excluded generates are not added
  - The Incl. Packages check box has no influence on the Catering Revenue calculation.
- c. Gross:** When selected, Room and Catering Revenue will be calculated, Gross Room Rate is calculated as:
- Included generates are not deducted
  - Excluded generates are added
  - Excluded packages are not added
  - Included Packages and their generates are excluded
  - If Incl. Packages is selected, then Included and Excluded PMS Packages are included and so are their Included and Excluded Generates.
- Gross Catering Price is calculated based on the Transaction Codes mapped in Revenue Type Cross Reference configuration (Configuration > Cashiering > Rev Type Cross Reference):
- Included generates are not deducted
  - Excluded generates are added
  - The Incl. Packages check box has no influence on the Catering Revenue calculation.
-  **Note:**

Net and Gross calculations are only done for the Current figures. Change revenue is reported as seen in OPERA.
- d. Print Grand Total:** If selected, a final summary page will print which includes the Totals for each subtotal (Changes & New) and a Grand Total.
- e. FB Revenue:** Select active Revenue Types to include in the F&B Revenue calculations in the report. If none are selected, no F&B Revenue calculation will be done.
- f. Other Revenue:** Select active Revenue Types to include in the Other Revenue calculations in the report. If none are selected, no Other Revenue will be calculated.

- g. Currency:** Select the one currency for which all revenue figures will be reported. If no value is selected, the report will be calculated using the Base Currency of the logged in Property.
- h. Owner:** (Select Owners. If no value is selected, then all Owners listed in the LOV will be considered.)
  - **Overall:** Only business blocks with this Overall Owner will be considered.
  - **Rooms:** Only business blocks with this Rooms Owner will be considered.
  - **Catering:** Only business blocks with this Catering Owner will be considered.
- i. Exclude from Forecast:** (1 of the 3 options must be selected)
  - **Both:** All events will be considered regardless of the Exclude from Forecast check box.
  - **Yes:** Only events marked as Exclude from Forecast will be considered.
  - **No:** Only events not marked as Exclude from Forecast will be considered.
- j. Group By :** (1 of the 4 options must be selected)
  - **Stay Month.** If selected, the report will be grouped by business block stay month. For room nights and room revenue, the business blocks will be grouped based on which night the room is reserved. For event revenue, the business blocks will be grouped based on the event start date.
  - **Overall Owner:** If selected, the report will be grouped by the Business Block Overall Owner.
  - **Rooms Owner:** If selected, the report will be grouped by the Business Block Rooms Owner.
  - **Catering Owner:** If selected, the report will be grouped by the Business Block Catering Owner.

## Report Data

### 1. Business Block Owner

The 1st grouping may be by Owner (Rooms Owner, Catering Owner, or Overall Owner) as selected as a Group By in the report parameter screen.

- The Owner's First and Last Name is printed in bold.
- The Owner's name is listed by First Name in Alpha Order.

If, for example, the report is Grouped by Rooms Owner and filtered by Catering Owner, the grouping will continue to list each of the Rooms Owners that qualify based on the other filters, as well as having the selected Catering Owner on the business blocks.

### 2. Business Block Changes

If there are business block or event production changes for the Owner for the requested production period, the **Changes** heading displays and the changes are listed in that grouping under the appropriate Status.

### 3. Status Code:

- Each Status that has a change is listed with the Status Code and the word **Changes**.

- The Status Codes are listed in order by their configured sequence.
- Within each Status Code, the business block is listed that contributed with a room or event change.
- A business block will be included if it has a change to room revenue, room nights, or catering revenue during the requested production period. A business block may be listed under more than one status if the sleeping room and events are in a different status and thus contribute to a different status code.

In the Status Code section the following columns display.

- Block Name
- Block ID
- Arrival (the business block start date in the logged in Property's Short Date format)

Current and Change rules apply to each of the sections in this report. Current Revenue and room nights at the time the report is printed and only including business block and events currently in that status.

- A business block will be included if the room nights, room revenue or catering revenue had a status change during the production period in this status's last status only except if noted below. The current revenues will be calculated from On the Books figures unless that business block or event is in an Actual Status. In that case, the current revenue will be calculated as:
  - Current Room Nights and Room Revenue figures will be taken from reservation\_stat\_daily.
  - Current Event figures are taken from Billed Revenue in gem event\_revenue.
- If a business block or event turned to a Return-to-Inventory Status, the report displays 0.00 for the Current Revenue, Room Nights, and Covers.
  - **A (see example below)**: If a business block or event turned to Actual (and not DEF) during the production period and did not have a room night or revenue change during the period, that business block will not be listed in this report.
  - **B (see example below)**: If a business block or event turned to DEF and ACT during the production period, it will be listed in the New DEF/ACT grouping. The Current revenue will be calculated from statistics for rooms and room revenue and from billed revenue for events.
  - **C (see example below)**: If a business block or event turned to Actual (but not DEF) and had a change during the production period, that business block will be listed in the ACT Changes grouping.
  - **D (see example below)**: If a business block turned to DEF and Cancel during the production period, that business block will be listed in the New DEF and New CAN groupings.

Change Revenue and room nights that changed during the requested production period for this status.
  - **E (see example below)**: Last status changes to room nights and revenue during the production period.
    - \* If a business block turned to a Return-to-Inventory Status during the production period, the Change Revenue is reported as a negative.
    - \* If an Actual business block or event had a change to room nights or revenue during the production period, that change is reported here and will be calculated as:

- \* Room Revenue. Changes will be calculated from the production logs.
  - \* Catering Revenue (Billed Revenue and Production) excluding ACT Production from the requested production period. Any event with a change in gem\$event\_revenue or event\$changes will be included.
- **Examples:** Report generated for Production Dates July 1 and July 31, 2013
    - **A :** Business block turned to DEF on June 15th, 2013.  
Business block turned to ACT on July 2nd, 2013.  
No other changes in July 2013.  
That business block would not be included in the report.  
There will never be a New ACT grouping in the report.
    - **B :** Business block turned to DEF on July 2nd 2013 with 100.00 Catering Revenue / 3450.00 Room Revenue / 30 Room Nights. All rooms picked-up at 3450.00 room revenue / 30 room nights.  
Business block turned to ACT on July 5th, 2013.  
No other changes in July 2013.  
That business block will be included in the New DEF/ACT grouping with the following figures:
      - \* Current catering revenue = 100.00, Current room revenue =3450.00, Current room nights = 30.
      - \* Change catering revenue = 100.00, Change room revenue = 3450.00, Change room nights = 30.
    - **C :** Business block turned to DEF on June 15th, 2013.  
Business block turned to ACT on July 2nd, 2013 with 36,000.00 Catering Revenue / 1000.00 Room Rev.  
Business block added 300.00 catering revenue on July 2nd, 2013 / No Room changes Business block will be included in the ACT  
Changes grouping in this report with the following figures:
      - \* Current catering revenue = 36,300.00. Current room revenue - 275,000.00. Current room nights = 1000.
      - \* Change catering revenue = 300.00. Change room revenue = 0.00. Change room nights = 0.
    - **D:** Business block turned to DEF on July 15th, 2013 with 100.00 Catering Revenue / 3450.00 Room Revenue / 30 Room Nights.
      - \* Business Block added 300.00 Catering Revenue / 6750.00 Room Revenue / 3 Room Nights on July 17th, 2013
      - \* Business block turned to CAN on July 20th.
 Business Block will be included in the New DEF grouping in this report with the following figures:
      - \* Current catering revenue = 0.00, Current room revenue = 0.00, Current room nights = 0.

- \* Change catering revenue = 400.00, Change room revenue = 4,125.00, Change room nights = 33

Business Block will be also included in the New CAN grouping in this report with the:

- \* Current catering revenue = 0.00, Current room revenue = 0.00, Current room nights = 0.
- \* Change catering revenue = -400.00, Change room revenue = -4,125.00, Change room nights = 33.

- **E:** Business block turned to TEN on July 2nd, 2013 with 20 room nights / 2000.00 room revenue.

Business block added 10 room nights / 1500.00 on July 3rd, 2013

Business block turned to DEF on July 7th, 2013

Business block added 3 room nights / 450.00 on July 20th, 2013

Business block will be included in the New DEF grouping with Current & Change the same:

- \* Current figures calculated from OTB as 33 room nights / 3950.00 room revenue
- \* Change figures calculated from OTB as 33 room nights / 3950.00 room revenue

FB Revenue and Revenue Types to consider determined by the values selected in the FB Revenue filter in the report parameter screen. If no values have been selected in the parameter screen, no calculation will be done for these fields.

- **Current:** The FB Revenue as of the time the report is printed and only including events currently in that status.
  - \* If a business block is in a Return-to-Inventory Status, report displays 0.00.
- **Change:** The FB Revenue that changed during the requested production period for this status.
  - \* If a business block turned to a Return-to-Inventory Status during the production period, the Change Revenue is the full value of the F&B event revenue and is reported as a negative.

Other Revenue - Revenue Types to consider determined by the values selected in the Other Revenue filter in the report parameter screen.

- **Current:** The Other Revenue as of the time the report is printed and only including events currently in that status.
  - \* If a business block is in a Return-to-Inventory Status, report displays 0.00.
- **Change:** The Other Revenue that changed during the requested production period for this status.
  - \* If a business block turned to a Return-to-Inventory Status during the production period, the Change Revenue is the full value of the Other event revenue and is reported as a negative.

#### Room Nights

- **Current:** The Room Nights as of the time the report is printed. Current Room Nights are included in the status grouping based on the business block's status at the time the report is run.

- \* If a business block is in a Return-to-Inventory Status, the report displays report 0.00.
- Change: The Room Nights that changed during the requested production period. Change Room Nights are included in the status grouping based on the business block's status when the change was made.
  - \* If a business block turned to a Return-to-Inventory Status during the production period, the Change Room Nights are the total number of rooms and is reported as a negative.

#### ADR

- Current: Calculated as (Current Rooms Revenue ÷ Current Room Nights). If a business block is in a Return-to-Inventory Status, the report displays 0.00.
- Change: Calculated as (Current ADR (Current Rooms Revenue and Change Rooms Revenue) ÷ (Current Room Nights and Change Room Nights)).

#### Rooms Revenue

- Current: The Rooms Revenue as of the time the report is printed. Current Room Revenue will be included in the status grouping based on the business block's status at the time the report is run.
  - \* If a business block is in a Return-to-Inventory Status, the report displays 0.00.
- Change: The Room Revenue that changed during the requested production period. Change Room Revenue is included in the status grouping based on the business block's status when the change was made.
  - \* If a business block turned to a Return-to-Inventory Status during the production period, the Change Revenue is the full value of the room revenue and will be reported as a negative.

#### Current

- Covers: This value is populated with the sum of the Attendees for all of the Events for this business block and status and filtered by the Event Types selected in the Covers filter in the report parameter screen. If no value is selected, all Event Types will be considered.
  - \* If the event is Actual, the Actual Attendees are reported.
  - \* If the event is not Actual and Guaranteed Attendees is populated, the Guaranteed Attendees are reported.
  - \* If the event is not Actual and Guaranteed Attendees is NOT populated, the Expected Attendees are reported.
  - \* If the event is in a Return-to-Inventory status, the report displays 0.00.
- Avg Check and Calculated (Current FB Revenue ÷ Current Covers).
  - \* For events in a Return-to-Inventory status, the report displays 0.00.

At the end of each Status Changes grouping is a Total Status Changes line totaling each of the columns above.

New Status Changes Grouping:

- If the Owner has a business block or event that changed status during the requested period, the heading and New Status Changes appears.
- All of the columns detailed above are included. For the New Status records, the Current and Change columns will be the same (except for the New DEF/ACT grouping).
- At the end of each New Status grouping a Total New Status line appears that totals each of the columns above (ADR & Avg Check calculations to remain as detailed above).
- At the end of each New Status section (per Owner) a Total New Status  $\Sigma$  [Owner First + Last Name] line totaling all of the Bookings for this Owner.
- At the end of each Owner grouping is a Total [Owner First + Last Name] that totals the Total Changes and Total New Statuses lines.
- If the Print Grand Total check box is selected in the report parameter screen, an additional page with Totals & Grand Total displays.

#### Grouped By Stay Month

This option prints when Stay Month is selected as a Group By in the report parameter screen.

The 1st grouping is by Business Block Stay Month. The report is then grouped and sorted as detailed above and the Totals are done on the stay month grouping instead of the Owner.

#### Note:

Current Catering figures are calculated using the standard calculation for catering forecasting.

If the Use Forecast Revenue OPERA Control is active:

- If the Use Forecast Revenue check box is selected in the main Events screen, only Forecast Revenue for that Event will be reported. If the Use Forecast Revenue Only check box is not selected in the main Events screen, the Expected Revenue for that Event will be reported.
- If the Event is in an Actual status, the Billed Revenue for that Event will be reported.

If the Use Forecast Revenue OPERA Control is not active, the report will evaluate each Revenue Type for each Event.

- If there is Guaranteed Rev, it will be reported.
- If there is no Guaranteed Rev but there is Expected Rev, Expected Rev will be reported. If there is no Expected Rev but there is Forecast Rev, Forecast Rev will be reported.
- If the Event is in an Actual status, it will be reported as Billed Revenue.
- Once Expected Revenue is added to the event, Forecast Revenue will be ignored for that Event and Revenue Type. So, even if the Resource is deleted, Forecast Revenue will no longer be reported.



## Prerequisites for Month End Details Report

### OPERA Controls

- **Group:** Events
- **Function:**
  - Catering Events
  - Event Resources

### OPERA Cloud Tasks

- **Group:** Reports
- **Tasks:**
  - Report Groups
  - Blocks and Groups

## Catering Configuration Reports

### [Prerequisites for Catering Configuration Reports](#)

The following Event Resource Configuration reports are available:

**Composed Menu List (rep\_menuinfo)**

**Daily Menu Item List (rep\_menuitem)**

**Menu Item List (rep\_mitemdtl)**

## Prerequisites for Catering Configuration Reports

### Licenses / Subscriptions

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition

### Opera Cloud Tasks

**Reports:** Manage Reports

**Reports:** Catering Configuration

## Daily Menu Item List (rep\_menuitem.rep with rep\_menuitem.fmx)

This report provides a list of menu items with numbers expected, guaranteed, and actual separately for each day of the selected date range. This is an ideal report to use as a forecast and guide for the kitchen in preparing food orders for the future.

If ordered for the past, it is a good indication of the more popular versus the less popular food items sold.

## SELECTION CRITERIA

**Property.** Select the property for the report you are printing.

**Data Range From/To Date.** Includes menu items sold on days included in the date range.

**Business Block.** Select Business Blocks for this report.



### Note:

When selecting a Master Block ID in the Bus. Block filter, OPERA Cloud also includes the Sub Block IDs linked to that Master. The report then prints all events linked to the Master and its Sub Blocks. If a Sub Block ID is selected, only events linked to that sub Block will be printed.

**Event Type.** Select event types for this report.

**Event Status.** Select event statuses for this report.

**Department.** You can select (single or multi select) the department responsible for a menu item. If an item is assigned to several departments, it prints in each department section.

**Menu Class.** Allows filtering of the configured items by the selected menu classes.

## REPORT DATA

The report is grouped by responsible department and then sorted in date order. Within each date, the menu name is printed with the menu items listed below it in alphabetical order. If an item is configured with several responsible departments, it prints in the sections of all departments it is assigned to.

Data printed for each menu item is: Menu item name (alphabetically), numbers expected, guaranteed, set and actual, Unit Price, Total Price, Unit Cost, and Total Cost. A sub-total is displayed at the end of each menu entry per date, and a grand total is displayed for each responsible department.

## Commissions Reports

**Commissions Pre Payment** (prepayment) - provides the same information displayed in the commission processing screen. This includes all reservations that have been placed in commission processing because a travel agent or source profile are attached to the reservation.

**Paid Commissions** (postpayment) - provide the same information displayed in the commission register screen. This includes all reservations and corresponding travel agents/ source profiles that have been processed.

**Travel Agent Master Listing** (tamaster) - includes all configured travel agent profiles in the property. The information displays includes the travel agent address, IATA number, phone number and commission code.

**Travel Agent Summary** (ta\_summary) - a month-by-month digest of commissions, room revenue, non-room revenue, room nights, number of guests, guest nights, and no show and cancelled reservations for each travel agent.

## Comp Accounting Reports

### Gaming

The following Gaming reports are available:

**Authorizer Limits** (ga\_auth\_limits) — This report displays all authorizers for the selected date and the corresponding Credit Limits that are granted for Groups of Transaction Codes. Additionally, the report displays the Actual Comp Charges that were posted by that Authorizer for each Group of Transaction Codes.

**Comp Charges** (ga\_comp\_charges) — This report includes the comp transaction code, amount, and the authorizer who made the comp request. When the Comp Transaction Code field on the parameter form is set to ALL, all comp transaction codes, including any payment types configured for windows 101-108, appear on the report.

**Comp Routing** (ga\_comp\_routing) — This report displays all reservations with Comp Routing attached. This includes declines and requests for Comp routing.

## Configuration Reports

**Account Types** (cf\_accounttypes) - displays the property's configured accounts receivable account types. The accounts receivable license must be active in order to configure any account types.

**Alerts** (cf\_alerts) – displays the property's configured alert types.

**Articles** (cf\_articles) - displays the property's configured articles. Articles allow a property to post certain items to a guest folio in such a way that they appear to have come from a single transaction code.

**Authorizer Groups** (cf\_authorizer\_groups) - displays all authorizer groups, along with the group rate code, transaction codes, and credit limits. The report also lists the authorizers who are members of each group by authorizer ID and name. Gaming

**Back Office Interface Market Codes Mapping** (cf\_bof\_mktcodes\_map) - displays the property's configured Back Office mappings for market codes.

**Back Office Interface Statistic Codes Mapping** (cf\_bof\_statcodes\_map) - displays the property's configured Back Office mappings for statistic codes.

**Back Office Interface Transaction Codes Mapping** (cf\_bof\_trxcodes\_map) - displays the property's configured Back Office mappings for transaction codes.

**Budgets** (cf\_budgets) - displays the property's configured budgets.

**Cancellation Reasons** (cf\_cancelreasons) - displays the property's configured cancellation reasons.

**Cashiers** (cf\_cashiers) - displays the property's configured cashiers.

**Cities and Postal Codes** (cf\_postal\_codes) - displays the property's configured cities and postal codes.

**Country Codes** (cf\_countrycodes) - displays the property's configured countries.

**Credit Limits** (cf\_creditlimit) - displays the property's configured credit limits.

**Discount Reasons** (cf\_creditlimit) - displays the property's configured discount reasons.

**Districts** (cf\_districts) - displays the property's configured districts.

**eCoupon Codes** (cf\_ecoupons) - displays the property's configured eCoupon codes.

**Exchange Rates** (cf\_exchange\_rates) - displays the property's configured exchange rates. The report includes all details that are set in the exchange rate setup.

**Features** (cf\_features) - displays the property's configured features.

**Folio Grouping Codes** (cf\_folio\_groupings) - displays the transaction codes associated with the folio groupings of arrangement, expense and group codes.

**Housekeeping Sections** (cf\_hksections) - displays all housekeeping sections and days of the week that correspond to the property's attendants.

**Item Inventory** (cf\_iteminventory) - displays the property's configured items.

**Languages** (cf\_languages) - displays the property's configured languages.

**Market Codes** (cf\_marketcodes) - displays the property's configured market codes.

**Master Codes** (cf\_mastercodes) - displays the property's configured master codes.

**Origin Codes** (cf\_origincodes) - displays the property's configured origin codes.

**Out of Order Reasons** (cf\_outoforderreasons) - displays the property's configured out of order reasons.

**Package Codes** (cf\_packagecodes) - displays the property's configured packages.

**Preferences** (cf\_preferences) - displays all preferences that have been configured in the application.

**Profile Changes** (cf\_profilechanges) - displays all changes made to profiles for the date range specified.

**Rate Category** (cf\_ratecategory) - displays the property's configured rate categories.

**Rate Class** (cf\_rateclass) - displays the property's configured rate classes.

**Rate Code – Details** (cf\_ratecodedetail) - displays the details of the property's configured rate codes.

**Rate Code Header** (cf\_ratecodeheader) - displays rate header information of the property's configured rate codes.

**Rate Seasons** (cf\_rateseason) - displays the property's configured seasons.

**Reason Codes** (cf\_reasoncodes) - displays the property's configured adjustment codes.

**Regions** (cf\_regions) - displays the property's configured regions.

**Relationship Types** (cf\_relationshiptypes) - displays the property's configured relationship types.

**Reservation Types** (cf\_reservationotypes) - displays the property's configured reservation types.

**Revenue Buckets** (cf\_revenue\_buckets) - displays the transaction codes associated with the various revenue buckets.

**Room Classes** (cf\_roomclasses) - displays the property's configured room classes.

**Rooms** (cf\_rooms) - displays the property's configured rooms and corresponding information.

**Room Types** (cf\_roomtypes) - displays the property's configured room types and corresponding information.

**Routing Codes** (cf\_billinginstructions) - displays the property's configured routing codes.

**Source Codes** (cf\_sourcecodes) - displays the property's configured source codes.

**Special Requests** (cf\_specialrequests) - displays the property's configured special request preferences.

**State Codes** (cf\_statescodes) - displays the property's configured states.

**Tax Types** (cf\_taxcodes) - displays the property's configured tax types.

**Tax Types by Transaction Codes** (cf\_taxtypesbytrxcodes) - displays the property's configured tax types, organized by transaction codes.

**Titles** (cf\_titles) - displays the property's configured titles. The output includes the language with which the title has been associated.

**Transaction Codes** (cf\_trxcodes1) - displays the property's configured transaction codes, grouped by transaction group, then subgroup, then transaction code.

**Transaction Codes by Transaction** (cf\_trxcodes2) - displays the property's configured transaction codes in numerical order by transaction code.

**Transaction Codes by User Groups** (cf\_usergrp\_trxcode) - displays the property's configured transaction codes in numerical order by transaction code.

**Turnaway Reasons** (cf\_turnawayreasons) - displays the property's configured turnaway reasons.

**Waitlist Priorities** (cf\_waitlistpriorities) - displays all waitlist priorities and their defined sequence order to display.

## Departures Reports

**Departures** (departure\_all) - lists all departure rooms scheduled for a specified date. Day-use rooms are also calculated on the report.

**Departure Extended** (depextended) - lists all guests which were due out today and have extended their stay.

**Departure Individual & Group** (depindgrp) - displays all departures of individual guests and groups sorted by room number for a given date.

**Detailed Checkout** (detailed\_checkout) - provides a detailed view of checkout information for a given date.

## End of Day Reports

**Aging Summary By Type** (arallagetype) - displays the current outstanding balance of each account type as of the business date selected.

**Accounts Receivable Detailed Aging** (aragingdet/aragingdetail) - displays all accounts receivable accounts that have an outstanding balance or activity on the account.

**Accounts Receivable Ledger** (arledger) - displays all transactions that have been posted directly on an accounts receivable account or transferred to an accounts receivable account for a selected business date. Print this report to verify that all transactions balance back to the accounts receivable ledger portion of the trial balance.

**Accounts Receivable Transfer Report** (artransfer) - displays all transactions transferred from front office to accounts receivable to completely settle a guest folio. Details of the folio are completely reclassified as part of the accounts receivable ledger.

**Cancellations by End of Day Process** (nacancel) - displays all cancellations that were due to arrive and were cancelled during the end of day process.

**Cashier Audit** (finpayments) - displays all payments that have been posted for the selected business date.

**Cashier Summary** (nacashiersummary) - displays each cashier's total intake, currency for the day, credit cards, and other - prepaid commissions and manual credit cards.

**Credit Card Authorization** (nacc\_authorization) - displays details of all credit cards that have had an authorization amount held on the card via the batch process.

**Deposit Transferred at Check In** (nadeprtransci) - display all reservations that had a deposit posted, and checked in today. The information will include who checked in the guest.

**Deposit Ledger** (deposit\_ledger) - used by the accounting department to determine how much deposit revenue has been posted in the hotel for the date specified in the report filter.

**Financial Payment and Revenue** (findeptcodes) - displays a sum of all transactions posted for the date specified.

**Group Business - In-House Detail** (nagrpbusiness) - displays the current reservations in-house that are associated with a block.

**Group Business - In-House Summary** (nagrpbussumm) - names currently in-house, number of rooms, persons, and revenue associated with these rooms.

**Guest Trial Balance** (gl\_trial\_balance) - displays all guests in-house and their folio balances for a specific date equal to or less than the current business date.

**Guests by Tax Type** (taxexempt) - should be run to determine the tax status of each in-house reservation.

**Guests In-House Complimentary** (gi\_c\_h) - displays those guests who have complimentary room rates.

**Manager Report** (manager\_report) - provides details of guest statistics for room occupancy and revenue.

**Matrix Trial Balance** (matrix\_trial\_balance) - displays a summarized financial picture of the four ledgers - deposit ledger, guest ledger, package ledger, and accounts receivable ledger.

**Night Audit Guest Ledger Detail** (naguestleddetail) - displays a breakdown of a guest's total bill into Room Charges, Other Charges, Credits, and the current balance on each guest account. This breakdown takes into consideration comp windows for those properties using comp accounting with their guest ledger.

**Night Audit Daily Status** (nadailystat) - displays a brief summary of guest statistics for room occupancy and revenue. It is considered a summary version of the more detailed Manager Report.

**No Shows of the Day** (nanoshow) - generated during the night audit sequence and displays reservations that were due to arrive today, but did not cancel the reservation and the reservation was not canceled during the night audit process.

**Package Allowance Guests In House** (finpkgallow) - displays all guests who have an attached package configured with an allowance.

**Package Ledger Balance** (pkgledger\_balance) - lists all postings made to the package ledger and runs during the night audit sequence. This report displays total credits and offsetting debits, as well as profit and loss on all packages. Print this report to analyze whether or not hotel packages are making or losing revenue. This detailed report corresponds to the summarized package ledger portion of the trial balance.

**Paid Outs** (napaidout) - displays all the paid-out transactions of the day to guests and is generated during the night audit sequence.

**Posting Adjustments** (naadjustments) - displays adjustments that have been made to all posting activity for the previous day.

**Posting Corrections** (nacorrections) - displays all corrections that have been made to a posting for the current day. This report can be used as a checklist for tracking cashiers' activity.

**Posting Error Reasons** (naerror) - part of the night audit sequence of reports and displays errors that occurred during posting room and tax activity.

**Userlog - Today's Checkout** (nauserlogtodaycheckout) - displays all persons who checked out a guest for the current day, and runs as part of the night audit sequence.

**Weather/Title** (naweather) - displays the full property name, and the business date and time the end of day is being generated. Additionally, as one of the steps in closing the date, you can enter notes about the business date that is being closed. The report displays those notes to refer back to the date and the reported figures. This can include the temperature, world news, local business, or weather affecting bookings.

## Event Reports

### [Prerequisites for Event Reports](#)

The following event reports are available for selection:

**Catering Progress**

**Equipment List in Event Order**

**Daily Catering Forecast**

**Event List Detailed**

**Posted Event Revenue**

**Meal Type Forecast By Day**  
**Daily Menu Cost Report**  
**Sales Manager Month End Progress**  
**Monthly Catering Forecast**  
**F&B Plan**

## Prerequisites for Event Reports

### Licenses / Subscriptions

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition  
OR

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition

### OPERA Controls

**Group:** Events

**Function:** Catering Events

**Function:** Event Resources

### OPERA Cloud Tasks

**Group:** Reports

**Task:** Report Groups

**Task:** Events

## Catering Pace / Progress Reports (Rep\_Catering\_Progress.Rep with Rep\_Catering\_Progress.FMX)

### Prerequisites for Event Reports

The Catering Pace Progress report displays the catering production for a certain time period compared to budgeted covers and revenue for the same stay date period and another comparison to the production for the same stay date range last year. The produced covers, revenue, and average checks are grouped by stay date periods (either calendar month or fiscal period, depending on the hotel's configuration).

You can run the report for a limited production period (such as 01 June 2018 to 30 June 2018), which would only show the production during that time frame. Alternatively, you can run the report with the production date range left blank, which would represent catering covers and revenue for the stay date range at the moment of printing (also known as On-the-Books).

The report operates without a defined credit status and therefore only reports on the last status of an event during the production period. For example, if the report is run for production period June 2018, and the property has an event that was created with 100.00 USD food revenue on status TEN on 02 June 2018, turned DEF on 10 June 2018, and became ACT on 20 June 2018, the 100.00 USD food revenue only appears in the column for



status ACT, which was the last status this event was on in the reported production period. This is important to note when comparing this report to other catering production reports like the Catering Production report (Rep\_Catering\_Summary), which operates with a credit status and could therefore count the event twice: once in the defined credit status (usually DEF) and once in the last status (here ACT) if the event passed both statuses in the production period.

### Selection Criteria

**Property.** Select the property for which the report should be printed. When you are logged in at the hub level, the property LOV is multi-select, which allows you to run the report for multiple properties.

**Event Period (Event From/Event To).** Enter the event start and end date range to filter the events included in this report.

**Production Period (Begin Date/End Date).** Defines the date range for recording event changes. Each change to an event status or to event revenue is recorded in a specific production change log. The Production Date Range filter scans the entries in the production change log for any event changes that fall under the other criteria selected on the filter form. Due to the nature of the filter, only dates in the past are valid entries, because there cannot be any entries in the event change log after the current business date. To illustrate, an event created on status TEN in April 2018 with the event date in October 2018 can turn to status DEF in June 2018. In this scenario, two entries would appear in the change log for this event: one for the creation of the event on status TEN in production period April 2018, and one for the status change to DEF in June 2018.

**Group Each Period by (Market Segment).** This field sorts each period by the market segments selected here. When OPERA Sales and Catering Management catering budget information is configured, and the Catering Pace Report (rep\_catering\_progress) is run without a Market Segment filter, the budget information prints on the report with a variance to the booked numbers. However, when you run the report with a Market Segment filter selected, the budget information does not print.

**Event Status 1 and 2.** Allows a selection of up to two different status columns to print on the report. This report only reports an event under the last status that it was in the production period. If an event turned DEF and ACT in the selected production date range, it will only be reported in the ACT column, not in both DEF and ACT. The first column of the report always prints the ACT status and the second column is calculated from the ACT column plus values from the status selected in status filter 1. In most set-ups, it makes sense to select the status just prior to ACT in the status filter 1, such as DEF.

**Status1 & 2 – Last Year.** Allows the selection of up to two different status columns to print for the production in the same production date range and stay date range one year back. It makes sense to select the same status code that was selected for the current production period in order to compare last year's production to the current production within the same status codes.

**Covers – Event Type.** Select the Event Types to use for calculating covers and average check.

**RevPor. – Rev Type.** Select the Revenue Types to use for calculating Revenue per Occupied Room. The figure in the report is calculated by dividing the sum of these revenue types by the number of blocked rooms for those groups. If the business blocks status is in an actual status, the picked-up rooms are used instead of blocked rooms.

**Avg Check – Rev Type.** Select the Revenue Types that should be used for calculating the Average Check. The figure in the report is calculated by dividing the sum of these revenue types by the number of covers.

 **Note:**

When the application parameter Use Forecast Value Only is set to Y and an Event has a Food and Beverage Minimum Rate Code attached, forecasted revenue is not reported or recorded for the Revenue Types that are configured to contribute to the F and B Minimum. If the Rate Code is changed to one that does not require a minimum, and expected revenue has not been added to those revenue types, the forecasted revenue for revenue types configured to contribute to the F and B Minimum is reported.

**Variance based on Status 1, 2 or Both.** Select the status column for calculating the variance to budget on the report. Typically, the variance would be compared to a combination of DEF and ACT bookings.

**Print Exclude from Forecast Event - Both/Yes/No.** Select this option to either include or exclude certain events. Select **Both** to print all qualifying events. When Yes is selected, only events that have had the Exclude from Forecast Reports check box selected print (the Exclude from Forecast Reports check box is accessible on the Revenue Summary Panel. When No is selected, only events that have not been marked as Exclude from Forecast Reports print.

### Report Data

The budget figures in this report come from the Budget Forecast module.

The first four columns of the report show the produced catering revenue by revenue type, total catering revenue, covers, average check, and revenue per occupied room by status for each calendar month in the selected stay date range. The first column is hardcoded to always show the ACTUAL produced figures. The second column adds the production of status 1 defined in the report parameter screen to the ACTUAL produced figures and show the total of those two statuses. The third and fourth columns show the production of statuses 1 and 2 as defined on the report order form respectively.

Each event is counted for only one of the selected status codes, namely the last one that it was on at the end of the production period. No event is recorded under the DEF and ACT status columns, even if it passed through the DEF status into the ACT status during the selected production period.

The next two columns of this report represent the budget figures that have been entered for the stay date range that the report is run for, as well as the difference of the current produced figures to the budget figures, depending on which status column has been selected on the filter form for comparison.

The next two columns show the production of the same production period exactly one year back. If the current production period is June 2018 for stays dates June 2018 to December 2018, the last year columns calculate the production in June 2017 for stay dates June 2017 to December 2017.

The following two columns show the budget for last year and the variance of the produced figures versus the budgeted figures last year.

The last column shows the actual figures produced last year.

Forecast figures are calculated as event production for this report if no expected, guaranteed, or actual figures exist for a specific revenue type. For example, if an event had forecasted revenue for 500.00 USD Room Rental, 1000.00 USD for Food and 100.00 USD for Decoration, but only the function space is booked at a rate of 450.00 USD when the event becomes DEF, the revenue recorded in this report as production on the status change will still be 450.00 USD Rental, 1000.00 USD Food and 400.00 USD Decoration.

## Banqueting Equipment List (rep\_equipment\_list.rep with rep\_equipment\_list.fmx)

### Prerequisites for Event Reports

This report is a great tool for the banquet operations staff. It can be used with Banquet Event Orders (BEO) as a detailed document for equipment organization and setup. You can print the report in a daily format with a page break after each day or in a continuous weekly format. You have the option to print more details like the account name, contact name, communication details, and all relevant notes instead of the plain format that essentially prints only the equipment requirements.

**Date Range.** Allows you to select any event date range. To generate the report, enter either the Date Range or Business Block ID.

**Property.** This is a multi-property report enabling you to run it for multiple properties when logged in at the HUB level.

**Business Block.** It is possible to order the report for one or several specific business blocks.

#### Note:

When selecting a Master Block ID in the Business Block filter, OPERA Cloud includes the Sub Block IDs linked to the Master Block. The report prints all Events linked to the Master Block and its Sub Blocks. If a Sub Block ID is selected, only Events linked to that Sub Block are printed.

**Event Status.** This allows filtering the report by event status. Generally, this would only include production status code. Cancellation status codes should be excluded.

**Event Type.** Allows filtering the report by event type.

**Responsible Dept.** Allows you to select responsible departments, for example, if audio visual equipment is provided by an outside vendor, the report can be generated to show only the items the vendor is responsible for providing.

**Resource Item.** Allows you to select one or more specific items as report filters.

**Report Type – Daily/Weekly.** When Daily is selected, a page break per day occurs. When on Weekly, the report prints continuously for the span of the selected date range.

**Print Details.** If you select Detailed, additional information on the account name, contact name, and communication details print beneath the event time and name. If you select Plain, this information is excluded.

Account and Contact information appear on the report according to the following profile type hierarchy:

- If a Company profile is attached to the business block, the Company profile name appears.
- If a Company profile is not attached to the business block, but a Travel Agent is attached, the Travel Agent profile name appears.
- If neither a Company profile nor a Travel Agent profile is attached to the business block, and a Source profile is attached, the Source profile name appears.

Print External Y/N/B. Select Yes, No or Both.

- Yes prints items that have an X in the External (E) column in the Event Resources screen. This includes items configured as External or items configured as Critical that are attached to an event and the quantity requested exceeds the configured Quantity.
- No prints items that are not marked as External in the Event Resources screen.
- Both prints all items regardless of the External flag.

### REPORT DATA

The report is sorted in date order and within each date in event time order. Information available on the report is per event, event start and end time, event name and ID, function space, set-up style, and number of attendees.

If you select Detailed on the report order form, additional information about the account name, contact name, contact on site, block name, and catering owner code, as well as contact communication details, are printed for each event also.

For each event, the following resource details print: required quantity, item name, item attribute, price and rate description, indicator if the item is to be externally ordered, and the responsible department.

Following each item, item notes print if any are attached to the item, followed by event notes after all items are printed.

## Monthly Catering Forecast (rep\_month\_forecast.rep with rep\_month\_forecast.fmx)

### [Prerequisites for Event Reports](#)

This report is another option to use for forecasting event revenues. Where the Daily Event Forecast report breaks down the revenue into daily sub-totals, this report only prints the total revenue per event type per status type, followed by a breakdown of revenues into the selected revenue types by status type for each calendar month that falls within the selected date range.

### SELECTION CRITERIA

**Property.** Select the property for the report.

**Date Range.** This represents the event date range that the report should cover.

**Account.** Select specific accounts to run in this forecast.

**Event Type.** Select event types to include or exclude.

 **Note:**

Alternate Events are excluded from all catering calculations on this report.

**Average Check.** The revenue of the event types selected here are the basis for calculation of the average check.

**Catering Manager.** It is possible to only print the events for a specific catering manager or a range of catering managers. The report relies on the catering manager initials selected on the booking catering tab for this filter.

**Event Status 1 – 4.** You can summarize revenues for up to four events status codes. It is possible to combine several statuses into one total by selecting them into the same line.

**Revenue Types 1 –4.** You can include up to four revenue types or groupings of revenue types to print on the report at any one time. These are represented as separate revenue columns on the report body. The check box in front of each revenue type determines whether the revenue of this type/these types (if checked) should be included in the average check calculation. Average checks could be based solely on Food and Beverage revenue types and events, or alternatively could be calculated for any catering revenue that gets generated.

**Events - All/Catering Only/Rooms with Catering.** These options allow you to decide, based on the type of block, which events will be included in the results.

**Print Exclude from Forecast Event - Both/Yes/No.** Select this option to either include or exclude certain events. When Both is selected, the report prints all qualifying events. When Yes is selected, the report prints only events that have had the Exclude from Forecast Reports flag checked. When No is selected, the report prints only events that have not been marked as Exclude from Forecast Reports.

## REPORT DATE

The report is sorted in calendar month order starting with the first month covered by the selected date range. The first summary area of the report lists the event types that have been used during that month in rows. The total revenue associated with these event types in that month is shown next, divided into the selected status types. This is followed by a column that shows the total Food and Beverage Revenue per event type across all status types. This is calculated from the revenue types flagged as Food and Beverage revenue type in revenue type configuration. The number of covers per event type is printed next, followed by the Average Check, which in this part of the report is calculated by dividing the Food and Beverage revenue by the number of covers (irrespective of the revenue types selected for the average check on the report order form).

The second summary section for each month lists the status types beneath each other. The revenue associated with each status is printed next, divided into the revenue types selected on the report order form. Two revenue totals are printed in the next two columns; the first one being the total of all revenue types flagged for average check calculation, followed by a total of all other revenue, irrespective of the selected revenue types. The covers for each status type follow. The last column is again the average check column, but in this case the calculation is based on the total of selected revenue types divided by the number of covers.

The grand total summary of the report repeats the pattern of the second summary per month. Statuses are listed per row, with two lines per status – dividing the bookings into Sales Only and Sales and Catering revenues. Sales Only includes only those bookings for which the Catering Only flag is off, whereas the Sales and Catering rows include the revenues for all bookings irrespective of the setting of the Catering Only flag. The revenues are broken down in up to four selected revenue types. The total revenue per status row is shown in two columns, one summarizing the revenue of the revenue types selected for average rate calculation, the second column summarizing the rest revenues. Total number of covers per status row print next, followed by the average check, which is calculated by dividing the Total (Sel.) column by the number of covers.

All revenues are calculated downwards cascading, meaning, if actual revenue exists, actual revenue will print. If no actual revenue exists, guaranteed revenue is checked and printed. If no guaranteed revenue exists, expected revenue is checked and printed. If expected revenue also does not exist, the forecasted revenue is printed. The same is valid for covers.

## Item Availability Report (rep\_item\_availability.rep with rep\_item\_availability.fmx)

The Item Availability report is useful for catering equipment planning and ordering. It provides a detailed list of all equipment booked on a daily basis with the number of items in inventory, items booked, and items still available. External items are marked as external, enabling you to order the items well in advance.

### Report Parameters

**Property.** The property for which the report should be printed.

**Event Date From.** Filter the report by selecting an Event From date range.

**Event Date To.** Filter the report by selecting an Event From date range.

**Event Status.** From the multi-select list of values, select the event statuses you want the report to display.

**Responsible Department.** Filter the report to only show items linked to the selected departments.

**Daily/Weekly.** If you select Daily, a page break occurs after each date. If you select Weekly, the report prints in date order, but continuously with page breaks.

**Print External Only.** Select the check box to print only for externally ordered items.

### Report Data

The report is sorted in date order as first sort. Within each date, a list of booked items print in alphabetic order by item name and time booked. If an item is booked for different time slots on the same day, it prints as many times as it is booked.

The time booked, account name, resort name, business block ID, event status, event name, and function space name prints for each item. For external items, the assigned vendor name prints if it is defined.

Account information appears according to the following profile type hierarchy:

- If a company profile is attached to the business block, the report displays the company profile name.
- If a company profile is not attached to the business block, but a travel agent is attached, the report displays the travel agent profile name.

- If neither a company profile nor a travel agent profile is attached to the business block, and a source profile is attached, the report displays the source profile name.

The Inventory field is pulled from the configuration for that item. Numbers are populated in the Internal and External fields only for events that are in an inquiry, non-deduct, or deduct from inventory status. The Total field is populated with the internal + external quantities booked.

Only internal items are taken off the number of items in inventory. When the value in the Internal field is No, it indicates the item was not configured with a quantity.

This report also print items from events in a Return to Inventory status.

**Note:**

When Custom Items are included in this report, the word “Custom” prints in the Available field.

## Daily Catering Forecast (rep\_ev\_forecast.rep with rep\_ev\_forecast.fmx)

### Prerequisites for Event Reports

The daily Catering Forecast is a detailed catering report that can print the forecast figures per day, per event type, and divided into the selected revenue types. Each event is listed separately with a summary for each event type. It a great tool for the catering department to project their expected revenues in minute detail at any time for any time into the future.

### SELECTION CRITERIA

**Property.** Select the property for which the report should be printed.

**Date Range.** This represents the event date range that the report should cover.

**Bus-Block ID.** It is possible to select a single business block or a range of business blocks for the report.

**Note:**

When selecting a Master Block ID in the Bus. Block filter, OPERA will also include the Sub Block IDs linked to that Master. The report will then print all Events linked to the Master and its Sub Blocks. If a Sub Block ID is selected, only Events linked to that Sub Block will be printed.

 **Note:**

If no Account is connected to a Business Block, the Business Block Name will print in the Account field on this report. Also, the Agent Name will print if no Company is attached and the Source Name will print if no Company or Agent is attached.

Event Type. Allows you to select the event types that should be included or excluded.

 **Note:**

Alternate Events are excluded from all catering calculations on this report.

**Catering Manager.** It is possible to only print event for a specific catering manager or a range of catering managers. The report will rely on the catering manager initials that have been selected on the booking catering tab for this filter.

**Event Status.** Allows you to select the event statuses to include or exclude. Typically, lost or canceled events would not be included in the forecast. Alternatively, it is also possible to select only lost and canceled events to get an idea of the lost revenue from the cancellations over the selected date range.

**Event Status Sub-Total 1 and 2.** Allows the sub-totaling of different statuses. This could be used to get a sub-total for production statuses as one and another sub-total for return-to-inventory statuses as the other. This would allow you to print the report as forecast and lost/canceled overview without having to print it twice. Or it could be used to group non-deduct statuses into one sub-total and deduct inventory statuses into the other sub-total.

**Event Type for Average Check.** Allows you to select event types to include in the average check calculation. If the average check is used for Food and Beverage purposes, this would typically only be event types that include food and beverage servings, such as Lunch or Dinner, and not event types like Setup that generates only function space revenue if at all.

**Revenue Type 1-4.** Up to four revenue types or groupings of revenue types can be included for printing on the report at any one time. These are represented as separate revenue columns on the report body and described in the report footer. The check box in front of each revenue type determines whether the revenue of this type (if checked) should be included in the average check calculation. Again, average checks could be based solely on Food and Beverage revenue types and events, or alternatively could be calculated for any catering revenue that gets generated.

**Events - All/Catering Only/Rooms with Catering.** These options allow you to decide, based on the type of block, which events will be included in the results.

**Print Exclude from Forecast Event - Both/Yes/No.** Select this option to either include or exclude certain events. When Both is selected, the report prints all qualifying events. When Yes is selected, the report prints only events that have had the Exclude from Forecast Reports flag checked. When No is selected, the report prints only events that have NOT been marked as Exclude from Forecast Reports.

## REPORT DATA



The report is sorted in date order starting with first date selected in the date range filter. Within each date, the events are grouped by event type. For each event, the report displays the following columns: Account name, booking ID, booking status, catering owner initials, rooms owner initials, number of covers, revenues in four columns as selected per type on the filter form, total revenue, total average check revenue (this only show the revenue of those event types and revenue types that have been selected for calculation of the average check on the filter form), and the average check value. This is calculated by dividing the average check revenue by number of covers of those event types that have been selected for average check calculation.

Revenues are calculated in the following sequence by revenue type by event. If billed revenue exists, show billed revenue. If no billed revenue exists, show actual revenue. If no actual revenue exists, show guaranteed revenue. If no guaranteed revenue exists, show expected revenue. If no expected revenue exists, show forecasted revenue. If no forecasted revenue exists, show zero.

For each day, revenues are subtotaled per event type. As a summary for each day, the sub-totals for selected statuses are printed (if so selected on the filter form) followed by a total for the day.

## Daily/Weekly List of Events – Detailed (sample\_event\_list\_detailed.rep with rep\_evord.fmx)

### Prerequisites for Event Reports

This line report is extremely useful as a daily or weekly communication tool to all departments in the hotel about upcoming catering events, their location (the function space), number of attendees, set-up style, and so on. In addition to the basic event details, this report also prints items from the booking level, such as the responsible managers, booking and catering status, and event status. Event notes can be printed, and the report indicates whether there are sleeping rooms associated with the catering events. The report is sorted and grouped first by the event date and then within each date sorted by business block name, followed by event start time.

### SELECTION CRITERIA

**Account.** Select an account to print only events linked to that account.

**Contact.** Select a contact to print only events linked to the contact.

**Business Block.** Select a Business Block to print only events linked to that business block.

#### Note:

When selecting a Master Block ID in the Bus. Block filter, OPERA Cloud also includes the Sub Block IDs linked to that Master. The report then prints all Events linked to the Master and its Sub Blocks. If a Sub Block ID is selected, only Events linked to that Sub Block are printed.

**Date Range.** Select the date range of the events that should be included in the report.

**Event Status.** Select the status of the events that should be included in the report.

**Event Type.** Select the event types of the events that should be included in the report. Function Space. Select a function space to print only events booked in that space.

**Event w/o Space Assignment only.** If this flag is checked, only events that fit the other filter criteria that do not have a function space attached to them print. Also, when this flag is selected, the Function Space filter becomes inaccessible along with any values selected in that filter.

**Print Event Notes ?.** If checked, event notes print beneath the Doorcard field on the report.

**Alternate Events.** When checked, alternate events are included in the report.

**Report Type - Daily/Weekly.** When Daily is selected, a page break per day occurs. On Weekly, the report prints continuously for the span of the selected date range.

### REPORT DATA

The report prints in booking ID order within each date. The primary company name, primary contact name, booking name, booking status, catering status, rooms owner, catering owner, and booking ID print on the booking group level. The report also prints an indication of whether any sleeping rooms are part of the booking, and if so, the number of rooms.

Beneath the booking information, the report lists the events attached to the booking for the appropriate date in start time order. Information printed for each event includes event description, event ID, event status, event start and end time, doorcard, assigned function space, number of attendees, and the set-up style for the function space.

If event notes are attached to any event and the Print Event Notes flag has been checked on the report filter form, these event notes print underneath the Doorcard field of each event.

## Banquet Check Folio by Revenue Type/Group (sample\_bqt\_chk\_folio\_by\_rev with rep\_banquet\_check\_folio.fmx)

The Banquet Check Folio by Revenue Type/Group is available when the Event Posting OPERA Control is active and a country is not specified in the Country Mode field for the property in the Property Details. This report displays a breakdown of each posting grouped by Revenue Type/Group for the block. When selecting SAMPLE\_BQT\_CHK\_FOLIO\_BY\_REV, the entire banquet check for all events and postings of the selected block are produced.

OPERA Cloud enables you to generate the banquet check folio from the Event Posting screen. To allow properties access to generate this report from other areas of the application, you must configure the report in the Reports menu. Depending on whether the reports is generated from the Event Posting screen or a report group, the filter criteria noted below will vary.

#### Note:

This report is fully translatable and prints in the selected report language when printed from Reports (if the appropriate translations exist). When this report is printed from the Event Posting screen, the Banquet Check prints in the configured language of the selected translation. If no translations exists for the contact language, the check prints in English.

## Report Filter Criteria

**Property.** Select or confirm the property. The field appears when generating the report outside of the Event Posting screen.

**Event Date From.** The start date of the event.

**Event Date To.** The end date of the event.

**Block Date Range From.** The start date of the block. The field appears when generating the report outside of the Event Posting screen.

**Block Date Range To.** The end date of the block. The field appears when generating the report outside of the Event Posting screen.

**Block.** Allows you to select one or several specific business blocks for which to print. The field appears when generating the report outside of the Event Posting screen.

**Event Printing Method.** Options are: Continuously, Per Event, or Master/Sub.

- **Continuously option:** prints an event itinerary by date and time that includes all events for the same date/booking on the first page of the Banquet Event Order (BEO). This is followed by the event resources and details in date and time order, but not separated from each other by event's ID or dates.
- **Master and Sub option:** prints regular events with a page break between events, but keeps master events together with their associated sub-events.
- **One Event per Page option:** inserts a page break after each event.

**Print Account.** Select the account to print.

**Print Contact.** Select the contact linked to the account.

 **Note:**

When the Banquet Check Folio is printed for more than one booking, no option is provided to select a different Account or Contact for printing.

**Page Break Per Day.** Select to summarize each day and print each day on its own page.

**Include PMS Postings.** Enables printing another group labeled Other Postings after the last revenue group that prints all postings not linked to event management.

**Display Discounts.** Select the check box to display the discounted percentage and discounted price of a Resource: Space, Menu, or Item. The original price also appears for comparison. A summary at the end of the report displays the 'Total Discount xxx.xx' for all resources. This informs guests of the amount they saved. The field appears when generating the report outside of the Event Posting screen.

**Currency.** Select the currency in which to print the report from the drop down list.

- Revenue Summary with value of No Summary, By Revenue Group and By Revenue Type.
- The Posting Account appears when the selected block has more than one eligible Posting Master Reservation allowing the user to select which account to use when generating the banquet check.

## Banquet Check Folio by Event (sample\_bqt\_chk\_folio\_by\_event with rep\_banquet\_check\_folio.fmx)

When selecting the Banquet Check Folio by Event report from the report menu, the entire banquet check for all events and postings of the selected block are produced. The report is available when the Event Posting OPERA Control is active and a country is specified in the Country Mode field for the property in the Property Details. The Banquet Check Folio by Event report displays a breakdown of each posting grouped by event.

OPERA Cloud enables you to generate the banquet check folio from the Event Posting screen. To allow properties access to generate this report from other areas of the application, you must configure the report in the Reports menu. Depending on whether the reports is generated from the Event Posting screen or a report group, the filter criteria noted below will vary.

 **Note:**

This report is fully translatable and prints in the selected report language when printed from Reports (if the appropriate translations exist). When this report is printed from the Event Posting screen, the Banquet Check prints in the configured language of the selected translation. If no translations exists for the contact language, the check prints in English.

### Report Filter Criteria

**Property.** Select or confirm the property. The field appears when generating the report outside of the Event Posting screen.

**Event Date From.** The start date of the event.

**Event Date To.** The end date of the event.

**Block Date Range From.** The start date of the block. The field appears when generating the report outside of the Event Posting screen.

**Block Date Range To.** The end date of the block. The field appears when generating the report outside of the Event Posting screen.

**Block.** Allows you to select one or several specific business blocks for which to print. The field appears when generating the report outside of the Event Posting screen.

**Event Printing Method.** Options are: Continuously, Per Event, or Master/Sub.

- **Continuously option:** prints an event itinerary by date and time that includes all events for the same date/booking on the first page of the Banquet Event Order (BEO). This is followed by the event resources and details in date and time order, but not separated from each other by event's ID or dates.
- **Master and Sub option:** prints regular events with a page break between events, but keeps master events together with their associated sub-events.
- **One Event per Page option:** inserts a page break after each event.

**Print Account.** Select the account to print.

**Print Contact.** Select the contact linked to the account.

 **Note:**

When the Banquet Check Folio is printed for more than one booking, no option is provided to select a different Account or Contact for printing.

**Page Break Per Day.** Select to summarize each day and print each day on its own page.

**Include PMS Postings.** Enables printing another group labeled Other Postings after the last revenue group that prints all postings not linked to event management.

**Display Discounts.** Select the check box to display the discounted percentage and discounted price of a Resource: Space, Menu, or Item. The original price also appears for comparison. A summary at the end of the report displays the 'Total Discount xxx.xx' for all resources. This informs guests of the amount they saved. The field appears when generating the report outside of the Event Posting screen.

**Currency.** Select the currency in which to print the report from the drop down list.

- Revenue Summary with value of No Summary, By Revenue Group and By Revenue Type.
- The Posting Account appears when the selected block has more than one eligible Posting Master Reservation allowing the user to select which account to use when generating the banquet check.

## Event Note Change Log Report (Rep\_Event\_Note\_Changelog)

The Event Note Change Log Report is created to report changes to Banquet Event Orders (BEO) after distribution without having to reprint the entire original sheet. It works in conjunction with event notes. To have change notes print on the report, you must create an event note for the appropriate event with the notes type: Change. OPERA Cloud stamps the note with the date, time, and user name. In the notes, enter any changes you want included in the distributed Change Log report.

### Report General Conditions

- The new parameter form is named **REP\_EVENT\_NOTE\_CHANGELOG**.

### Report Parameters

- All the parameters are in one section.

### Fields

1. **Property:** Confirm or select a property. At the Hub level, you are presented with a multi select list.
2. **Block:** Select a specific block to print in the report. When selecting a Master Block ID in the Business Block filter, OPERA Cloud also includes the Sub Block IDs linked to that Master. The report prints all events linked to the Master and its Sub Blocks. If a Sub Block ID is selected, only Events linked to that Sub Block are printed.

3. **Event:** Select specific events to be included in the report.
4. **Event Dates From:** Select an event date from range.
5. **Event Dates To:** Select an event date to range.
6. **Change Log From Date:** Select a date range covering the period in which change notes were created. The system compares this to the change note date/time stamp of creation/last modification.
7. **Change Log To Date:** Select a date range covering the period in which change notes were created. The system compares this to the change note date/time stamp of creation/last modification.
8. **Change Log Times:** Enables you to narrow down the selection of a time period during which the changes were made. This filter is evaluated against the date/time stamp of creation/modification of the event change notes.
9. **User:** If nothing is specified in this field, it's assumed all users are available for filtering. Select a specific user for which to print changes. This will be compared against the user name stamped onto the event change notes on creation/modification.
10. **Internal Notes:** The report only prints event change notes that are also flagged as internal if the flag is checked on the filter form.

### Report Data

The report prints in event date order. Within each date, events prints per block and within each block. Only events that do have event change notes attached print on this report. Information that prints includes, block name and account name, event ID, event date, event time, and event name. The main information in regard to the event change notes shows change date, change time, change made by, event ID, and the text of the change note itself.

When no filters are populated, the current date (change log dates/time) passes to the report.

## Posted Event Revenue Report (rep\_posted\_event\_revenue with rep\_posted\_event\_revenue.fmx)

### Prerequisites for Event Reports

The Posted Event Revenue report provides a view of Expected, Guaranteed, Billed, and Posted Event Revenues. The information is listed by Event and Revenue Type within the selected time period. You can use the Posted Event Revenue report to verify that all revenue is posted or to identify and research discrepancies between the billed and posted revenue amounts.

### Selection Criteria

Select the filters for report search results. The only mandatory filter is Property.

**Property.** Select properties from the LOV for which the report should be printed.

**Event Date.** Allows the selection of any event date range. When you select a date range, the events are reported by event date within the property.

**Event Date From.** Type or select the calendar button for the beginning date for the report results.

**Event Date To Date.** Type or select the calendar button for the ending date for the report results.

**Block.** The LOV displays the Manage Block search screen where you can select the block(s) with the desired events. Select a single block or a range of blocks for the report. Events are sorted by date inside the block.

**Event Type.** Select the event types that should be included in the report. When this field is left empty, all of the event types are considered.

**Catering Owner.** You can print the report for a specific catering manager or a range of catering managers. The report relies on the catering manager's initials you select on the Booking Catering tab for this filter.

**Event Status.** Enables you to select the event statuses to include in the report. When this field is left empty, all event statuses are considered.

**Revenue Type.** Defines the catering revenue types to print. When this field is left empty, all of the revenue types are considered.

**Currency.** Select the currency of the revenue converted and reported on the report.

### Report Data

Events are filtered by those attached to a booking with the selected owners as a catering owner within the selected time period.

**Event ID.** Event ID of the event.

**BB ID.** The business block ID of the event.

**Event Start Date.** The beginning date of the event.

**Rev Type.** The category of revenue associated with the event, such as Food, Beverage, and so on.

**Event Start Time.** The time of day the event starts on the event date.

**Expected.** The amount of revenue expected for the revenue type during the course of the event.

**Event Status.** The current status of the event, such as Definite, Tentative, or Actualized.

**Guaranteed.** The amount of guaranteed revenue for the revenue type on the event.

**Event Type.** The name of the event, such as Breakfast, Meeting, and so on.

**Billed.** The amount of billed revenue for the revenue type of the event.

**Space.** The room or facility where the event is being held.

**Posted.** The amount posted for the revenue type of the event.

**Cat Owner.** The catering manager/owner associated with the block.

**Var: Posted-Billed.** The difference in revenue between the posted and billed revenues by revenue type.

**Event Property.** The property code where the event is being held.

**Business Block Name.** Description of the Business Block ID associated with the event.

**Total for Event (Event ID).** The total amount of revenue Expected, Guaranteed, Billed, and Posted. The total variance amount indicates the total variance between the amount Posted and the amount Billed for the event.

## Meal Type Forecast by Day (BI) (Rep\_Meal\_Type\_Forecast\_bi.rep with rep\_Meal\_Type\_Forecast\_BI.FMX)

### Prerequisites for Event Reports

The Meal Type Forecast (BI) report is an easy to read forecast report for banquet operations. It is broken down by Catering Covers, Status, and Event Date.

### Report Elements

- This report is a BI Publisher report. Customizing the report is not recommended. The following are the report elements:
  - Report Name = Meal Type Forecast by Day
  - File Name = rep\_meal\_type\_forecast\_bi.rtf
  - Form to run = rep\_meal\_type\_forecast\_bi.fmx
  - Data Template = rep\_meal\_type\_forecast\_bi.odt

### Selection Criteria

#### Event Dates:

- **From.** (Mandatory). Enter the calendar date to indicate the beginning of the Event period for which the report is to be filtered.
- **To.** (Mandatory). Select the end date of the Event period when the report is filtered.

**Property.** Select the property for which the report should be printed. When you are logged in at the hub level, the property LOV is multi select, which allows you to run the report for multiple properties.

**Block Origin.** The Block Origin LOV lists all of the possible values from the internal field allotment\_origin values from the Business Block header. When a value is selected, only events from business blocks with this origin are considered. If no value is selected, all business blocks are considered. Possible values are based on the user who created the block and the Act As and At values set on the user in Role Manager.

- If the Act As value = Conference Sales Person, and the At value = Property level, then the block is flagged as Sales and Catering.
- If the Act As value = Reservation Sales Person, and the At value = Central, then the block is flagged as ORS.
- If the Act As value = External System, then At value = not required, and the block is flagged as EXT.
- If the Act As value = Reservation Sales Person, and the At value = Property, then the block is flagged as PMS.
- If the Act As value = Conference Sales Person, and the At value = Central level, then the block is flagged as SFA.

#### Event:



**Definite.** (Mandatory) Select one Status Code from a list of all status codes that can turn to an Actual status. This selection will be used to filter by event status.

**Incl Actual.** (Enabled when a Status is selected in the Definite field) Select this check box to include events in an ACTUAL status in the Definite totals.

**Status.** (On the Books) Select Status Codes from the list of all status codes (does not include the status selected in the Definite LOV) that will represent the other status code groupings listed in the report. This selection is used to filter by event status.

**Summary Statuses.** (Mandatory) Select Status Codes from the list of all status codes to represent the status codes added together for the summary grouping at the beginning of the report (this filter is not dependent on the values selected in any of the other status fields).

**Meal Type 1.** (Mandatory) Select one Meal Type to be represented in the 1st Meal Type Column.

**Meal Type 2 - 5.** Select Meal Types to be represented in the 2nd – 5th Meal Type Columns. If no value is selected in a field, then no figures will be calculated for that column in the report.

**Revenue** (You must select one of the options)

- **Net.** When selected, Catering Revenue will be calculated as:
  - Net Catering Price is calculated based on the Transaction Codes mapped in Revenue Type Cross Reference configuration (Administration>Financial>Transaction Management>Revenue Type Mapping): Included generates are deducted; or Excluded generates are not added.
- **Gross.** When selected, Catering Revenue will be calculated as:
  - Gross Catering Price is calculated based on the Transaction Codes mapped in Revenue Type Cross Reference configuration (Administration>Financial>Transaction Management>Revenue Type Mapping): Included generates are not deducted; or Excluded generates are added.

**Currency.** Select the currency you want used for calculating the report. All revenue figures will be reported in the selected currency. If no value is selected, the report is calculated using the Base Currency of the logged in Property.

**Meal Type Revenue.** (Mandatory). Select the listed Active Revenue Types for use in the Revenue calculation in the Meal Type Revenue columns.

**Revenue Type 1 - 4.** Select the listed Active Revenue Types for use in the calculation for the Rev Type Columns 1-4 at the end of the report. If no value is selected in a field, then no figures are calculated for that column in the report.

**Owner.** (Select Owners. If no value is selected, then all Owners listed in the LOV will be considered.)

- **Block Owner.** Only Events from business blocks with this Overall Owner are considered.
- **Rooms.** Only Events from business blocks with this Rooms Owner are considered.
- **Catering.** Only Events from business blocks with this Catering Owner are considered.

**Exclude from Forecast.** (select 1 of the 3 options).

- **Both.** All events are considered regardless of the Exclude from Forecast check box.
- **Yes.** Only events marked as Exclude from Forecast are considered.
- **No.** Only events not marked as Exclude from Forecast are considered.

**Block Type** (select 1 of the 3 options).

- **All.** Select if events from all business blocks will be considered.
- **Catering.** Select if only events from business blocks marked as Catering Only will be considered.
- **Rooms.** Select if only events from business blocks not marked as Catering Only will be considered.

### Report Data

The 1st grouping is a summary of the status codes selected in the Summary Statuses filter in the report parameter screen. The Status Codes are listed in this header in descending sequence.

The 2nd grouping is the figures for the status code selected in the Definite filter in the report parameter screen. If the Incl Actual check box is selected, then the ACTUAL status is included with this total.

The 3rd and further groupings are for the figures for the status codes selected in the Status filter. If more than one status code is selected, then there will be more than one grouping. Each status code in this filter gets its own grouping / page. The status codes are listed in descending sequence order.

**Year.** The Year is displayed in the column header.

**Date.** Each date (with day of week) in the selected date range will print, regardless if there is data to report.

**Meal Type 1 – 5.** The current figures for the event types linked to this Meal Type.

**Covers.** Current number of attendees for the meal type in the column header. If the event is in an Actual status, then the Actual Attendees are reported. If the event is not in an Actual status, and Guaranteed Attendees are populated, then the Guaranteed Attendees are reported. If the event is not in an Actual status, and Guaranteed Attendees are not populated, then the Attendees are reported.  $Avg (Check) = (Revenue / Covers)$ .

**Revenue.** Catering revenue for the event types linked to the meal type calculated using the revenue types selected in the Meal Type Revenue field in the report parameter screen. The Revenue reported is the On the Books figure.

If the application parameter Events > Use Forecast Value Only is set to Off, Revenues are calculated in the following sequence by Revenue Type by event:

If the event is in an ACTUAL status, billed revenue is reported for all Revenue Types.

If the event is not in an ACTUAL status and Guaranteed revenue is added, then the Guaranteed revenue is reported for that Revenue Type

If the event is not in an ACTUAL status, Guaranteed revenue has not been added, and Expected revenue has been added, then the Expected revenue is reported for that Revenue Type.

If the event is not in an ACTUAL status, Guaranteed revenue has not been added, and Expected revenue has not been added, then the Forecasted revenue is reported for that Revenue Type.

If the application parameter Events > Use Forecast Value Only is set to On, the Revenue calculation considers the Use Forecast Revenue Only check box in the Event Details Tab. If the event is in an ACTUAL status, billed revenue is reported for the event. If the event is not in an ACTUAL status and the Use Forecast Revenue Only check box is selected, the Forecast revenue is reported for the event. If the event is not in an ACTUAL status, the Use Forecast Revenue Only check box is not selected, and Guaranteed revenue exists, then the Guaranteed revenue is reported for this event. If the event is not in an ACTUAL status, the Use Forecast Revenue Only check box is not selected, and Guaranteed revenue does not exist, then the Expected revenue is reported for this event.

### Totals by Revenue Type

**Rev Type 1 – 4.** Catering revenue totals for each date and qualifying Event calculated using the revenue types selected in the report parameter screen. The figures in these columns are not filtered by Meal Type. If no value is selected in one of the fields, then no calculation will be done for that column in the report.

At the bottom of the 1st grouping are additional rows that are included in the 1st grouping.

- Budget (Meal Type columns) – These fields include the Budgeted Covers, Revenue, and Avg Check for each Meal Type / Month and are filtered by the Revenue Types and Block Type filter (Catering Only Y/N) selected in the report parameter screen. The Budget figures are taken from the OBI Budget Forecast module.
- Budget (Revenue Type columns) These fields include the Budgeted Covers, Revenue, and Avg Check for each Revenue Type / Month and are filtered by the Revenue Types and Block Type filter (Catering Only Y/N) selected in the report parameter screen. The Budget figures are taken from the OBI Budget Forecast module.
- Last Year. This is the calculation of The On the Books figures for this Meal Type as of the end of the Same Month last year. If the Date Range selected in the report parameter screen is 12/10/18 – 12/31/18, the figures in Last Year will be the figures for 12/1/17 – 12/31/17. This section includes Covers, Avg Check, and Revenue.
- Variance. (Meal Type Totals – Budget).
- Var to STLY. (Meal Type Totals – Last Year).

The Final Section is the Covers Summary by Meal Type and Day.

- **Date.** Each date in the date range selected in the report parameter prints, regardless if there is data to report.
- **Meal Type 1 – 5.** The current Covers for the event types linked to this Meal Type, filtered by the Summary Statuses selected in the report parameter screen.
- **Total Covers.** Total Covers for the Date.

## Menu Cost Report (rep\_menu\_cost.rep with rep\_menu\_cost.fmx)

[Prerequisites for Event Reports](#)

The Menu Cost report (Miscellaneous>Reports) shows booked menus per day with revenue versus cost information.

### SELECTION CRITERIA

**Property.** Select the property for the report you are printing.

**To/From Date Range.** Select a To and From date range. Only events scheduled within this time frame are included in the report.

**Business Block.** Select a business block to run this report, or select multiple business blocks.

 **Note:**

When selecting a Master Block ID in the Bus. Block filter, OPERA Cloud includes the Sub Block IDs linked to that Master. The report then prints all events linked to the Master and its Sub Blocks. If a Sub Block ID is selected, only events linked to that Sub Block will print.

**Event Status.** Select one, multiple, or all event statuses to appear in the report.

**Menu Class.** Select one, multiple, or all menu classes to appear in the report.

**Menu.** Select one, multiple, or all menus to appear in the report.

**Print Menu Details.** When selected, this option allows the menu details to appear in the report.

**Print Package Menus.** When selected, this option allows package menus to appear in the report. For Package Menus however, cost is calculated from the event, and revenue is calculated from the revenue split in the menu configuration.

 **Note:**

A (P) denotes a package menu when they are included in this report.

### REPORT DATA

The report prints information about booked menus for the events that fall into the selection criteria defined on the report order form. The information is grouped and summarized by date and within each date by menu class. The report shows the menu name, menu item name, event id, included in menu flag, quantity, price per person, total menu price, cost per person, total cost per event, and the variance between total menu/menu item revenue and total menu/menu item cost for each menu and menu item listed. Subtotals are listed at the bottom of the following columns in each table; Quantity, Price, Total Menu, Cost, Total Cost and Variance.

## Financials Reports

**Auto Settlement Transactions** (auto\_settlement) - Lists all of the folios that were settled automatically. This report is automatically generated when the Auto Settlement to be

performed during End of Day OPERA Control is active and the Auto Settlement process is completed and folios are generated during the End of Day processing"

**Cashier Audit** (finpayments) - displays all payments that have been posted for the selected business date.

**Cashier Shift Bag Report** (cashier\_shift\_bag\_bi) - displays the Payment Type (such as Cash and Others), Bag Number, Cashier Name, Cashier ID, Date, and Shift Drop Location. The report can be filtered by Date From and Date To (only for the current and past dates), Cashier ID, and Payments (Cash and Others).

**Check Ledgers** (check\_ledgers) - displays all check ledgers for the selected business date.

**Corrections and Cancelled Payment** (fincorrectionscalpay) - displays all corrections by cashier ID and can be run by transaction code range. This journal displays all same-day reversals (debits) made to posting slips. Adjustments are made to previous days postings, or claimed revenue.

**Credit Card Rebates** (creditcard\_rebates) - displays credit card rebate overrides. The date, time, name of the credit card holder, folio number, credit card type, credit card number, amount, override (Y/N), and the cashier who entered the rebate.

**Credit Cards Report** (check\_rep) — displays a report of credit card usage for the selected date.

**Currency Exchange Summary** (curr\_exch\_sum) - displays the amount of monies exchanged for the selected date per currency code.

**Deposit Ledger** (deposit\_ledger) - used by the accounting department to determine how much deposit revenue has been posted in the hotel for the date specified.

**Detailed Folio Report (Poland)** (folio\_details) - developed to meet reporting requirements for properties in Poland. The intent is to display all amounts posted to a guest folio for the specified date. A summary of all folios generated.

**Effective Package Allowance** (effpkgallowance) - provides a summarized list of all packages that are in use for the current business date. It provides a detailed breakdown of all package charges, including the allowance balance as compared to the actual package debits and credits.

**Effective Package Allowance Trial Balance** (effpkgallowance) - provides a summarized list of all packages for which the package wrapper has been posted for the current/past business date while the reservation is/was in-house.

**Financial Payment and Revenue** (findeptcodes)- displays a sum of all transactions posted for the date specified.

**Financial Transaction Summary** (fintrxsummary) — provides a summary of all financial transactions for a specified date range, grouped by transaction code, transaction date, transaction group, or transaction subgroup.

**Financial Transactions by Block** (finjrnl\_blk) - allows the property to see the revenues, taxes, and package credits generated by specific blocks and transaction codes.

**Financial Transactions by Folio Number** (finjrnlbytrans3) — lists transactions per folio created by the selected workstations during the report timeframe. The report shows only transactions that would have been visible on the folio and billing screen and omits internal transactions.

**Financial Transactions by Tax Type** (finjrnbytax) - displays each transaction posted for the dates selected. This report is different from other financial transaction reports in that it is intended to display the taxes posted. The output groups results by tax transaction codes. If any postings do not have a tax transaction code attached, they are grouped together under a "no tax" heading.

**Financial Transactions with Generates** (finjrnbytrans2) - lists each transaction code and the corresponding amounts for the dates specified. Also included is a breakdown of the taxes and package credits attached to each transaction code posted and the user that posted each transaction.

**Folio Tax Revenue** (foliotax\_revenue) - displays the total of all charges posted to a guest on a particular date. If charges were routed and paid for by another guest, the other guest's total reflects these charges.

**Folio Tax - Style 01** (foliotax\_01) - developed to meet reporting requirements for properties in Spain to display the breakdown of VAT Tax that was posted on each reservation for a specified date range.

**Folio Tax - Style 02** (foliotax\_02.rdf) - developed to meet reporting requirements for properties in Poland. The report displays a breakdown of VAT Tax that was posted on each reservation for a specified date range. To save paper, the report prints only those tax groups (1 to 10) that were used in the requested time frame.

**Folio Tax - Style 03** (foliotax\_03.rdf) - developed to meet reporting requirements for properties in Portugal. The report displays a breakdown of VAT Tax that was posted on each reservation for a specified date range.

**Folio Tax - Style 04** (foliotax\_04) - developed to meet reporting requirements for properties in Turkey. The report displays a breakdown of VAT Taxes that were used on each reservation for a specified date range.

**Folio Tax - Style 05** (foliotax\_05) - developed to meet reporting requirements for properties in India. The report displays a breakdown of Luxury Taxes that were used on each reservation for a specified date range.

**Folio Tax - Style 07** (foliotax\_07) - provides the summarized tax details for a folio for a given date range.

**Guest Balance Snapshot** (guest\_balance\_snapshot) — provides a summarized snapshot of all current guest balances.

**Guest Ledger** (guest\_ledger) - displays the current balance associated with in-house guests for today.

**Guest Trial Balance** (gl\_trial\_balance) - displays all guests in-house and their folio balances for a specific date equal to or less than the current business date.

**Invoices of Today's Check Outs by Bill Number** (fininvtodaycobybill) - displays all guests who have checked out today by billing/invoice number.

**Italian Folio Tax** (istat/istat\_monthly) - prints statistical information for all bills and is formatted based on the style of the report selected. The report output is grouped by folio types and displays the net, VAT and gross revenue for all bills generated in the property.

**Journal by Cashier and Article Code** (finjrn\_articles) - displays one line for each posted article for the selected date. Similar to other financial reports, this allows you to see when, to whom, and who posted an article to a reservation or an accounts receivable account.

**Journal by Cashier and Transaction Code** (finjrnbytrans) — provides a detailed summary of transactions for a specified date range, grouped by cashier, check number, room number, or transaction code.

**Journal by Foreign Currency** (finjrnbyforcurr) - displays all postings for today that were posted in a currency not equal to the property' base currency.

**Lodging Tax Exempt** (lodging\_tax\_exempt) — displays details and summary information about tax exempt revenue for a specified date range.

**Open Balances: All** (finopbalall) - displays the current balance on reservations or blocks. This includes advance deposits.

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**Gaming**

**Open Comp Balance** (comp\_open\_balance) — For the purpose of reporting revenue accurately, this report will sum and account for the total open balance of all charges posted to comp windows or comp transaction codes that are not yet settled. When this report is included with the End of Day reports, it will display reservations from the previous business date with open comp balances. Checked out reservations with open comp balances will also be displayed.

**Package Ledger Balance** (pkgledger\_balance) — lists all postings made to the package ledger and runs during the night audit sequence. This report displays total credits and offsetting debits, as well as profit and loss on all packages. Print this report to analyze whether or not hotel packages are making or losing revenue. This detailed report corresponds to the summarized package ledger portion of the trial balance.

**Package Ledger Detail** (effpkgledgerdtl) — detailed breakdown of all package charges for each room. The report includes all package postings for the current business date. As a cross reference, if the guest has checked out, the debit column will be equal to the credit column. Print this report to obtain a list of internal department charge-back totals.

**Package Option** (package\_option) — displays the guest name, room number, arrival and departure dates, rate code, package name, description, date posted, allowance, posted amount, and overage.

**Package Postings** (finpkgposting) - displays all posted charges that have been associated with a package. This report provides users with summary information about package postings and serves as an audit trail on cashiers and transaction codes.

**Paid Outs** (finpaidout) - displays all the paid-out transactions of the day to guests and is generated during the night audit sequence.

**Payment Tax Invoices** (fin\_payment\_tax) - developed to comply with legal requirements in Thailand. When generating a payment receipt, the sample\_payment\_tax must be configured and used.

**Room Revenue by Tax** (tax\_type\_details) - displays the amount of room revenue generated within each tax type for a reservation.

**SPED Report** (br\_sped.rtf) — provides detailed information regarding sales for a specific month according to Brazil requirements.

**Tax Exempt** (taxexempt\_02) - gives a detailed daily breakdown of room revenue and the taxes that each specific guest is exempt from.

**Tax Report** (tax\_report) - contains the total amounts posted to a company/travel agent/source/group profile. The report output displays the sequence number, tax number, net amount and tax amount posted to a company, travel agents, source, or group profiles.

**Trial Balance** (trial\_balance) - displays a summarized financial status of the property for a specific date. The data displayed includes all transactions posted, and then a breakdown of business within each of the five ledgers. The ledgers are guest, accounts receivable, deposit, package and inter hotel.

**Userlog Transfers** (finuserlogtransfers) - displays all folios that have been transferred to another guest or account for a specific date or range of dates.

**Userlog Transfers Today** (nauserlogtodaycheckout) — displays all folios that have been transferred to another guest or account for the current business date.

## Forecast Reports

**Day/Month-to-Date/Year-to-Date** (blk\_forecast) - displays a breakdown of reservations by the selected grouping and sub grouping.

**Business on the Books** (business\_on\_the\_books) - displays the mix of business currently comprising a property's occupancy.

**Detailed Availability Forecast** (detail\_avail) — provides a detailed breakdown of room availability for a selected date range.

**Facility Forecast** (facility\_forecast) — provides a forecast of occupancy and housekeeping tasks for the next five days including and following the selected business date.

**Four Week Forecast** (fourweek\_forecast) - displays the forecasted occupancy for each room type for four weeks at a time.

**Future Occupancy Report** (resfutureoccupancy) — displays the forecasted occupancy for the property for the selected date range, broken down by individual reservations, block reservations, block rooms not picked up, and all rooms.

**Guest Preference Report** (preference\_forecast) — displays a forecast of guest preferences based on their reservation dates, using the preference code for each day for reservations that are arriving, in house, due out, or for sometime in the future.

**History and Forecast** (history\_forecast) - gives you a clear picture of past reservation activity as well as what reservations are anticipated in the future.

**History and Forecast Block** (history\_forecast\_blk) - gives you a clear picture of past reservation activity as well as what reservations are anticipated in the future, broken down into individual and block business.

**Inventory Forecast** (inventory\_forecast) - displays each item with the number available and reserved for each date in the date range.

**Length of Stay** (los\_forecast) - displays a length of stay forecast based on room class or type.

**Length of Stay by Market Code** (los\_market\_forecast) - displays a length of stay forecast based on market group, market code, room class, or room type. The lengths of stay are predetermined at 1 - 4 nights, 5 – 11 nights, 12 – 29 nights and 30+ nights, unless rate tiers are active. When this is active, the lengths of stay groupings will be based on those configured for the property.



**Package Forecast** (pkgforecast) - displays a daily breakdown of the number of reservations, or anticipate reservations, with an attached package.

**Preference Forecast** (sp\_forecast) — displays a forecast of preferences broken down by room number for the specified date range. You have several options to filter this data in the report parameters, for example, including only certain room classes or blocks.

**Reservation Booking Pace** (reservation\_pace) — captures the number of individual and block reservations on the books on any specific day and tracks booking trends. Block reservations does not include block rooms when the block status is INQUIRY, REGRET and LOST. You must enter a compare date range and a stay date range. OPERA Cloud stores the number of reservations for each day, 14 months in the past and in the future. Room Revenue is displayed in local currency and includes any revenue posted that is marked as Lodging.

**Reservation Forecast Reports** (res\_forecast1 and res\_forecast2) - generates a reservation forecast by date, for a specified date range.

**Rooms on the Books Report** (room\_type\_forecast) - forecasts for a year out from the selected date for all the reservations currently on the books.

**Room Type Forecast** (rooms\_books) - for each room type, report details include total physical rooms (total number of rooms configured for the room type), out of order rooms, inventory rooms (total rooms available minus out of order rooms), total rooms sold (total reserved rooms), and available rooms (available to sell plus sell limits set at room type level minus total sold).

**Three Month Forecast Report** (three\_month\_forecast) - a three-month outlook report based on the number of room nights, room revenue, and average rate per market main group per month.

**Yearly Forecast Report** (stat\_forecastyearly) - The yearly forecast report displays all reserved rooms in a summary breakdown of either deduct or non-deduct. The reservation type determines whether the room reserved has a status of deduct or non-deduct. The figure represents both reservations and rooms held against a block.

## Guests In-House Reports

**Cash Paying Guest In—House including Pmrooms** (giinclpmcashbyname) - displays all guests in-house including pseudo and posting master accounts paying by cash.

**Checked Out Guest Messages** (gicomessage) - displays a list all checked-out guests, the departure date, and the status of the message.

**Credit Card History** (creditcard\_history) - summarizes all credit card transactions within the selected time frame.

**Credit Limit Report - All Payment Methods** (gi\_authlimit) - verifies authorization amounts for guests in house.

**Deposit Activity** (deposit\_activity) - used by the accounting department to determine how much deposit revenue has been received in the hotel for a particular date.

**Detailed Checkout Report** (detailed\_checkout) - breaks down the total charges attached to the transaction codes that have been attached to each revenue bucket and then displays a total of all charges for the guest's stay.

**Guest In-House Traces** (gitraces) - identifies traces for a specific department so you can take action on a trace that is applicable to that department.

**Guest Preferences** (guest\_preferences) - displays those reservations for the date range specified which have preferences attached to the profile. You can choose to print all profiles or those profiles with preferences of arrivals, in house, or departing.

**Guests In-House By Company** (gi\_inhousebycomp) - displays all guests in house that have a company profile on the reservation.

**Guests In-House By Group** (gibygroup) - displays detail for all blocks in house grouped by block.

**Guests In-House By Room Number** (gibyroom) - displays various information for all guests in house and will be sorted by room number.

**Guests In-House Cash Payment Method** (gicashbyname) - displays all guests in house paying by cash or check, and is sorted alphabetically by last name.

**Guests In-House Complimentary** (gi\_c\_h) - displays all in house guests with a complimentary room rate or a house room rate.

**Guests In-House No Video Check Out** (ginovideo) - displays a list of all guests in house who are not authorized to checkout through the video checkout system.

**Guests In-House PM Account By Name** (gipmbyname) - displays all in pseudo rooms in alphabetical order so you can see all house accounts by name and balance.

**Guests In-House PM Account By Room** (gipmbyroom) - displays all in pseudo rooms in room number order so you can see all house accounts by name and balance.

**Guests In-House Rate Check** (giratecheck) - displays a comparison of the rate amount being charged for a reservation to the configured rate code amount and then determines the variance.

**Guests In-House Special Requests** (gisprequest) - displays all special requests for in-house services such as flowers, chocolate, an iron, or exercise bicycle for a guest reservation.

**Meal Vouchers** (vouchers) - You can print meal vouchers for today, days in advance, or for guests in-house. The vouchers are for one person and are based upon the package elements and forecasted package elements that have been defined from the rate code and/or package setup.

**Messages for Guests In-House and Due Arrivals** (giarrmessage) - can be run during downtimes so messages can be relayed to all guests due in or in house.

**No Posting Allowed Guest** (ginopost) - displays all checked in guests who have no posting privileges on their reservation.

**No Video Check Out** (ginovideo) - displays a list of all guests in house who are not authorized to checkout through the video checkout system.

**Package Allowance Guests In-House** (finpkgallow) - displays package allowances for guests in-house.

**Projected Guests In-House** (gifuturebyname) - displays a projected number of guests in-house for a specified date range.

**Rate Variance** (giratevariance) - displays consolidated rate check statistics for guests in house.

**Room Moves** (room\_move) - shows which reservations have been moved to a different room number for a particular date or a range of dates.

**Room Revenue by Tax Type** (tax\_type\_details) - displays room revenue broken down by tax type for a specified date range.

**Wake Up Calls** (wake\_up\_calls) - provides a list of all wake up calls associated to reservations for the date range selected.

**Zero Rate Rooms** (gi\_zeroraterooms) - displays all guests that have zero rates. Sharing guests will be zero-rate candidates in most cases. Print this report to determine which in-house guests should or should not be at zero rate status.

## Housekeeping Reports

**Assign Rooms All** (hkassignroomall) - displays all rooms that have been blocked using the reason codes under the assignment status of all, general, and show. General assignment will prevent the room from being displayed when you search for vacant rooms.

**Facility Forecast** (facility\_forecast) - displays a five day forecast summary for the property, that includes numbers of arrivals, stay overs, departures, adults, and children. Also displayed is a break down of the facility tasks as well as the total number of items needed to be completed for the selected days.

**House Status** (hkroomstatusbytype) - displays all the movements for the day for each room type.

**Housekeeping Detail Report** (hk\_details) - provides a detailed report on housekeeping status.

**Housekeeping Discrepancy Report** (hk\_discrepancy) - displays a list of rooms and their housekeeping status, along with a column including any discrepancies.

**Housekeeping Status** (hk\_allstatus) - displays the status for all activity in every room in the hotel.

**Housekeeping Stayover** (hkstayover) - displays all guests who are stayovers in the hotel.

**Housekeeping VIP by Room Number**(hkvipbyroom) - displays all VIPs in-house and due in by room number.

**Out of Order By Reason** (hkooobyreason) - displays all rooms that are out of order and the reason.

**Queue Reservation Activity** (qresv\_activity) - queue rooms activity for the day or days selected.

**Queue Reservations** (qresv) - displays a list of reservations in the queue for the selected date.

**Queue Rooms** (qrooms) - provides a list of rooms in the queue for the selected date.

**Room Discrepancy** (hkroomdiscrepancy) - displays all discrepant rooms - a listing of all room statuses that are inconsistent with housekeeping status and front office status. The "sleep" discrepancy reflects that housekeeping status is occupied and front office status is vacant. The "skip" discrepancy reflects that front office status is occupied, and housekeeping status is vacant. Print this report to verify room status discrepancies.

**Room Maintenance Not Resolved** (hk\_maintenance) - displays the all maintenance requests or work orders on rooms that are resolved as well as unresolved.

**Room Status Changes** (room\_status\_changes) - displays changes made in a room status that was completed by a user, telephone interface, or automatically changed by the system.

**Rooms** (hkroomstatusperroom) - displays all of your property's rooms. Print this report to see a list of all rooms and their housekeeping status.

**Task Assignment Summary** (task\_assignment\_summary) - displays every room in the property along with the Housekeeper assigned to take care of it and any special needs that the room may require.

**Vacant Rooms Report** (hkvaroom) - displays a list of vacant rooms and all room statuses in the hotel.

## Miscellaneous Reports

**Balance Check Report** (balance\_check) - lists the output of the ledger imbalance checks for any date earlier than the current business date.

**No Post Flag Activity Log** (user\_log\_detailed) - displays user log changes specific to the no-post flags on reservations. Since reservations can be modified by any user who has permission, it can lead to potentially non-qualified people to determine whether the guest is allowed to charge to the room.

**Offline Credit Card Settlements Pending** (cc\_offline\_settlement) - displays a list of all of the pending offline credit card settlements.

**Police Report** (police\_report2) - created to adhere to legal reporting requirements for properties in Portugal. The properties are required to print a report for all arrivals and departures of the day with the morning information on a daily basis. Accompanying guests on a reservation will be included on the report output.

**Property Overview** (property\_overview) - displays daily statistics (today, yesterday, and month-to-date), weekly forecast (arrival rooms, departure rooms, total rooms, ADR, and occupancy), and arrival information (VIP, membership type, and specials with title, name, arrival, departure, room type, room number, rate, and arrival time).

**Transport Request** (transreq) - displays those reservations and in-house reservations that have requested transportation service.

**User Activity Log** (user\_activity\_log) - displays all activity that has taken place by user, group, type of activity, etc., for the date specified.

## Profiles Reports

**Activities Scheduled for Profiles Only** (osa\_profile\_only) - displays activities that are associated to profiles (not reservations) and that fall within the date range selected.

**Duplicate Profile** (prduplicateprofile) - displays profile address, membership and passport information to assist in determining if a duplicate profile exists in your system.

**Guest Birthday** (pr\_birthday) - displays all guest profiles that have a birthdate entered. The report includes information on stay history, VIP status, and the next scheduled reservation.

**Incomplete Address** (princompleteaddress) - displays all profiles that have incomplete address information.

**Individual Profile Productivity - Summary** (prof\_prod\_sum) - provides a summary of reservation statistics for individual profiles only.

**Member Report** (member) - displays all reservations that have or had a membership attached to the reservation.

**Membership Pre-Check In** (arrprecheckinmem) - displays reservations not yet checked in that have an active membership attached to the reservation.

**Membership Stays Report** (loyalty\_member\_stay) - provides a detailed listing of loyalty guests, along with their membership types and levels for the selected date range.

**Profile Address** (pr\_address) - lists basic address information for all profiles in the system.

**Profile Notes** (pr\_notes) - displays all the profile notes attached to profiles.

**Profile Production Statistics** (profileproductivitystat) - allows a property the means to determine the production a profile is generating for their property.

**Profile Productivity Length of Stay** (prof\_prod\_los) - allows the user to display profile production by pre-defined length of stay groups.

**Individual Profile Productivity Summary (PROFPRODSUM)**: Displays a summary of reservation statistics for Individual Profiles only.

**Profile Productivity Statistics-Detailed** (profile\_productivity\_detailed) - allows a means of printing a detailed breakdown of each reservation that comprised the production for a specific profile.

**Profile with Accounts Receivable Number** (pr\_with\_ar\_no) - displays all profiles that have an accounts receivable number configured and attached to the profile.

**Profile Cleanup Report** (prcleanup) –

**Restricted List** (pr\_restricted) - displays a list of all profiles that have been marked with a restricted status.

**Sample Enrollment by Agent** (sample\_mem\_enroll\_agent) – a customizable report displaying a list of agent enrollments in a time period.

**Sample Profile Data Portability** (sample\_prof\_data\_port) – displays profile data such as name, address, communication details, and relationship information.

## Reservations Reports

**Alerts** (alerts) - displays all guests with an attached alert that falls within the date range selected. The alert functionality is based on the activation of the alerts application function in the reservation application settings.

**Detailed Availability** (detail\_avail) - displays availability based on room types for a specified date range. The report can reflect either availability or occupancy.

**Duplicate Reservations** (duplicate\_reservations) - identifies multiple reservations for the same guest.

**Forecast Future Occupancy** (resfutureoccupancy) - after you select a date range, you can calculate a summarized forecasted occupancy. This includes the projected arrivals and departures for a specific date. The report can be run from the current business date to any date in the future.

**Housekeeping Forecast** (resforecasthk) - displays the number of guests who have arrived, departed, or are stay-overs and then the number of Arrival rooms, departure rooms, and the rooms that have been marked for evening service, for a specified day or date range.

**No Shows of the Day** (nanoshow) - displays a detailed report of all no show reservations of the selected date.

**Rate Change Report** (res\_rate\_compare) - displays all of the due in, in-house, and checked in reservations that have had the rate code or rate amount updated on a specific date.

**Reservation Booking Pace** (reservation\_pace) - captures how many individual and block reservations were on the books on any specific day, and tracks booking trends to maximize revenues.

**Reservation By** (rereserved) - displays all reservations for a specific date range and the type of filter you choose.

**Reservation Cancellations** (rescancel) - displays all cancellations for a specified date range, including the current business date. But this report will not include pseudo rooms in its data results.

**Reservation eCoupons** (resv\_ecoupons) - This report lists all reservations between the specified Arrival/Departure date range with any of the specified eCoupons added.

**Reservation Entered On and By** (resenterdon) - displays reservation agents' reservation statistics. Review this report to get a listing of production activity on individual or all reservation agents.

**Reservation Pre-Blocked** (respreblocked) - allows you to determine what room assignments have been made then to see the Front Office status of the room and the housekeeping status. This is useful when run for the current business date as the front desk can keep track of the room status and make a room blocking change when necessary.

**Reservation Rate Check** (res\_rate\_check) - compares the price charged on the reservation versus the price setup on the rate detail for that room type stored in the RTC field. The report displays the total price being charged including all shares to determine if the reservation should be highlighted as a variance. Reservations without a rate code are not included on the report since there will be no variance to report against.

**Reservation Summary Report** (ressummary) - provides a summarized breakdown per day of all Reservation activity in the property.

**Reservation with Discounts** (res\_with\_discounts) - displays a list of reservations which have discounts applied and meet the search criteria selected.

**Reservations - Made Yesterday** (resreservyesterday) - displays the hotel reservation production from the previous day.

**Reservations for Repeat Guests** (resrepeatguest) - displays reservations for the specified arrival date range that have an attached profile that has stayed at your property at least one time. To display on the report the reservation status has to be reserved or due in.

**Reservations Repeat Guest** (resrepeatguest) - displays all reservations for the specified arrival date range, that have an attached profile that has stayed at the property as least one time in the past.

**Reservations with Notes** (res\_with\_notes) - displays all notes attached to the reservation and primary profile which can be filtered by note type, include internal notes, and exclude notes older than a selected date. Reservations are selected by arrival date range.

**Reservations with Rate Changes** (res\_rate\_changes) - provides visibility on guests with rate changes, which allows you to tailor your welcome letter and other information to address any additional amenities and packages to which the guest is entitled.

**Reservations with Room Class Upgrades** (res\_with\_upgrades) - displays details of when an upgrade discrepancy has been created, as well as identifying reservations based on the booked room class from the RTC field compared with the blocked room class from the room type field.

**Reservations with Travel Agent Profile Changes** (res\_agent\_changes) – displays all travel agent profile modifications made to reservations after the booking has been created, including IATA number changes and name changes.

**Restrictions Detail** (raterest) - can be run for up to 90 days prior to the current business date, to display the restrictions that were in place on a given date.

**Room Plan** (resroomplan) - displays an enhanced summary of the availability of each individual room in the property, showing 15 days per display.

**Turnaway Day/Month-to-Date/Year-to-Date** (turnaway\_dmy) - shows how many rooms have been turned away for a selected stay date and the month-to-date and year-to-date values. For example, the report displays how many rooms have been turned away between the beginning of the month and the selected stay date. The report does not show when those reservations have been turned away.

**Turnaway Details** (turnaway\_details) - displays the details for each turnaway in a group-by format.

**Upsell** (resupsell) - displays any guests who paid additional monies to be upgraded to another room type. You can use this information to track the number of upsells and additional room revenue that front desk agents generated at check-in.

**Waitlist** (reswaitlist) – displays details about guests whose reservations cannot be made because of lack of availability.

## Sales Account Reports

### [Prerequisites for Sales Account Reports](#)

The following Sales Account reports are available:

**Account Production Report ((rep\_acc\_production):** The Account Production report is used to calculate and print actual production of the selected account separately for individuals and groups and as a total.

**Account History and Forecast Report (rep\_acc\_hist\_forecast):** The Account History and Forecast report shows account production for history and future dates. The report is intended to be printed to a file for spreadsheet analysis.

**Account Production Difference Report ((rep\_acc\_prod\_diff):** The Account Production report enables management to identify accounts that drop in production as compared to a similar period in previous years and allows for the appropriate sales actions to be taken to get the account back on track.

**Account Hierarchy Report ((rep\_acc\_hierarchy):** The Account Hierarchy report allows for the selection of master accounts through select search criteria and prints details of the master, as well as all associated subsidiary accounts linked to the master by a defined relationship type.

**Account Statistics Report ((rep\_acc\_stats):** The Account Statistics shows the number of room nights generated by a master and the reservations that were attached to a company, travel agent, or source profile. The account statistics can be detailed by source code, origin code, market code, company profile, travel agent profile or source profile.

**Sales Manager Progress (BI) (rep\_mgr\_progress\_bi.rep with rep\_mgr\_progress\_bi.fmx):** The Sales Manager Progress report is an easy to read month-end report showing sales managers' performance vs. their goals compared to On the Books figures. This report has three outputs: one organized by Manager and Year; one organized by Manager and Month using Production Goals; and the third organized by Manager and Month using Arrival Goals.

## Prerequisites for Sales Account Reports

### Licenses / Subscriptions

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition  
OR

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition

### Opera Cloud Tasks

**Group:** Reports

**Task:** Report Groups

**Task:** Accounts

## Account Statistics Report (rep\_acc\_stats.rep)

The Account Statistics report shows the number of room nights generated by a master (with the option to roll up subsidiary statistics) and whether the reservations (split between group and individual) were attached to a company, travel agent, or source profile, and if so, which one(s). The account statistics can be detailed by source code, origin code, market code, company profile, travel agent profile or source profile.

For this report, the definition of a Master Account is any company, agent, or source profile that has hierarchical relationships linked beneath it and does not have any hierarchical relationships linked above it.

### SELECTION CRITERIA

**Property.** Filter account statistics by the selected Properties. When logged into a Property:

1. The Property filter should be Visible, Required, and displayed at the top of the Parameter.
2. The logged in Property will be passed to the Property filter.
3. No other Properties will be available for selection.

**HUB.** When Logged into a HUB:



1. The Property filter should be Visible, Required, Multi-Select, and displayed at the top of the Parameter.
2. The Property selected in the Report Property search filter should be passed to the Property filter.
3. All Properties in the HUB will be available for selection.

**From Date.** Filter account statistics from the selected date.

**To Date.** Filter account statistics to the selected date.

**Account.** Multi selection of Accounts, which opens Search and Select-Profile.

- When selected, the field displays the list of selected profiles.
- The Account Name or Account ID value can be entered in this field, which will be validated against the Search and Select Profile.

**Owner Code.** Filter accounts by Owners. This filter applies to the account being detailed, not to the accounts that may be reported as details of that account.

**Priority.** Filter accounts by Priority codes. This filter applies only to the account being detailed, not to the accounts that may be reported as details of that account.

**Territory.** Filter accounts by Regions. This filter applies only to the account being detailed, not to the accounts that may be reported as details of that account.

**Business Segment.** Filter accounts by Business Segments. This filter applies only to the account being detailed, not to the accounts that may be reported as details of that account.

**Country.** Filter accounts by Account Countries. This filter applies only to the account being detailed, not to the accounts that may be reported as details of that account.

**Postal From/To.** Filter accounts by a Postal Code range. This filter applies only to the account being detailed, not to the accounts that may be reported as details of that account.

**Profile Type.** Filter accounts by Profile Type (Company, Travel, or Source). This filter applies only to the account being detailed, not to the accounts that may be reported as details of that account.

**Rollup Sub-Account Statistics.** If checked, the selection field is enabled. Select from a list of all configured hierarchical relationship types where the From Type and the To Type equal the type selected in the Profile Type LOV. For example, if Company is selected in the Profile Type LOV, then the Relationship LOV will list Company to Company hierarchical relationships. Hierarchical relationships with a From Type or To Type that are not equal to Company will not be displayed. The report will then calculate statistics from all accounts linked to the master account via that relationship type.

**Net/Gross.** Select the Net or the Gross option button depending on how you want to display actual figures.

**Currency.** Visible when the application parameters Rate Management > Ability to Quote Rates in Foreign Currency is Active. (parameter already exposed in Cloud)

## REPORT DATA

This report displays the following information broken down by:

- Name, Name 2, Name 3.
- Address Line 1, City, Postal, Country, State.
- Address Line 2, Priority, Owner Name, Owner Code, Business Segment, Territory.
- Stays.
- Total Nights (Individual, Blocked, Total).
- Net Revenue or Gross (depending on the selection made: Room, Food and Beverage, or Miscellaneous), and Total Revenue.

This report does not consider DAY USE rooms in the Room Nights figures.

The figures in rep\_acc\_stats are calculated using the following Profile summary tables:

1. profile\_yearly\_statistics - when the date range requested includes a full calendar year.
  2. profile\_monthly\_statistics – when the date range requested includes full calendar months, but not a complete calendar year.
  3. company\_stat\_daily (or agent\_stat\_daily or source\_stat\_daily) – when the date range requested includes dates that are less than a full calendar month, this tablet is used for those dates.
- **Example 1:** If the requested date range is January 1, 2011 – December 31, 2011, then profile\_yearly\_statistics will be used.
  - **Example 2:** If the requested date range is January 1, 2011 – December 30, 2011, then profile\_monthly\_statistics will be used for January 1 – November 30 and company\_stat\_daily will be used for December 1 – December 30.

## Sales Manager Progress (BI) (Rep\_MGR\_Progress\_BI.Rep with Rep\_MGR\_Progress\_BI.FMX)

The Sales Manager Progress report is an easy to read month-end report showing sales managers' performance vs. their goals compared to On the Books figures. This report has three outputs: one organized by Manager and Year; one organized by Manager and Month using Production Goals; and the third organized by Manager and Month using Arrival Goals.

- This report is a BI Publisher report. Customizing the report is not recommended. The following are the report elements:
  - Report Name = Sales Manager Month End Progress
  - File Name = rep\_mgr\_progress\_bi.rtf
  - Form to run = rep\_mgr\_progress\_bi.fmx
  - Data Template = rep\_mgr\_progress\_bi.odt

### Selection Criteria

#### Goal Period

These mandatory LOVs list the Report Periods selected in the Report Period fields. You cannot select a Goal Period outside of what has been selected in the Report Period.

- **From.** (Mandatory). Select the calendar date to indicate the beginning of the Sales Manager's Goal Period for which the report is to be filtered.
- **To.** (Mandatory). Select the end of the Sales Manager's Goal Period for which the report is to be filtered.

## Report Period

These mandatory LOVs list the same periods offered when configuring sales goals. The periods selected here will be the ones on which the monthly versions of the report are grouped.

- **From.** (Mandatory). Select the calendar date to indicate the beginning of the period for which the report is to be filtered.
- **To.** (Mandatory). Select the end of the period for which the report is to be filtered.

**Stay Periods When Configured.** (Visible when the application parameter General > Combine Rooms and Catering Goals is set to On and enabled when the Goal option Production is selected.) When this check box is selected:

- The Report Period fields are disabled.
- The report displays the Stay periods configured as Arrival Periods in Production Goals. If Arrival Periods are not configured for the Production Goals, then no data will print in the report when Stay Periods as Configured is selected.

**Property.** Select the property for which the report should be printed. When you are logged in at the hub level, the property LOV lets you run the report for multiple properties.

**Origin.** Select Origins. This LOV lists all of the possible values from the internal field allotment\_origin values from the Business Block header. When a value is selected, only events from business blocks with this origin are considered. If no value is selected, all business blocks are considered. Possible values are based on the user who created the block and the Act As and At values set on the user in Role Manager.

- If the Act As value = Conference Sales Person, and the At value = Property level, then the block is flagged as Sales and Catering.
- If the Act As value = Reservation Sales Person, and the At value = Central, then the block is flagged as ORS.
- If the Act As value = External System, then At value = not required, and the block is flagged as EXT.
- If the Act As value = Reservation Sales Person, and the At value = Property, then the block is flagged as PMS.
- If the Act As value = Conference Sales Person, and the At value = Central level, then the block is flagged as SFA.

### Block:

**New Definite.** (Mandatory). Select one status code from the list of all status codes that can turn to an Actual status. The New Definite column is calculated based on the business blocks and events that turned to this status during the requested production period.

**Incl Actual.** (Enabled when a Status is selected in the New Definite field). Select this check box to include business blocks and events in an Actual status in the Definite On the Books totals.

**Cancel.** (Mandatory). Select status codes from a list of all return-to-inventory statuses. The Cancel column is calculated based on the business blocks and events that turned to this status during the requested production period. All figures are reported as a negative.

**OTB Status 1.** (On the Books) Select Status Codes from the list of all status codes. The 1st On the Books column is calculated based on the business blocks and events currently in this status for the report period.

**OTB Status 2.** (On the Books) Select Status Codes from the list of all status codes. The 2nd On the Books column is calculated based on the business blocks and events currently in this status for the report period.

### Event

**F and B Revenue Type.** Select active Revenue Types to include in the Food and Beverage Revenue calculations in the report.

**Other Revenue.** Select active Revenue Types to include in the Other Revenue calculations in the report.

**Covers.** Select Event Types to indicate which will be included in the Covers calculation in the reports. If no value is selected, all event types are considered.

**Filter.** Select Owners. If no value is selected, then all Owners listed are considered.

**Rooms Owner.** Select if only business blocks with this Rooms Owner will be considered.

**Catering Owner.** Select if only business blocks with this Catering Owner will be considered.

**Block Owner.** Select if only business blocks with this Block Owner will be considered.

**Exclude from Forecast Event** (1 of the 3 options must be selected)

**Both.** Select if all events will be considered regardless of the Exclude from Forecast check box.

**Yes.** Select if only events marked as Exclude from Forecast will be considered.

**No.** Select if only events not marked as Exclude from Forecast will be considered.

**Block Type** (1 of the 3 options must be selected)

**All.** Select if all business blocks will be considered.

**Catering.** Select if only business blocks marked as Catering Only will be considered.

**Rooms.** Select if only business blocks not marked as Catering Only will be considered.

### Output

To determine whether the report is based on Yearly or Monthly output, select one or both check boxes.

- **Yearly.** Select to generate the Yearly output.
- **Monthly.** Select to generate the Monthly output. Whether Arrival or Production goals are generated depends on the selection in the Goal filter. When Monthly output is selected (Arrival or Production), the Sub Total per Year figures and Owner appear in the report.

**Goal** (visible only when the application parameter General > Combine Rooms and Catering goals is set to On).

Select one option button to determine which Monthly report option is generated. These options are accessible when the Output Monthly check box is selected (the Yearly option does not report on Goals).

- Arrival. Arrival Goals are used in the report, and the Variance is calculated against the On the Books figures.
- Production. Production Goals are used in the report, and the Variance is calculated against the Net Change (production) figures. The Goal Period listed in the report is the calendar timeframe period entered in the Goal From/To fields.

**For Example:**

Rooms and Catering Goal 1 Configured as:

- Production 01.01.18 - 01.31.18
- Arrival Period 01.14.18 - 12.31.18

Rooms and Catering Goal 2 Configured as:

- Production 01.01.18 - 01.31.18
- Arrival Period 01.01.15 - 12.31.17

If the report is run for Production Goals with the following date filters:

- Report Period 01.01.14 - 12.31.17
- Goal Period 01.01.14 - 01.31.14

The report output will have 3 Goal Period rows:

- Jan-14 to Dec 14, and Jan 15 to Dec 17, and Total

None. When selected, the report prints the same as the Production Goal minus the Goal and Variance columns.

**Note:**

When selected, the report prints the same as the Production Goal minus the Goal and Variance columns.

**Revenue**

Select one of the options, Net or Gross. The Incl Packages check box is selectable if either Net or Gross is selected and you want Included and Excluded Packages in the report.

- **Net.** When selected, Room and Catering Revenue is calculated as:
  - Included generates are deducted
  - Excluded generates are not added
  - Included packages and their generates are excluded
  - If Incl Packages is selected, then Included & Excluded Packages are included, but their Included & Excluded Generates are not included.
- Net Catering is calculated based on the Transaction Codes mapped in Revenue Type Cross Reference configuration (Administration>Financial>Transaction Management> Revenue Type Mapping):
  - Included generates are deducted

- Excluded generates are not added
- **Gross.** When selected Room and Catering Revenue will be calculated as:
  - Gross Room Rate is calculated as:
  - Included generates are not deducted
  - Excluded generates are added
  - Excluded packages are not added
  - Included Packages and their generates are excluded
  - If Incl Packages is selected, then Included & Excluded Packages are included and so are their Included & Excluded Generates.
- Gross Catering Price is calculated based on the Transaction Codes mapped in Revenue Type Cross Reference configuration (Administration> Financial> Transaction Management> Revenue Type Mapping):
  - Included generates are not deducted
  - Excluded generates are added

**Currency.** Select the one currency for which all revenue figures will be reported. If no value is selected, the report will be calculated using the Base Currency of the logged in Property.

### Report Output

- This option will print when the Output Yearly is selected in the report parameter screen.
- The 1st grouping is by Owner (which Owner is determined in the report parameter screen).
- The 2nd grouping is by Stay Year (based on the Reporting Period range selected in the report parameter screen).
- The report will print the requested Years for each of the selected Owners with a Total at the end for all of the selected Owners.
- This option does not report Sales Manager Goals.

### Production Period Section

This section shows data calculated based on the Goal Period date range selected in the report parameter screen. It is grouped by the business block allotment stay years, based on the selected Report Period range.

- Year – Stay Year as determined by the range selected in the Report Period filter in the report parameter screen.
- New DEF – (New Definites). Room nights calculated from business blocks that turned to Definite during the Production Period. Definite is determined by the New Definite filter in the report parameter screen.
- Cancel – Room nights calculated from business blocks that turned to Cancel during the Production Period. Cancel numbers will always be reported as a negative. Cancel is determined by the Cancel filter in the report parameter screen.
- Reval – (Revaluations) Room nights calculated from business blocks that were already Definite when the Production Period began and had a change during the Production Period while still in Definite. Definite is determined by the New Definite filter in the report parameter screen.

- Slip – (Slippage). This is calculated business blocks that were already Actual when the Production Period began had a change during the Production Period.

An example of the above columns:

- In June 2019, Block turns DEF with 100 Rooms
- In July 2019, Block drops to 95 Rooms (still DEF)
- In August 2019, Block turns to ACT with 97 Rooms

If the report is run for Goal Period June – August 2012, the results are:

- NEW DEF +100 rooms
- Reval -5 rooms
- Slippage +2 rooms
- Catering Slippage is calculated for each event as Billed Revenue – Production (excluding ACT Production from the requested production period).

#### Note:

The Production Period figures are calculated from the following tables: - Room Revenue - Status change dates are taken from booking\_status\_changes. Room Revenue is calculated from allotment\_changes. If the business block is in an Actual status, the Revenue is calculated from reservation\_stat\_daily. - Catering Production – Status change dates are taken from event\$status\_changes. Revenue is calculated from event\$changes. If the event is in an Actual status, the Revenue is calculated from the billed revenue in gem\$event\_revenue.

- **Net Change** - Net Change = (New Definite + Cancel + Reval + Slippage). Cancel numbers are always reported as a negative.
- **ADR** - Average Daily Rate (Room Revenue / Net Change). The figures in this field conform to the property's currency format.
- **Room Revenue** – Calculated as the sum of the Room Revenue from (New Definite + Cancel + Reval + Slippage). Cancel numbers are always reported as a negative.
- **FB Revenue** – (Food & Beverage Revenue) reports the sum of F and B Revenue from (New Definites + Cancel + Reval + Slip). Revenue Types are determined by the FB Rev filter in the report parameter screen. Cancel numbers are always reported as a negative.
- **Other Revenue** – Reports the sum of Other Catering Revenue from (New Definites + Cancel + Reval + Slip). Revenue Types are determined by the Other Rev filter in the report parameter screen. Cancel numbers are always reported as a negative.

#### On the Books Section

On the Books data is calculated based on the current values at the time the report is run and grouped by the business block allotment stay years based on the Report Period range selected in the report parameter screen.

- **DEF/ACT** - The column header is updated with the Status Code selected in the New Definite filter in the report parameter screen and the Actual Status Code, if Incl. Actual is selected in the report parameter screen. The data is the revenue for business blocks currently in the Definite or Actual Status for that Stay Period.
  - Rooms – The current room nights for business blocks in this status.
  - ADR – Average Daily Rate. (Room Revenue ÷ Rooms)
  - Room Revenue – The current room revenue for business blocks in this status.
- **Status 2** – The current figures for business blocks currently in the Status selected in the OTB Status 2 LOV in the report parameter screen.
  - Rooms – The current room nights for business blocks in this status.
  - ADR – Average Daily Rate. (Room Revenue ÷ Rooms)
  - Room Revenue – The current room revenue for business blocks in this status.
- **Status 3** – The current figures for business blocks currently in the Status selected in the OTB Status 3 LOV in the report parameter screen.
  - Rooms – The current room nights for business blocks in this status.
  - ADR – Average Daily Rate. (Room Revenue ÷ Rooms)
  - Room Revenue – The current room revenue for business blocks in this status.

### Monthly Production Tab

This option prints when the Output Monthly and Production Goal options are selected in the report parameter screen.

- The 1st grouping is by Owner (Owner is determined by the selection in the report parameter screen).
- The Sales Manager Name for the Owner codes selected in the report parameter screen will be listed.
- The 2nd grouping is by Stay Month (based on the Report Period range selected in the report parameter screen).
- The report will print the requested Period for each of the selected Owners with a Total at the end for all of the selected Owners.
- This option will include Sales Manager Production Goals with a Variance to Net Change.

### Production Period Section

The data in this section is calculated based on the Production that occurred during the periods selected in the Goal Period LOV. If more periods are selected in the Report Period than in the Goal Period, the additional periods will have On the Books data, but no figures will be reported for the Production Period columns.

### Row Headers

- **Rooms** – (Room Nights). The number of rooms booked per year, per Owner.
- **ADR** – (Average Daily Rate). = (Rooms Rev / Rooms) This field conforms to the property's currency format.
- **Rooms Rev** – (Rooms Revenue). This field conforms to the property's currency format.



- **FB Rev** – (Food & Beverage Revenue). The Revenue Types used in this calculation are determined by the selection made in the FB Revenue LOV in the report parameter screen. This field conforms to the property's currency format.
- **Other Rev** – (Other Revenue). The Revenue Types used in this calculation are determined by selection made in the Other Revenue LOV in the report parameter screen. This field conforms to the property's currency format.
- **Cat Covers** – (Catering Covers). The Event Types used in this calculation of the number of event attendees are determined by the selection made in the Covers LOV in the report parameter screen. If no value is selected, then all values are considered.
- **Avg Check** = (FB Revenue / Cat Covers). This field conforms to the property's currency format.

### Column Headers

- **New Definite** – Calculated from business blocks that turned Definite during the Production Period. Definite is determined by the New Definite filter in the report parameter screen.
- **Cancel** – Calculated from business blocks that turned to Cancel during the Production Period. These numbers are always reported as a negative. Cancel is determined by the Cancel filter in the report parameter screen.
- **Reval** – (Revaluations) Calculated from business blocks that were already Definite when the production Period began and had a change during the Production Period while still in Definite. Definite is determined by the New Definite filter in the report parameter screen.
- **Slippage** – This is calculated from business blocks that were already Actual when the Production Period began and had a change during the Production Period.

An example for the above columns:

- In June 2018, Block turns DEF with 100 Rooms
- In July 2018, Block drops to 95 Rooms (still DEF)
- In August 2018, Block turns to ACT with 97 Rooms

If the report is run for Goal Period June – August 2018, the results are:

- NEW DEF +100 rooms
- Reval -5 rooms
- Slippage +2 rooms

**Net Change** – Net Change = (New Definite + Cancel + Reval + Slippage). Cancel numbers are always reported as a negative.

**Goal** – The configured Goals for the Owner for that Production Month.

**Variance** – Variance = (Net Change – Goal). This calculation is used when Production Goal is selected in the report parameter screen.

### On the Books Section

On the Books data is calculated based on the current values at the time the report is run and is grouped by the business block allotment stay months based on the Report Period range selected in the report parameter screen. If more periods are selected in

the Report Period than in the Goal Period, the additional periods will have On the Books data, but no figures will be reported for the Production Period columns.

- **DEF,ACT** – (On the Books Definites). The column header will be updated with the Status Code selected in the New Definite filter in the report parameter screen and the Actual Status Code, if Incl. Actual is selected in the report parameter screen. The data is the revenue for business blocks currently in the Definite or Actual Status for that Stay Period.
- **Status 2** – (On the Books Status 2). The current figures for bookings currently in the Statuses selected in the OTB Status 2 LOV in the report parameter screen.
- **Status 3** – (On the Books Status 3). The current figures for bookings currently in the Statuses selected in the OTB Status 3 LOV in the report parameter screen.

### Monthly - Arrival Tab

This option will print when the Output Monthly and Production Arrival Goal options are selected in the report parameter screen.

- The 1st grouping is by Owner (which Owner is determined in the report parameter screen).
- List the Sales Manager Name for the Owner codes selected in the report parameter screen.
- The 2nd grouping is by Stay Month (based on the Report Period range selected in the report parameter screen).
- The report prints the requested Period for each of the selected Owners with a Total at the end for all of the selected Owners.
- This option includes Sales Manager Production Goals with a Variance to On the Books DEF,ACT.

### Production Period Section

Production Period data is calculated based on the Production which occurred during the periods selected in the Goal Period LOV. If more periods are selected in the Report Period than in the Goal Period, the additional periods will have On the Books data, but no figures will be reported for the Production Period columns.

### Row Headers

- **Rooms** – Room Nights.
- **ADR** – Average Daily Rate (Rooms Rev / Rooms). This field conforms to the property's currency format.
- **Rooms Rev** – (Rooms Revenue). This field conforms to the property's currency format.
- **FB Rev** – (Food & Beverage Revenue). The Revenue Types used in this calculation are determined by the selection made in the FB Revenue LOV in the report parameter screen.
- **Other Rev** – (Other Revenue). The Revenue Types used in this calculation are determined by the selection made in the Other Revenue LOV in the report parameter screen.
- **Cat Covers** – (Catering Covers). The Event Types used in this calculation of the number of event attendees are determined by the selection made in the Covers LOV in the report parameter screen. If no value is selected, then no Cover calculation is made.
- **Avg Check** – (FB Revenue / Cat Covers).

### Column Headers

- **New Definite** – Calculated from business blocks that turned Definite during the Production Period. Definite is determined by the New Definite filter in the report parameter screen.
- **Cancel** – Calculated from business blocks that turned to Cancel during the Production Period. These numbers will always be reported as a negative. Cancel is determined by the Cancel filter in the report parameter screen.
- **Reval** – (Revaluations). Calculated from business blocks that were already Definite when the production Period began and had a change during the Production Period while still in Definite. Definite is determined by the New Definite filter in the report parameter screen.
- **Slippage** – This is calculated from business blocks that were already Actual when the Production Period began and had a change during the Production Period.

An example for the above columns:

- In June 2019, Block turns DEF with 100 Rooms
- In July 2019, Block drops to 97 Rooms (still DEF)
- In August 2019, Block turns to ACT with 95 Rooms

If report is run for Goal Period June – August 2012, the results are:

- NEW DEF +100 rooms
- Reval -5 rooms
- Slippage +2 rooms
- **Net Change** - Net Change = (New Definite + Cancel + Reval + Slippage). Cancel numbers will always be reported as a negative.

### On the Books Section

On the Books data is calculated based on the CURRENT values at the time the report is run and is grouped by the business block allotment stay months based on the Report Period range selected in the report parameter screen. If more periods are selected in the Report Period than in the Goal Period, the additional periods will have On the Books data, but no figures will be reported for the Production Period columns.

- **DEF, ACT** – (On the Books Definities) The column header update with the Status Code selected in the New Definite filter in the report parameter screen and the Actual Status Code, if Incl. Actual is selected in the report parameter screen. The data is the revenue for business blocks currently in the Definite or Actual Status for that Stay Period.
- **Goal** – The configured Goals for the Owner for that Production Month.
- **Variance** – Variance = (On the Books DEF,ACT– Goal). This calculation is used when Arrival Goal is selected in the report parameter screen.
- **Status 2** – (On the Books Status 2). The current figures for bookings currently in the Statuses selected in the OTB Status 2 LOV in the report parameter screen.
- **Status 3** – (On the Books Status 3) the current figures for bookings currently in the Statuses selected in the OTB Status 3 LOV in the report parameter screen.

## Statistics Reports

**Gaming**

**Comp Analysis Statistics** (stat\_comp\_analysis) - shows a breakdown of Cash Rooms, Cash Room Revenue, Comp Rooms, Comp Room Revenue, and the Average Daily Rate (ADR). When the report is run, the report output is divided into the three sections of Day, Month to Date, and Year to Date.

**Country by Revenue Statistics** (stat\_country\_revenue) - displays a year to date comparison of room revenue and room night totals for statistical tracking of country information. Print this report for forecasting and budget projection purposes.

**Country Revenue Day/Month-to-Date/Year-to-Date** (country\_revenue\_statistics) - displays daily country statistics based on information entered in the primary profile on each reservation. The report provides daily, monthly, and yearly figures.

**Country Specific Statistics** (stat\_countryspec) - meets the reporting requirements for properties in Norway and Sweden.

**Extended Stay Summary and Detail**(extended\_stay\_stats) — displays a breakdown of extended stay reservations.

**Matrix Report** (matrix\_report) - allows you to cross-reference market, region, room type, rate category, rate code, origin or source statistics for a specified month.

**Nationality/Country Statistics by Day** (stat\_countrybyday) - generates both nationality and country statistics per day. The statistics output can include room nights or persons.

**Nationality/Country Statistics by Month** (stat\_countrybymon) - allows the properties to generate both nationality and country statistics per month.

**On the Books Sales Statistics** (otb\_sales\_statistics) - provides the ability to view reservations booked per room type for a past date and for a future date. The information includes individual and group reservations, definite and tentative block reservations, waitlisted individual and group reservations, total number of reserved rooms, out of order and service rooms, turnaways, available rooms, occupancy in percent, overbooking level, projected occupancy in percent, number of guests in house, double occupancy in percent and the individual and group revenue and average rate.

**Region Statistics Year View** (stat\_region\_yearview) - displays a breakdown per month, for the current year, a breakdown of reservation arrivals, room nights and revenue production per configured region.

**Reservation Statistics** (res\_statistics1 and res\_statistics2) - shows a statistical breakdown of reservations generated from a variety of filter options.

**Sales Tiered Statistics** (sales\_tiered\_stats) - displays a breakdown of the Room Nights, Room Revenue, and ADR by guest Length of Stay.

**Special Requests Statistics** (specials\_statistics) - displays daily, month- to-date, and year- to-date statistics per specials code. Details include rooms sold, guests in house, room revenue, food and beverage revenue, other revenue, total revenue, average room rate, arrival rooms, arrival guests, no-show rooms, no-show guests, cancellation rooms, and cancellation guests.

**Statistics - Room** (statroom) - displays revenue and room usage by room for each month. Use this report to monitor room usage, keep track of rooms needing repairs, or to change the room-ordering sequence.

**Statistics - Room Type** (statroomtype) - displays by room the amount of room revenue generated per Room Type, the Potential Rooms that are available for a date, and the number of rooms occupied in the room type for a specific date or a date range.

**Statistics by Length of Stay** (sales\_tiered\_stats2) - displays a breakdown of the Room Nights, Room Revenue and ADR by guest length of stay.

## Yield Management Reports

**Revenue Management System Hurdle Point** (hurdle\_point) - displays all hurdle points (rates) for a property for a date range specified. The report can be used to check the hurdle point by product class/yield category for up to a year and also indicates the sell to capacity values that have been set for the hotel in addition to providing you with inventory information.

**Revenue Management System Hurdle Point 2** (hurdle\_point2) - displays all hurdle points (rates) for a property for a date range specified, including total rooms sold and delta. The report can be used to check the hurdle point by product class/yield category for up to a year and also indicates the sell to capacity values that have been set for the hotel in addition to providing you with inventory information.

**Revenue Management System Override** (yield\_override) - allows you to track overrides that have been made in OPERA PMS.

**Revenue Management System Rate Code** (yield\_rate\_code) - used to determine the Rate Strategies that have been set for indicated rate codes.

**Revenue Management System Setup** (yield\_room\_type) - displays room type, product class, and flow through statistics. This report can be used to determine what product class is assigned to each room type in OPERA Cloud as well as indicating which room type is the flow through room type.

## Managing Shift Reports

Shift Reports are a grouping of reports; enabling you to generate multiple reports, in a batch process, by selecting the one shift report. For example, you may wish to configure 'Downtime Reports' for unplanned power or data outages - generating reports such as Arrivals, Inhouse, Departures, Housekeeping Room Status, Guest Ledger Balances etc. All reports selected for a Shift Report generate with the default parameters (filter, display options, sort order) configured on the report. See [Configuring Reports](#).

When the Report Scheduler OPERA Control is active you can setup Shift Reports to auto-generate periodically. See [Managing Scheduled Reports](#).

### Viewing (Generating) Shift Reports

A new browser window will be launched to generate shift reports; this window can be minimized while reports are generating. All reports generated are combined in a single PDF file.

1. From the OPERA Cloud menu, select **Reports**, and then **Shift Reports**.
2. Enter search criteria and click **Search**.
3. In the search result, select a Shift Report and click **vertical ellipsis**.

4. Select **View**
5. Select the report destination:
  - a. **Leave Destination as selected:** Reports will generate to destination as listed above; use **Change to Email, Print** options to modify the destination for a specific report.
  - b. **Change Destination for all reports:** Allows you to change the destination
    - i. **Preview:** Generates a PDF file that can be printed or downloaded
    - ii. **Email to Print :** Generates a PDF and emails direct to a printer for printing; select a printer from the list
    - iii. **Email:** Generates a PDF and emails file as attachment to specified email address

### Adding Shift Reports

1. From the OPERA Cloud menu, select **Reports**, and then **Shift Reports**.
2. Click **New** and enter the following details:
  - a. **Property:** Confirm or select a property.
  - b. **Report Name:** Enter a code or name for the shift report.
  - c. **Description :** Enter a description for the shift report.
  - d. From the **Available** list search and select a report to be added to the Shift Report grouping.
  - e. To search for a report, enter the report name and click **Go**.
  - f. Press the **Ctrl** key to select multiple reports in search result.
  - g. Click the forward arrow **>** to move the selected report(s) to the **Selected** panel.
  - h. Repeat these steps to add more reports to the Selected panel.
3. Click **Save**.

### Editing Shift Reports

1. From the OPERA Cloud menu, select **Reports**, and then **Shift Reports**.
2. Enter search criteria and click **Search**.
3. From search results, select the row level **vertical ellipsis** of the template and select **Edit**.
4. Update the shift report selection.
5. Click **Save**.

### Deleting Shift Reports

1. From the OPERA Cloud menu, select **Reports**, and then **Shift Reports**.
2. Enter search criteria and click **Search**.
3. From search results, select the row level **vertical ellipsis** of the template and select **Delete**.
4. Click **Delete** to confirm.

# Managing Scheduled Reports

## Prerequisites [Manage Scheduled Reports](#)



### Watch Video

The Reports Scheduler enables you to schedule reports to generate at a specified interval and frequency (example - every 2 weeks); by default reports are generated as a file for manual download at a later time. See [View Executed Scheduled Reports](#).

As many reports require date parameters; the report scheduler supports the setup of calculated dates (ie +/- offset from the business date) so that a reoccurring report generates with the required date criteria.

For each report scheduled you can select additional delivery methods (destinations).

- Email - deliver report to one or more email addresses
- Printer- deliver report to an email-addressable printer. See [Configuring Printers](#).
- SFTP - deliver report to secure FTP (SFTP) server.

### Scheduling a Standard Report

1. From the OPERA Cloud menu, select **Reports**, and then **Manage Reports**.
2. Enter search criteria and click **Search**.
3. In the search results, select the report from the list and click the **vertical ellipsis** and select **Schedule Report**.

#### Note:

You can also schedule a report by clicking **Manage Scheduled Reports** and then click **New**.

4. **Reports Parameter** : Review and update the following criteria.
  - a. **Property**: Select or confirm the Property.
  - b. **Dates/Date Range**: Enter a fixed date or use a dynamically calculated date; see **Set Date** below.
  - c. **Filter**: Select or enter the filter criteria.
  - d. **Include**: Select the Include options.
  - e. **Layout**: Select the Layout option.

5. Click **Next**.

6. **Set Date** (Date Options)

You can setup a dynamic, calculated date value for any report date parameter by using date modifiers. Use the **Validate Date** option to evaluate your setup.

- a. **Date Option**: Select a value from the list.
- b. **Offset**: Enter a negative (past) or positive (future) date value.

- c. **Days:** Select for a Days offset.
- d. **Months:** Select for a Month offset.
- e. **Validate Date:** Based on the current business date two dates are displayed:
  - **If Report is Started on**
  - **Date Parameter Value**

When you update the **If Report is Started on** date value, the **Date Parameter Value** is indicated.

**7. Repeat Interval:**

- a. **Start Date:** Enter the date when you want the report schedule to Start.
- b. **Start Time:** Enter the time when you want the report schedule to Start.
- c. **End Date:** Enter the date when you want the report schedule to stop. ( null is indefinite).
- d. **End Time:** Enter the time associated with the End Date when you want the report schedule to stop ( null is indefinite).

**8. Recurrence:**

- a. **Once Only:** Select this option button if you want the report to be run only once. Otherwise, proceed to select the frequency option buttons.
- b. **Repeat:** Repeat the schedule according to the frequency and interval.
- c. **Interval :** Enter a number to indicate how many times the report should be run per hours, days, weeks, or months.

**9. Frequency:**

- a. **Hours:** Select this option button to run the report on an hourly basis. The Every field appears where you can enter the "every number" of hours you want the report to be run.
- b. **Days:** Select this option button to run the report on a daily basis. The Every field appears where you can enter the "every number of days" you want the report to be run.
- c. **Weeks:** Select this option button to run the report on a weekly basis. The Every field appears where you can enter the "every number of weeks" you want the report to be run.

When Weeks is selected, the Days of the Week option buttons display. You can select the days of the week that you would like to repeat the report, based on the Start Date/Time.

- d. **Months:** Select this option button to run the report on a monthly basis. Several options provide further scheduling flexibility.
  - In the **Every** field, enter the every "number of months" you want the report to run. As an example, if 1 is selected, the report will repeat every month after the Start Date/Time. If the Start Date is 11/30/11 and the Time is 4:05 pm, the report will run every month on the 30th day at 4:05 PM.
  - When **Months** is selected, the Repeat option displays. You can select which week in the month you want the report to repeat after the initial Start Date and Time. You can select either the First, Second, Third, Fourth, or Last week you want the report to repeat. If the Second week is selected, the report will run every second week of the month at the time selected in Start.



- When **Week** option is selected, the Days of the Week option buttons display. You can select the days of the week that you would like to run the report. Using our example, if you select Monday and Friday, the report will run the second week of every month, on Monday and Friday at 4:05 pm. If you have selected a week for Repeat, in our example, if you still want the report to run on a Wednesday, you will have to select Wednesday DOW.
  - e. **Days of the Week:** (Only available when the Weeks or Months option button is selected.) Select the day, or days, of the week in which you want the report to be run (Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday) on a Weekly or Monthly basis.
  - f. Click **Next**.
10. **Destination:** By default report destination is PDF file. The file can be downloaded (previewed) from **Report Scheduler > Executed Reports**. To add a destination:
- a. Click **New**.
  - b. **Mode:** Select the destination and provide the additional details.
    - **Email :** Enter an email address; separate multiple addressed with a semi-colon.
    - **Printer:** Select a printer from the list [Configuring Printers](#).
    - **SFTP:** Enter SFTP address.
  - c. Click **Save**.

### Scheduling Shift Reports

1. From the OPERA Cloud menu, select **Reports**, then select **Manage Reports**
2. Click **Manage Scheduled Reports** and then click **New**.
3. **Report Name:** Enter the name of Shift Report.
4. Click **Search**.
5. Select the Shift Report in the result and click **Select**.
6. Click **Next** on report parameters (not applicable).
7. **Repeat Interval:**
  - a. **Start Date:** Enter the date when you want the report schedule to Start.
  - b. **Start Time:** Enter the time when you want the report schedule to Start.
  - c. **End Date:** Enter the date when you want the report schedule to stop. ( null is indefinite).
  - d. **End Time:** Enter the time associated with the End Date when you want the report schedule to stop ( null is indefinite).
8. **Recurrence:**
  - a. **Once Only:** Select this option button if you want the report to be run only once. Otherwise, proceed to select the frequency option buttons.
  - b. **Repeat:** Repeat the schedule according to the frequency and interval.
  - c. **Interval :** Enter a number to indicate how many times the report should be run per hours, days, weeks, or months.
  - d. **Frequency:**

- i. **Hours:** Select this option button to run the report on an hourly basis. The Every field appears where you can enter the "every number" of hours you want the report to be run.
- ii. **Days:** Select this option button to run the report on a daily basis. The Every field appears where you can enter the "every number of days" you want the report to be run.
- iii. **Weeks:** Select this option button to run the report on a weekly basis. The Every field appears where you can enter the "every number of weeks" you want the report to be run.

When Weeks is selected, the Days of the Week option buttons display. You can select the days of the week that you would like to repeat the report, based on the Start Date/Time.

- iv. **Months:** Select this option button to run the report on a monthly basis. Several options provide further scheduling flexibility.
  - In the **Every** field, enter the every "number of months" you want the report to run. As an example, if 1 is selected, the report will repeat every month after the Start Date/Time. If the Start Date is 11/30/11 and the Time is 4:05 pm, the report will run every month on the 30th day at 4:05 PM.
  - When **Months** is selected, the Repeat option displays. You can select which week in the month you want the report to repeat after the initial Start Date and Time. You can select either the First, Second, Third, Fourth, or Last week you want the report to repeat. If the Second week is selected, the report will run every second week of the month at the time selected in Start.
  - When **Week** option is selected, the Days of the Week option buttons display. You can select the days of the week that you would like to run the report. Using our example, if you select Monday and Friday, the report will run the second week of every month, on Monday and Friday at 4:05 pm. If you have selected a week for Repeat, in our example, if you still want the report to run on a Wednesday, you will have to select Wednesday DOW.
- v. **Days of the Week:** (Only available when the Weeks or Months option button is selected.) Select the day, or days, of the week in which you want the report to be run (Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday) on a Weekly or Monthly basis.

9. Click **Next**.

10. **Destination:** By default report destination is PDF file. The file can be downloaded (previewed) from **Report Scheduler > Executed Reports**. To add a destination:

- a. Click **New**.
- b. **Mode:** Select the destination and provide the additional details.
  - **Email** : Enter an email address; separate multiple addressed with a semi-colon.
  - **Printer:** Select a printer from the list [Configuring Printers](#).
  - **SFTP:** Enter SFTP address.
- c. Click **Save**.

### Editing Scheduled Reports

1. From the OPERA Cloud menu, select **Reports**, then select **Manage Reports**
2. Click **Manage Scheduled Reports**.

3. Enter search criteria and click **Search**.
4. In the search results, select the scheduled report and click the **Vertical Ellipsis** and select **Edit**.
5. Update the scheduled report configuration and parameters.
6. Click **Save**.

#### Deleting Scheduled Reports

1. From the OPERA Cloud menu, select **Reports**, then select **Manage Reports**.
2. Click **Manage Scheduled Reports**.
3. Enter search criteria and click **Search**.
4. In the search results, select the scheduled report and click the **Vertical Ellipsis** and select **Delete**.
5. Confirm Delete.

#### Pausing Scheduled Reports

1. From the OPERA Cloud menu, select **Reports**, then select **Manage Reports**
2. Click **Manage Scheduled Reports**.
3. Enter search criteria and click **Search**.
4. In the search results, toggle the ON/OFF status button for the report in the list of scheduled reports.

#### To Force Run a Scheduled Report

1. From the OPERA Cloud menu, select **Reports**, then select **Manage Reports**
2. Click **Manage Scheduled Reports**.
3. Enter search criteria and click **Search**.
4. In the search results, select the scheduled report and click the **Vertical Ellipsis** and select **Run Reports**.

#### Viewing Executed Scheduled Reports

1. From the OPERA Cloud menu, select **Reports**, then select **Manage Reports**
2. Click **Manage Scheduled Reports**.
3. Click **View Executed Reports**.
4. Enter search criteria and click **Search**.
5. Select a report in the search result, click the **Vertical Ellipsis** and select **Preview**.

#### Viewing Executed Scheduled Report Destinations

1. From the OPERA Cloud menu, select **Reports**, then select **Manage Reports**
2. Click **Manage Scheduled Reports**.
3. Click **View Executed Reports**.
4. Enter search criteria and click **Search**.

5. Select a report in the search result, click the **Vertical Ellipsis** and select **Destinations**.

#### Deleting Executed Scheduled Reports

1. From the OPERA Cloud menu, select **Reports**, then select **Manage Reports**
2. Click **Manage Scheduled Reports**.
3. Click **View Executed Reports**.
4. Enter search criteria and click **Search**.
5. Select a report in the search result, click the **Vertical Ellipse** and select **Delete**.

## Prerequisites Manage Scheduled Reports

#### OPERA Controls

- **Group:** General
- **Function:** Report Scheduler

#### OPERA Cloud Tasks

**Group:** Reports

**Task:** Manage Scheduled Reports

- New/Edit Scheduled Reports
- Delete Scheduled Report

## Report Groups

Standard report groups and reports are created on provisioning of OPERA Cloud. For more information, see [Configuring Reports](#) and configure additional report groups in these report groups to suit your needs.

For example, you may configure a report group for 'Club Floor' and configure the various reports needed by users, these reports preset with the club floor room class in their report filters.

You can also restrict user access to specific reports groups; for example, the housekeeping role can be restricted to have access to only the housekeeping report group.

OPERA Cloud automatically creates a user task for each report group created, which can then be assigned to user roles in [Role Manager](#) to restrict access to specific report groups.

Report groups marked INTERNAL are used for managing stationery templates such as contracts, statements, confirmation letters, folios and receipts. For more information, see [Generating Reports](#). These stationery report groups do not display in the report group list on the Run Report application page and do not need to be assigned to user roles.

The following report groups are automatically created on provisioning of your OPERA Cloud property.

**Table 9-10 Report Groups**

Report Group	Service	Standard Reports
Account (Sales)	Sales and Event Management	<a href="#">Sales Account Reports</a>
Activity (Sales)	Sales and Event Management	<a href="#">Activity Reports</a>
Accounts Receivable	Property Management	<a href="#">Accounts Receivable Reports</a>
Arrival	Property Management	<a href="#">Arrivals Reports</a>
Blocks & Groups	<ul style="list-style-type: none"> <li>• Property Management</li> <li>• Sales and Event Management</li> </ul>	<a href="#">Blocks and Groups Reports</a>
Catering Configuration	Sales and Event Management	<a href="#">Catering Configuration Reports</a>
Commission (Agent)	Property Management	<a href="#">Commissions Reports</a>
Configuration	<ul style="list-style-type: none"> <li>• Property Management</li> <li>• Sales and Event Management</li> </ul>	<a href="#">Configuration Reports</a>
Departure	Property Management	<a href="#">Departures Reports</a>
Events	Sales and Event Management	<a href="#">Event Reports</a>
Financial	Property Management	<a href="#">Financials Reports</a>
Forecast	Property Management	<a href="#">Forecast Reports</a>
Guests in House	Property Management	<a href="#">Guests In-House Reports</a>
Housekeeping	Property Management	<a href="#">Housekeeping Reports</a>
Miscellaneous	Property Management	<a href="#">Miscellaneous Reports</a>
Profiles	Property Management	<a href="#">Profiles Reports</a>
Reservations	Property Management	<a href="#">Reservations Reports</a>
Statistical	<ul style="list-style-type: none"> <li>• Property Management</li> <li>• Sales and Event Management</li> </ul>	<a href="#">Statistics Reports</a>
Yield Management	Property Management	<a href="#">Yield Management Reports</a>

## Configuring Report Groups

### Adding a Report Group

1. From the **OPERA Cloud** menu, select **Reports, Manage Reports** and then **Manage Report Groups**.
2. Click **New**.
3. On the Reports Group screen, add the following information.
  - a. **Group Name** : Enter a code or name of the report group, Report Group names are limited to a maximum of 30 characters and cannot be changed when editing a group.

- b. **Description** : Enter the description for the report group.
- c. **Manage Translation**: Click to enter the description in other languages.
- d. **Type**: Select **Report**.
- e. **Watermark Mode** : Select a watermark mode. For more information, see [Working with Watermarks](#). This appears when Enable Watermark For Reports OPERA control is active.

 **Note:**

Remember to update user roles in [Role Manager](#) and assign the auto-created report group user tasks.

4. Click **Save**.

#### Editing a Report Group

1. From the **OPERA Cloud** menu, select **Reports, Manage Reports** and then **Manage Report Groups**.
2. Select or confirm the Property, enter optional search criteria, and click **Search**.
3. In the search results, select the report group and click the vertical ellipsis.
4. Click **Edit**.
5. Update configuration.
6. Click **Save**.

#### Deleting a Report Group

1. From the **OPERA Cloud** menu, select **Reports, Manage Reports** and then **Manage Report Groups**.
2. In the search results, select the report group and click the vertical ellipsis.
3. Click **Delete** to confirm.

## Stationery Report Groups

The following internal report groups are available for the management of customized stationery templates; these report groups are not displayed to users in the list of report groups in [Generating Reports](#) by default.

Create one or more templates in these report groups to specify which template OPERA Cloud should generate for the respective area of the application; the sample template to use for your customized template(s) is listed below.

Many of the report groups only require one template to be configured and referenced. However, when the multi-language function is enabled in OPERA Controls, multiple templates can exist in a report group - one per language. The setup for each template references a specific language code; OPERA Cloud then selects and generates the template matching the language code set in the profile. For example, a guest folio template with French text has the French language code selected in [Configuring Stationery Templates](#) and

this template is used when generating a folio for guests, companies or agents with French selected as the language in their profile.

Other report groups support multiple templates, regardless of the multi-language function being active - for these report groups a user either selects from a list of templates in the application or there is related configuration which selects the specific template to be used.

**Table 9-11 Stationery Report Groups**

Report Group	Description	Template Quantity	Sample RTF Template
Accounts Receivable Folio	AR Folio For more information, see Guest Folio template, row 13 in this table	One (per language if multi-language active)	
Accounts Receivable Reminders and Statements	AR Reminder Letters For more information, see <a href="#">Configuring Accounts Receivable Account Types</a>	Multiple	sample_reminder
Accounts Receivable Statements	AR Statement For more information, see <a href="#">Configuring Accounts Receivable Account Types</a> one per account type	Multiple	sample_statement sample_statement_numbering sample_statement_philippines
Alerts	Alert templates for printed alerts For more information, see <a href="#">Global Alert (Rule) Definitions</a>	Multiple	sample_alert
Check Exchange Receipt	Travelers Check Exchange Receipt	One (per language if multi-language active)	sample_exrecpt
Commission Check	Commission Check template For more information, see <a href="#">Bank Accounts</a> one per bank account	Multiple	sample_checkusd
Confirmation Letter	Reservation Confirmation and Cancellation Templates User selects from list of templates when generating a confirmation	Multiple	sample_guest_confirmation
Credit Card Receipt	Credit Card Payment receipt template	One (per language if multi-language active)	sample_credit_card_receipt
Currency Exchange Receipt	Currency Exchange receipt template	One (per language if multi-language active)	sample_exrecpt

Table 9-11 (Cont.) Stationery Report Groups

Report Group	Description	Template Quantity	Sample RTF Template
Deposit Refund Receipt	Deposit Receipt Template	One (per language if multi-language active)	sample_deprecpt
Electronic Vouchers	Electronic Voucher Details	One (per language if multi-language active)	sample_evoucher
Expense Folio	Expense Summary Folio Template	One (per language if multi-language active)	sample_exp_folio
Folios	Guest Folio Template	One (per language if multi-language active)	sample_folio sample_folio_QRC sample_folio_hungary sample_riepilogativa (Italy) sample_folio_philippines sample_folio_poland sample_folio_portugal
Group Folio	Group Summary Folio Template	One (per language if multi-language active)	sample_grp_folio
Group Reports	Configure various customizable reports . This report group is accessible from the <b>I Want To . . .</b> , go to <b>Reports</b> from: <ul style="list-style-type: none"> <li>Block Search / Presentation</li> <li>Event Search / Presentation</li> <li>Manage Resources Relevant block IDs and event IDs will be passed to the report parameters.</li> </ul>	Multiple	N/A
Kiosk Confirmation	Kiosk Key Jacket	One (per language if multi-language active)	sample_kiosk_confirmation
Labels	Key packet label Templates	Multiple	sample_key_packet
Messages	Guest Message Template	One (per language if multi-language active)	sample_msg_text



Table 9-11 (Cont.) Stationery Report Groups

Report Group	Description	Template Quantity	Sample RTF Template
Paid-Out Receipt	Paid Out Receipt Template	One (per language if multi-language active)	sample_paidout
Passerby Folio	Passer-by Folio For more information, see Guest Folio template, row 13 in this table	One (per language if multi-language active)	
Payment Receipt	Payment Receipt template	One (per language if multi-language active)	sample_payment sample_payment_p hilippines sample_payment_t ax (Thailand)
POST IT	Post It Folio For more information, see Guest Folio template, row 13 in this table	One (per language if multi-language active)	
Registration Card	Guest registration card templates (excludes digital regcard for esign) For more information, see OPERA Control - <a href="#">OPERA Controls — Front Desk</a>	Multiple	sample_police_reg_card sample_registration_card

## Configuring Definable Managers Report

This option allows you to customize the selection and the sequence of the statistical calculations included on the Manager's Report. You can also define your own calculations for certain item types.

To format the report into sections, you can also configure the report to print horizontal lines and add extra line spacing after values, as needed .

Once the report has been configured you can generate it at any time from Run Reports. For more information, see [Generating Reports](#) or schedule the report. For more information, see [Managing Scheduled Reports](#) .

You can also add the Manager's Report to the End of Day final reports [Configuring Interim / Final Procedures and Reports](#) to generate automatically during the End of Day process.

### View Managers Report Configuration

Perform a search to view the current setup of the Managers Report; the result indicates the statistics selected for inclusion and the sequence in which they appear on the report.

1. From the OPERA Cloud menu, select **Reports**, select **Configure Reports**, and then **Definable Manager's Report**.

2. Select or confirm the Property, click **Search**.

The current selection and sequence of statistics to output on the report are listed in search result.

- a. **Active:** A tick in this column indicates that the statistical item is included in the report.
- b. **Description:** Text description of the statistical displayed on the report.
- c. **User-defined:** A tick in this column indicates that the statistic is user defined.
- d. **Print Line:** Tick in the column indicated that a line drawn on the report after this item. Lines can be used to divide sections of the report or to call attention to a particular statistical item.
- e. **Blank Rows:** Number of blank rows following this item. Blank rows are used to create sections in the report for clarity or to call attention to a particular statistical item. The default is 0 rows (no extra space).
- f. **Seq:** Number indicating the relative position of the item in the report. Items are displayed from lowest number to highest number.

### Editing Statistics

To amend the setup or remove a statistic from the report you need to edit the statistic. Changing the display sequence results in the statistic relocating to the desired position in the list. Removing the active check box removes the statistic from appearing on the report.

1. From the OPERA Cloud menu, select **Reports**, select **Configure Reports**, and then **Definable Manager's Report**.
2. In the search results, select the statistic to update and click the vertical ellipsis and click **Edit**.
3. Modify or update the following information:
  - a. **Item Name:** Edit the unique item name, for user-defined entries. (value is read only for predefined items).
  - b. **Description:** Edit the description (output on report) for user-defined entries (value is read only for predefined items).
  - c. **Display Sequence:** Update value to change the position of the statistic on the report.
  - d. **Blank Rows:** Set the number of blank rows after this statistic.
  - e. **Print Line:** Check to generate a horizontal line after this statistic.
  - f. **Active:** When checked the statistical item is included in the report. Uncheck to remove the statistic from the output .
4. Click **Save**.

### Adding User-Defined Statistic

Use this option to add a user-defined items to the Managers Report. On this screen you can choose to add certain attributes to the base calculation of the item type. For example, the user can choose to add Day Use Rooms and/or subtract House Use Rooms from the calculation for 'Rooms Occupied'.

1. From the OPERA Cloud menu, select **Reports**, select **Configure Reports**, and then **Definable Manager's Report**.
2. Click **New**.

3. In the Primary Details section, enter the following details.
  - a. **Item Type:** Select the Item Type from the drop-down.

**Table 9-12 Item type and its definition**

Item Type	Calculation/Definition
Rooms Occupied	Number of rooms In-House with a Front Office status of 'OCC'
% Rooms Occupied	Number of rooms In-House with a Front Office status of 'OCC' / Total Rooms in Hotel * 100
ADR	Total amount of all postings today where the Transaction Code is marked as 'Revenue' and the Transaction Type is 'Lodging' / Number of rooms In-House with a Front Office status of 'OCC'
ADR (Distributed)	Total amount of all postings today (Distributed) where the Transaction Code is marked as 'Revenue' and the Transaction Type is 'Lodging' / Number of rooms In-House with a Front Office status of 'OCC'
Rooms Occupied Tomorrow	Total number of deduct rooms reserved for tomorrow
% Rooms Occupied Tomorrow	Total number of deduct rooms reserved for tomorrow / Total Rooms in Hotel * 100
Rooms Occupied for the Next 7 Days	Total number of deduct rooms reserved starting tomorrow for 7 days
% Rooms Occupied for the Next 7 Days	Total number of deduct rooms reserved starting tomorrow for 7 days / Total Rooms in Hotel * 100
Rooms Occupied for the Next 31 Days	Total number of deduct rooms reserved starting tomorrow for 31 days
% Rooms Occupied for the Next 31 Days	(Total number of deduct rooms reserved starting tomorrow for 31 days) / (Total Rooms in Hotel) * 100
Rooms Occupied for the Next 365 Days	Total number of deduct rooms reserved starting tomorrow for 365 days
% Rooms Occupied for the Next 365 Days	Total number of deduct rooms reserved starting tomorrow for 365 days / Total Rooms in Hotel * 100
Projected Rooms Occupied for Current Month	Total number of deduct rooms reserved for the whole month
Projected % Rooms Occupied for Current Month	Total number of deduct rooms reserved for the whole month / Total Rooms in Hotel * 100
Projected Rooms Occupied for Current Year	Total number of deduct rooms reserved for the whole year
Projected % Rooms Occupied for Current Year	Total number of deduct rooms reserved for the whole year / Total Rooms in Hotel * 100

- b. **Item Name:** Item name is automatically populated, but can be manually edit.
- c. **Description:** Enter the description of the statistical item that needs to be printed on the Manager's Report. This description is what is displayed on the report output for the Item Type.

- d. **Blank Rows:** Set the number of blank rows after this statistic.
  - e. **Print Line:** Check to generate a horizontal line after this statistic.
  - f. **Active:** When checked the statistical item is included in the report. Uncheck to remove the statistic.
4. In the Rooms Occupied section, select single or multiple options:
    - a. **Plus Day Use:** Select to add Day Use Rooms that are occupied to the Item Type calculation selected. (Day Use Rooms are Reservations with 0 Nights.)
    - b. **Plus No Shows:** Select to add No Show Rooms to the Item Type calculation selected.
    - c. **Minus Comp.:** Select to subtract Comp Rooms from the Item Type calculation selected. (Comp Rooms are Reservations with a Rate Code that has the 'Complimentary' check box checked on the Rate Setup screen within Rate Code configuration).
    - d. **Minus House:** Select to subtract House Use Rooms from the Item Type calculation selected. (House Rooms are Reservations with a Rate Code that has the 'House Use' check box checked on the Rate Setup screen within Rate Code configuration).
  5. In the Total Rooms In Hotel, you can select the following options. This section allows for additional items to be added to the default calculations for the above Item Types.
    - a. **Minus Out of Order Rooms:** Available when the **Room Management > Out of Order** control is set to Active, select to subtract the total number of OOO rooms at the property from the Item Type calculation selected.
    - b. **Minus Out of Service Rooms:** Available when the **Room Management > Out of Order** control is set to Active, select to subtract the total number of OOS rooms at the property from the Item Type calculation selected.
  6. In the Formula section, the area shows the Calculation/Definition of the Item Type that is selected and any additional Rooms Occupied and/or Total Rooms in Hotel options that are selected.
  7. Click **Save**.

#### Deleting User Defined Statistics

1. From the OPERA Cloud menu, select **Reports**, select **Configure Reports**, and then **Definable Manager's Report**.
2. In the search results, select the statistic to update and click the vertical ellipsis and click **Delete**.
3. Click **Delete** and confirm the deletion.

#### Generating Definable Managers Report

You can test the changes made to the Managers Report layout by generating a preview of list of predefined statistics.

1. From the OPERA Cloud menu, select **Reports**, select **Configure Reports**, and then **Definable Manager's Report**.
2. On the Definable Manager's Report screen, click the vertical ellipses and then click **Report**.
3. In the Report Destination pop-up, select **Preview**, **Email to Print**, **Email** or **Fax** option and click **Process**.

Following is the list of predefined statistics that can be included in the Manages Report.

**Table 9-13 Definable Managers Report - Item Descriptions**

Item Description	Calculation
% Beds Occupied	Total Adults and Children In House divided by Total Beds, calculated using the Max. Occupancy field in Rooms Configuration for each occupied room, multiplied by 100.
% Individual Member Departures	Number of Rooms with a Departure Date equal to today, a Membership number attached to the reservation, with no block code attached to the reservation, divided by Number of Rooms with a Departure Date equal to today, multiplied by 100.
% Member Departures	Number of Adults and Children with a Departure Date equal to today, with a Membership number attached to the reservation, divided by Number of Rooms with a Departure Date equal to today multiplied by 100.
% Multiple Occupancy	Number of Rooms Occupied where total persons is greater than 1 / Number of Rooms Occupied , multiplied by 100. EG: (3/232) * 100 which is .0129 * 100 = 1.29%
% Occupancy for the Month	Total number of rooms reserved starting tomorrow for 1 calendar month, divided by Total Rooms in Hotel starting tomorrow for 1 calendar month, multiplied by 100.
% Occupancy for the Year	Total number of rooms reserved starting tomorrow for 1 calendar year, divided by Total Rooms in Hotel starting tomorrow for 1 calendar year, multiplied by 100.
% Occupancy Next 7 Days	Total number of deduct rooms reserved starting tomorrow for 7 days, divided by Total Rooms in Hotel starting tomorrow for 7 days, multiplied by 100
% Rooms Occupied	Rooms Occupied, divided by Total Rooms in Hotel, multiplied by 100.
% Rooms Occupied for the Next 31 Days	Total number of deduct rooms reserved starting tomorrow for 31 days, divided by Total Rooms in Hotel starting tomorrow for 31 days, multiplied by 100
% Rooms Occupied for the Next 365 Days	Total number of deduct rooms reserved starting tomorrow for 365 days, divided by Total Rooms in Hotel starting tomorrow for 365 days, multiplied by 100
% Rooms Occupied for Tomorrow	Number of Rooms Occupied tomorrow, divided by Total Rooms in Hotel, multiplied by 100.
% Rooms Occupied minus Comp	Rooms Occupied minus Comp, divided by Total Rooms in Hotel, multiplied by 100.
% Rooms Occupied minus Comp and House	Rooms Occupied minus Comp and House, divided by Total Rooms in Hotel, multiplied by 100.

**Table 9-13 (Cont.) Definable Managers Report - Item Descriptions**

Item Description	Calculation
% Rooms Occupied minus Comp and OOO	Rooms Occupied minus Comp, divided by Total Rooms in Hotel minus Out of Order, multiplied by 100.
% Rooms Occupied minus Comp, House, and OOO	Rooms Occupied minus Comp and House, divided by Total Rooms in Hotel minus Out of Order, multiplied by 100.
% Rooms Occupied minus House	Rooms Occupied minus House, divided by Total Rooms in Hotel, multiplied by 100.
% Rooms Occupied minus House and OOO	Rooms Occupied minus House, divided by Total Rooms in Hotel minus Out of Order, multiplied by 100.
% Rooms Occupied minus OOO	Rooms Occupied, divided by Total Rooms in Hotel minus Out of Order, multiplied by 100.
% Rooms Occupied plus Day Use	Rooms Occupied plus Day Use minus House Use, divided by Total Rooms in Hotel minus Out of Order, multiplied by 100.
% Rooms Occupied plus Day Use and No Show	Rooms Occupied plus Day Use and No Show, divided by Total Rooms in Hotel, multiplied by 100.
% Rooms Occupied plus Day Use for the next 31 Days	Total number of deduct rooms reserved plus Day Use starting tomorrow for 31 days, divided by Total Rooms in Hotel starting tomorrow for 31 days, multiplied by 100.
ADR	Room Revenue, divided by Rooms Occupied.
ADR (Distributed)	Room Revenue, divided by Rooms Occupied. When an Advance Bill is associated with the reservation, revenue is distributed over the stay period in order to reflect actual revenue generated per day, rather than recording all revenue on the day the advance bill is generated.
ADR minus Comp	Room Revenue, divided by Rooms Occupied minus Comp rooms.
ADR (Distributed) minus Comp	Room Revenue, divided by Rooms Occupied minus Comp rooms. When an Advance Bill is associated with the reservation, revenue is distributed over the stay period in order to reflect actual revenue generated per day, rather than recording all revenue on the day the advance bill is generated.
ADR minus Comp and House	Room Revenue, divided by Rooms Occupied minus Comp and House rooms.
ADR (Distributed) minus Comp and House	Room Revenue, divided by Rooms Occupied minus Comp and House rooms. When an Advance Bill is associated with the reservation, revenue is distributed over the stay period in order to reflect actual revenue generated per day, rather than recording all revenue on the day the advance bill is generated.
ADR minus House	Room Revenue, divided by Rooms Occupied minus House rooms.

**Table 9-13 (Cont.) Definable Managers Report - Item Descriptions**

Item Description	Calculation
ADR (Distributed) minus House	Room Revenue, divided by Rooms Occupied minus House rooms. When an Advance Bill is associated with the reservation, revenue is distributed over the stay period in order to reflect actual revenue generated per day, rather than recording all revenue on the day the advance bill is generated.
ADR plus Day Use	Room Revenue, divided by Rooms Occupied plus Day Use.
Adults Free	Number of Tax Free Adults for Rooms In House. Field available based on parameter setting for 'Tax Free Guests'.
Arrival Persons	Number of Adults and Children with an Arrival Date equal to today.
Arrival Persons for Tomorrow	Number of Adults and Children with an Arrival Date equal to tomorrow.
Arrival Reservations	Number of all the reservations with an arrival date equal to today.
Arrival Rooms	Number of Rooms with an Arrival Date equal to today. Only one reservation per room will be considered for this total.
Arrival Rooms for Tomorrow	Number of Rooms with an Arrival Date equal to tomorrow. Only one reservation per room will be considered for this total.
Available Rooms	Total Rooms in Hotel, minus Rooms Occupied.
Available Rooms minus OOO Rooms	Total Rooms in Hotel, minus Rooms Occupied, minus Out of Order Rooms.
Average Adults per Room minus House Use	Number of Adults divided by number of Rooms Occupied minus House Use Rooms (Index of Frequency 1).
Average Adults per Room	Number of Adults divided by number of Rooms Occupied (Index of Frequency 2).
Average Persons per Room minus House Use	Number of Adults and Children divided by number of Rooms Occupied minus House Use Rooms (Index of Frequency 3).
Average Persons per Room	Number of Adults and Children divided by number of Rooms Occupied (Index of Frequency 4).
Average Person Rate	Room Revenue, divided by number of Adults and Children.
Average Persons per Block Rooms	Adults and Children attached to the reservation with Reservation status of 'Checked In', divided by number of Rooms Occupied that have a Block Code attached.
Average Revenue per Block Rooms	Block Revenue, divided by Number of rooms that have a block code attached to the reservation with a reservation status of 'Checked In'.
Average Room Revenue per Block Rooms	Block Room Revenue, divided by Number of rooms that have a block code attached to the reservation with a reservation status of 'Checked In'.

**Table 9-13 (Cont.) Definable Managers Report - Item Descriptions**

Item Description	Calculation
Birthdays in House	Number of Rooms with the Birthday field from the profile equal to today.
Block Member Rooms	Total number of rooms today for those reservations which have a membership number of the default membership type attached to the reservation and have a block code attached to the reservation. If no default membership type is defined than any membership attached to the reservation will be considered.
Block Member % of Rooms	Total number of rooms today for those reservations which have a membership number of the default membership type attached to the reservation and have a block code attached to the reservation, divided by the number of total rooms today and multiplied by 100. If no default membership type is defined than any membership attached to the reservation will be considered.
Block Member Average Room Revenue	Total amount of postings today, where the Transaction Code is marked as 'Revenue' and the Transaction Code Type is 'Lodging', for reservations that have a membership number of the default membership type attached to the reservation and do not have a block code attached to the reservation divided by the number of rooms today for those same reservations. If no default membership type is defined then any membership attached to the reservation will be considered.
Block Member Average Total Revenue	Total amount of postings today, where the Transaction Code is marked as 'Revenue', for reservations that have a membership number of the default membership type attached to the reservation and do not have a block code attached to the reservation divided by the number of rooms today for those same reservations. If no default membership type is defined then any membership attached to the reservation will be considered.
Block Member Room Revenue	Total amount of postings today, where the Transaction Code is marked as 'Revenue' and the Transaction Code Type is 'Lodging', for reservations that have a membership number of the default membership type attached to the reservation and have a block code attached to the reservation. If no default membership type is defined then any membership attached to the reservation will be considered.
Block Member Total Revenue	Total amount of postings today, where the Transaction Code is marked as 'Revenue', for reservations that have a membership number of the default membership type attached to the reservation and a block code attached to the reservation. If no default membership type is defined then any membership attached to the reservation will be considered.



**Table 9-13 (Cont.) Definable Managers Report - Item Descriptions**

Item Description	Calculation
Block Member % of Room Revenue	Total amount of postings today, where the Transaction Code is marked as 'Revenue' and the Transaction Code Type is 'Lodging', for reservations that have a membership number of the default membership type attached to the reservation and a block code attached to the reservation, divided by the room revenue for all reservations and multiplied by 100. If no default membership type is defined then any membership attached to the reservation will be considered.
Block Member % of Total Revenue	Total amount of postings today, where the Transaction Code is marked as 'Revenue', for reservations that have a membership number of the default membership type attached to the reservation and a block code attached to the reservation, divided by the total revenue for all reservations and multiplied by 100. If no default membership type is defined then any membership attached to the reservation will be considered.
Block Member Average Length of Stay	Total number of nights for reservations that have a member number of the default membership type attached to the reservation and a block code attached to the reservation, divided by the count of those same reservations. If no default membership type is defined then any membership attached to the reservation will be considered.
Block Persons in House	Number of Adults and Children for Rooms In-House with a Block code attached to the reservation.
Block Revenue	Total amount of postings today where the Transaction Code is marked as 'Revenue' for reservations that have a Block Code attached.
Block Room Revenue	Total amount of postings today where the Transaction Code is marked as 'Revenue' and a Transaction Code Type is 'Lodging' for reservations that have a Block Code attached.
Block Rooms in House	Number of Rooms that have a block code attached to the reservation.
Blocks in House	Number of Blocks where today's date falls between the start date and end date.
Cancellations Made Today	Number of Cancellations that were taken today for any date.
Canceled Reservations for Today	Number of Reservations that were canceled with an arrival date equal to today.
Canceled Rooms for Today	Number of rooms that were canceled with an arrival date equal to today
Children Free	Number of Tax Free Children for Rooms In House. Field available based on parameter setting for 'Tax Free Guests'.
Clean Rooms	Number of Rooms that have a Housekeeping Status of 'CL'.

**Table 9-13 (Cont.) Definable Managers Report - Item Descriptions**

<b>Item Description</b>	<b>Calculation</b>
Company Revenue	Total amount of postings today where the transaction code is marked as 'Revenue' for reservations that have a company profile attached
Company Room Revenue	Total amount of postings today where the transaction code is marked as 'Revenue' and a transaction code type is 'Lodging' for reservations that have a company profile attached
Company Rooms in House	Number of Rooms that have a Company profile attached to the reservation.
Complimentary Adults	Total no of adults on complimentary reservations.
Complimentary Children	Total no of children on complimentary reservations.
Complimentary Persons	Adults + Children
Complimentary Rooms	Number of Rooms In-House that have a rate code marked as Complimentary.
Day Use Adults	Total no of adults on Day use reservations.
Day Use Children	Total no of children on Day use reservations.
Day Use Persons	Adults + Children
Day Use Reservations	Number of reservations where the arrival date and departure date are equal to today.
Day Use Rooms	Number of Reservations where the arrival date and departure date are equal to today.
Deducted Arrivals	Number of Rooms with an Arrival Date equal to today, and the reservation type is equal to deduct.
Departure Persons	Number of Adults and Children with a Departure Date equal to today.
Departure Persons for Tomorrow	Number of Adults and Children with a Departure Date equal to tomorrow.
Departure Rooms	Number of Rooms with a Departure Date equal to today. Only one reservation per room will be considered for this total.
Departure Rooms for Tomorrow	Number of Rooms with a Departure Date equal to tomorrow. Only one reservation per room will be considered for this total.
Dirty Rooms	Number of Rooms that have a Housekeeping Status of 'DI'.
Doubles as Singles	Number of Rooms where each room has Occupancy Max greater than 1, and Number of Persons In-House is less than or equal to 1.
Early Departure Persons	Number of Adults and Children for checked out rooms with an original departure date greater than today.
Early Departure Rooms	Number of checked out rooms with an original departure date greater than today.
Extended Stay Persons	Number of Adults and Children In-House where an original departure date equal to today.

**Table 9-13 (Cont.) Definable Managers Report - Item Descriptions**

Item Description	Calculation
Extended Stay Rooms	Number of Rooms In-House where an original departure date equal to today.
Food and Beverage Revenue	Total amount of all postings today where the Transaction Code is marked as 'Revenue' and the Transaction Type is 'Food and Beverage'.
Food and Beverage Revenue (Distributed)	Total amount of all postings today where the Transaction Code is marked as 'Revenue' and the Transaction Type is 'Food and Beverage'. When an Advance Bill is associated with the reservation, revenue is distributed over the stay period in order to reflect actual revenue generated per day, rather than recording all revenue on the day the advance bill is generated.
Group Rooms in House	Number of Rooms that have a Group profile attached to the reservation.
House Use Adults	Total no of adults on House use reservations.
House Use Children	Total no of children on House use reservations.
House Use Persons	Adults + Children
House Use Rooms	Number of Rooms In-House that have a rate code marked as House Use.
In-House Adults	Number of Adults for Rooms In-House.
In-House Children	Number of Adults for Rooms In-House.
Individual Departure Persons	Number of adults and children divided by number of room occupied ( include house use).
Individual Departure Rooms	Number of Rooms with a Departure Date equal to today and no block code attached to the reservation.
Individual Member Departure Persons	Number of Adults and Children with a Departure Date equal to today, a Membership number attached to the reservation, with no block code attached to the reservation.
Individual Member Departure Rooms	Number of Rooms with a Departure Date equal to today, a Membership number attached to the reservation, with no block code attached to the reservation.
Individual Member Rooms	Total number of rooms today for those reservations which have a membership number of the default membership type attached to the reservation and do not have a block code attached to the reservation. If no default membership type is defined than any membership attached to the reservation will be considered.
Individual Member % of Rooms	Total number of rooms today for those reservations which have a membership number of the default membership type attached to the reservation and do not have a block code attached to the reservation, divided by the number of total rooms today and multiplied by 100. If no default membership type is defined than any membership attached to the reservation will be considered.

**Table 9-13 (Cont.) Definable Managers Report - Item Descriptions**

Item Description	Calculation
Individual Member Average Room Revenue	Total amount of postings today, where the Transaction Code is marked as 'Revenue' and the Transaction Code Type is 'Lodging', for reservations that have a membership number of the default membership type attached to the reservation and do not have a block code attached to the reservation divided by the number of rooms today for those same reservations. If no default membership type is defined then any membership attached to the reservation will be considered.
Individual Member Average Total Revenue	Total amount of postings today, where the Transaction Code is marked as 'Revenue', for reservations that have a membership number of the default membership type attached to the reservation and do not have a block code attached to the reservation divided by the number of rooms today for those same reservations. If no default membership type is defined then any membership attached to the reservation will be considered.
Individual Member Room Revenue	Total amount of postings today, where the Transaction Code is marked as 'Revenue' and the Transaction Code Type is 'Lodging', for reservations that have a membership number of the default membership type attached to the reservation and do not have a block code attached to the reservation. If no default membership type is defined then any membership attached to the reservation will be considered.
Individual Member Total Revenue	Total amount of postings today, where the Transaction Code is marked as 'Revenue', for reservations that have a membership number of the default membership type attached to the reservation and do not have a block code attached to the reservation. If no default membership type is defined then any membership attached to the reservation will be considered.
Individual Member % of Room Revenue	Total amount of postings today, where the Transaction Code is marked as 'Revenue' and the Transaction Code Type is 'Lodging', for reservations that have a membership number of the default membership type attached to the reservation and do not have a block code attached to the reservation, divided by the room revenue for all reservations and multiplied by 100. If no default membership type is defined then any membership attached to the reservation will be considered.

**Table 9-13 (Cont.) Definable Managers Report - Item Descriptions**

Item Description	Calculation
Individual Member % of Total Revenue	Total amount of postings today, where the Transaction Code is marked as 'Revenue' for reservations that have a membership number of the default membership type attached to the reservation do not have a block code attached to the reservation, divided by the total revenue for all reservations and multiplied by 100. If no default membership type is defined then any membership attached to the reservation will be considered.
Individual Member Average Length of Stay	Total number of nights for reservations that have a membership number of the default membership type attached to the reservation and no block code attached to the reservation, divided by the count of those same reservations. If no default membership type is defined then any membership attached to the reservation will be considered.
Individual Persons in House	Number of Adults and Children for Rooms In-House with no Block code attached to the reservation.
Individual Revenue	Total amount of postings today where the Transaction Code is marked as 'Revenue' for reservations that do not have a Block Code attached.
Individual Room Revenue	Total amount of postings today where the Transaction Code is marked as 'Revenue' and a Transaction Code Type is 'Lodging' for reservations that do not have a Block Code attached.
Individual Rooms in House	Number of Rooms that do not have a block code attached to the reservation.
Inspected Rooms	Number of Rooms that have a Housekeeping Status of 'IP'. (Available when the Rooms Management > Inspected application function is set to Y.)
Late Cancellations for Today	Number of Reservations that were canceled today, with an arrival date equal to today.
Late Room Cancellations for Today	Number of rooms that were canceled today, with an arrival date equal to today.
Maximum Revenue	Amount of Brochure Rate on each room.
Maximum Revenue %	Amount of Room Revenue, divided by Brochure Rate on each room, multiplied by 100.
Maximum Revenue % per Rooms Occupied	Amount of Room Revenue, divided by Brochure Rate on each room listed as a Front Office status of 'OCC', multiplied by 100.
Maximum Revenue for Rooms Occupied	Amount of Brochure Rate on each room, with a Front Office status of 'OCC'.
Member Departure Persons	Number of Adults and Children with a Departure Date equal to today and a Membership number attached to the reservation.
Member Departure Rooms	Number of Rooms with a Departure Date equal to today and a Membership number attached to the reservation.

**Table 9-13 (Cont.) Definable Managers Report - Item Descriptions**

<b>Item Description</b>	<b>Calculation</b>
Member persons in House	Number of Adults and Children for Rooms In-House with a Membership Number attached to the reservation.
Member Revenue	Total amount of postings today where the Transaction Code is marked as 'Revenue' for reservations that have a Membership Number attached to the reservation.
Member Room Revenue	Total amount of postings today, where the Transaction Code is marked as 'Revenue' and a Transaction Code Type is 'Lodging', for reservations that have a Membership Number attached to the reservation.
No Show Extended Persons	Number of Persons Arrival extended to next day due to No Show
No Show Extended Reservations	Number of Reservations Arrival extended to next day
No Show Extended Rooms	Number of Rooms Arrival extended to next day due to No Show. This number calculates the number of physical rooms that had a rolling no show reservation. If a component room reservation is included in this calculation, then the actual number of rooms that make up the component room will be included in the calculation. For example, if there are 3 rooms that make up the component room, then this reservation would be represented by 3, not 1.
No Show Persons	Number of Adults and Children with a Reservation Status of No Show.
No Show Reservations	Number of reservations with a reservation status of No Show
No Show Rooms	Number of Rooms with a Reservation Status of No Show.
Non-Deducted Arrivals	Number of Rooms with an Arrival Date equal to today, and the reservation type is equal to non-deduct.
Other Revenue	Total amount of all postings today where the Transaction Code is marked as 'Revenue' and the Transaction Code Type is not 'Lodging', 'Food and Beverage', 'Tax', or 'Non Hotel Supplies'.
Other Revenue (Distributed)	Total amount of all postings today where the Transaction Code is marked as 'Revenue' and the Transaction Code Type is not 'Lodging', 'Food and Beverage', 'Tax', or 'Non Hotel Supplies'. When an Advance Bill is associated with the reservation, revenue is distributed over the stay period in order to reflect actual revenue generated per day, rather than recording all revenue on the day the advance bill is generated.
Out of Order rooms	Number of Rooms marked as Out of Order for today.

**Table 9-13 (Cont.) Definable Managers Report - Item Descriptions**

<b>Item Description</b>	<b>Calculation</b>
Out of Service Rooms	Number of Rooms marked as Out of Service for today. (Available when the Rooms Management > Out of Service application function is set to Y.)
Payments	Total amount of postings today that have a Transaction Code linked to a Group of 'Payment'. This amount includes passerby direct bill payments.
Person Rate Bucket 1	Number of Persons in House Belonging to Rate Bucket 1
Person Rate Bucket 2	Number of Persons in House Belonging to Rate Bucket 2
Person Rate Bucket 3	Number of Persons in House Belonging to Rate Bucket 3
Person Rate Bucket 4	Number of Persons in House Belonging to Rate Bucket 4
Person Rate Bucket 5	Number of Persons in House Belonging to Rate Bucket 5
Proj. Rooms Occ. + DU and NS for current Month	Total number of deduct rooms plus Day Use and No Show reserved for the whole month.
Proj. Rooms Occ. + DU and NS for current Year	Total number of deduct rooms reserved plus Day Use and No Show for the whole year.
Proj. % Rooms Occ. DU and NS for current Month	Total number of deduct rooms reserved plus Day Use and No Show for the whole month, divided by Total Rooms in Hotel for the whole month, multiplied by 100.
Proj. % Rooms Occ. DU and NS for current Year	Total number of deduct rooms reserved plus Day Use and No Show for the whole year, divided by Total Rooms in Hotel for the whole year, multiplied by 100
Projected % Rooms Occupied for Current Month	Total number of deduct rooms reserved for the whole month, divided by Total Rooms in Hotel for the whole month, multiplied by 100.
Projected % Rooms Occupied for Current Year	Total number of deduct rooms reserved for the whole year, divided by Total Rooms in Hotel for the whole year, multiplied by 100.
Projected Rooms Occupied for Current Month	Total number of deduct rooms reserved for the whole month.
Projected Rooms Occupied for Current Year	Total number of deduct rooms reserved for the whole year.
Repeat Guests Persons	Number of guests in-house for guests that have at least one prior check-out
Repeat Guests Revenue	Total amount of postings today where the transaction code is marked as 'Revenue' for reservations where the guest has at least one prior check-out.

**Table 9-13 (Cont.) Definable Managers Report - Item Descriptions**

Item Description	Calculation
Repeat Guests Room Revenue	Total amount of postings today where the transaction code is marked as 'Revenue' and a transaction code Type is 'Lodging' for reservations where the guest has at least one prior check-out.
Repeat Guests Rooms Occupied	Number of room occupied by guests that have at least one prior check-out.
Reservations Made Today	Number of Reservations that were created today for any date. Pseudo Room reservations are not included.
Revenue per Available Room	Room Revenue, divided by Available Rooms.
Revenue per Available Room minus OOO	Room Revenue, divided by Available Rooms minus OOO Rooms.
Room Nights Reserved Today	Total number of nights from all Reservations Made Today. Pseudo Room reservations are not included.
Room Revenue	Total amount of all postings today where the Transaction Code is marked as 'Revenue' and the Transaction Type is 'Lodging'. <b>Note:</b> An exception exists for this column that if a transaction was moved from a non-PM Room to a PM Room, then the revenue is displayed under the non-PM Room (originating room for the reservation). If the transaction is moved from a PM Room to another PM Room, then the transaction will be displayed under the Room Class of the PM Room the transaction was moved to.
Room Revenue (Distributed)	Total amount of all postings today where the Transaction Code is marked as 'Revenue' and the Transaction Type is 'Lodging'. When an Advance Bill is associated with the reservation, revenue is distributed over the stay period in order to reflect actual revenue generated per day, rather than recording all revenue on the day the advance bill is generated.
Rooms Cancelled Today	Number of rooms that were cancelled today for any date
Rooms Occupied	Number of rooms In-House with a Front Office status of 'OCC'.
Rooms Occupied including Owner and Auth. User Rooms	Number of Total rooms occupied plus occupied Owner Rooms (Rental Program), plus occupied Auth. Users (Rental Program), plus occupied Owner Rooms, plus occupied Auth. Users Rooms.
Rooms Occupied for Next 7 Days	Total number of deduct rooms reserved starting tomorrow for 7 days.
Rooms Occupied minus Comp	Number of Rooms In-House with a Front Office status of 'OCC', minus any Complimentary Rooms.
Rooms Occupied minus Comp and House Use	Number of Rooms In-House with a Front Office status of 'OCC', minus any Complimentary Rooms and House Rooms.



**Table 9-13 (Cont.) Definable Managers Report - Item Descriptions**

Item Description	Calculation
Rooms Occupied minus House Use	Number of Rooms In-House with a Front Office status of 'OCC', minus any House Rooms.
Rooms Occupied plus Day Use and No Show	Number of Rooms In-House with a Front Office status of 'OCC', plus any Dayuse Rooms and No-Show Rooms.
Rooms Occupied plus Day Use for the next 7 Days	Total number of deduct rooms reserved plus Day Use starting tomorrow for 7 days.
Source Rooms in House	Number of Rooms that have a Source profile attached to the reservation.
Today's Demand	Number of room Turnaways for today's date plus Number of Rooms Occupied In-House today.
Total In-House Persons	Number of Adults and Children for Rooms In-House.
Total Revenue	Total amount of Room Revenue, Food and Beverage Revenue and Other Revenue.
Total Revenue (Distributed)	Total amount of Room Revenue, Food and Beverage Revenue and Other Revenue. When an Advance Bill is associated with the reservation, revenue is distributed over the stay period in order to reflect actual revenue generated per day, rather than recording all revenue on the day the advance bill is generated.
Total Revenue per Person	Total amount of Room Revenue, Food and Beverage Revenue and Other Revenue, divided by Total Adults and Children In-House.
Total Rooms in Hotel	Sum of all rooms defined for the property.
Total Rooms in Hotel minus OOO Rooms	Number of Rooms in the Hotel minus Out of Order Rooms.
Travel Agent Revenue	Total amount of postings today where the transaction code is marked as 'Revenue' for reservations that have a travel agent profile attached
Travel Agent Room Revenue	Total amount of postings today where the transaction code is marked as 'Revenue' and a transaction code Type is 'Lodging' for reservations that have a travel agent profile attached
Travel Agent Rooms in House	Number of Rooms that have a Travel Agent profile attached to the reservation.
Turnaways	Number of Turnaways with an arrival date of today. (Available when the Reservations > Turnaways application function is set to Y.)
VIP Persons in House	Number of Adults and Children for Rooms In-House with a VIP code attached to the profile.
Walk-in Persons	Number of Adults and Children where the Walk-In button was used to make the reservation.
Walk-in Rooms	Number of Rooms where the Walk-In button was used to make the reservation.

# Configuring Reports

On provisioning of your property, all standard OPERA Cloud reports are loaded into their respective report groups.

These reports are detailed in the reports description section, for more information, see [Report Descriptions](#).

You can also configure additional instances of these reports to suit your needs; by pre-selecting the search criteria, the column display options and layout options (group-by and/or sort-order) for the report and giving your report a unique report name.

For example, the standard Arrival Report - RES\_DETAIL can be configured multiple times in the Arrival Report groups with various filters, sort order and column selections selected.

You could have an **Arrivals by Name**, **Arrivals - VIP Only by Name**, **Arrivals by ETA (Time)** reports - all of which generate the same RES\_DETAIL arrival report, but with different parameters preset for search criteria, display and layout options.

Once configured in one property you can copy to other properties in a multi-property tenancy. For more information, see [Copying Reports to Multiple Properties](#).

You can also add these reports to shift batch reports. For more information, see [Configuring Shift Reports](#) or schedule them to generate via the report scheduler. For more information, see [Managing Scheduled Reports](#).

## Adding Reports

1. From the **OPERA Cloud** menu, select **Reports**, select **Manage Reports**, and then **New Report**.
2. On the Create Reports screen, select or confirm the Property.
3. Select **Oracle Report** as the report type.
4. **Internal Name**: Select a report from the list, for example res\_detail (Arrival Report).
5. **Report Group**: Select a group in which the report is to be listed.

 **Note:**

You can configure additional report groups, as needed. For more information, see [Configuring Report Groups](#)

6. **Display Name**: Enter a descriptive name for the report; this appears in Run Reports [Generating Reports](#).
7. **Manage Translation**: Click to enter the description in other languages.
8. **Print Copies**: Enter the number of copies of this report to be run by default.
9. **Protected**: Select to allow users only with the **Print Protected Reports** user task assigned to their roles to generate the report.
10. **Language**: Select the language that the report needs to display.

 **Note:**

This is only applicable to RTF stationery templates, not Oracle reports.

- 11. Parameter Form:** Select the existing parameter form for the selected **Report Name**. For example, res1 parameter form for the RES\_DETAIL report. Ensure you select the correct parameter form for the report selected.  
  
The report parameters are then displayed. Setup the report Search Criteria, Filter, Include, Display and Layout options as desired.
- 12. Watermark:** Select the watermark option. For more information, see [Working with Watermarks](#).
- 13.** Click **Save** or **Save and continue** to save and create another report

### Editing Reports

- From the **OPERA Cloud** menu, select **Reports**, select **Manage Reports**, and then **New Report**.
- Select or confirm the **Property**, enter optional search criteria, and click **Search**.
- From the search results, click the plus sign to expand the report. Select a report and click the **vertical ellipsis** and then select **Edit**.
- Update configuration and report parameters as required.
- Click **Save**.

### Duplicating Reports

Allows duplicating a built-in report in the same property to store it with a different name and different default parameter values.

- From the **OPERA Cloud** menu, select **Reports**, select **Manage Reports**, and then **New Report**.
- Select or confirm the **Property**, enter optional search criteria, and click **Search**.
- From the search results, click the plus sign to expand the report. Select a report and click the **vertical ellipsis** and then select **Duplicate**.
- Modify or update the default parameter values.
- Click **Save**.

### Deleting Reports

- From the **OPERA Cloud** menu, select **Reports**, select **Manage Reports**, and then **New Report**.
- Select or confirm the **Property**, enter optional search criteria, and click **Search**.
- From the search results, click the plus sign to expand the report. Select a report and click the **vertical ellipsis** and then select **Delete**.
- Click **Delete** to confirm.

## Copying Reports to Multiple Properties

With the Oracle Hospitality OPERA Multi-property Cross Reservation Cloud Service active you can copy reports and stationery templates created one in property to other properties. To copy reports first change your location to a [hub location](#) in order to be able to select properties assigned to the [hub](#).



### Note:

If the report(s) already exist in the destination property the copy process will fail and an error displayed.

### Copying Reports to Other Properties

1. From the **OPERA Cloud** menu, select **Reports**, and then select **Manage Reports**.
2. Select or confirm the Property, enter optional search criteria, and click **Search**.
3. Select the check box for report(s) to be copied and click **Copy to Property**.
4. On the Copy to Property screen, the selected report(s) are listed.
  - a. **Property**: Select the destination properties and click **Select**.
5. Click **Copy Report(s)**.



### Note:

If the report(s) already exist in the destination property the copy process will fail and an error displayed.

# Part II

## OPERA Cloud Mobile Application

This part of the OPERA Cloud Help system contains information on working with the OPERA Cloud Mobile Application.

# 10

## Overview

OPERA Cloud Mobile application extends key OPERA Cloud features to smartphone devices.

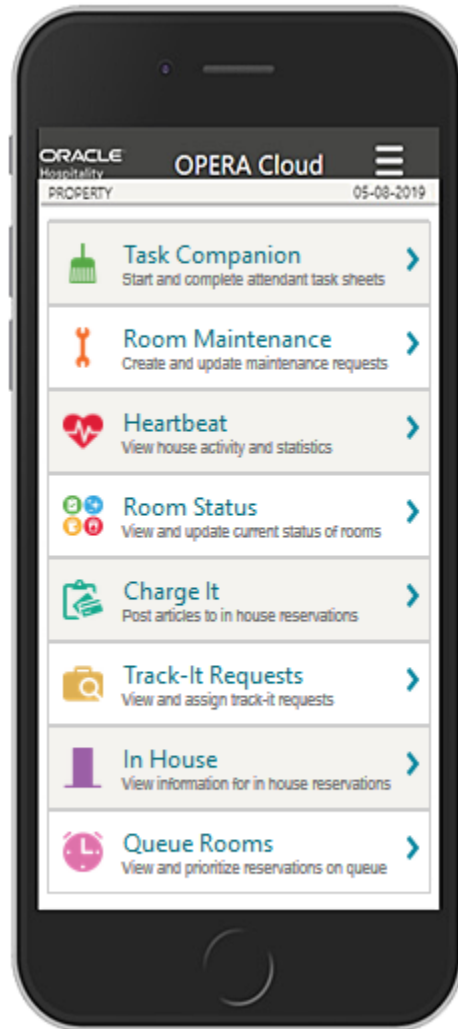
With it, you can view property activity and statistics, view in-house reservation information, and post article/item charges to in-house reservations. You can also manage task sheets, room status, queued rooms, room maintenance, and Track-It requests.



### Note:

Two finger scrolling is required in the screens with inner and out scrollbar such as In House, Post It, Room Status search results.

The OPERA Cloud mobile web-application is accessible through a browser app on any smartphone via the /mobile end-point for your OPERA Cloud URL. For example: <https://operacloud.oracleindustry.com/OPERA9/opera/mobile>.



### **Key Features:**

#### **Task Companion**

Start and complete attendant task sheets.

#### **Room Maintenance**

Create and update maintenance requests.

#### **Heartbeat**

View house activity and statistics.

#### **Room Status**

View and update current status of rooms.

#### **Charge It**

Post articles to in house reservations.

#### **Track-It Requests**

View and assign track-it requests.


#### **In House**

View information for in house reservations.

#### **Queue Rooms**

View and prioritize reservations on queue.

### **Hamburger Menu**

Find the following menu items within the hamburger (three-line icon ) menu at the top right of the screen:

- **Change Settings:** Select the language to use in the application, and then tap **Save**.
- **Change Location:** For multi-property operations, you can search and select another property location. From the search results, select the Hub or Property and then tap **Select**.

## **Task Companion (Housekeeping)**

### **Prerequisites for Mobile Task Companion**

The Task Companion replaces the need to generate and distribute task sheet reports by providing real-time, interactive housekeeping task management. Attendants can view reservation details, including reservation traces and send notifications to request assistance. When the Guest Service Status OPERA Control is active attendants can also set **Do Not Disturb** status on rooms. Room Attendants can indicate when they

are on a break and this status is indicated in the Task Sheet Overview screen (Summary & Detail) and the [Task Sheet presentation screen](#).

## Using The Task Companion

### Note:

When the Housekeeping Task Scheduling OPERA Control is active, multiple tasks are combined into a single task sheet. Select from the list of tasks.

1. Tap to select the assigned task sheet number. For easier identification and selection, you can indicate the assigned attendant for each task sheet.

On the summary page, the following information appears: the total count of allocated rooms, a count of rooms per room status, a list of the room numbers assigned to the task sheet, and task sheet instructions if applicable.

### Note:

Rooms listed in the task sheet are sequenced according to their [auto-priority](#).

2. Tap **Start** to begin the task. The following options appear for the first room:
  - a. **Start**: Tap to begin the task for the room.
  - b. **Skip**: Tap to skip the room.
  - c. **View Reservations**: Tap to view details of arrival, stay over, or departure reservations.
  - d. **View My Room List**: Tap to view a list of rooms assigned to the task sheet.
  - e. **View Traces**: Tap to create, view, or update traces for the room reservations (Available when the Reservation Traces OPERA Control is active).
    - **Resolve trace**: Tap to resolve a trace.
    - **Create trace**: Tap to create a trace by selecting a **Department**, selecting the **date range**, entering the message into the **Trace Text** field, and then tapping **Save**.
  - f. **Do not Disturb**: Tap to flag a room as DND. The room is skipped and the next room appears (Available when the Guest Service Status OPERA Control is active).
  - g. **Request Assistance**: Tap to send notifications to other users that assistance is required.
    - Select from **General** or **Emergency** notifications.



 **Note:**

The **Request Assistance** action only sends a notification to users assigned a role with the **Receive Task Companion General Assistance Notifications** and/or **Receive Task Companion Emergency Assistance Notifications** tasks granted.

- h. **On-break:** Tap to pause a task and set its status as **on-break**. This status is indicated in the Housekeeping Attendant Console.
3. When **Start** is selected, the following specific room details appear:
- Preferred service time
  - Room specific task instructions
  - a. **Maintenance Requests:** Tap to create, view, or update maintenance requests for the room (Available when the Maintenance OPERA Control is active). For more information, see [Room Maintenance](#).
  - b. **Request Assistance:** Tap to send notifications to other users that assistance is required. Select from the **General** or **Emergency** notification options.

 **Note:**

The **Request Assistance** action only sends a notification to users assigned a role with the **Receive Task Companion General Assistance Notifications** and/or **Receive Task Companion Emergency Assistance Notifications** tasks granted.

- c. **View Reservations:** Tap to view the details of arrival, stay over, or departure reservations.
- d. **View Traces:** Tap to create, view, or update traces for the room reservations.
- e. **Resolve Trace:** Tap to resolve a trace.
- f. **Create Trace:** Tap to create a trace by selecting a **Department**, selecting the **date range**, entering the message into the **Trace Text** field, and then tapping **Save**.
- g. **Room Status:** Once the task is complete select a room status from the options available. For example, update room status from Dirty to Clean or Inspected
- h. **Housekeeping Status:** Update the housekeeping status (to vacant or occupied). These housekeeping status options are used to report a discrepancy between housekeeping status and the front office status of the room; resulting in a Skip or Sleep discrepancy. (Available when the Discrepant Rooms OPERA Controls is active)

 **Note:**

Depending on the Task Companion Timer setting in OPERA Controls, a time counter might increment or decrement during completion of the task.

- i. **Finish this room:** Tap to complete the task, close the page and begin the next room in sequence.

 **Note:**

The room no longer shows in the room list since the task has been completed and the Task Companion advances to the task for the next room.

## Prerequisites for Mobile Task Companion

### OPERA Controls

**Group:** Room Management

**Functions:** Task Sheets

- Housekeeping Task Scheduling (optional)
- Maintenance (optional)
- Guest Service Status (optional)
- Inspected Status (optional)
- Pickup Status (optional)

**Parameters:**

- Attendant Console (optional)
- Task Companion Assistance (optional)

**Group:** Reservations

**Functions:** Reservation Traces

### OPERA Cloud Tasks

The Request Assistance action sends a notification to other users assigned a role with the following tasks:

**Group:** Inventory

**Task:** Room Management Workspace

- Receive Task Companion Emergency Assistance Notifications
- Receive Task Companion General Assistance Notifications

# Room Maintenance


## Prerequisites for Room Maintenance

Room Maintenance enables you to record, view, or resolve maintenance requests for rooms, such as changing a light bulb or repairing a faulty lock, air conditioning unit, or leaky faucet. You can assign maintenance requests to staff according to a staff member's skills and/or qualifications.



## Watch Video

## Adding a Maintenance Request

1. Tap  to create a maintenance request.
2. Search for and select a **room**.
3. Select a **reason code** from the list.
4. Enter additional remarks.
5. To assign the request to a specific user, search for and select the user.
6. Tap **Create Maintenance Request** to save the request and close the page.

## Searching for Maintenance Requests

1. Use the search fields to filter and view existing maintenance requests by entering search criteria and tapping **Search**.

 **Note:**

The **Show** field is populated with the value "Unresolved" by default.

2. Tap the **Show** field and select **Resolved** to view resolved maintenance requests. Select **ALL** to list both resolved and unresolved maintenance requests.
3. Tap **Search** to view results.

 **Note:**

**My (Assigned) Requests** appear by default in the search results, listing all maintenance tasks assigned to you.

4. To view all other requests, change your selection to **All Requests** or **Unassigned Requests**.

## Updating Maintenance Requests

1. Tap a maintenance request to open, view, or update its details.
2. Tap the **User** field to search for and assign a user to the task.
3. Update the **Reason** and **Remarks** as needed.

4. Tap **Save** to save updates to the request.
5. Tap **Delete** to delete the request.

#### Resolving Maintenance Requests

1. Tap a maintenance request to open, view, or update its details.
2. Tap **Resolve** to update the status to resolved and close the page.

## Prerequisites for Room Maintenance

### OPERA Controls

**Group:** Room Management

**Function:** Maintenance

## Heartbeat

You can use Heartbeat to view real-time statistics for your property.

Tap **Heartbeat** and select from the following options:

- **Activity** — Select to view arrivals, in-house, departure, and day-use room counts for today (current date), month to current date, and year to current date.
- **Room Status** — Select to view a summary of room status for occupied, vacant, and assigned rooms. View the number of rooms on queue and view any discrepant rooms.
- **60 Minutes** — Select to view activity in the past 60 minutes: Arrivals, Departures, Cleaned, and Inspected Rooms.
- **Comp / House Use** — Select to view a count of Arrival, Inhouse, and Departure Rooms flagged for house use and complimentary purposes.
- **Summary** — Select to view Rooms Sold, Average Rate, Total Revenue, and RevPAR for today (current date), month to current date, and year to current date.

## Room Status

### Prerequisites for Room Status

Room Status enables you to update the room status of a specific room (for example, clean to inspected). You can also update the housekeeping status to report a Skip or Sleep discrepant room.

### Updating Room Status

1. Enter search criteria and tap **Search**.
2. Tap the room you want to update.
3. Select a new room status for the room.
4. Update the housekeeping status to report a room discrepancy.
  - a. An occupied room set to a **Vacant** status registers a skip discrepancy.

- b. A vacant room set to an **Occupied** status registers a sleep discrepancy.
5. Tap < to return to the search results.

## Prerequisites for Room Status

### OPERA Controls

The following OPERA Controls are optional.

**Group:** Room Management

**Function:** Inspected Status

**Function:** Pickup Status

**Function:** Discrepant Rooms

## Post it

### Prerequisites for Charge It

Post it enables you to post articles, such as mini bar items, to in-house reservation accounts.

To use Post it, you add items to a shopping cart and then post the balance of the cart to a reservation account.



#### Note:

User role(s) must be granted **Charge to Room (Settlement)** task.

### Using Post it

1. Perform a search for a reservation by entering a **Name** or a **Room**.
2. Tap to select a reservation from the search results.
3. Tap items to post to the cart. You can tap the same item multiple times to add multiple quantities of the item.
4. To delete an item, tap **View Cart** and then tap the **X** next to the item you want to remove from the cart.
5. Tap **Post to Room** to post the cart balance to the reservation account. A confirmation message appears informing you the charges have been successfully posted to the room.
6. Tap < to return back to the search page.

## Prerequisites for Charge It

### OPERA Controls

**Group:** Cashiering

**Function:** Charge It

**Function:** Articles

### OPERA Cloud Tasks

**Group:** Financials

**Task:** Cashiering Workspace

Post It

- Charge It
- Fast Postings
- Post a Negative Post It Article
- Charge to Room (CHARGE IT)

## Track-It Requests

### Prerequisites for Track-It Requests

Track It enables you to manage the storage and delivery of guest luggage, parcels, vehicles (valet), and lost items.

If related to an arrival, in-house, or departure reservation, Track-It tickets are optionally linked to a reservation.

In Track It, a list of open Track-It requests appear, but only assigned tickets appear by default via the My Requests search filter.

### Using Track It

1. Tap **Unassigned** to view all unassigned requests.
2. Tap **All Requests** to view both assigned and unassigned requests.
3. To view a list of open Track-It requests for each group, toggle between **Parcel**, **Valet**, **Baggage** (Luggage), and **Lost** groups.
4. Tap any request in the search results to view and manage the Track-It request details.

### Managing a Track-It Request

Both the Track It request details and the linked reservation (if a reservation is linked) appear.

1. Tap **Action** and select the appropriate action from the list to update the status of the request.
2. To close the request, tap **Action** and select an appropriate **Action** from the list to close the request (for example, select **DONE**, **DELIVERED**, or **COMPLETE**).

## Prerequisites for Track-It Requests

### OPERA Controls

**Group:** General

**Function:** Track It

## In House

In House enables you to view the primary details of in house reservations.

### Viewing In House Reservations

1. Select **In House**.
2. Enter a **Name** or **Room Number** and tap **Search**.

 **Note:**

Entering no criteria in the search fields results in a list of all in-house reservations.

3. Tap the reservation in the search results to view the details.
4. Tap < to return to the search results.

## Queue Rooms

### Prerequisites for Queue Rooms

Queue Rooms enables you to view and manage Arrival rooms on queue. The number of rooms on queue and the current and average wait times appear. The Room Type section lists the number of rooms on queue per room type and shows a count of rooms in each room status.

### Using Queue Rooms

1. Tap **View Reservation on Queue** to view a list of reservations.
2. Tap any reservation to view its reservation details, including the assigned room.
3. Tap **Prioritize** to set a reservation as a top (number one) priority.
4. Tap **Remove from Queue** to remove the reservation from the queue status.
5. Tap < to return to the results page.

## Prerequisites for Queue Rooms

**OPERA Controls**

**Group:** Room Management

**Function:** Queue Rooms



# Part III

## Administration

The OPERA Cloud Administration menu enables the configuration and setup of Enterprise, Inventory, Financial, Booking, Client Relations, and Interfaces components. These components enable customer-facing and back office functions, channel and other external interfaces, user roles and tasks, and single and multi-property operations. You define your system by creating parameters, codes, rates, accounts, rules, types, groups, reasons, and a myriad of other configurations.

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## Enterprise Administration

The Enterprise menu is for those responsible for global property and control settings, and configuring main interfaces, scheduling batch processes and reports, and managing images used throughout the system.

### User Interface Management

User Interface Management options are used in conjunction with [Page Composer](#) to support customization of the OPERA Cloud user interface.

You can configure a list of values for flex (that is, user defined fields) fields, configure display styles for the various presentation pages, and delete user, property/hub, or chain customizations.

### Deleting Page Composer Customization

#### [Prerequisites for Deleting Page Composer Customization](#)

The Delete Customization feature enables you to delete [Page Composer](#) customization and personalization changes made by users at the Chain, Hub, or Property levels.

When a page panel is customized or personalized a custom file is created for storing the changes. Multiple changes made to the same area are stored within the custom file and deleting this file deletes all customization or personalization changes.

The Delete Customization screen provides the option to delete these files from a central location, thereby, enhancing the existing Delete Customization option in panels where customization is available.

The search results on the Delete Customization screen show the custom file name, user, updated date, and screen where the customization and/or personalization was made.

#### Deleting Customizations

1. From the **Administration** menu, select **Enterprise**, select **User Interface Management**, and then select **Delete Customization**.
2. In the Search fields, select a **Customization Layer** (Chain, Hub, Property, or User) and optionally enter a **Customization Area** to search. Click **Search**.
  - a. **Chain**: Allows deletion of Chain-level customization.
  - b. **Hub**: (Only available for users logged in at Hub level). A user logged in at the Hub level may delete customization at the logged in Hub.
  - c. **Property**: A user logged in at the Hub level may select a property to delete property-level customization. A user logged in at the Property level can only delete customization for the property currently logged in at.

- d. **User:** A user with the **Delete Users Personalization** task may delete personalization for self and personalization for other users. A user with the **Delete Personalization** task can only delete his or her own personalization.
3. The search results area provides columns for Path, Screen, File Name, User, and Updated Date.
  - a. **Path:** Shows the breadcrumbs path where customization or personalization was made.
  - b. **Screen:** The screen or area where the customization or personalization was made.
  - c. **File Name:** Shows the internal file name for the customized or personalized area.
  - d. **User:** The name of the user who last made a change to the listed area.
  - e. **Updated Date:** The date and time when the last change was made to the listed area.
4. Select the customization file(s) you want to delete and click **Delete**.
5. Click **Delete** again to confirm the deletion.

## Prerequisites for Deleting Page Composer Customization

### OPERA Cloud Tasks

**Group:** Enterprise Admin

**Task:** Manage Customizations

- Delete Customizations for Hubs/Properties
- Delete Personalizations for Other Users
- Delete Personalizations for Current User

## Presentation Styles

### Prerequisites for Presentation Styles

You use presentation styles to enable preselected details panels to appear on presentation pages in both the Application and Administration areas of OPERA Cloud. Some examples of presentation pages available in the application are Manage Profile, Manage Reservations, Manage Block, and Manage Event.

You must select one style as the default style that appears when the presentation page is opened.



#### Note:

To reduce the presentation page load time and improve usability, it is recommended to configure the default style with a maximum of five (5) panels.

You can configure up to 5 styles for each presentation page. When a user selects a different style, the details panels update accordingly on the presentation page.

## Prerequisites for Presentation Styles

### OPERA Cloud Tasks

**Group:** Enterprise Admin

**Task:** User Interface Management

Presentation Styles:

- New/Edit Presentation Styles
- Delete Presentation Styles

## Configuring Presentation Styles

### Adding a Presentation Style

1. From the **Administration** menu, select **Enterprise**, select **User Interface Management**, and then select **Presentation Styles**.
2. Click **New** and enter the following information:
  - a. **Screen.** Select a presentation page for the style.
  - b. **Style.** Select a number of 1 through 5 for the style.
  - c. **Style Label.** Enter the name that appears for the style's label (for example, Payment).
  - d. **Manage Translations.** Select this link to enter translations of the style label into other languages.
  - e. **Description.** Enter a description for the style.
  - f. **Display Order.** Set the display order for the style. This is the order in which the style appears in lists.
  - g. **Default.** Select to make this style the default style for the presentation page when the page is opened.
  - h. **Panels.** In this section, select panels under Available Panels and use the right arrow buttons to move them over to the Selected Panels. These are the details panels that appear on the presentation page when launched or selected from the style LOV. Use the up / down arrows to set the display order of the panels.

#### Note:

You can configure up to 5 styles for each presentation page. When a user selects a different style, the details panels update accordingly on the presentation page.

3. Click **Save**.

### Editing a Presentation Style

1. From the **Administration** menu, select **Enterprise**, select **User Interface Management**, and then select **Presentation Styles**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, click the row level **vertical ellipsis** for the style and select **Edit**.

Make the desired changes.

4. Click **Save**.

### Deleting a Presentation Style

1. From the **Administration** menu, select **Enterprise**, select **User Interface Management**, and then select **Presentation Styles**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, click the row level **vertical ellipsis** for the style and select **Delete**.
4. Click **Delete** to confirm.

## UDF Groups and Values

### Prerequisites for User Defined Fields and Values

A User Defined Field (UDF) Group is an identifier used to group a List of Values (LOV) together. A single UDF LOV group can have multiple values from which the user can select.

Using [Page Composer](#), you can reference a UDF Group in the [field properties](#) of a flex field. When a user clicks the flex field, the list of values appears.

For example, if you wanted a flex field on the Reservation Overview panel for guest vehicle type, you would configure a UDF Group for "Vehicle Type."

For each UDF Group you configure, the list of values are configured via the UDF LOV Values.

## Prerequisites for User Defined Fields and Values

### OPERA Cloud Tasks

**Group:** Enterprise Admin

**Task:** User Interface Management

User Defined Fields

- Edit User Defined Fields
- Delete User Defined Fields

## Configuring UDF Groups

### Adding a UDF Group

1. From the **Administration** menu, select **Enterprise**, select **User Interface Management**, and then select **UDF Groups**.
2. Click **New** and complete the following information:
  - a. **Code**. Enter the group name for the field.
  - b. **Description**. Enter a description that explains the group name.
  - c. **Data Type**. Select the down arrow to choose the data type for the field values of this group (Character or Numeric).
  - d. **Data Length**. Enter the length for field values in this group.
3. Click **Save** or click **Save and Continue** to add more groups.

### Editing a UDF Group

1. From the **Administration** menu, select **Enterprise**, select **User Interface Management**, and then select **UDF Groups**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, click the row level **vertical ellipsis** for the UDF Group and select **Edit**. Make the desired changes.
4. Click **Save**.

### Deleting a UDF Group

1. From the **Administration** menu, select **Enterprise**, select **User Interface Management**, and then select **UDF Groups**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, click the row level **vertical ellipsis** for the UDF Group and select **Delete**.
4. Click **Delete** to confirm.

## Configuring UDF Values

You can configure the list of values that appear for a flex field and link them to a specific UDF Group.

For example, you might have a Vehicle Type flex field on reservations containing the values GM, Ford, BMW, Mercedes, Honda, and so on. These values would then be linked to the Vehicle Type UDF Group.

### Adding a UDF Value

1. From the **Administration** menu, select **Enterprise**, select **User Interface Management**, and then select **UDF Values**.
2. Click **New** and complete the following information:
  - a. **Group**. Select the [UDF Groups and Values](#) from the list.

- b. **Code.** Enter the name for the UDF value list.
  - c. **Description.** Enter a description that explains the UDF value list. This description appears when users select from the list of values.
3. Click **Save** or click **Save and Continue** to add more groups.

### Editing a UDF Value

1. From the **Administration** menu, select **Enterprise**, select **User Interface Management**, and then select **UDF Values**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, click the row level **vertical ellipsis** for the UDF Value and select **Edit**. Make the desired changes.
4. Click **Save**.

### Deleting a UDF Value

1. From the **Administration** menu, select **Enterprise**, select **User Interface Management**, and then select **UDF Values**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, click the row level **vertical ellipsis** for the UDF Value and select **Delete**.
4. Click **Delete** to confirm.

## Copying Configuration Codes to Multiple Properties

When the OPERA Multi-Property Reservation Cloud Service is active you can copy configuration from one property (or template) to other properties when working from a [Hub location](#). This ability simplifies configuration and also ensures consistency of configuration throughout all properties. Provisioning of a new property can be easily achieved through the copy of the relevant configuration from a template or from other properties where applicable. OPERA Cloud provides two methods of copying configuration depending on the functionality.

### Copy the configuration from one property to other properties

1. From the Administration menu, select a **Configuration** menu and navigate to the desired configuration screen.
2. Select the source Property in which the configuration codes reside and click **Search**.
3. Click the **vertical ellipse** next to the New button, and click **Copy**.
4. In the Configure Parameters panel complete the following:
  - a. **Source Property:** Select the Source Property with the configuration you want to copy.
  - b. **Codes:** Select the configuration codes to copy from the list.
  - c. **Target Properties:** Select the properties to copy the configuration codes to (the properties listed are linked to your Hub location).
  - d. Click **Save**.

- e. In the Review and Copy Codes panel,
  - i. Verify the target property/properties and configuration code(s).
- f. Click **Copy And Continue**.
- g. In the Confirmation panel.
  - i. Verify that no errors appear.
- h. Click **Print**.

**Note:**

Your browser opens a separate tab showing the details of your copy process. If errors appear in the Confirmation area, close the tab and select the application tab to make changes as necessary.

### Copy the configuration from template to properties

**Note:**

Your assigned role(s) must be granted the Template Configuration tasks (New/Edit, Delete) to configure and copy codes in the template. For more information, see [OPERA Tasks — General](#).

1. From the Administration menu, select a **Configuration** menu and navigate to the desired configuration screen.
2. Select the Template tab.
3. Click the **vertical ellipse** next to the New button, and click **Copy**.
4. In the Configure Parameters panel complete the following:
  - a. **Codes:** Select the configuration codes to copy from the list.
  - b. **Target Properties:** Select the properties to copy the configuration codes to (the properties listed are linked to your Hub location).
  - c. Click **Save**.
  - d. In the Review and Copy Codes panel,
    - i. Verify the target property/properties and configuration code(s).
  - e. Click **Copy And Continue**.
  - f. In the Confirmation panel.
    - i. Verify that no errors appear.
  - g. Click **Print**.



 **Note:**

Your browser opens a separate tab showing the details of your copy process. If errors appear in the Confirmation area, close the tab and select the application tab to make changes as necessary.

## Chain and Property Management

Chain and Property Management enables you to configure a variety of options related to your chain, brands, and properties along with their locations, facilities, and local attractions. The available options are dependant on the active controls at your property.

### Configuring Properties

Properties are provisioned on activation of the Oracle Hospitality OPERA Cloud Service, Property Management Professional Foundation or Oracle Hospitality OPERA Cloud Service, Property Management Enterprise Foundation subscription.

Update the General Information and Property Controls sections to determine specific settings for OPERA Cloud.

Other properties details are required for property brochure and multi-property / central reservations operations.

#### Editing Properties

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Properties**.
2. Enter search criteria and click **Search**.
3. Select the Property, click the **vertical ellipsis** and select **Edit**.

 **Note:**

Detail panels selected in the default Presentation Style are displayed. Click **Customise** to select other Detail panels to display on the presentation page.

#### General Information

1. Click **Edit**.
  - a. **Name:** Enter the property name.
  - b. **Legal Owner:** Enter the legal owner / company name.
  - c. **Property Type:** Select a property type from the list.
  - d. **Number of Floors:** Enter the number of floors.

- e. **Total Rooms:** Enter the total number of accommodation rooms.
  - f. **Number of Beds:** Enter the number of beds.
  - g. **Property Information URL:** Enter a URL of website with further property details.
  - h. **Check out Time:** Enter the default check out time.
  - i. **Check in Time:** Enter the default check in time.
  - j. **Latitude:** Enter the location of the property (available via Google Maps).
  - k. **Longitude:** Enter the location of the property (available via Google Maps)
  - l. **Base Language:** Enter the primary configuration language of the property.
2. Click **Save**.

#### Accommodation Details

1. Click **Edit**.
- a. **Single Rooms:** Enter the number of single / king single bed rooms.
  - b. **Double Rooms:** Enter the number of double bed rooms.
  - c. **Twin Rooms:** Enter the number of twin bed rooms.
  - d. **Suites:** Enter the number of suites.
  - e. **Guest Room Floors:** Enter the number of floors with accommodation.
  - f. **Guest Elevators:** Enter the number of guest elevators.
  - g. **Non smoking rooms:** Enter the number of non-smoking rooms.
  - h. **Connecting Rooms:** Enter the number interconnecting rooms.
  - i. **Accessible Rooms:** Enter the number of accessible rooms.
  - j. **Family Rooms:** Enter the number of family rooms.
  - k. **Max Adults in Family:** Enter the maximum number of adults for a family room.
  - l. **Max Child in Family:** Enter the maximum number of children for a family room.
  - m. **Executive Floor Number.** Enter the starting floor of executive floor.
  - n. **Room Amenities:** Enter details for standard room amenities.
2. Click **Save**.

#### Amenities

1. Click **New** and enter the following details:
- a. **Code:** Select an Amenity from the list. See [Configuring Amenities](#).
  - b. **Description:** Description will default based on Code selected; you can update if needed.
  - c. **Type:** Select the Amenity type from the list (General or Meeting).
  - d. **Start Date:** Enter a start date.
  - e. **End Date:** Enter an (optional) end date.
  - f. **Hours:** Enter opening hour details.
  - g. **Price:** Enter price details.
  - h. **Sequence:** Enter a display sequence.

 **Note:**

Enter any notes about the Amenity.

2. Click **Save**.
3. Repeat to add another Amenity.
4. To update the details, click the **vertical ellipsis** and select **Edit**.
5. To delete the details, click the **vertical ellipsis** and select **Delete**.

### Dining and Retail

1. Click **New** and enter the following details:
  - a. **Code**: Enter a code.
  - b. **Description**: Enter a description for Dining or Retail options.
  - c. **Type**: Enter a type.
  - d. **Category**: Select Dining or Retail.
  - e. **Start Date**: Enter a start date.
  - f. **End Date**: Enter an (optional) end date.
  - g. **Hours**: Enter opening hour details.
  - h. **Price**: Enter price details.
  - i. **Sequence**: Enter a display sequence.

 **Note:**

Enter any notes about the outlet.

2. Click **Save**.
3. Repeat to add another Dining or Retail outlet.
4. To update the details, click the **vertical ellipsis** and select **Edit**.
5. To delete the details, click the **vertical ellipsis** and select **Delete**.

### Local Attractions

1. Click **New** and enter the following details:
  - a. **Code**: Select an Attraction from the list. See [Configuring Attractions](#).
  - b. **Description**: Description will default based on Code selected; you can update if needed.
  - c. **Category**: Select an Attraction category from the list. See [Configuring Attraction Categories](#).
  - d. **City**: Enter the City (suburb) name.
  - e. **State**: Select a State from the list.
  - f. **Website**: Enter the Attraction company website address.
  - g. **Distance**: Enter distance from your property.

- h. **Distance Type:** Select the distance type (measure) from the list.
  - i. **Driving Time:** Enter the driving time to attraction.
  - j. **Price Range:** Enter the price range of the attraction.
  - k. **Hours:** Enter the hours of operation.
  - l. **Sequence:** Enter a display sequence.
  - m. **Latitude:** Enter the location of the Attraction (available via Google Maps).
  - n. **Longitude:** Enter the location of the Attraction (available via Google Maps)
  - o. **General Directions:** Enter directions to the Attraction.
2. Click **Save**.
  3. Repeat to add another Attraction.
  4. To update the details, click the **vertical ellipsis** and select **Edit**.
  5. To delete the details, click the **vertical ellipsis** and select **Delete**.

### Localization

1. Click **Edit** and enter the following details:
  - a. **Business ID:** Enter the company ID.
  - b. **Business Registration Code:** Enter the business registration code.
  - c. **Fiscal Year Begin Month:** Select a month from the list.
  - d. **Fiscal Year Begin Day:** Select a day from the list.

#### **Note:**

Other fields specific to a country or region may appear in this panel. For more information, see [Oracle Hospitality Localization Center for Hotel](#).

2. Click **Save**.

### Property Controls

1. Click **Edit** and enter the following details:
  - a. **Hotel Code:** Enter a property code (unique code in multi-property operations).
  - b. **Begin Date:** Enter date the property is scheduled to become active and start accepting reservations.
  - c. **End Date:** End date the property is no longer considered active/operational.
  - d. **Chain Mode:** Select a chain mode from the list; if applicable. This activates chain-specific business logic and features.
  - e. **Country Mode:** Select a country mode from the list; if applicable. This activates country-specific business logic and features.
  - f. **Currency:** Select the local (property) currency from the list.
  - g. **Currency Format:** Select the currency format mask from the list.
  - h. **Catering Currency:** Select a Catering (Event) currency from the list.
  - i. **Catering Currency Format:** Select the currency format mask from the list.

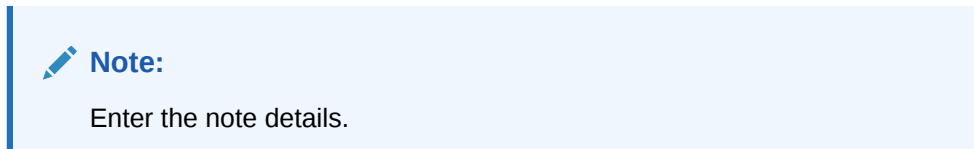
- j. **Short Date Format:** Select the short date format from the list.
  - k. **Time Format:** Select the time format mask from the list.
  - l. **Time Zone:** Select the property time zone from the list; this ensure correct time is reflected in OPERA Cloud.
  - m. **Long Date Format:** Select the long date format from the list.
2. Click **Save**.

#### Property Details

1. Click **New** and enter the following details:
  - a. **Code:** Select a code from the list.
    - i. Click **New**.
      - **Code:** Select a code from the list.
      - **Sequence:** Enter a sequence.
2. Click **Save**.
3. To update the details, click the **vertical ellipsis** and select **Edit**.
4. To delete the details, click the **vertical ellipsis** and select **Delete**.

#### Property Notes

1. Click **New** and enter the following details:
  - a. **Property Notes:** Select a note type from the list.
  - b. **Title:** Enter a title for the note.
  - c. **Internal:** Not applicable.



2. Click **Save**.
3. Repeat to add another Note.
4. To update the details, click the **vertical ellipsis** and select **Edit**.
5. To delete the details, click the **vertical ellipsis** and select **Delete**.

#### Rate Range

1. Click **New** and enter the following details:
  - a. **Start Date:** Enter a start date.
  - b. **End Date:** Enter an end date.
  - c. **Min Rate:** Enter the lowest rate.
  - d. **Max Rate:** Enter the highest rate.
2. Click **Save**.
3. Repeat to add another rate range.
4. To update the details, click the **vertical ellipsis** and select **Edit**.

5. To delete the details, click the **vertical ellipsis** and select **Delete**.

#### Address and Communication

1. Click **Edit** and enter the following details:
  - a. **Address:** Enter the street address.
  - b. **City:** Enter the city (suburb).
  - c. **Postal Code:** Enter the post code.
  - d. **Region:** Select a region from the list.
  - e. **State:** Select a state from the list.
  - f. **Country:** Select a country from the list.
  - g. **Phone:** Enter primary phone number for the property.
  - h. **Toll Free:** Enter toll-free phone number for the property.
  - i. **Fax:** Enter fax number for the property.
  - j. **Email:** Enter the email address of the property (eg GM email address).
  - k. **Web:** Enter the website URL for the property.

2. Click **Save**.

#### Contacts

1. Click **New** and enter the following details:
  - a. **Name:** Search and select a user profile.
  - b. **Primary:** Select the mark the contact as the primary contact.
2. Click **Save**.
3. Repeat to add another Contact.
4. To update the details, click the **vertical ellipsis** and select **Edit**.
5. To delete the details, click the **vertical ellipsis** and select **Delete**.

#### Corporate Information

1. Click **Edit** and enter the following details:
  - a. **Hotel Category:** Select a category from the list.
  - b. **Brand Code:** Select a brand from the list.
2. **Business Units**
  - a. Select values from the **Available** panel and click to move to the **Selected** panel.
3. **Operating Units**
  - a. Select values from the **Available** panel and click to move to the **Selected** panel.
4. **Department Codes**
  - a. Select values from the **Available** panel and click to move to the **Selected** panel.
5. **Divisions.**
  - a. Select values from the **Available** panel and click to move to the **Selected** panel.
6. Click **Save**.

#### Airports

1. Click **New** and enter the following details:
  - a. **Name:** Search and select a user profile.
  - b. **Primary:** Select the mark the contact as the primary contact.
2. Click **Save**.
3. Repeat to add another Contact.
4. To update the details, click the **vertical ellipsis** and select **Edit**.
5. To delete the details, click the **vertical ellipsis** and select **Delete**.

### Transport

1. Click **New** and enter the following details:
  - a. **Code:** Select a transport type from the list.
  - b. **Label:** Enter a label.
  - c. **Description:** Enter a description for the transport method.
  - d. **Phone:** Enter contact phone number.
  - e. **Website:** Enter company website address.
  - f. **Price Range:** Enter price range.
  - g. **Distance:** Enter distance from property.
  - h. **Distance:** Select a distance type from the list.
  - i. **Sequence:** Enter a display sequence.

 **Note:**

Enter additional details for the transport service

2. Click **Save**.
3. Repeat to add another transport method.
4. To update the details, click the **vertical ellipsis** and select **Edit**.
5. To delete the details, click the **vertical ellipsis** and select **Delete**.

## Configuring Departments

Use departments to group your employees into categories. You can also use departments in block and reservation traces to assign departmental responsibility for a trace task.

A department is assigned to each user when configuring new users.

### Adding a Department

1. Select the **Administration** menu, select **Enterprise**, select **Chain and Property Management**, and then select **Departments**.
2. Click **New** and complete the following fields:

- a. **Global/Property.** Select **Global** to configure a department that is available in all properties or select **Property** to configure a department for a specific property.
  - b. **Code.** Enter a code for the department (for example, BAN, CAT, ENG, or EXE).
  - c. **Description.** Enter the full name for the department (for example, Banquets, Catering, Engineering, or Executive Office).
  - d. **Manage Translations.** Select to translate the description into another language.
  - e. **Sequence.** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
  - f. **Email Address.** Enter the email address for the department. When delivery methods are configured for the department, this is the department's default email address.
3. Click **Save**.

### Editing a Department

1. Enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Edit**.
4. Update the configuration and click **Save**.

### Deleting a Department

1. Enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Delete** and confirm the deletion.

## Configuring Electronic Registration Card Templates

### Prerequisites for Electronic Registration Cards

An electronic registration card appears when you select the action to create an eSign Registration Card for an arrival reservation. The guest can then initial and sign the electronic registration card on a tablet device. Configuring an electronic registration card template allows you to structure the content and appearance of the electronic form.

When the multi-language General control is enabled, you can configure registration card templates per language; OPERA Cloud displays the suitable electronic registration card based on the language selected in the guest profile. If a template is not configured for a specific language, OPERA Cloud displays a default registration card based on the Base Language setting in Property configuration.

Electronic registration cards templates can also be configured per Membership Type.

- In multi-property operations, you can copy templates to other properties.
- In multi-language operations, you can copy templates to other language(s).



#### Note:

HTML templates are limited to 4000 characters.



### Adding Templates

1. From the Administration menu, select **Enterprise**, select **Chain and Property Management**, and select **Electronic Registration Card**.
2. Click **New**.
3. Enter or select the **property** or **properties**. You can select multiple properties when your session is initialized from a Hub location.
4. Enter or select the **Language(s)** if multi language control is enabled.
5. Enter or select the **membership type(s)**.
6. Select **Rich Text** to use the WYSIWYG Editor or select **Source** to view and edit HTML source code.
7. Add or paste (CTRL+V) text and then format the text according to your needs. See [Using the Rich Text Editor](#).
8. Click **Save**.

### Previewing Templates

Use the Preview feature to view the appearance of your template.

1. From the Administration menu, select **Enterprise**, select **Chain and Property Management**, and select **Electronic Registration Card**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, select the row level **vertical ellipsis** of the template and select **Preview**.
4. Click the **X** to close the preview.

### Editing Templates

1. From the Administration menu, select **Enterprise**, select **Chain and Property Management**, and select **Electronic Registration Card**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, select the row level **vertical ellipsis** of the template and select **Edit**.
4. Make the desired changes.

 **Note:**

To delete a merge code, place cursor in front or behind the Merge Code and click either the delete key or the backspace key.

5. Click **Save**.

### Copying Templates

You can copy (clone) templates to current or other properties, other languages, and/or membership types as needed. As part of the copy process you can customize the layout of the new template(s), for example, copy the layout, update the boilerplate text, and change to a different language in the new template.

1. From the Administration menu, select **Enterprise**, select **Chain and Property Management**, and select **Electronic Registration Card**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, select the row level **vertical ellipsis** of the template and select **Copy**.
4. In the Target Electronic Registration Card Details section, select the **destination property**, the **language** of the new template, and a **Membership Type**.
5. Make required changes by editing text, merge codes, images.
6. Click **Save**.

#### Deleting Templates

1. From the Administration menu, select **Enterprise**, select **Chain and Property Management**, and select **Electronic Registration Card**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, select the row level **vertical ellipsis** of the template and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Electronic Registration Cards

#### OPERA Controls

**Group:** Front Desk

**Functions:** eSign Registration Card

#### OPERA Cloud Tasks

**Group:** Enterprise Admin

**Task:** Chain and Property Management

Electronic Registration Card

- New/Edit Electronic Registration Card
- Delete Electronic Registration Card

## Configuring Hubs

Hubs are used in combination with [Chain and Property roles](#) to control user access to properties, functionality and data.

A default DFLT\_[TENANT] hub is created automatically upon provisioning and all properties provisioned for your tenancy are associated to this hub.

You can configure additional hubs and associate a subset of properties with one or more hubs; enabling you to cluster properties according to your business need.

Once configured you then assign hubs to users in order to grant them access to properties. If a user is not assigned a hub, the user will not be able to log in. See [Managing Users](#).



**Note:**

You are only able to manage hubs that are assigned to you. Hubs created by other users and not assigned to you will not be listed in search results.

### Adding a Hub

1. From **Administration** menu, select **Enterprise**, select **Chain and Property Management**, and then select **Hubs**.
2. Click **New** and enter the following details:
  - a. **Hub**. Enter a Hub.
  - b. **Name**. Enter the full descriptive name for the Hub/CRO.
  - c. **Address**. Enter the street address.
  - d. **City**. Enter the city location for the Hub/CRO from the list.
  - e. **Postal Code**. Enter the zip or postal code number.
  - f. **Country**. Select the country location for the Hub/CRO from the list.
  - g. **State**. Select the state location for the Hub/CRO from the state list of values.
  - h. **Telephone**. Enter an international phone number for the Hub/CRO.
  - i. **Toll Free**. Enter a toll-free 1-800 number for the Hub/CRO.
  - j. **Email**. Enter the email address to associate with the Hub.
  - k. **Currency**. Select the currency for the Hub/CRO. This is used as the default for all currency calculations unless specified elsewhere.
  - l. **Currency Format**. Select the currency format for the Hub.
  - m. **Short Date Format**. Select a format type for the short date.
  - n. **Long Date Format**. Select a format type for the long date (for example, ddth Month YYYY or Month ddth YYYY).
  - o. **Time Format**. Select the time format from the list of values. This is the format for the time stamp used by the property.
  - p. **Time Zone**. Select the time zone where the Hub/CRO is located.
  - q. **Base Language**. Select a base language for the Hub.
3. Click **Save**.

### Assigning Properties to a Hub

1. From **Administration** menu, select **Enterprise**, select **Chain and Property Management**, and then select **Hubs**.
2. Enter a **Hub** and click **Search**.
3. Select the Hub, then click the **vertical ellipsis** and select **Edit**.
  - a. Click the **Manage** link located under the Associated Properties section.
  - b. Under **Available Properties**, select the property you want to associate with the hub and click the **down arrow** to move the selected property to the Associated Properties grid.

4. Click **Save**.

#### Editing a Hub

1. From **Administration** menu, select **Enterprise**, select **Chain and Property Management**, and then select **Hubs**.
2. Enter a **Hub** and click **Search**.
3. Select the Hub, then click the **vertical ellipsis** and select **Edit**.
4. Update the configuration.
5. Click **Save**.

#### Deleting a Hub

1. From **Administration** menu, select **Enterprise**, select **Chain and Property Management**, and then select **Hubs**.
2. Enter a **Hub** and click **Search**.
3. Select the Hub, then click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Job Titles

You can configure job titles for employees at your property for the purpose of associating a specific job to the person.

#### Adding a Job Title

1. Select the **Administration** menu, select **Enterprise**, select **Chain and Property Management**, and then select **Job Titles**.

 **Note:**

When the OPERA Multi-Property Reservation Cloud Service is active new Job Titles are created by selecting the **Template** tab. Once created, you can copy Job Titles to specific properties using the **Copy** action. Refer to [Copying Configuration Codes to Multiple Properties](#) for more information.

2. Click **New** and complete the following fields:
  - a. **Job Code**. Enter a code for the job title (for example, BAN, CM, SET, or GM).
  - b. **Description**. Enter the full name for the job code (for example, Banquet Manager, Catering Manager, Convention Setup Manager, or General Manager).
  - c. **Manage Translations**. Select to translate the description into another language.
3. Click **Save**.

#### Editing a Job Title

1. Select the **Administration** menu, select **Enterprise**, select **Chain and Property Management**, and then select **Job Titles**.
2. Enter search criteria and click **Search**.

3. In the search results, select the code and click the **Vertical Ellipsis** and then select **Edit**.
4. Update the configuration.
5. Click **Save**.

#### Deleting a Job Title

1. Select the **Administration** menu, select **Enterprise**, select **Chain and Property Management**, and then select **Job Titles**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **Vertical Ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Property Brochure Master Data

Property Details and the Property Brochure reference information and images configured in various other areas of OPERA Cloud Administration. Refer to the following links for configuring master data content used in the Property Brochure.

[Property Note Types](#)

[Airports](#)

[Transportation](#)

[Amenities](#)

[Attractions](#)

[Attraction Categories](#)

[Images](#)

## Configuring Property Detail Categories

#### Adding Property Detail Categories

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Property Detail Categories**.
2. Click **New** and complete the following
  - a. **Code**. Enter a code for the Property Detail Category.
  - b. **Description**. Enter a description for the Property Detail Category.
    - i. **Manage Translation**. Select to open the multi-language descriptions screen and configure a translated menu name for each language.
  - c. **Sequence**. Enter a display sequence.
3. Click **Save** or **Save and Continue** to add another.

### Editing Property Detail Categories

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Property Detail Categories**.
2. Enter search criteria and click **Search**.
3. Select the Property Detail Category, click the vertical ellipsis and select **Edit**.
4. Update the configuration.
5. Click **Save**.

### Deleting Property Detail Categories

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Property Detail Categories**.
2. Enter search criteria and click **Search**.
3. Select the Property Detail Category, click the vertical ellipsis and select **Delete**.
4. Click **Delete** to confirm

## Configuring Property Details

### Adding Property Details

#### **Note:**

When the multi-property cloud service is active, new Property Details are created by selecting the Template tab. Once created, you can copy Property Details to specific properties using **Copy** the action. See [Copying Configuration Codes to Multiple Properties](#) for more information.

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Property Details**.
2. Click **New** and complete the following
  - a. **Code**. Enter a code for the Property Detail.
  - b. **Category**. Select the Property Details Category from the list.
  - c. **Sequence**. Enter a display sequence.
  - d. **Property Detail Values**:
    - i. To add a Property Detail value, click **New** and complete the following
      - i. **Code**. Enter a code for the property detail value.
      - ii. **Description**. Enter a description for the property detail value.
      - iii. **Sequence** . Enter a display sequence.
    - ii. To delete a Property Detail Value
      - i. Click a code, click Vertical Ellipse and select **Delete**.

3. Click **Save**.

#### Editing Property Details

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Property Details**.
2. Enter search criteria and click **Search**.
3. Select the Property Details, click the vertical ellipsis and select **Edit**.
4. Update the configuration.
5. Click **Save**.

#### Deleting Property Details

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Property Details**.
2. Enter search criteria and click **Search**.
3. Select the Property Details, click the vertical ellipsis and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Property Types

Create categories of various types of properties that will be referenced in Property Configuration. Use Property Types to categorize your properties by their characteristics (Resort, 4 Star, Apartment, etc).

#### Adding Property Types

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Property Types**.
2. Click **New** and complete the following
  - a. **Code**. Enter a code for the property type.
  - b. **Description**. Enter a description for the property type.
    - i. **Manage Translation**. Select to open the multi-language descriptions screen and configure a translated menu name for each language.
  - c. **Sequence**. Enter a display sequence.
3. Click **Save** or **Save and Continue** to add another.

#### Editing Property Types

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Property Types**.
2. Enter search criteria and click **Search**.
3. Select the Property Type, click the vertical ellipsis and select **Edit**.
4. Update the configuration.
5. Click **Save**.

### Deleting Property Types

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Property Types**.
2. Enter search criteria and click **Search**.
3. Select the Property Type, click the vertical ellipsis and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Closing Scripts

### Prerequisites for Closing Scripts

Closing scripts appear to reservation agents after completing or updating an individual reservation via the Look to Book sales screen. Agents can read the script to callers to confirm their reservation details.

When the Multi Language OPERA Control is active, you can configure closing scripts in multiple languages for multi-lingual reservation agents and callers. You can also configure closing scripts for various membership types.

### Adding a Closing Script

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property Management**, and select **Closing Scripts**.
2. Click **New**.
3. Confirm or select the **Property** or **Hub**. You can select multiple properties when your session is initialized from a Hub location.
4. Confirm or select the **Language(s)** if the **Multi Language** function is active in OPERA Controls.
5. Enter or select the **Membership Type(s)**. If one is not selected, the script applies to all membership types.
6. Select **Rich Text** to use the Rich Text Editor or select **View Source** to view and edit HTML source code.
7. Enter or paste (CTRL+V) text (in the applicable language) to the script body and insert merge codes for reservation and profile values where required. These merge codes are replaced with actual values when the closing script is generated. See [Using the Rich Text Editor](#).
8. Click **Save** when finished.

### Editing a Closing Script

1. From the Administration menu, select **Enterprise**, select **Chain and Property Management**, and select **Closing Scripts**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From the search results, click the row-level **vertical ellipsis** for the script and select **Edit**.
4. Make the desired changes.
5. Click **Save**.



### Deleting a Closing Script

1. From the Administration menu, select **Enterprise**, select **Chain and Property Management**, and select **Closing Scripts**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From the search results, click the row-level **vertical ellipsis** for the script and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Closing Scripts

### OPERA Controls

**Group:** Reservations

**Parameter:** Closing Script New and Update Reservation (Hub or Property)

### OPERA Cloud Tasks

**Group:** Enterprise Admin

**Task:** Chain and Property Management

- Closing Scripts
  - New/Edit Closing Scripts
  - Delete Closing Scripts

## Configuring Amenities

Configure the various amenities available at your properties. Amenities are classes as either General or Meeting and referenced in Property configuration.

If some amenities are seasonal enter date range accordingly.

### Adding Amenities

#### **Note:**

When the multi-property cloud service is active, new Amenities are created by selecting the Template tab. Once created, you can copy Amenities to specific properties using the **Copy** action. See [Copying Configuration Codes to Multiple Properties](#) for more information.

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Amenities**.
2. Click **New** and complete the following
  - a. **Code.** Enter a code for the amenity .
  - b. **Description.** Enter the name of the amenity.

- c. **Type.** Select a type from the list: General or Meeting
  - d. **Start Date.** Enter or select a start date
  - e. **End Date.** Enter or select an end date
  - f. **Sequence.** Enter a sequence number that determines the position of this amenity in listings.
  - g. **Notes.** Enter any notes regarding this amenity
3. Click **Save**.

### Editing Amenities

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Amenities**.
2. Enter search criteria and click **Search**.
3. Select the Amenity, click the vertical ellipsis and select **Edit**.
4. Update the configuration.
5. Click **Save**.

### Deleting Amenities

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Amenities**.
2. Enter search criteria and click **Search**.
3. Select the Amenity, click the vertical ellipsis and select **Delete**.
4. Click **Delete** and confirm the deletion.

## Configuring Attraction Categories

Create categories for attractions - such as amusement parks, historic sites, zoos, or museums. This categorisation provides users with the ability to search for a category of attractions first and then view the individual attractions within that category.

### Adding Attraction Categories



#### Note:

When the multi-property cloud service is active, new Attraction Categories are created by selecting the Template tab. Once created, you can copy Attraction Categories to specific properties using the **Copy** action. See [Copying Configuration Codes to Multiple Properties](#) for more information.

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Attraction Categories**.
2. Click **New** and complete the following
  - a. **Code.** Enter an attraction category code.
  - b. **Description.** Enter the description for the attraction category.

- i. **Manage Translation.** Select to open the multi-language descriptions screen and configure a translated menu name for each language
    - c. **Sequence.** Enter a display sequence.
3. Click **Save**.

#### Editing Attraction Categories

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Attraction Categories**.
2. Enter search criteria and click **Search**.
3. Select the Attraction category, click the vertical ellipsis and select **Edit**.
4. Update the configuration.
5. Click **Save**.

#### Deleting Attraction Categories

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Attraction Categories**.
2. Enter search criteria and click **Search**.
3. Select the Attraction category, click the vertical ellipsis and select **Delete**.
4. Click **Delete** and confirm the deletion.

## Configuring Attractions

Local attractions such as amusement parks, theme parks, historic sites, zoos, and museums can be created and described.

#### Adding Attractions



#### Note:

When the multi-property cloud service is active, new Attractions are created by selecting the Template tab. Once created, you can copy Attractions codes to specific properties using the **Copy** action. See [Copying Configuration Codes to Multiple Properties](#) for more information.

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Attractions**.
2. Click **New** and complete the following
  - a. **Attraction Code.** Enter an attraction code.
  - b. **Attraction Name.** Enter the description for the attraction (Walt Disney World, Sears Tower, Air and Space museum, Regal Casino, The Galleria).
  - c. **Attraction Category.** Select the [attraction category](#) which the attraction belongs
  - d. **City.** Enter the city where the attraction is located.

- e. **State.** Select the state from the list
  - f. **Distance.** Enter the distance from the property to the attraction.
  - g. **Distance Type.** Select the distance type (miles, kilometers, blocks) for the distance
  - h. **Driving Time.** Time required to drive to the attraction from the property.
  - i. **Price Range.** Enter the lowest to the highest cost this attraction charges.
  - j. **Hours of Operation.** The hours (time frame) this attraction is open.
  - k. **Latitude.** Enter latitude for location of attraction
  - l. **Longitude.** Enter longitude for location of attraction
  - m. **General Directions.** General directions related to finding or navigating to the attraction.
3. Click **Save**.

### Editing Attractions

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Attractions**.
2. Enter search criteria and click **Search**.
3. Select the Attraction, click the vertical ellipsis and select **Edit**.
4. Update the configuration.
5. Click **Save**.

### Deleting Attractions

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Attractions**.
2. Enter search criteria and click **Search**.
3. Select the Attraction, click the vertical ellipsis and select **Delete**.
4. Click **Delete** and confirm the deletion.

## Configuring Airports

### Adding Airports

#### **Note:**

When the multi-property cloud service is active, new Airport codes are created by selecting the Template tab. Once created, you can copy Airport codes to specific properties using the **Copy** action. See [Copying Configuration Codes to Multiple Properties](#) for more information.

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Airports**.
2. Click **New** and complete the following

- a. **Code.** Enter the Airport code.
  - b. **Description.** Enter the Airport name.
  - c. **Website.** Enter Airport website URL
  - d. **Driving Directions.** Enter driving directions from the airport to the property, or geographical direction of the airport from the property.
  - e. **Driving Time.** Enter the time needed to drive between the airport and the property.
  - f. **Distance.** Enter the distance of the airport from the hotel property.
  - g. **Distance Type.** Select the distance measurement (e.g., miles, kilometers)
  - h. **Sequence.** Enter a sequence number that determines the position of this airport in listings.
  - i. **Transportation.** Select the transportation carriers/services available at the airport. See [Transportation](#) for details.
3. Click **Save**.

### Editing Airports

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Airports**.
2. Enter search criteria and click **Search**.
3. Select the Airport, click the vertical ellipsis and select **Edit**.
4. Update the configuration.
5. Click **Save**.

### Deleting Airports

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Airports**.
2. Enter search criteria and click **Search**.
3. Select the Airport, click the vertical ellipsis and select **Delete**.
4. Click **Delete** and confirm the deletion.

## Configuring Note Types

Notes are available for documenting various kinds of information that can then be made available at points throughout OPERA Cloud. For example, notes can be added to profiles, to reservations, to events, to business blocks and so on. Notes can be accessed in a variety of ways, but generally you can view and manage notes by selecting the Notes details link from the **I Want to . . .** or presentation page

### Adding Note Types

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Note Types**.
2. Click **New** and complete the following
  - a. **Notes Group.** Select the note group from list for which this note type belongs.

- b. **Code.** Enter a code for this note type.

 **Note:**

Note type codes cannot contain ampersands (&). Any note type code containing an ampersand will only display the characters just before/just after the ampersand. For example a note type code of S&C would display only as SC.

- c. **Description.** Enter a description for this note type code.
- d. **Display Seq.** Enter a number that controls the position of the note type in the Note Types in list. If left blank, notes will appear in alphabetical order.
- e. **Internal.** Select this check box to designate notes of this type as internal by default when they are created. Notes marked as "internal" will not be included in the OXI or OXI-HUB message to integrated systems.
- f. **Override Internal.** Select this check box if the user creating a note of this type is able to have the option of making the note internal or not internal. This option works with Internal.

 **Note:**

If Internal is selected and Override Internal is not selected, the note of this type will be designated as internal and the user will not have the option of removing the internal designation (the Internal check box will not appear on the note creation form). If Internal and Override Internal are both selected, the note of this type will, by default, be designated as internal, but the user may un-select the Internal check box to remove the internal designation. If Override Internal is selected and Internal is not selected, the note of this type will, by default, not be designated as internal, but the Internal option will be available for the user to choose.

- g. **Default Note Type.** Select to specify the current note type as the default. The default note type will display whenever a note of that notes group is created within OPERA Cloud. This applies to Account Notes, Business Block Notes, Individual/Contact Notes, Event Notes, Lead Notes, Potential Notes, Property Notes and Contract Notes. When the Default Note Type has Default Note Text applied to it (see Default Note Text below), the default note text will also display when the note type is defaulted in the application.
- h. **Default Note Text.** Select to create a default note that will display when the current Note Type and the Notes option is selected in OPERA Cloud. When selected, the Note Text box appears where you can enter the default note, up to 2000 characters. Users can modify this note when Notes are called from within the application. The default note text will appear in Sales Account Notes, Business Block Notes, Individual/Contact Notes, Event Notes, Property Notes and Contract Notes. .

3. Click **Save**.

### Editing Note Types

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Note Types**.

2. Enter search criteria and click **Search**.
3. Select the note type, click the vertical ellipsis and select **Edit**.
4. Update the configuration.
5. **Inactive**. Once a note type has been applied to a note, it cannot be deleted. Use the Inactive check box to remove the note type from use. Inactive notes will not be displayed in OPERA Cloud and will be treated as if they have been deleted. Inactive notes will be purged after 7 days by the purge process.
6. Click **Save**.

#### Deleting Note Types

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Note Types**.
2. Enter search criteria and click **Search**.
3. Select the note type, click the vertical ellipsis and select **Delete**.
4. Click **Delete** and confirm the deletion.

## Configuring Transportation

#### Adding Transportation



#### Note:

When the multi-property cloud service is active, new Transportation codes are created by selecting the Template tab. Once created, you can copy Transportation to specific properties using the **Copy** action. See [Copying Configuration Codes to Multiple Properties](#) for more information.

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Transportation**.
2. Click **New** and complete the following
  - a. **Transportation Code**. Enter the transportation code. .
  - b. **Label**. Enter a single-character code to designate this transportation carrier.
  - c. **Description**. Enter a description of the transportation service.
  - d. **Note**. This entry is required in order to make this carrier available in Airport setup. See [Airports](#) for details.
  - e. **Phone**. Enter the phone number for this transportation carrier.
  - f. **Distance**. The distance from the property to the transportation center/ company.
  - g. **Distance Type**. A distance type (miles, kilometers, blocks) for the transportation
  - h. **Price Range**. Enter the lowest to the highest cost this transportation carrier charges for its services.

- i. **Notes.** Enter supplementary annotations or remarks about the transportation carrier that may be helpful to a reservation agent.
  - j. **Display Sequence.** Enter the display sequence for items to appear in lists by assigning them a numeric order.
3. Click **Save**.

#### Editing Transportation

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Transportation**.
2. Enter search criteria and click **Search**.
3. Select the transport, click the vertical ellipsis and select **Edit**.
4. Update the configuration.
5. Click **Save**.

#### Deleting Transportation

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Transportation**.
2. Enter search criteria and click **Search**.
3. Select the transport, click the vertical ellipsis and select **Delete**.
4. Click **Delete** and confirm the deletion.

## Configuring Service Request Priorities

### [Prerequisites for Configuring Service Request Priorities](#)

#### Adding Service Request Priorities

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Service Request Priorities**.
2. Click **New** and complete the following
  - a. **Code.** The Service Request code.
  - b. **Description.** The description of the Service Request Priority
    - i. **Manage Translation.** Select to open the multi-language descriptions screen and configure a translated menu name for each language
  - c. **Sequence.** Enter a display sequence.
3. Click **Save**.

#### Editing Service Request Priorities

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Service Request Priorities**.
2. Enter search criteria and click **Search**.
3. Select the Service Request Priority, click the vertical ellipsis and select **Edit**.
4. Update the configuration.



5. **Inactive.** When selected the code will become inactive and by will not be displayed in the search list results.
6. Click **Save**.

#### Deleting Service Request Priorities

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Service Request Priorities**.
2. Enter search criteria and click **Search**.
3. Select the **Service Type Priority**, click the vertical ellipsis and select **Delete**.
4. Click **Delete** and confirm the deletion.

## Prerequisites for Configuring Service Request Priorities

#### OPERA Controls

**Group:** Front Desk

**Function:** Service Requests

#### OPERA Cloud Tasks

**Group:** Enterprise Admin

**Task:** Chain and Property Management

Service Requests

- Override Change Restriction
- New/Edit Service Requests
- Delete Service Requests

## Configuring Service Request Codes

### [Prerequisites for Configuring Service Request Codes](#)

#### Adding Service Request Codes

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Service Request Codes**.
2. Click **New** and complete the following
  - a. **Code.** The Service Request code.
  - b. **Description.** The description of the Service Request code.
  - c. **Department.** Select department from the list to associated with this [Service Request](#).
  - d. **Restrict Changes.** Check to restrict changes.
3. Click **Save**.

### Editing Service Request Codes

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Service Request Codes**.
2. Enter search criteria and click **Search**.
3. Select the note type, click the vertical ellipsis and select **Edit**.
4. Update the configuration.
5. **Inactive**. Use the Inactive check box to remove the service request code from use. Inactive codes will not be displayed in OPERA Cloud and will be treated as if they have been deleted.
6. Click **Save**.

### Deleting Service Request Codes

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Service Request Codes**.
2. Enter search criteria and click **Search**.
3. Select the note type, click the vertical ellipsis and select **Delete**.
4. Click **Delete** and confirm the deletion.

## Prerequisites for Configuring Service Request Codes

### OPERA Controls

**Group:** Front Desk

**Function:** Service Requests

### OPERA Cloud Tasks

**Group:** Enterprise Admin

**Task:** Chain and Property Management

Service Requests

- Override Change Restriction
- New/Edit Service Requests
- Delete Service Requests

## Configuring Communication Methods

### Adding Communication Methods

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Communication Methods**.
2. Click **New** and complete the following
  - a. **Code:** The Service Request code.

- b. Description.** The description of the Service Request Priority
      - i. Manage Translation:** Select to open the multi-language descriptions screen and configure a translated description for each language. (Available when the Multi-language OPERA Control is active).
    - c. Sequence:** Enter a display sequence.
  - 3.** Click **Save** or **Save and Continue** to add another.

#### Editing Communication Methods

- 1.** From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Communication Methods**.
- 2.** Enter search criteria and click **Search**.
- 3.** Select the Communication Method, click the vertical ellipsis and select **Edit**.
- 4.** Update the configuration.
- 5.** Click **Save**.

#### Deleting Communication Methods

- 1.** From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Communication Methods**.
- 2.** Enter search criteria and click **Search**.
- 3.** Select the Communication Method, click the vertical ellipsis and select **Delete**.
- 4.** Click **Delete** to confirm

## Configuring Owner Teams

### [Prerequisites for Configuring Owner Teams](#)

Sales Managers can be assigned groups or "teams" that may then be used as search criteria on the Business Block Ownership and Account Ownership screen when establishing or updating ownership.

Owner Teams are not property-specific and they have no impact on user tasks.

#### Adding Owner Teams

- 1.** From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Owner Teams**.
- 2.** Click **New** and complete the following
  - a. Code.** Enter a code for the team.
  - b. Description.** Enter a description for the owner team.
    - i. Manage Translation.** Select to open the multi-language descriptions screen and configure a translated menu name for each language.
  - c. Sequence.** Enter a display sequence.
- 3.** Click **Save** or **Save and Continue** to add another.

### Editing Owner Teams

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Owner Teams**.
2. Enter search criteria and click **Search**.
3. Select the Owner Team, click the vertical ellipsis and select **Edit**.
4. Update the configuration.
5. Click **Save**.

### Deleting Owner Teams

1. From the **Administration** menu, select **Enterprise**, select **Chain and Property** and select **Owner Teams**.
2. Enter search criteria and click **Search**.
3. Select the Owner Team, click the vertical ellipsis and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Configuring Owner Teams

### OPERA Controls

**Group:** General

**Function:** Owner

### OPERA Cloud Tasks

**Group:** Enterprise Admin

**Task:** Chain and Property Management

Owner Teams

- New/Edit Owner Teams
- Delete Owner Teams

## Configuring Delivery Status

### [Prerequisites for Configuring Delivery Status](#)

Delivery status codes are used while displaying the reservation delivery status in the [Reservation Delivery History](#) panel.

Codes 1 - 5 are populated by default and correspond to information returned from OPERA eXchange Interface; the descriptions can be edited as required.

### Adding Delivery Statuses

1. From the **Administration** menu, select **Enterprise** select **Chain and Property** and select **Delivery Status**.
2. Click **New** and enter the following details:

- a. **Code:** Enter a code for the delivery status.
  - b. **Description:** Enter the description of the delivery status.
    - i. **Manage Translation:** Click to open the multi-language screen and configure a translated description for each language
  - c. **Sequence:** Enter a sequence number that determines the position of this delivery status in lists.
3. Click **Save**.

### Editing Delivery Statuses

1. From the **Administration** menu, select **Enterprise** select **Chain and Property** and select **Delivery Status**.
2. Enter search criteria, click **Search**.
3. Select a delivery status, click the **vertical ellipsis**, and select **Edit**.
4. Update configuration.
5. Click **Save**.

### Deleting Delivery Statuses

1. From the **Administration** menu, select **Enterprise** select **Chain and Property** and select **Delivery Status**.
2. Enter search criteria, click **Search**.
3. Select a delivery status, click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Configuring Delivery Status

### OPERA Cloud Tasks

#### Chain and Property Management

- Delivery Status
  - New/Edit Delivery Status
  - Delete Delivery Status

## Configuring Corporate Information

### [Prerequisites for Configuring Corporate Information](#)

Corporate Information details available to partners via integration with OPERA Cloud; these details do not display within OPERA Cloud.

The configuration options available are

- Hotel Categories
- Brand Codes
- Department Codes

- Business Units
- Divisions
- Operating Units

## Prerequisites for Configuring Corporate Information

### OPERA Cloud Tasks

- Chain and Property Management
- Corporate Information
  - Delete Corporate Information
  - New/Edit Corporate Information

## Configuring Brand Codes

### Adding Brand Codes

1. Select the **Administration** menu, select **Enterprise**, select **Corporate Information**, and then select **Brand Codes**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter a code for the Brand Code.
  - b. **Description**: Enter a description for the Brand Code.
  - c. **Manage Translations**: Click to add translated descriptions for each language.
  - d. **Sequence**: Enter a display sequence.
3. Click **Save**.

### Editing Brand Codes

1. Select the **Administration** menu, select **Enterprise**, select **Corporate Information**, and then select **Brand Codes**.
2. Enter search criteria and click **Search**.
3. Select the brand code, click the **vertical ellipsis** and select **Edit**.
4. Update details.
5. Click **Save**.

### Delete Brand Codes

1. Select the **Administration** menu, select **Enterprise**, select **Corporate Information**, and then select **Brand Codes**.
2. Enter search criteria and click **Search**.
3. Select the brand code, click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Business Units

### Adding Business Units

1. Select the **Administration** menu, select **Enterprise**, select **Corporate Information**, and then select **Business Units**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter a code for the Business Unit.
  - b. **Description**: Enter a description for the Business Unit.
  - c. **Manage Translations**: Click to add translated descriptions for each language.
  - d. **Sequence**: Enter a display sequence.
3. Click **Save**.

### Configuring Business Units

1. Select the **Administration** menu, select **Enterprise**, select **Corporate Information**, and then select **Business Units**.
2. Enter search criteria and click **Search**.
3. Select the Business Unit, click the **vertical ellipsis** and select **Edit**.
4. Update details.
5. Click **Save**.

### Deleting Business Units

1. Select the **Administration** menu, select **Enterprise**, select **Corporate Information**, and then select **Business Units**.
2. Enter search criteria and click **Search**.
3. Select the Business Unit, click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Department Codes

### Adding Department Codes

1. Select the **Administration** menu, select **Enterprise**, select **Corporate Information** and then select **Department Codes**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter a code for the Department Code.
  - b. **Description**: Enter a description for the Department Code.
  - c. **Manage Translations**: Click to add translated descriptions for each language.
  - d. **Sequence**: Enter a display sequence.

3. Click **Save**.

#### Editing Department Codes

1. Select the **Administration** menu, select **Enterprise**, select **Corporate Information** and then select **Department Codes**.
2. Enter search criteria and click **Search**.
3. Select the Department Code, click the **vertical ellipsis** and select **Edit**
4. Update details.
5. Click **Save**.

#### Deleting Department Codes

1. Select the **Administration** menu, select **Enterprise**, select **Corporate Information** and then select **Department Codes**.
2. Enter search criteria and click **Search**.
3. Select the Department Code, click the **vertical ellipsis** and select **Delete**
4. Click **Delete** to confirm.

## Configuring Divisions

#### Adding Divisions

1. Select the **Administration** menu, select **Enterprise**, select **Corporate Information**, and then select **Divisions**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter a code for the Division.
  - b. **Description**: Enter a description for the Division.
  - c. **Manage Translations**: Click to add translated descriptions for each language.
  - d. **Sequence**: Enter a display sequence.
3. Click **Save**.

#### Editing Divisions

1. Select the **Administration** menu, select **Enterprise**, select **Corporate Information**, and then select **Divisions**.
2. Enter search criteria and click **Search**.
3. Select the Division, click the **vertical ellipsis** and select **Edit**.
4. Update details.
5. Click **Save**.

#### Deleting Divisions

1. Select the **Administration** menu, select **Enterprise**, select **Corporate Information**, and then select **Divisions**.



2. Enter search criteria and click **Search**.
3. Select the Division, click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Hotel Categories

### Adding Hotel Categories

1. Select the **Administration** menu, select **Enterprise**, select **Corporate Information**, and then select **Hotel Categories**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter a code for the Hotel Category.
  - b. **Description**: Enter a description for the Hotel Category.
  - c. **Manage Translations**: Click to add translated descriptions for each language.
  - d. **Sequence**: Enter a display sequence.
3. Click **Save**.

### Editing Hotel Categories

1. Select the **Administration** menu, select **Enterprise**, select **Corporate Information**, and then select **Hotel Categories**.
2. Enter search criteria and click **Search**.
3. Select the Hotel Category, click the **vertical ellipsis** and select **Edit**.
4. Update details.
5. Click **Save**.

### Deleting Hotel Categories

1. Select the **Administration** menu, select **Enterprise**, select **Corporate Information**, and then select **Hotel Categories**.
2. Enter search criteria and click **Search**.
3. Select the Hotel Category, click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Operating Units

### Adding Operating Units

1. Select the **Administration** menu, select **Enterprise**, select **Corporate Information**, and then select **Operating Units**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter a code for the Operating Unit.

- b. Description:** Enter a description for the Operating Unit.
  - c. Manage Translations:** Click to add translated descriptions for each language.
  - d. Sequence:** Enter a display sequence.
3. Click **Save**.

### Editing Operating Units

1. Select the **Administration** menu, select **Enterprise**, select **Corporate Information**, and then select **Operating Units**.
2. Enter search criteria and click **Search**.
3. Select the Operating Unit, click the **vertical ellipsis** and select **Edit**.
4. Update details.
5. Click **Save**.

### Deleting Operating Units

1. Select the **Administration** menu, select **Enterprise**, select **Corporate Information**, and then select **Operating Units**.
2. Enter search criteria and click **Search**.
3. Select the Operating Unit, click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Image Management

Use Image Management to upload or reference the external images or property logos that appear throughout OPERA Cloud, for example, in the property brochure or on the Look To Book Sales screen. The property logo image also appears on stationery and reports.

Access this feature from the **OPERA Cloud Administration** menu by selecting **Enterprise** and then selecting **Image Management**.

The following options are available for image management:

- **Choose Image** — Click to select and upload an image from your computer. Images larger than 300 KB are automatically scaled and compressed upon upload.
- **External Image via URL** — Enter or paste the complete URL to an image published on a secured website or content management system.

You can upload PNG, JPG, JPEG, and GIF image types into categories for easy access. You should limit the file size to 300 KB. You can also edit or delete images.

You can store your uploaded images in these categories:

- **Attractions:** Images such as theme parks, historic sites, and so on. [Configure](#) these to appear in the property brochure.
- **Floor Plan:** Layouts of each floor. You can configure areas for the rooms on these floor plan images. For more information, see [Configuring Floor Plans](#). Floor plan images are used in Rooms Management and Front Desk. See [Viewing Floor Plans](#) for more information.

- **Function Space:** Function space images that can be viewed from the Function Diary. See [Function Space Management](#) for more information.
- **Item Inventory:** Images of equipment, products, supplies, or services that are sold in reservations or events.
- **Logo:** Images of your property's logo. See [Configuring Property Brochure Master Data](#) for more information. The property logo image also appears on stationery and reports.
- **Maps:** Add a locator or road map and directions to your property for the property brochure maps and directions. See [Configuring Property Brochure Master Data](#) for more information.
- **Nationality:** Images that symbolize different nationalities. See [Managing Nationality Codes](#) for more information.
- **Out Of Order / Service:** Images assigned to Out of Order and Out of Service codes as visual aides. Configure these for Room Management Floor Plan, Out of Order/Out of Service, EZ Task, or Task Companion. See [Configuring Out of Order and Out of Service Reasons](#) for more information.
- **Package:** Images representing packages and package components. Configure these for Reservations and Book Now enhancements. See [Package Codes](#) for more information.
- **Property:** Property images to appear in the property brochure. See [Configuring Property Brochure Master Data](#) for more information.
- **Room:** Images of specific rooms by room number/room name. See [Configuring Room Codes](#) for more information.
- **Room Condition:** Images that indicate room conditions. See [Room Conditions](#) for more information.
- **Room Maintenance:** Images for room maintenance requests. See [Room Maintenance](#) for more information.
- **Room Type:** Images of types, such as king or deluxe. See [Configuring Room Types](#) for more information.
- **Site Plan:** Images of the property layout, buildings, pools, restaurants, and so on. See [Configuring Property Brochure Master Data](#) for more information.
- **Track It Type:** Images that symbolize the different types of Track It items. See [Configuring Track It Types](#) for more information.

## Configuring Floor Plans

Floor plan configuration enables you to upload floor plan images and then draw areas (for rooms) on the image and link those areas to rooms.

### Adding a Floor Plan

1. From the **Administration** menu, select **Enterprise**, select **Image Management**, and then select **Floor Plan**.
2. Click **New** and complete the following fields:
  - a. **Floor Plan.** Enter a floor number.
  - b. **Description.** Enter a description of the floor plan.

3. Click **Choose Image** and select an image to upload. This can be a PNG, JPG, JPEG, or a GIF file.

 **Note:**

External web images are not supported for floor plans.

4. Click **Save**.

### Editing a Floor Plan

1. From the **Administration** menu, select **Enterprise**, select **Image Management**, and then select **Floor Plan**.
2. Enter search criteria and click **Search**.
3. In the search results, click the **vertical ellipsis** for the floor plan and then select **Edit**.
4. Update the configuration
5. Click **Save**.

### Deleting a Floor Plan

1. From the **Administration** menu, select **Enterprise**, select **Image Management**, and then select **Floor Plan**.
2. Enter search criteria and click **Search**.
3. In the search results, click the vertical ellipsis for the floor plan then select **Delete**
4. Click **Delete** to confirm the deletion.

### Mapping Rooms to an Area Drawn on a Floor Plan

1. From the **Administration** menu, select **Enterprise**, select **Image Management**, and then select **Floor Plan**.
2. Enter search criteria and click **Search**.
3. In the search results, click the **vertical ellipsis** for the floor plan and select **Map Rooms**.
4. In the Controls panel, activate the **Draw** control.
5. To begin drawing regions for each room on the image, click in the image, drag to draw the shape, and click again to finish.
  - a. To draw rectangles or squares, activate the **Rectangle/Square** control in the Controls panel, click the first point / corner of the rectangle or square, and then move your cursor to the opposite corner and click again to complete it.
  - b. To draw circles, activate the **Circle** control in the Controls panel, click where you want to draw the circle, drag to increase the size of the circle, and click again to complete it.
  - c. To draw polygons, activate the **Polygon** control in the Controls panel, click each point of the polygon, and then click the first point (red point) again to complete the shape.
  - d. To copy or paste onto the image, activate the **Copy/Paste** control in the Controls panel, click the shape you want to copy, and then click the area on the image where you want to paste it.

- e. To move a shape, activate the **Move** control in the Controls panel, click the shape to pick it up, drag it to the new position, and then click again to drop it in place.
  - f. To delete a shape, active the **Delete** control in the Controls panel and then click the shape you want to delete.
  - g. To cancel a shape, move your cursor outside the drawing area.
6. Click **Clear All** to clear any shapes you have drawn.
  7. Click **Edit/Update Selections** to link a selection (room region) from the floor plan to a respective room number.
    - a. Search for and select the required room number for the selected room region.
  8. Click **Save** when finished.

## Configuring Property Image for the Property Brochure

You can add an image (PNG, JPG, JPEG, or GIF formats) on the business card; the image selected as the primary image appears in the business card.

### Adding a Property Image

1. From the **Administration** menu, select **Enterprise**, select **Image Management**, and then select **Property**.
2. Select or confirm the **Property** name.
3. Click **New** and enter the following details:
  - a. Enter or select the Property name.
  - b. Select Set Image as Primary and provide a description of the image.
  - c. Select either the image or URL path to the image:
    - i. Click **Choose Image** to upload an image from your local computer.
    - ii. Or, enter the **URL** path of a secured website image in the External Image via URL field to display an image from the internet or from an internal content management system.
4. Click **Save**.

### Editing a Property Image

1. From the **Administration** menu, select **Enterprise**, select **Image Management**, and then select **Property**.
2. Select or confirm the **Property** name and click **Search**.
3. Click the **vertical ellipsis** on the image and select **Edit**.
4. Use **Choose an Image Source** to select the image from either your computer or from a secured website image or content management system.
5. Select **Set Image as Primary** checkbox.
6. Click **Save**.

### Deleting a Property Image

1. From the **Administration** menu, select **Enterprise**, select **Image Management**, and then select **Property**.
2. Select or confirm the **Property** name and click **Search**.
3. Click the **vertical ellipsis** on the image and select **Delete**.
4. Click **Delete** to confirm.

## OPERA Controls

OPERA Controls provide the ability to customize OPERA Cloud functionality to your specific needs. You can do this by activating or deactivating Functions, turning Parameters on or off, and selecting values for Settings.

### OPERA Controls — Accounts Receivables

The following tables outline the functions, parameters, and settings that can be configured in the OPERA Controls Accounts Receivables group.

**Table 11-1 OPERA Controls — Accounts Receivables Functions**

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>ACCOUNTS RECEIVABLE</b> [ACCOUNTS_RECEIVABLES]		Activates functionality for management of all debtor accounts and invoices along with the associated collection processes such as generating statements and reminder letters.
<b>FINANCE CHARGES</b> [AR_FINANCE_CHARGES]		Enables the ability to post a calculated percentage or fixed amount charge based on reminder cycle days – typically used for charging late payment fees
	<b>DEFAULT FINANCE CHARGES TRANSACTION CODE SETTING</b> [AR_FINANCE_CHARGES_TRN_CODE]	Identifies the transaction code used when automatically generating finance charges on an accounts receivables account.
<b>FIXED CHARGES</b> [AR_FIXED_CHARGES]		Enables the ability to auto-post a charge to an Accounts Receivables (AR) account based on defined posting cycle – daily, weekly, monthly
<b>TRACES</b> [AR_TRACES]		Enables the ability to record an actionable date-driven reminder on an Accounts Receivables (AR) account

Table 11-2 OPERA Controls — Accounts Receivables Parameters

PARAMETER	DESCRIPTION
<b>AUTOMATIC TRANSFER OF DIRECT BILL FOLIOS</b> [AUTO_TRANSFER_AR]	Activates the automatic transfer of direct bill settled folios from front office to their respective accounts receivables during End of Day routine. When inactive all front office folios settled to direct bill must be manually transferred to their AR Accounts via the Transfer Front Office option.
<b>CHARGES TRANSFER</b> [AR_POSTINGS_TRANSFER]	Enables you to transfer individual charges from one invoice to another invoice between different AR accounts. In order to enable, the <b>AR&gt;No Modify</b> application parameter must be inactive and the <b>Cashiering&gt;Folio No Reprint</b> application parameter must be inactive.
<b>CONSOLIDATE CREDIT CARDS</b> [CONSOLIDATE_CC]	Activated the automatic compression and transfer of credit card settlements to their respective AR accounts during the End of Day process. When inactive, all credit card settlements must be manually compressed into an invoice and the invoices manually transferred to their respective AR Accounts.
<b>CREATE INVOICES WITH NEGATIVE AMOUNTS</b> [CREATE_INVOICES_WITH_NEGATIVE_AMOUNTS]	Allow creation of invoices in AR with a total amount less than zero (that is, credit notes).
<b>CREDITS AGING</b> [AGE_CREDIT]	When active, unallocated payments will be included the respective aging buckets calculations. When inactive, unallocated payments always remain in the “Current” age bucket.
<b>DELAY DAYS REPORT</b> [DELAY_DAYS_REPORT]	Ability to create an <b>AR Unpaid Invoices</b> report with delay days defined on the account type.
<b>INVOICE FINALIZE DATE</b> [AR_CLOSE_INVOICE]	Enables functionality to finalize each invoice to prevent any further modifications. The invoice aging can then be based on the finalized date. Refer DATE FOR AGING setting.
<b>MARK INVOICES AS PRINTED</b> [AR_INVOICES_PRINTED_CHECK]	After generating a statement, mark the invoices listed on the statement as printed. This indicator appears in invoice management.
<b>NO MODIFY INVOICE</b> [AR_NOMODIFY_INVOICE]	Prevents an invoice from being modified (adjusted) after it is generated. Any adjustment must be made via a new invoice (that is, credit note). The <b>CREATE INVOICES WITH NEGATIVE AMOUNTS</b> parameter should be activated when this parameter is active.
<b>PAYMENT DUE DAYS</b> [PAYMENT_DUE_DAYS]	Ability to define on an Accounts Receivable Account, the number of days after which an invoice should be paid. If the Month End Calculation check box is also selected, the specified number of days will be added to the last day of the month when the invoice was generated, to determine the date the invoice should be paid.

Table 11-2 (Cont.) OPERA Controls — Accounts Receivables Parameters

PARAMETER	DESCRIPTION
<b>SIMPLE REMINDER</b> [SIMPLE_REMINDER]	<p>When the parameter is active, the Reminder Details screen sorts reminder letters in the order in which they were set up, starting with the first letter configured. This is typically the order in which these letters are generated for reminder letter mailings. There may be more than one letter "queued" to be generated for the account depending on the age of the account balance and which letters have already been generated.</p> <p>When the parameter is inactive, reminder letters are sorted based on the number of days in the reminder cycle, lowest to highest. For this parameter setting, reminder letters are generated depending on the age of the account balance, not on which letters have already been mailed. For example, assuming there are 30, 60, and 90-day cycles, if the account balance is 63 days old when letters are generated, the 60 day letter is sent, regardless of whether the 30 day letter was sent.</p>
<b>STATEMENT NUMBERS</b> [STATEMENT_NUMBERING]	<p>Assigns a number to all AR statements generated, enabling you to search and manage invoices by statement number reference. Note - You must customize an AR statement template, using the sample_statement_numbering template, and reference your custom template in all AR account types as the template to generate.</p>
<b>UNALLOCATED PAYMENTS ON REMINDERS</b> [UNALLOCATED_PAYMENT_ON_REMINDER]	<p>When the parameter is active, any unallocated payments in an AR account will be included on the AR reminder letter generated.</p>

Table 11-3 OPERA Controls — Accounts Receivables Settings

SETTING	DESCRIPTION
<b>AR INVOICE ADJUSTMENT PERIOD</b> ADJUSTMENT_ALLOWANCE	<p>Specifies allowance Period for Adjustments (DWMYU). This parameter is used to determine how long a charge can remain open to adjustment after it was posted in (or transferred to) Accounts Receivable. The possible entries here are:</p> <ul style="list-style-type: none"> <li>• D = within 1 day</li> <li>• W = up to one week</li> <li>• M = up to one month</li> <li>• Y = up to one year</li> <li>• U = unlimited time (the transaction may be adjusted any length of time after its posting).</li> </ul>
<b>ACCOUNT PICTURE</b> [ACCOUNT_PICTURE]	<p>Defines the account number format mask used when creating new AR accounts.</p> <ul style="list-style-type: none"> <li>• X represents alphanumeric characters.</li> <li>• A represents letters.</li> <li>• 9 represents numbers.</li> <li>• Dash (-) is used to separate values by using double quotation marks "-". A dash cannot be at the end of the account number format.</li> </ul> <p>For example, XA99"-99 permits values such as ZD35-93, 2E76-12, and so on.</p>



Table 11-3 (Cont.) OPERA Controls — Accounts Receivables Settings

SETTING	DESCRIPTION
<b>AGING LEVEL DETAILS</b> [AGING_LEVEL_DETAILS]	Defines the aging periods for invoices. Set the ending number of days, and OPERA Cloud calculates the next beginning number. For example, if you enter 30 in the first field, aging period one (current) is 0 - 30 days. OPERA Cloud calculates that aging period two begins at day 31 and asks you to supply the end day for that period, such as 60. OPERA Cloud calculates the beginning of aging period three as day 61 and asks for the end of this aging period, and so on. This pattern continues until you have filled out all five fields. The last field calculates automatically as everything over the last number you entered.
<b>CREDIT CARD TRANSACTION CODE</b> [AR_CREDIT_TRX_CODE]	Identifies the transaction code to use when consolidating credit cards settlements as an invoice in AR.
<b>DATE FOR AGING</b> [DATE_FOR_AGING]	Ages invoices based on this date value. <ul style="list-style-type: none"> <li>• ART (AR Transfer from Front Office Date)</li> <li>• INC (Invoice Finalized Date)</li> <li>• COD (Check Out Date)</li> <li>• ING (Invoice Generation Date)</li> </ul>
<b>DEFAULT AR FOLIO STYLE</b> [AR_FOLIO_STYLE]	Identifies the folio style used when printing a folio from accounts receivables.
<b>DEFAULT MARKET CODE</b> [AR_MARKET_CODE]	Identifies the default market code for new postings and new invoices.
<b>DEFAULT ROOM CLASS</b> [AR_ROOM_CLASS]	Identifies the default room class for new postings, new invoices, and payments.
<b>DEFAULT SOURCE CODE</b> [AR_SOURCE_CODE]	Identifies the default source code for new postings and new invoices.
<b>MANDATORY AR ACCOUNT FOR DIRECT BILL PAYMENT TYPE</b> MANDATORY_AR_ACCOUNT_FOR_DIRECT_BILL_PAYMENT_TYPE	Create Reservation or check-in is not possible with Direct Bill payment for a reservation with no AR Account.
<b>MINIMUM REMINDER DAYS</b> [MINIMUM_REMINDER_DAYS]	Identifies the number of minimum days between sending 2 reminder letters to the same account.
<b>OLD BALANCE TRANSACTION CODE</b> [AR_BAL_TRX_CODE]	Identifies the old balance transaction code.
<b>RESTRICT FOLIO TYPES FOR PARTIAL TRANSFER OF INVOICES</b> [RESTRICT_FOLIO_TYPES_TRANSFER_INVOICE]	Selected folio types restrict users from changing the invoice amount to be transferred between accounts.

**Table 11-3 (Cont.) OPERA Controls — Accounts Receivables Settings**

SETTING	DESCRIPTION
<b>ZERO INVOICE PURGE DAYS</b> ZERO_INVOICE_PURGE_DAYS	Number of days to purge zero balance invoices.

## OPERA Controls — Activity

The following tables outline the functions, parameters, and settings that can be configured in the OPERA Controls Activity group if you have the Sales and Event Management Standard Cloud Service subscription.

**Table 11-4 OPERA Controls — Activity Parameters**

PARAMETER	DESCRIPTION
<b>ACTIVITY RESULTS</b> [ACTIVITY_RESULTS]	When active, values can be configured that the user can select from as the resolution when an Activity is completed,.

**Table 11-5 OPERA Controls — Activity Settings**

SETTING	DESCRIPTION
<b>ACTIVITY PURGE DAYS</b> [ACTIVITY_PURGE_DAYS]	This will be used to decide which records will be purged. Activity records with a Completed Date greater than this many days in the past will be purged. We will also purge non Activity records that were created earlier than this many days in the past. If no value is entered, no records in the activity change log will be purged..
<b>DEFAULT DURATION</b> [DEFAULT_DURATION]	The default activity duration (in minutes).
<b>DEFAULT NUMBER OF DAYS TO KEEP TO DO ACTIVITIES ON ACTIVITY DASHBOARD TILE</b> [DAYS_TO_KEEP_TO_DO_ITEMS_ON_CALENDAR]	Default Number of Days To Do's should be shown on Activity Dashboard Tiles.
<b>DEFAULT START TIME</b> [DEFAULT_STARTTIME]	The default start time (HH24:MI) for activity creation.

## OPERA Controls — Blocks

The following tables outline the functions, parameters, and settings that can be configured in the OPERA Cloud Controls Blocks group.

Table 11-6 OPERA Controls — Blocks Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>BUSINESS BLOCK</b> [BUSINESS_BLOCK]		Enables the ability to reserve multiple rooms of various room types between a start and end date range. Rooms can be held in non-deduct or deduct status and the inventory held can be washed manually or automatically based on a wash cycle. Individual reservations are then input via rooming list to deduct rooms from the block inventory rather than house inventory.
<b>BLOCK RESTRICTIONS</b> [SET_BLOCK_PICKUP_RESTRICTIONS]		Enables the ability to set restrictions for specific block and specific room types by date.
<b>GROUP ROOMING LIST IMPORT</b> [GROUP_ROOMING_LIST_IMPORT]		Enables the ability to import reservation data from an external file to form basis of rooming list entry for a group block
<b>MASTER SUB ALLOCATIONS</b> [MASTER_SUB_ALLOCATIONS]		Master and Sub allocation for allows for more control over the number of rooms designated for wholesale reservations by allowing for all required inventory to be placed on the Master so that the Sub-Allocation can pull its inventory from the Master. The Master Allocation, in turn pulls the allotted inventory from house availability.
<b>MASTER SUB BLOCKS</b> [MASTER_SUB_BLOCKS]		Enables a 'roll-up' parent/sub hierarchy for group blocks for single or multiple properties. Updates to master blocks can be automatically synchronized to all sub-blocks.
	<b>SYNCHRONIZE MASTER SUB BLOCKS PARAMETER</b> [SYNCHRONIZE_MASTER_SUB]	Enables the synchronization of data from the master block to the sub block.
<b>SALES ALLOWANCE</b> [SALES_ALLOWANCE_ACTIVE]		Activate Sales Allowance Functionality allows you to set an availability ceiling for group rooms on a day-by-day basis, requiring the user to have the Overbook Sales Allowance user task to over book the sales allowance.

Table 11-6 (Cont.) OPERA Controls — Blocks Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>Sales Manager Goals</b> [SALES_MANAGER_GOALS]		Enables the ability to setup Sales Manager Goals for Group Rooms & Catering, Transient Rooms, and Activities  <b>Premium</b>
<b>TOUR SERIES</b> [TOUR_SERIES]		The tour series functionality allows the setup of reoccurring blocks on a define frequency.
<b>TRACES</b> [BLOCK_TRACES]		Enables the ability to setup actionable date-driven reminders for specific blocks.

Table 11-7 OPERA Controls — Blocks Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>ALIAS</b> [BOOKING_ALIAS]		Enables the entry of alias name that can be used instead of a Block name when searching for a block.
<b>ALLOW RATE EDITING WITH RATE CODE</b> [ALLOW_RATE_EDITING_WITH_RATE_CODE]		Provides the ability to change the rate amounts on a block room grid even when a rate code has been linked to the block.
<b>AUTO ASSIGN SUB BLOCK CODE</b> [AUTO_SUB_BLOCK_CODES]		Automatically generates sub block codes. Enables Periodic Tour Series in addition to custom tour series. When Inactive (N), Periodic Tour Series option is not available in Tour Series functionality.
<b>BLANK BUSINESS BLOCK START DATE</b> [DEFAULT_BLANK_BB_START_DATE]		Sets the start date to blank for new block. If not active the Start Date is defaulted to the current business date.
<b>BLOCK CODE TEMPLATE</b> [BLOCK_CODE_TEMPLATE]		Activates the block code template pattern used for Central Reservation Systems.
	<b>TEMPLATE PATTERN SETTING</b> [BUSINESS_BLOCK_TEMPLATE]	Specifies the block code format to be used when a new block is created. Allows the user to configure the naming convention used in automatically generating block codes for new blocks. MON can be used as a code to insert the first three letters of the current month. Many properties have specific block template requirements for Central Reservation Systems. Note: this pattern must match the BLOCK CODE GENERATION PATTERN.

Table 11-7 (Cont.) OPERA Controls — Blocks Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>BLOCK CONTRACT GRID</b> [BLOCK_CONTRACT]		Shows the contract as a selectable option in the room rate grid. Contract grid is used to track the inventory commitments for a block. The Contact grid does not affect house inventory, it is only used for tracking purposes.
	<b>AUTOLOAD CONTRACT GRID PARAMETER</b> [AUTOLOAD_CONTRACT_GRID]	When active, the Original Grid is auto loaded into Contract grid. User has an option to 'Stop Auto Load Contract' on a block level.
<b>BLOCK OWNER LOCKING</b> [BLOCK_OWNER_LOCKING]		Once activated, user can select from what block status forward a block owners field will be uneditable.
	<b>BLOCK OWNER LOCKING STATUS SETTING</b> [BLOCK_OWNER_LOCKING_STATUS]	Specifies the status at which the Owner field becomes locked within the block status flow.
<b>BLOCK RANKING</b> [RANKING]		Enables a Ranking field on blocks. The Ranking list field can be used to indicate the rank (or priority) of a block. This field will be editable on for blocks having a status configured as INQUIRY or NON DEDUCT. Ranking is displayed on the Group Rooms Control screen, Function Diary, and the Business Block Short List reports. <b>Premium</b>
<b>BLOCK RATE CODE NO OVERLAP</b> [BLOCK_RATECODE_NO_OVERLAP]		Disables blocks with overlapping dates from having the same rate code.
<b>BUSINESS BLOCK TYPE</b> [BUSINESS_BLOCK_TYPE]		This feature allows users to attach a "category of business" designation to each booking. For example, they can identify the booking as a wedding, a tour, a conference, a meeting, a convention, and so on. This information can be used later for reporting purposes.

Table 11-7 (Cont.) OPERA Controls — Blocks Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>CATERING ONLY BLOCK</b> [CATERING_ONLY]		<p>Controls the functionality of the Catering Only check box in the following manner:</p> <ul style="list-style-type: none"> <li>If the parameter is set to Y and the check box is checked on a block, the Room Details section on the Block Details is hidden. In addition, Room &amp; Rate Grid is not available for this block. User will not be able to allocate inventory for 'Catering Only' block. However, block reservations are allowed for this type of blocks. 'Catering Only' check box is also used in reports.</li> <li>If the parameter is set to N and the check box is checked on a block, no changes applied to the block and the check box is ONLY used for reports.</li> </ul>
<b>CONVERSION</b> [CONVERSION]		Enables Conversion field to be available on business blocks. Block conversion gives sales managers a way to assign a likelihood of conversion to blocks.
<b>COPY WITH DATE OPTION</b> [COPY_WITH_DATE_OPTION]		Copies blocks with the option to select a date range from the source block.
<b>CUTOFF</b> [CUTOFF]		Do you want OPERA Cloud to automatically release non-picked up block rooms back to the house on a given date or do you wish to manual manage the release of allocations? Allotted rooms for a group that are not picked up by a certain date or number of days prior to the group's arrival can be released back to house inventory for pickup by other group or individual reservations. To release all unused allotments at one time, the cutoff function is used. Rooms can be cut off for an individual block or for all blocks at one time. If the cutoff functionality is not activated, then OPERA Cloud will internally see the cutoff values for each of the days of the block as the actual block date and as such internally the rooms will be cutoff on the night that they were due to be used. This function does not affect the manual Cutoff button. A block can still be cutoff manually through the Cutoff button.
<b>ELASTIC BLOCK</b> [ELASTIC_BLOCK]		Activates the elastic block functionality that gives ability to book group reservations outside of the block dates, or for room types not included in the block.

Table 11-7 (Cont.) OPERA Controls — Blocks Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>SELL LIMITS</b> [SELL_LIMITS]	This function provides the ability to define a set number of rooms per room type that can be borrowed from house availability once the total rooms within the block have been picked up. Once the maximum number of rooms in the limit is reached, the user must have the appropriate permissions to continue pick up of reservation above the sell limit. Sell limits are not deducted from inventory and are based on house availability.
	<b>SHOULDER DATES</b> [SHOULDER_DATES]	If the block is marked as Elastic or Sell Limits in the Inventory Control section of the Block Details, shoulder dates can be added to the block prior to the start date and/or following the end date of the block. These dates are marked with red corner on the Rooms Grid. These 2 fields can be used to define a shoulder period start date and shoulder period end date. The start shoulder period will run from the Shoulder Start date until the start date of the block. The shoulder end period will run from the end date of the block to the Shoulder End date.
	<b>MAXIMUM SHOULDER DAYS</b> [MAX_SHOULDER_DAYS]	Some guests may arrive earlier or depart later than the start or end date for a block. This parameter controls the maximum number of days that the start or end date can exceed the group's dates.
<b>ENFORCE BLOCK CODE PATTERN LENGTH</b> [ENFORCE_BLOCKCODE_TEMPLATE_LENGTH]		Enforces the maximum length based on the block code pattern for manual entry when the block code template is not defined. This control is only visible when the control for Block Code Template is not active.
<b>LOWEST GUARANTEED RATE</b> [RATE_PROTECT]		Enabled a Rate Protect checkbox on blocks. This is an indicator that no other groups should be booked using rates lower than those assigned to the block that is flagged as rate protect. The rate protect flag can be applied to all or selected dates of the flagged block. (OPERA Cloud does not enforce this restriction.) An indicator is displayed on the Group Rooms Control screen for any date that has a rate protect booking.

Premium

Table 11-7 (Cont.) OPERA Controls — Blocks Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>MULTI BLOCK RATES</b> [MULTI_BLOCK_RATES]		When the parameter is active, users can select the Rate Codes for the block from a multi-select Rate Code LOV on the Create Block and Block Details screen. The multiple selected rates display on the Rooming List Pickup screen. If the parameter is not active, the Rate Code LOV only provides a single rate code selection.
	<b>MAXIMUM BLOCK RATES</b> [MAXIMUM_BLOCK_RATES]	If multiple rate codes are selected for a block, the Rate Code field will display a total count of them as a special indicator. If you select more than one rate code, one rate code must be selected as the primary rate code. The primary rate you select will be displayed in Rate Code field and carried over to the Room Grid. If the Elastic check box is selected, or if the Inventory Control value is Elastic or Sell Limits, you may select rate codes to apply to Allotments, Begin and End Shoulder periods, as applicable.
<b>NAME VALIDATION IN ROOMING LIST</b> NAME_VALIDATION_ROOMING_LIST		When enabled, first and last name entries in Group rooming list will require a minimum number of alpha-numeric characters. Last name requires 2 characters and first name requires 1 character. When disabled name field entries will not be validated
<b>NON_COMPETE</b> [NON_COMPETE]		<b>Premium</b> Makes Non-Compete flag available on business blocks. The Non Compete flag on a block can be used to indicate that no competing accounts (accounts having the designated NC Industry code) should be booked at the same time as this block. The non compete flag may be applied to all or selected dates of the flagged block. (OPERA Cloud does not enforce this restriction.) An indicator is displayed on the Group Rooms Control screen and Function Diary for any date that has a non compete booking.



Table 11-7 (Cont.) OPERA Controls — Blocks Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>OCCUPANCY SPLIT PER ROOM TYPE</b> [USE_OCCUPANCY_FOR_ROOMBLOCK]		Determines whether rates for blocks can be split by occupancy or not. When the parameter is Y, room grids will be built based on room type and occupancy. The number of rooms for each occupancy level must be entered separately. This will result in a more accurate forecasting of the number of persons arriving with a group as well as the total revenue if rooms are priced differently based on the number of people in the room. When the parameter is set to N, room grids are built using only the total number of rooms of each room type and forecasted revenues are based on single occupancy of all rooms.
<b>QUICK ROOM GRID</b>		When activated, you can select Room Type, Number of Rooms and Rate Amount to be populated into the grid upon saving the block.
<b>RATE CODE MANDATORY BLOCK HEADER</b> [MANDATORY_RATE_CODE_BLOCKS]		Determines whether or not a rate code is a mandatory field for blocks. If rate code is not mandatory, blocks can be made without a rate code.
<b>RETURN BLOCK TO HOUSE</b> [BLK_TO_HOUSE]		After a block has been cutoff, this parameter can either return the unused rooms ( cancelled block reservations or no shows from a block) to house availability or maintain them for the group. If this is not active, the rooms for cancelled reservations will always be returned to the block first, even after the cutoff date. However, the next night audit will cut the rooms off again.
<b>ROOM TRANSACTION CODE ON BLOCK</b> [ROOM_TRX_CODE_ON_BLOCK]		When active, the field Room Revenue Transaction Code is available on the block, Room Details section of the Block Details screen. It identifies the Transaction Code to be used when posting the room charge for reservations linked to the block. If the code entered is a valid Lodging Transaction Code, that Transaction Code is used when posting Room Revenue for Reservations linked to the current block. If the Transaction Code is not valid, or the field is left blank, then the Transaction Code linked to the Rate Code will be used. Or, if no Rate Code is attached to the Block, the Default Transaction Code will be used.

Table 11-7 (Cont.) OPERA Controls — Blocks Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>SHIFT DATE</b> [SHIFT_DATE]		Enables the ability to move a block to a new arrival and departure dates when a block grid already exists. If there are any reservations (beside PM reservations) attached to the block, you will not be able to shift dates for the booking.
<b>UNIQUE BLOCK CODE</b> [UNIQUE_BLOCKCODE]		This parameter controls whether or not each block must have a unique block code. If the control is set to "N", the same block code can be used for several blocks. In the user interface, this will change certain features such as selecting a block code on a reservation, as the user will in the case of duplicate codes need to select the block they want to use based on and assuming that a different block name has been entered. Internally, OPERA Cloud stores the block ID so it know exactly which block the reservation is associated to for the purposes of availability, statistics, etc.
<b>USE SINGLE BLOCK STATUS FOR ROOMS AND CATERING</b> [USE_SINGLE_BLOCK_STATUS]		This parameter is only available when OPERA Cloud Controls Catering Events is active. It controls the visibility of the Block Catering Status the Block. When this parameter is active, the Catering Status is hidden. Instead, the rooms, catering, and event statuses are controlled by the Block Status. When this parameter is set to N, the Catering Status and Room Status are visible on a block.
<b>WASH SCHEDULE</b> [WASH_SCHEDULE]		Enables you to configure the wash schedule.

Table 11-8 OPERA Controls — Blocks Settings

SETTING	DESCRIPTION
<b>BLOCK CODE GENERATION PATTERN</b> [DEFAULT_BLOCK_CODE_TEMPLATE]	<p>Defines the block code pattern to auto generate the block code. Allows the user to configure the naming convention used in automatically generating block codes for new blocks. If BLOCK CODE TEMPLATE is active, the BLOCK CODE GENERATION PATTERN must match the TEMPLATE PATTERN SETTING.</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>• 'Y', 'YY', 'YYYY' for year</li> <li>• 'M', 'MM', for month number</li> <li>• 'MON' for the month name</li> <li>• 'D', 'DD' for the day number</li> <li>• '?' to define the increment position</li> <li>• 'A' for any alpha</li> </ul>

Table 11-8 (Cont.) OPERA Controls — Blocks Settings

SETTING	DESCRIPTION
<b>BLOCK CODE VALIDATION RULE</b> [BLOCK_CODE_VALIDATION_RULE]	Controls the validation of when a specific block code can be reused. Note: this setting is only available when the Unique Block Code parameter is inactive. Valid values: <ul style="list-style-type: none"> <li>NON_OVERLAPPING_DATES</li> <li>START_OF_INVENTORY_WEEK</li> </ul> For example, if the parameter value is set to 90 and the block is 91 nights, the block room nights and revenue will not be calculated when you access the Block presentation until you select the Calculate link.
<b>CALCULATE BLOCK STATISTICS</b> [CALCULATE_BLOCK_STATISTICS]	When a property defines a variable for this setting, for example, 90 days, the room and revenue details will not be calculated automatically for bookings lasting longer than 90 days when opening the block screen in order to improve the speed with which the screen opens. If a block lasts longer than 90 days, user can click on 'Calculate' button on the Block Overview in order to have the statistics displayed on the Block Overview.
<b>CATERING STATUS WHEN COPYING AN EVENT</b> [COPY_CATERING_STATUSES]	Identifies the catering status when copying an event. Valid values: <ul style="list-style-type: none"> <li>All status codes where the catering deduct inventory = N and starting status = Y.</li> </ul>
<b>COPY BOOKING NOTES</b> [COPY_BOOKING_NOTES]	Copies booking notes by default. Valid values: <ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>
<b>COPY BOOKING STATUS</b> [COPY_BOOKING_STATUSES]	Identifies the booking status while copying a booking. Valid values: <ul style="list-style-type: none"> <li>All status codes where the starting status = Y.</li> </ul>
<b>DEFAULT CATERING STATUS</b> [DEFAULT_BLOCK_CATERING_STATUS]	This is the default catering status assigned to a block when new blocks are created. Valid values: All status codes where the catering deduct inventory = N and starting status = Y.
<b>DEFAULT NEW BLOCK STATUS</b> [DEFAULT_NEW_BLOCK_STATUS]	Identifies the default block status for new blocks. Valid values: <ul style="list-style-type: none"> <li>All status codes where the starting status = Y.</li> </ul>
<b>MAXIMUM BLOCK AVAILABLE DAYS</b> [MAXIMUM_BLOCK_AVAILABLE_DAYS]	Defines the maximum number of days from the current business date, for which a block can be created.
<b>MAXIMUM BLOCK ADVANCED BOOKING DAYS</b> [MAX_BLOCK_ADV_BOOKING_DAYS]	Defines how far into the future from the current business date a group block can be created.

**Table 11-8 (Cont.) OPERA Controls — Blocks Settings**

SETTING	DESCRIPTION
<b>MAXIMUM NUMBER OF NIGHTS FOR BLOCK RESERVATION</b> [MAXIMUM_NIGHTS_FOR_BLOCK_RESERVATIONS]	Defines the maximum number of nights a block reservation can be booked.
<b>MAXIMUM NUMBER OF BLOCK DAYS</b> [MAX_BLOCK_DAYS]	Defines the maximum number of nights allowed for a block.
<b>PROFILE PROMPT FOR BLOCKS</b> [PROMPT_PROFILE_BB]	This control determines if the user will be prompted to associate a profile to a block if one has not been attached. The control can be set to N (None), P (Prompt) or R (Require a profile for all blocks).
<b>REPORTING PERIOD</b> [REPORTING_PERIOD]	Default the reports to Calendar or Fiscal definitions.
<b>ROOMING LIST RESERVATION METHODS</b> [RESV_METHOD_TYPE]	Identifies the reservation methods that enable entry of the rooming list due date. Valid values: <ul style="list-style-type: none"> <li>All booking methods.</li> </ul>
<b>REPORTING PERIOD</b> [REPORTING_PERIOD]	Default the reports to Calendar or Fiscal periods.
<b>TURN BOOKING INTO ACTUAL UPON</b> [TURN_BOOKING_INTO_ACTUAL_UPON]	Turns a booking into status ACTUAL upon booking arrival / booking departure. Valid values: <ul style="list-style-type: none"> <li>ARRIVAL (bookings turn to ACTUAL on the booking arrival date)</li> <li>DEPARTURE (bookings turn to ACTUAL on the booking departure date)</li> <li>NOTUSED (bookings do not turn to ACTUAL)</li> </ul> When Not Used is selected, the booking will NOT be automatically updated to ACTUAL status, users will have to change the booking status manually.

## OPERA Controls — Cashiering

The following tables outline the functions, parameters, and settings that can be configured in the OPERA Controls Cashiering group.

**Table 11-9 OPERA Controls — Cashiering Functions**

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>ADVANCED GENERATES</b> [ADVANCED_GENERATES]		Stops posting generates after specified days, adjustment of generates after a certain number of days.

Table 11-9 (Cont.) OPERA Controls — Cashiering Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>ARTICLES</b> [ARTICLES]		Articles allows the posting of individual items linked back to a single transaction code – mini bar items for example. Each article has a default price so users do not need to recall amount to post.
<b>AUTO SETTLEMENT RULES</b> [AUTO_FOLIO_SETTLEMENT]		This functions allows for folios to be automatically settled every X number of days during the end of day routine or manually settled via the batch folio option. Useful for extended-stay properties with guests who require their balance to be settled every X days for expense claiming purposes.
	<b>PROMPT PAYMENT SCREEN FOR AUTO FOLIO SETTLEMENTS</b> [PROMPT_PAYMENT_SCREEN_FOR_AUTO_FOLIO_SETTLEMENTS]	When activated, the Payment screen is presented before processing each Folio Settlement.
	<b>AUTO SETTLEMENT TO BE PERFORMED DURING END OF DAY</b> [AUTO_FOLIO_SETTLEMENT_OD]	Activate to perform Auto Folio Settlement during the End of Day process. Enables or disables automatic settlement for end of day activities.
	<b>TRANSFER CHARGES TO WINDOW 8</b> [AUTO_FOLIO_MOVE_TO_WIN]	Activates the transferring of settled charges to billing window 8.
	<b>END OF DAY AUTO FOLIO SETTLEMENT TYPES</b> [AUTO_FOLIO_SETTLEMENT_TYPE]	Select Auto Folio Settlement Types to be settled automatically during the End of Day routine
	<b>BILLING WINDOWS TO PROCESS DURING END OF DAY</b> [AUTO_FOLIO_SETTLEMENT_WIN]	Select windows (1-8) that would be selected by default for Auto Settlement during the End of Day process.
	<b>DEFAULT AUTO SETTLEMENT ON RESERVATION</b> [AUTO_FOLIO_DEF_RSV]	Specifies whether or not auto settlement is the default setting for reservations during creation. Enables or disables Auto Folio Settlement as the default value for reservation creation.

Table 11-9 (Cont.) OPERA Controls — Cashiering Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>AUTO FOLIO SETTLEMENT PREFERENCE</b> [AUTO_FOLIO SETTLEMENT PREFERENCE]	Specifies the order of operations: to settle the charges and then transfer the folio, or transfer the charges and then settle the folio.  Valid values: <ul style="list-style-type: none"> <li>• Transfer and Settle — The charges on the selected billing windows are first transferred to window 8 and then settled to the payment method on window 8. If none of the billing windows are selected for transfer, then OPERA settles those billing windows that are associated with the selected Payment Types. The check box for Window 1 is checked by default.</li> <li>• Settle and Transfer — The charges on the selected billing windows are first settled based on the selected Payment Types and then transferred to window 8 if any of the windows are selected for transfer; if none of the billing windows are settled, then transfer of unsettled charges does not occur either.</li> </ul>
	<b>DEFAULT FOLIO STYLE</b> [AUTO_FOLIO_DEF_STYL E]	Enables you to select the default folio style to use when printing the settled folios.
	<b>PAYMENT METHODS</b> [AUTO_FOLIO_PAY_TYPE ]	Enables you to select the payment methods that qualify for automatic settlement. Cash and check are not eligible payment methods for automatic settlement.  Valid values: <ul style="list-style-type: none"> <li>• AX (American Express)</li> <li>• MC (Master Card)</li> <li>• VA (Visa)</li> <li>• DB (Direct Bill)</li> </ul>
	<b>SETTLE EVERY X DAYS SINCE LAST AUTO SETTLEMENT DAYS</b> [AUTO_FOLIO_SETTLE_D AYS]	Enables you to configure the number of days to automatically settle the folio since the last automatic settlement was completed.
<b>BATCH POSTING</b> [BATCH_POSTING]		Enables the ability to post same transaction to selectable, multiple rooms in single batch transaction; the amount posted can be per room or per person.
<b>BUDGET FORECAST</b> [BUDGETS]		Activates the Budget Forecast functionality

Table 11-9 (Cont.) OPERA Controls — Cashiering Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>CANCELLATION HANDLING</b> [CANCELLATION_HANDLING]		Enabled the ability to define cancellation rules and scheduled for rates and enforce deposit retention when applicable.
	<b>CANCEL WITH DEPOSIT</b> [CANCEL_WITH_DEPOSIT]	Allow Reservations with Deposits to be Cancelled
<b>CREDIT BILL</b> [CREDIT_BILL]		Enables you to generate credit bills for folios.
	<b>CREDIT BILLS CAN ONLY BE CREATED FROM FOLIO HISTORY</b> [ALLOW CREDIT BILL ONLY FROM FOLIO HISTORY]	Credit Bills can only be created from Folio History.
	<b>ALLOW CREDIT BILL FOR CREDIT BILL FOLIOS</b> [CB_ALLOW_ON_CREDIT_FOLIOS]	Credit Bills can be created for Credit Bill Folios.
	<b>CHECK ALLOW CREDIT FLAG ON FOLIO TYPES</b> [CB_ALLOW_CREDIT_FLAG]	The Allow Credit Flag on the Folio Type will be checked to determine if a Credit Bill can be generated for that Folio Type (Country Specific functionality).
	<b>CHECK ALREADY GENERATED</b> [CB_ALREADY_GENERATED_CHECK]	Do not allow Credit Bill on a Folio for which a Credit Bill was already generated for a Folio.
	<b>CHECK FOR CREDIT BILL FOLIO ON SETTLEMENT</b> [CB_CHECK_ON_SETTLEMENT]	Check for Credit Bill Folio on Settlement for windows with negative revenue amount.
	<b>DO NOT CHECK ON DB AMOUNT</b> [CB_DO_NOT_CHECK_ON_DB]	Credit bills can be made for folios with DB amounts.
	<b>DO NOT CHECK ON ORIGINAL FOLIO AMOUNT</b> [CB_DO_NOT_CHECK_ON_GROSS]	Check will not be done on the gross amount of the original folio.
	<b>NO CREDIT BILL ON CONVERSION FOLIO TYPES</b> [CB_CHECK_CONVERT_FLAG]	Credit Bill cannot be created for Conversion Folio Types (Country Specific functionality).

Table 11-9 (Cont.) OPERA Controls — Cashiering Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>RESTRICT TRANSACTION CODES AND AMOUNTS</b> [CB_RESTRICT_TRX_CODES_AND_AMOUNTS]	Credit bill can have transactions and the amounts which were posted on the original folio.
	<b>MAX CREDIT DAYS BASED ON PROFILE TYPE</b> [CB_CHECK_ON_PROFILE_TYPE_MAX_CREDIT_DAYS]	The number of maximum credit days to be used for credit bills will be based on the profile type (Individuals or Others).
	<b>CREDIT BILL REASONS</b> [CREDIT_BILL_REASONS]	When active, the user will be prompted to select a reason when generating a Credit Bill.
	<b>SAME DAY CREDIT BILLS</b> [CB_ALLOW_SAMEDAY_CREDIT]	Credit bills can be created on folios on the same date the folio was generated.
	<b>MAXIMUM CREDIT DAYS</b> [MAX_CREDIT_DAYS]	Defines the period in which a credit bill can be issued.
	<b>MAXIMUM CREDIT DAYS FOR INDIVIDUALS</b> [MAX_CREDIT_DAYS_INDIVIDUALS]	Period Definition in which a Credit Bill can be issued for Individual Guests
	<b>MAXIMUM CREDIT DAYS FOR NON-INDIVIDUALS</b> [MAX_CREDIT_DAYS_OTHERS]	Period Definition in which a Credit Bill can be issued for Others(Non-Individual) Guests.
<b>DEPOSIT HANDLING</b> [DEPOSIT_HANDLING]		Activate the Deposit and Cancellation Rules/Schedule Functionality.
	<b>ADVANCED DEPOSIT MATURITY AND ALLOCATION</b> [ADVANCED_DEPOSIT_MATURITY_AND_ALLOCATION]	Applies the deposit maturity preference on the selected rate code to reservations. In addition, this gives more flexibility for managing deposits when modifications are done to reservations that impact deposits.
	<b>USE FOLIO NUMBER FOR DEPOSIT RECEIPT</b> [DEPOSIT_FOLNO]	Prints a folio number on the deposit receipt. If On, the next available folio number is assigned to each deposit receipt generated. If Off, a unique sequential number is assigned to each deposit receipt generated.



Table 11-9 (Cont.) OPERA Controls — Cashiering Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>DEPOSIT REFUND RECEIPT</b> [DEPOSIT_REFUND_RECEIPT]	Enables a Reverse (refund) action within Reservation Dep/CXL and generates a Deposit Refund Receipt.
	<b>ADVANCED TAX HANDLING FOR DEPOSITS</b> [ADVANCED_TAX_HANDLING_FOR_DEPOSITS]	Enables you to set transaction codes exclusively for deposit postings.
	<b>ADVANCED DEPOSIT HANDLING SETTING</b> [EXT_DEPOSIT_HANDLING]	Specifies the advanced deposit handling setting.
	<b>DEFAULT RESERVATION TYPE FOR DEPOSIT PAYMENTS</b> [DEPOSIT_RESERVATION_TYPE]	Specifies the default reservation type for deposit payments setting.
	<b>DEPOSIT LEDGER TRANSACTION CODE</b> [DEPOSIT_LED_TRX_CODE]	Specifies the internal transaction code used to transfer deposit balances from the deposit ledger to the guest ledger at the time of check in.
	<b>DEPOSIT LEDGER TAX TRANSACTION CODE</b> [DEPOSIT_LED_TAX_TRX_CODE]	Specifies the tax transaction code used to transfer deposit tax amounts from the deposit ledger to the guest ledger at the time of deposit creation.
	<b>PSEUDO ROOM TO KEEP DEPOSITS</b> [PSEUDO_ROOM_TO_KEEP_DEPOSITS]	Specifies the pseudo room where all deposits forfeited by guests are transferred.
	<b>PSEUDO ROOM TO RETURN DEPOSITS</b> [PSEUDO_ROOM_TO_RETURN_DEPOSITS]	Specifies the pseudo room where all deposits to be refunded are transferred.
	<b>DEPOSIT MATURITY PREFERENCE</b> [DEPOSIT_MATURITY_PREFERENCE]	Sets the preference for when deposits are transferred to the reservation folio.
<b>EARLY DEPARTURE PENALTY</b> [EARLY_DEPARTURE_PENALTY]		Enforces the posting of an early departure penalty if a guest reduces nights to less than min length of stay for the rate code.

Table 11-9 (Cont.) OPERA Controls — Cashiering Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>CALCULATION RULE FOR THE EARLY DEPARTURE PENALTY AMOUNT</b> [CALCULATION_OF_EARLY_DEPARTURE_AMOUNT]	Specifies the calculation rule for the early departure penalty amount.
	<b>EARLY DEPARTURE PENALTY FUNCTIONALITY TRANSACTION CODE</b> [EARLY_DEPARTURE_PENALTY_TRANSACTION_CODE]	Specifies the early departure penalty functionality transaction code.
<b>FIXED CHARGES</b> [FIXED_CHARGES]		Enables recurring charges to be automatically posted to guest account during the end of day routine or whenever an advanced bill is generated. The Fixed Charges feature also offers a convenient way to automatically post a fixed charge once, on a specific date of the guest's stay.
<b>FOLIO ARRANGEMENTS</b> [FOLIO_ARRANGEMENTS]		Folio arrangements are a way in which to group similar transactions together and print the folio using this 'cosmetic' summarized style. For example: transaction codes for breakfast food and breakfast beverage can be linked to an arrangement code for Breakfast Charge. When the guest folio is printed in arrangement code style the individual postings for food and beverage are consolidated and printed as a single line item "Breakfast Charge".
<b>FOREIGN CURRENCY CODES</b> [FOREIGN_CURRENCY_HANDLING]		Enables handling foreign currency payments, performing currency exchanges, configuring foreign currencies, and using the currency calculator.
	<b>EXCHANGE SERVICE TAX</b> [INDIA_EXCHANGE_SERVICE_TAX]	Activates the Service Tax functionality for currency exchange.
	<b>CURRENCY EXCHANGE TAXABLE TRANSACTION CODE</b> [CURRENCY_EXCHANGE_TAX]	Transaction code to post taxable value determined based on the calculated local amount during Foreign Currency Exchange

Table 11-9 (Cont.) OPERA Controls — Cashiering Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>SERVICE TAX BASED ON TRANSACTION CODE GENERATES</b> [SERVICE_TAX_BASED_ON_TRX_GENERATES]	Service tax calculated based on Transaction Code Generates attached to the Transaction Code defined in the 'Currency Exchange Taxable Transaction Code' setting. When active, the option to set up a Base Amount for the calculation will be available. The folio and receipt will be generated for currency exchanges.
	<b>CURRENCY EXCHANGE TAXABLE OFFSET TRANSACTION CODE</b> [CURRENCY_EXCHANGE_TAX_OFFSET]	Transaction code to post offset of taxable value determined based on the calculated local amount during Foreign Currency Exchange
	<b>FOREIGN CURRENCY LIMITS</b> [FOREIGN_CURRENCY_LIMITS]	Ability to configure Per Transaction Limits, Daily Limits and Monthly Limits for foreign and local currency transactions. When active in order to post a currency exchange or cash transaction, an Individual Profile is required with Nationality and any documentation selected in the Cashiering Setting for Mandatory Documents for Foreign Currency Limits.
	<b>SELL CURRENCY</b> [SELL_FOREIGN_CURRENCY]	Enables selling foreign currency.
	<b>CURRENCY EXCHANGE PAID OUT TRANSACTION CODE</b> [CURRENCY_EXG_PAIDOUT]	Specifies the transaction code to record a currency exchange paid out.
	<b>REFERENCE CURRENCY CODE</b> [SUMMARY_CURRENCY_CODE]	Specifies the currency code used when printing folios.
<b>FOLIO QR CODE</b> [FOLIO_QR_CODE]		When a folio is generated, OPERA Cloud generates a QR Code comprising of multiple details. Some details vary according to region of the property.

Table 11-9 (Cont.) OPERA Controls — Cashiering Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>NO SHOW AND CANCELLATION POSTINGS</b> [NOSHOW_AND_CANCELLATION_POSTINGS]		This functionality enables a property to post revenue or deposit refund against a no-show or cancelled reservation in order to recognize the revenue and clear the deposit from deposit ledger. The reservation remains in no-show status for historical and statistical purposes. When the billing screen is accessed for a canceled or no show reservation with a deposit balance a prompt asks the users if they would like to post the deposit amount to the folio.
	<b>POST REVENUE TO NO SHOWS</b> [POST_REVENUE_TO_NO_SHOWS]	Posts No Show charges to reservations based on No Show Posting rules and matures the deposit during the End of Day process.
	<b>NO SHOW POSTING TRANSACTION CODE</b> [NOSHOW_POSTING_TRANSACTION_CODE]	Specifies which transaction code to use during the End of Day no show posting process.
<b>PERIOD DEFINITION</b> [FISCAL_PERIOD_REPORTING]		Allows a property to setup fiscal periods and years, and have key reports give information based on Fiscal and/or Calendar periods.
<b>POST STAY CHARGES</b> [POST_STAY_CHARGES]		Allows sales charges to be posted to reservation with specific payment methods after departure of the reservation.
	<b>DEFAULT POST STAY CHARGES ON RESERVATION</b> [POST_STAY_CHG_RSV]	Selects the check box for Post Stay Charging on the reservation Payment Instructions screen by default and reservations are enabled for posting charges after check out regardless of the payment type associated with the reservation.
	<b>OPEN FOLIO</b> [OPEN_FOLIO]	Activates the Open Folio functionality.
	<b>OPEN FOLIO CLOSING PREFERENCES</b> [OPEN_FOLIO_CLOSING_LIMIT]	Determines when an open folio needs to be closed. Valid values: <ul style="list-style-type: none"> <li>SAMEDAY — The user cannot leave the billing screen with an open folio.</li> <li>UNRESTRICTED — The user is allowed to leave the billing screen with a folio in an open status.</li> </ul>
	<b>RESERVATION PAYMENT TYPES</b> [POST_RSV_PAYMENT_TYPE]	Defines the payment types that can be associated to a reservation to enable post stay charging.

Table 11-9 (Cont.) OPERA Controls — Cashiering Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>PRE STAY CHARGES</b> [PRE_STAY_CHARGES]	<b>ZERO BALANCE OPEN FOLIO CLOSE DAYS</b> [ZERO_BALANCE_OPEN_FOLIO_CLOSE_DAYS]	Specifies the number of days after checkout that an open folio with a zero balance will be automatically closed during end of day.
	<b>DEFAULT PRE STAY CHARGES ON RESERVATION</b> [PRE_STAY_CHRG_RSV]	Allows sales charges to be posted to reservation with specific payment methods prior to check in of a reservation.
	<b>ONLY POST IF RESERVATION IS ON QUEUE</b> [POST_RSV_QUEUE]	Enables the Pre Stay Charging option by default on the guests Privileges screen.
	<b>DAYS PRIOR TO ARRIVAL</b> [DAYS_PRIOR_TO_ARRIVAL]	Specifies that the reservation will be available for pre-stay charges only if the reservation is on queue and waiting to be checked in.
	<b>RESERVATION PAYMENT TYPES</b> [PRE_RSV_PAYMENT_TYPE]	Limits the number of days before the guests arrival that charges can be posted to their account.
	<b>RESERVATION TYPES</b> [RSV_TYPE]	Defines the payment types that can be associated to a reservation to enable pre stay charging.
	<b>ROUTING</b> [ROUTING]	Defines the reservation types that can be associated to a reservation to enable pre stay charging.
<b>ROUTING</b> [ROUTING]	<b>REFRESH ROOM ROUTING</b> [REFRESH_ROOM_ROUTING]	Activate Routing Functionality.
	<b>ALLOW ROUTING OF TAX TRANSACTIONS</b> [TAXROUTING_YN]	Enables transferring the transactions using the Refresh Room Routing screen whenever a room routing instruction is created, edited or deleted, so that the latest room routing instructions are applied to the existing charges.
	<b>EXCLUDE DEPOSIT FROM AUTHORIZATION BASED ON ROUTING PARAMETER</b> [EXCLUDE_DEPOSIT_FROM_AUTH_BASED_ON_ROUTING]	Enables the selection of tax transaction codes when setting room routing or window routing.
		Excludes deposits paid from the authorization amount when the deposit ledger transaction code is either routed to a window where the payee in the routing instructions is not the same as the guest, or it is routed to another reservation.

Table 11-9 (Cont.) OPERA Controls — Cashiering Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>EXCLUDE RATE FROM AUTHORIZATION BASED ON ROUTING</b> [EXCLUDE_RATE_FROM_AUTH_BASED_ON_ROUTING]	Excludes the rate from authorization if the source payee name in the routing instruction is not the same as the target, and the transaction code for the accommodation exists in the routing instruction code. Also when the Oracle Hospitality OPERA Comp Accounting Cloud Service subscription is active and the comp routing is being set up to an authorizer with the Accommodation Transaction code for window 101-108, the rate is excluded from the authorization amount.
<b>ROUTING LIMITS</b> [ROUTING_LIMITS]		Routing Limits imposes a limit on the total value of a transaction that can be routed to a sub-account; the overage remaining in the default account.
<b>SCHEDULED CHECK OUT</b> [SCHEDULED_CHECKOUT]		This feature allows for automatic checkout of reservations at a specified time. Only reservations with a zero balance can be scheduled for check out. The reservation status remains due out and be will automatically updated to checked out at the specified time, provided the account balance remains at zero.
	<b>ROOM STATUS FOR SCHEDULED CHECK OUTS</b> [SCHEDULED_CHECKOUT_ROOM_STATUS]	Specifies the status of the room after a scheduled check out.
<b>SERVICE TYPES</b> [SERVICE_TYPES]		Associate a service type value with Revenue and Wrapper type transaction codes.
<b>TRANSACTION CODE BY USER ROLE</b> [TRANSACTION_USER_GROUPS]		Enables the ability to link transaction codes to users roles; limiting the types of charges users of specific role can post.
<b>TRANSACTION DIVERSIONS</b> [TRANSACTION_DIVERSIONS]		This feature enables the automatic diversion (routing) of charges for specific transaction codes to a specified pseudo room, based on a membership type and level or VIP code.

Table 11-10 OPERA Controls — Cashiering Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>ACCOUNTS RECEIVABLES SETTLEMENTS VISIBLE ON FOLIO</b> [SHOW_AR_SETTLEMEN T]		Prints the account receivables settlement payment on the folio.
<b>ADDITIONAL FOLIO TEXT</b> [ADDITIONAL_FOLIO_T EXT]		Shows additional fields on the folio when entered on a guest reservation.
<b>ALLOW CREDIT BILL ONLY FROM FOLIO HISTORY</b> ALLOW_CREDIT_BILL_O NLY_FROM_FOLIO_HIST ORY		When active credit bills can only be created from Folio History
<b>ALLOW DEFERRED TAXES</b> [ALLOW_DEFERRED_TA XES]		Defers calculating the VAT tax amounts until the point of check out.
<b>APPEND PREFIX FOR FOLIO NUMBER</b> [APPEND_PREFIX_FOR_ FOLIO_NUMBER]		A static numeric or alphanumeric prefix value of 4 characters can be associated with each bill number assigned in OPERA. This 4 character prefix is unique per property.
<b>ALLOW DUPLICATE ACCOUNT NUMBERS</b> [ALLOW_DUPLICATE_A R_NUMBERS]		Enables using the same accounts receivable account number on multiple accounts.
<b>AUTOMATICALLY ASSIGN ACCOUNT NUMBER</b> [AUTOMATIC_ASSIGN_A R_NUMBER]		Assigns an accounts receivable account number automatically while creating a new account.
	<b>DEFINE ACCOUNT SEQUENCE</b>	Uses the account sequence defined by the Start Account Number and End Account Number setting.
	<b>START ACCOUNT NUMBER</b>	Specifies the start account number automatically assigned.
	<b>END ACCOUNT NUMBER</b>	Specifies the end account number automatically assigned.
<b>AUTOMATICALLY CHECK OUT ZERO BALANCE SHARED RESERVATIONS</b> [AUTO_OPEN_SHARE_W ITHS]		On check out of a shared reservation, automatically checks out share reservations with a zero balance.

Table 11-10 (Cont.) OPERA Controls — Cashiering Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>AUTOMATICALLY TRANSFER GENERATES WITH MAIN TRANSACTION</b> [TRANSFER_GENERATE D_TRX]		Transfers any generates attached to a transaction code automatically if the main or parent transaction code is transferred or routed.
<b>BLIND CASHIER DROP</b> [BLIND_CASH_DROP_YN ]		Activates the Blind Drop Cashier Closure functionality, which hides all cash transactions from reports and cashier closure.
	<b>ENTER SHIFT DROP AMOUNTS</b> [ENTER_SHIFT_DROP_ AMOUNTS]	Determines if the user must enter the Actual Shift drop amounts during cashier shift closure.
<b>CALCULATE CHANGE DUE</b> [CALCULATE CHANGE DUE]		Activates the Change Due functionality when performing a settlement with cash payment method. The payment screen shows an additional field for Amount Received and a prompt shows for change due if the cash amount received is greater than the amount due.
<b>CREDIT CARD REBATE VALIDATION</b> [CREDIT_CARD_REBATE _VALIDATION]		Enables making a rebate by credit card and verifies that the rebate amount does not exceed the previously charged amount to the credit card.
<b>CREDIT CARD TRANSACTION SURCHARGE</b> [CC_SURCHARGE]		Enables posting a surcharge amount for a credit card transaction.
<b>CUSTOM CHARGES</b> [CUSTOM_CHARGES]		Custom Charges functionality allows you to configure a charge (ie Tax) to be posted during the End of Day Posting Room & Tax procedure and other scenarios where the room & tax charges are posted. Custom Charge posts per person, per night. In addition, you can configure exemptions to the Custom Charge, which can be setup on reservations for the entire stay or for specific dates of the stay.
	<b>CUSTOM CHARGES TRANSACTION CODE</b> CUSTOM_CHARGES_TR X_CODE	Transaction Code to be used when posting Custom Charges.



Table 11-10 (Cont.) OPERA Controls — Cashiering Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>DEFAULT SURCHARGE TRANSACTION CODE</b> [DEFAULT_CC_SURCHARGE_TRX_CODE]	Default Transaction Code to use for Posting the Surcharge Amount.
<b>CUSTOM NUMBERS</b> CUSTOM_NUMBERS		Ability to configure formulas to define the generation and printing of Custom Numbers in folios for tracking of invoices.
	<b>CUSTOM NUMBERS IN AR ACCOUNT INVOICES</b> [CUSTOM_NUMBERS_IN_AR]	Enables filtering of invoices based on a Custom Number in Manage Account Invoices within Accounts Receivables
<b>DAILY PLANS</b> [FOLIO_PLANS]		Configures daily plan arrangements.
<b>DEBIT BILL</b> SUPPLEMENTAL_FOLIO		Ability to generate Debit Bill/ Supplemental Folio for existing Folios. Used when additional charges are required to be posted and linked to the original folio.
<b>EFOLIO EXPORT</b> [EFOLIO_EXPORT]		Activate Efolio Export Functionality
	<b>PAYMENT METHODS</b> [PAYMENT_METHODS]	Specify the Payment Types for which Efolio Export should be initiated
	<b>DELIVERY METHODS</b> [DELIVERY_METHODS]	Specify the Delivery Methods for which eFolio Export should be initiated
		<ol style="list-style-type: none"> <li><b>Electronic:</b> Sent automatically to the recipients bank.</li> <li><b>Email:</b> Sent as an email to the recipient.</li> <li><b>Printing:</b> Printed and sent by regular postal mail to the recipient.</li> </ol>
<b>EXCLUSIVE CASHIER ID</b> [EXCLUSIVE_CASHIER_ID]		Cashiers are exclusively assigned to a single user.
<b>FISCAL FOLIO PRINTING</b> [FISCAL_FOLIO_PRINTING]		Enables fiscal folio printing.

Table 11-10 (Cont.) OPERA Controls — Cashiering Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>ASSOCIATED FOLIO DETAILS REQUIRED FOR A CREDIT BILL</b> [ASSOCIATED_FOLIO_DETAILS_REQUIRED]	As Before generating a Credit Bill, information regarding the original bill for which the Credit Bill is being created is required. This will be sent to the Fiscal System.
	<b>POSTING BUSINESS EVENTS FOR FISCAL</b> [BILLING AND AR BUSINESS EVENTS]	Generate business events for Postings on billing windows 1 to 8 for Fiscal.
	<b>PRINT FISCAL INFORMATION FOLIO</b> [PRINT_FISCAL_INFO_FOLIO]	Prints a fiscal folio when generating an information folio.
	<b>PRINT FISCAL RESPONSE ON FOLIO</b> [PRINT FISCAL RESPONSE ON FOLIO]	When active fiscal responses will display at the bottom of the folio.
	<b>RESEND FISCAL FOLIO</b> [RESEND_FISCAL_FOLIO]	Re-sends the fiscal folio to the fiscal service for past generated folios.
	<b>FISCAL SERVICE TERMINALS</b> [FISCAL_SERVICE_TERMINALS]	Enables the Fiscal Executable on different terminals, and enables the user to select the terminal at the time of folio generation.
	<b>OFFLINE FOLIO</b> [OFFLINE_FOLIO]	When active the ability to generate a Folio in Folio History is available when the Fiscal Service is Offline and the Payment Method is not Direct Bill.
	<b>FISCAL EXECUTABLE</b> [FISCAL_EXECUTABLE]	Specifies the Fiscal Executable path and defines the location of the executable.
	<b>FISCAL PARTNER</b> [FISCAL_PARTNER]	Generates Business Events and partner specific payloads based on the selected setting value.
	<b>USE FISCAL SERVICE INVOICE CURRENCY</b> [INVOICING_CURRENCIES]	Enables a fiscal invoice currency to be selected prior to calling the fiscal system.

Table 11-10 (Cont.) OPERA Controls — Cashiering Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>FIX BILL RESERVATION</b> [FIX_BILL_RESERVATIO N]		<p>Fixed Bill Number per Guest per Stay.</p> <p>When a folio number is generated, use the same number for each subsequent checkout/interim bill/advanced bill generated for the reservation regardless of the window. This bill number can be used to pull up all folio window totals in history. The folio that is settled to the Accounts Receivable account, when viewing from an Accounts Receivable account, shows the details for the respective transactions belonging to the invoice number that they were applied to.</p> <p>When the <b>Use Accounts Receivables Folio for Direct Bill Settlements</b> parameter is On and you are settling a Billing window that already has transactions settled to Direct Bill and has a bill number assigned, new charges without a bill number settled to a payment method other than Direct Bill use the Accounts Receivable Folio layout defined in Account Receivable Folios Report Group. This is because the folio already includes the direct bill transaction from the earlier settlement.</p> <p>If any one of the following parameters are set to <b>On</b>, the other parameters must be set to <b>Off</b>: <b>Fix Bill Reservation</b>, <b>Fix Bill Window</b>, <b>Folio No Reprint</b>, and <b>Folio Revision Number</b>. Therefore, only one of these parameters can be set to <b>On</b> at any given time. In addition, all in-house guests must be checked out before one of these parameters can be set to <b>On</b>.</p>

Table 11-10 (Cont.) OPERA Controls — Cashiering Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
FIX BILL WINDOW [FIX_BILL_WINDOW]		<p>Fixed Bill Number per Folio Window per Guest per Stay.</p> <p>When a folio number is generated use a separate bill number for each window. Each window is located in history using a separate bill number. When the <b>Cashiering —Permanent Folio Storage</b> parameter is On, the last folio created for the Window for that day will be stored. When <b>Fix Bill Window</b> parameter is On and <b>Generate Zero Bill</b> is Off, if a payment transaction from a settled window 1 is moved to another window (for example, window 2) and the reservation is checked out again by making a payment against window 1, the folio correctly prints if the Print Folio check box is selected on the Payment screen.</p> <p>When the <b>Use Accounts Receivables Folio for Direct Bill Settlements</b> parameter is On and you are settling a Billing window that already has transactions settled to Direct Bill and has a bill number assigned, new charges without a bill number settled to a payment method other than Direct Bill use the Accounts Receivable Folio layout defined in Account Receivable Folios Report Group. This is because the folio already includes the direct bill transaction from the earlier settlement.</p> <p>If any one of the following parameters are set to <b>On</b>, the other parameters must be set to <b>Off</b>: <b>Fix Bill Reservation</b>, <b>Fix Bill Window</b>, <b>Folio No Reprint</b>, and <b>Folio Revision Number</b>. Therefore, only one of these parameters can be set to <b>On</b> at any given time. In addition, all in-house guests must be checked out before one of these parameters can be set to <b>On</b>.</p>

Table 11-10 (Cont.) OPERA Controls — Cashiering Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>FOLIO NO REPRINT</b> [FOLIO_NOREPRINT]		<p>Do not allow Reprint, Split, Transfer, Adjustments, or Corrections for postings with Bill Numbers.</p> <p>When printing a bill, those postings that have been previously printed (have a bill number) will not show on the folio. Charges that have been invoiced cannot be altered unless you first void the folio. When Voiding a Folio, the invoice is cancelled and the user can then make the necessary changes and re-issue the folio. If you void a Direct Bill invoice, the Accounts Receivable charge will also be removed. You cannot void an invoice that has already been transferred to Accounts Receivable. You cannot drag and drop transactions if the parameter is On and a folio has already been printed.</p> <p>If any one of the following parameters are set to <b>On</b>, the other parameters must be set to <b>Off</b>: <b>Fix Bill Reservation</b>, <b>Fix Bill Window</b>, <b>Folio No Reprint</b>, and <b>Folio Revision Number</b>. Therefore, only one of these parameters can be set to <b>On</b> at any given time. In addition, all in-house guests must be checked out before one of these parameters can be set to <b>On</b>.</p>
<b>FOLIO QR CODE</b> [FOLIO_QR_CODE]		<p>When a folio is generated, OPERA Cloud generates a QR Code comprising of multiple details. Some details vary according to region of the property.</p>
<b>FOLIO REVISION NUMBER</b> [FOLIO_REVISION_NUMBER]		<p>Enables correcting a folio with a revision number attached.</p>
<b>FOLIO STYLES</b> [FOLIO_STYLES]		<p>Uses folio style options to select a folio style when printing folios.</p>
<b>FORCE CASHIER LOGIN</b> [FORCE_CASHIER_LOGIN]		<p>Prompts users with the cashier login screen every time cashiering functions are accessed.</p>
<b>GENERATE PROFORMA INVOICE</b> [PROFORMA_INVOICE]		<p>Creates Pro Forma invoices for reservations.</p>

Table 11-10 (Cont.) OPERA Controls — Cashiering Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>GENERATE TAX REGISTRATION NUMBER</b> [GENERATE_TAX_REGIS TRATION_NO]		A registration number will be assigned to each arrival reservation during the End of Day procedure and displayed in the Tax Registration Number field in Reservation Stay Details. A registration number will not be assigned to Pseudo Room reservations.
<b>GENERATE ZERO BILL</b> [GENERATE_ZERO_BILL]		Enables printing an invoice that has a zero balance.
<b>MANDATORY REFERENCE NEGATIVE PAYMENTS</b> [MANDATORY_REF_NEG ATIVE_PAYMENTS]		Makes the Reference field on the Cashiering, Deposit and Accounts Receivable Payment screens mandatory when posting a negative payment using a payment method of any type.
<b>NEGATIVE CASH SHIFT DROP</b> [NEGATIVE_CASH_SHIF T_DROP]		Enables cashiers to enter a negative cash shift drop when performing their shift cashier closure.
<b>PACKAGE ALLOWANCE CONSUMPTION WHEN NOPOST OR POST STAY FLAG</b> [CONSUME ALLOWANCE WHEN NOPOST OR POST STAY FLAG]		Activates package allowance consumption for in-house reservations overriding No Post flag up to the allowance balance only when consumption posting via an interface, overage will not be generated. In case of manual postings against allowance, overage will be generated. Package Allowance consumption for Checked out Reservations on the day of departure until End of Day if Post Stay Privilege assigned. If No Post is checked then consumption posting only up to the Allowance balance will be accepted from an interface, Overage will not be generated however in case of manual postings against allowance overage will be generated. If No Post is not checked then after allowance consumption, Overage will be generated as applicable for interface as well as manual postings.
<b>PACKAGE ALLOWANCE LINKING</b> [PACKAGE_ALLOWANCE _LINKING]		Enables linking package allowances with other rooms.

**Table 11-10 (Cont.) OPERA Controls — Cashiering Parameters**

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>PACKAGE ARRANGEMENT CODES</b> [PACKAGE_ARRANGEMENT_CODES]		Ability to configure package arrangement folio grouping codes and select a package arrangement in packages; which will change folio styles 1,9,14,15,16,18 to print by package arrangement codes.
<b>PERIODIC FOLIOS</b> [PERIODIC_FOLIOS]		Enables generating folios on a periodic basis (weekly, monthly, etc.).
<b>PERMANENT FOLIO STORAGE</b> [PERMANENT_FOLIO_STORAGE]		Enables a property to store printed folios to be viewed/printed without re-generation.
	<b>PERMANENT FOLIO STORAGE FILE NAME FORMAT</b>	Specifies the file name for the permanent folio storage. The values can be concatenated to each other to form a format string. Possible values are: <BILL_NO> <BILL_GENERATION_DAY> <BILL_GENERATION_MONTH> <BILL_GENERATION_YEAR> <FOLIO_VIEW> <FOLIO_TYPE> - Use this only when FISCAL_FOLIO_PRINTING or CREDIT BILL parameter on. <REVISION_NO> - Use this only when FOLIO_FOLIO_REVISION_NUMBER parameter on. <QUEUE_NAME> - Use this only when PRINT_QUEUE_HANDLING ,FISCAL_FOLIO_PRINTING and FISCAL_XML_PAYMENTS parameter on.
<b>POSITIVE CASHIER DROP</b> [POSITIVE_CASHIER_DROP]		Enables cashiers to be closed with a negative shift drop.
<b>POST IT</b> [POSTIT_09]		Activates the Post It functionality, which enables users to access Charge It and Fast Postings.



**Note:**

Do not allow cashier to be closed with a negative shift drop.

Table 11-10 (Cont.) OPERA Controls — Cashiering Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>RESTRICT NEGATIVE SALE IN CHARGE IT</b> [PASSERBY_MARKET_CODE]	Disallows completing a sale with a negative balance in Charge It.
	<b>DEFAULT MARKET CODE FOR POST IT</b> [PASSERBY_SOURCE_CODE]	Specifies the default market code when using the Post It screen.
	<b>DEFAULT SOURCE CODE FOR POST IT</b>	Specifies the default source code when using the Post It screen.
<b>PROMPT FOR EXPENSE FOLIO UPON CHECK OUT</b> [EXPFOLIO_SHOW_CHECKOUT]		Prompts to print an expense folio during check out.
<b>RESTRICT FOLIOS WITH DEPOSIT FOR FULL CREDIT BILL</b> [RESTRICT_FOLIOS_WITH_DEPOSIT_FOR_FULL_CREDIT_BILL]		When activated the user can only credit individual transactions if the folio for which a credit bill is going to be generated includes a deposit folio.
<b>ROLLUP TRANSACTIONS</b> [ROLLUP_YN]		Shows transactions that were made on the same day with the same check number as rolled on the Manage Billing screen. Selecting the expand arrow shows postings as separate line items.
<b>ROUNDING FACTOR</b> [ROUNDING_FACTOR]		Activates the Currency Rounding functionality for properties in countries that require monetary amounts to be rounded by a legal standard factor because certain coin denominations are discontinued.
	<b>ROUNDING MULTIPLE</b> [ROUNDING_MULTIPLE]	Determines the rounding multiple used. Rounding options are provided for rounding to the nearest multiple of the selected rounding multiple.
	<b>ROUNDING MULTIPLE CODE</b> [ROUNDING_MULTIPLE_CODE]	Determines the rounding multiple transaction code used for posting a rounding difference.
<b>SERVICE RECOVERY ADJUSTMENT</b> [SERVICE_RECOVERY_ADJUSTMENT]		Enables posting a service recovery adjustment.



Table 11-10 (Cont.) OPERA Controls — Cashiering Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>SHIFT DROP LOCATION AND BAG NUMBERS</b> [SHIFT_DROP_LOCATIO N_AND_BAG_NUMBERS]		Ability to associate shift drop location and bag number for Cash and Others payment types during cashier shift closure.
<b>TAX BRACKET CALCULATION</b> [TAX_BRACKET_CALCUL ATION]		Enables calculation of discretionary taxes based on tax brackets when the property is in US country mode.
<b>TAX TYPES</b> [TAX_TYPES]		Activates the tax type functionality to calculate and post tax generates based on tax type calculation rules. <a href="#">Configuring Generates</a>
	<b>DEFAULT TAX TYPE</b> [DFLT_NAME_TAX_TYP E]	Defines the default tax type for new reservations or new profiles; according to the Tax Type Calculation setting.
	<b>TAX TYPE CALCULATION</b> [TAX_TYPE_CALCULAT ION]	Calculate tax generates, per tax type, based on the tax type value selected in the: <ul style="list-style-type: none"> <li>• Profile</li> <li>• Reservation</li> </ul>
<b>TRANSACTION CODE OWNERSHIP</b> [CORPORATE_PROTECTI ON]		Enables flagging a transaction code as owned by Central or Property and controls the ability to edit based on this flag.
<b>TRANSACTION STATUS</b> [TRANSACTION_STATU S]		Enables adding an approval status to transactions in the posting journal and makes additional approval codes and status columns available in the posting journal.
<b>USE ACCOUNTS RECEIVABLES FOLIO FOR DIRECT BILL SETTLEMENTS</b> [AR_SETTLEMENT_PRIN T_TASK]		Specifies direct bill folios to use the accounts receivables folio layout defined in the Account Receivable Folios Report group.
<b>VAT OFFSET</b> [VAT_OFFSET]		Post an offsetting payment transaction equivalent to the total VAT for the folio being settled
	<b>VAT OFFSET PAYMENT TYPE</b>	
	<b>VAT OFFSET TRANSFER AT C/I</b>	
<b>VOID FOLIO</b> [VOID_BILL]		VOIDS guest folios.

Table 11-10 (Cont.) OPERA Controls — Cashiering Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>DO NOT NULLIFY THE VOID FOLIO'S INFORMATION</b> [DO_NOT_NULLIFY_VO ID_BILL]	Retains the folio's information when voiding the folio.
	<b>CREDIT BILL FOR VOID</b> [CREDIT_BILL_FOR_VO ID]	When active, a Credit Bill is sent via the fiscal service before voiding the folio.
	<b>SEND FISCAL FOLIO PRIOR TO VOIDING</b> [FISCAL_FOLIO_PRIOR _TO_VOIDING]	When active, a Void Folio is sent via the fiscal service before voiding the folio.
	<b>FOLIO NUMBER PREFIX VALUE</b>	A static numeric or alphanumeric prefix value of 4 characters that will be associated with each bill number. This value must be between 0001 to 9999 if it is entered as numeric.
	<b>FOLIO NUMBER PREFIX VALUE VALIDATION</b>	Select the type of value that can be entered in the Folio Number Prefix Value application setting.

Table 11-11 OPERA Controls — Cashiering Settings

SETTING	DESCRIPTION
<b>ADDRESS CHECK FOR FOLIO GENERATION</b> [ADDRESS_CHECK_FOR_F OLIO_GENERATION]	List of mandatory payee address elements that will be validated at the time of folio generation.
<b>ADDRESS CHECK PAYMENT METHODS</b> [ADDRESS_CHECK_PAYME NT_METHODS]	In conjunction with the Setting 'Address Check For Folio Generation', this setting allows the user to select the payment methods that would require the address check validation prior to folio generation.
<b>BANK CODE</b> [BANK_CODE]	The identification code of the financial institution associated with the property. For example: SWIFT Code
<b>BANK ID CODE</b> [BANK_ID_CODE]	The identification code/number of the account held by the property with the financial institution. For example: IBAN Number
<b>BANK ID TYPE</b> [BANK_ID_TYPE]	The type of designation used to identify an account with a financial institution. For example: IBAN
<b>BANK NAME</b> [BANK_NAME]	The name of the financial institution associated with the property.
<b>CASH SHIFT DROP</b> [CASH_SHIFT_DROP]	Specifies the transaction code used to record a shift cash drop.

Table 11-11 (Cont.) OPERA Controls — Cashiering Settings

SETTING	DESCRIPTION
<b>CASH TRANSACTION CODE</b> [CASH_TRXCODE]	Specifies the cash exchange transaction code.
<b>CHECK SHIFT DROP</b> [CHECK_SHIFT_DROP]	Specifies the transaction code used to record a shift check drop.
<b>CHECK TRANSACTION CODE</b> [CHECK_TRXCODE]	Specifies the check transaction code.
<b>DECIMAL CALCULATION</b> [DECIMAL_CALCULATION]	Specifies the number of decimals to maintain in the database for the calculated amount such as net amount, etc., pertaining to inclusive taxes/generates.
<b>DELIVERY METHODS</b> [DELIVER_METHODS]	Specify the Delivery Methods for which eFolio Export should be initiated. <ul style="list-style-type: none"> <li>• <b>Electronic:</b> Sent automatically to the recipients bank.</li> <li>• <b>Email:</b> Sent as an email to the recipient.</li> <li>• <b>Printing:</b> Printed and sent by regular postal mail to the recipient.</li> </ul>
<b>DIRECT BILL SETTLEMENT CODE</b> [AR_SETTLE_CODE]	Specifies the Transaction Code used for folios settled to Accounts Receivables
<b>EXCLUDE FOLIO STYLES</b> [CONCEALED_FOLIO_STYLES]	Specifies that a folio cannot be generated using the folio styles selected. The Folio Styles screen will exclude these folio style options. These will also not be available for selection as default Accounts Receivables or Cashiering Folio Styles.
<b>FISCAL COMMANDS</b> [FISCAL_COMMANDS]	Send fiscal commands via the generic fiscal payload
<b>FISCAL PARTNER</b> [FISCAL_PARTNER]	Generates Business Events and partner specific payloads based on the selected setting value.
<b>FOLIO COPY LEGEND</b> [FOLIO_COPY_LEGEND]	Specifies the folio copy legend.
<b>FONT SIZE OF FOLIO LEGEND TEXT</b> [FOLIO_COPY_LEGEND_FONT_SIZE]	Specifies the font size of the folio legend text on folios.
<b>HORIZONTAL POSITION OF FOLIO LEGEND TEXT</b> [FOLIO_COPY_LEGEND_XPOS]	Specifies the number of pixels from the left corner of the page to put the folio legend text on folios.
<b>VERTICAL POSITION OF FOLIO LEGEND TEXT</b> [FOLIO_COPY_LEGEND_YPOS]	Specifies the number of pixels from the bottom of the page to put the folio legend text on folios.
<b>FOLIO STYLE</b> [FOLIO_STYLE]	Specifies the folio style used when printing a folio.

**Table 11-11 (Cont.) OPERA Controls — Cashiering Settings**

SETTING	DESCRIPTION
<b>FOLIO TYPE METHOD</b> [FOLIO_TYPE_METHOD]	Method used for Folio Type Setup. Added <b>Service Type</b> .
<b>PAYMENT METHODS</b> [PAYMENT_METHODS]	Specifies the Payment Types for which eFolio Export should be initiated.
<b>PREPAID CARD PURCHASE TRANSACTION CODE</b> [STORED_VALUE_PURCHASE_TRN]	Non-revenue sales charge transaction code used to post a charge for the purchase of prepaid card to reservation account. Enabled when a Stored Value System Interface (SVS) integration service is active
<b>PRINT CASHIER CLOSURE REPORTS</b> [O9_CASHIER_CLOSURE_REPORTS]	Activates the Automatically Print Cashier Closure Reports functionality, which stores the printer selected for closure reports and uses it without displaying the report configuration screen.
<b>PRINT DEPOSIT REQUEST RECEIPTS</b> [O9_PRINT_DEPOSIT_REQUEST_RECEIPT]	Activates the Automatically Print Deposit Request Receipts functionality.
<b>PRINT FOLIO</b> [O9_PRINT_FOLIO]	Activates the Automatically Print Folio functionality, which stores the printer selected for folios and uses it without displaying the report configuration screen.
<b>PRINT PAYMENT RECEIPTS</b> [O9_PRINT_PAYMENT_RECEIPT]	Activates the Automatically Print Payment Receipts functionality, which stores the printer selected for receipts and uses it without displaying the report configuration screen.
<b>REPORTS TAX BUCKETS</b> [REPORTS_TAX_BUCKETS]	Enables identification of 10 tax buckets, which will be included on all reports that display a breakdown of up to 10 net and tax amounts.

## OPERA Controls — Channel Management

The following tables outline the functions, parameters, and settings that can be configured in the OPERA Controls Channel Management group.

**Table 11-12 OPERA Controls — Channel Management Functions**

FUNCTION	DESCRIPTION
<b>CHANNEL RESTRICTIONS</b> [CHANNEL_RESTRICTIONS]	Chain level global function that enables setting rate and room restrictions on the channel level.
<b>ENHANCED ROOM RATE DESCRIPTION</b> [ENHANCED_ROOM_RATE_DESCRIPTION]	Activates enhanced room and rate descriptions in channel conversion screens.

**Table 11-13 OPERA Controls — Channel Management Parameters**

PARAMETER	DESCRIPTION
<b>ADVANCED OWS PRODUCTS</b> [ADVANCED_OWS_PRODUCTS]	Chain Level global parameter that provides ability to control enables separately sold packages to be configured as web bookable. If the parameter is on, only packages that meet the requirement of being both separately sold and web bookable are available for web booking. If the parameter is off, all separately sold packages are available for web booking.
<b>ALLOW MODIFY INHOUSE RESERVATION</b> [ALLOW_MODIFY_INHOUSE_RESERVATION]	Enables modifying in-house reservation dates.
<b>ALWAYS USE MEMBERSHIP FROM REQUEST MESSAGE</b> [ALWAYS_USE_MEMBERSHIP_FROM_REQUEST_MESSAGE]	Chain level global parameter that, when this parameter is on, only the memberships sent in create booking request messages are attached to the reservation. When this parameter is off, all memberships of the profile are attached to the reservation.
<b>APPEND BLOCK NAME BEFORE RATE DESCRIPTION</b> [APPEND_BLOCK_NAME_BEFORE_RATE_DESCRIPTION]	Enables OWS to append a block name with a rate description.
<b>AUDIT DETAILS</b> [AUDIT_DETAILS]	Records logs of OEDS processes in audit details.
<b>CONVERT OWS AND GDS COMMENTS AS TRACES</b> [ADD_COMMENTS_GDS_SINREM_TRACE]	Converts OWS comments and GDS Service information (SIN) messages to traces in ORS. The trace date is created with the insert date of the booking instead of the arrival date. Traces are created using the trace department configured under the OEDS parameter setting OEDS Trace Department. When the parameter is set to N, the OWS comments and GDS Service information (SIN) and Remark (REM) texts will not be converted to traces but will be inserted as Reservation Comments in OPERA. The parameter setting OEDS Trace Department will not be displayed.
<b>MODIFY CANCEL GDS BOOKING FROM WEB</b> [MODIFY_CANCEL_GDS_BOOKING_FROMWEB]	Chain level global parameter that enables guests to make changes that do not impact inventory or cancellations to their GDS/ADS/ODS bookings using OWS, regardless of the source of the reservation.
<b>SEND CONFIRMATION LETTER AT BOOKING</b> [SEND_CONFIRMATION_LETTER_AT_BOOKING]	Sends a confirmation letter at booking.

**Table 11-14 OPERA Controls — Channel Management Settings**

SETTING	DESCRIPTION
<b>CANCEL WINDOW</b> [CANCEL_WINDOW]	Chain level global setting that specifies the number of minutes after booking when the reservation can be canceled without penalty.
<b>CHANNEL CONSUMER NAME</b> [CHANNEL_CONSUMER_NAME]	This setting appears when the Global parameter MULTI CONSUMER SETUP is enabled and allows the property to configure Channel Consumers for each resort. Based on this configuration, the GWIZ Business Event Service will utilize multiple threads to de-queue business events for each Channel Consumer. Also, Micros ADS Hurdle Processor service will utilize multiple threads to process hurdles for each Channel Consumer.
<b>FETCH RESERVATION</b> [FETCH_RESERVATION]	Enables the OPERA Web Suite Engine to retrieve reservations for either all reservations (regardless of entry point) or for only created through OWS.
<b>SEARCH FOR MEMBERSHIP NO.</b> [SEARCH_FOR_MEMBERSHIP_NO]	Chain level global setting that enables the match of a profile based on any one of the criteria selected in addition to the profile membership number.

## OPERA Controls — Commissions

The following tables outline the parameters and settings that can be configured in the OPERA Controls Commissions group.

**Table 11-15 OPERA Controls — Commissions Parameters**

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>AUTOMATIC CALCULATION OF VALUE ADDED TAX OVER THE COMMISSION PAID</b> [CALC_VAT_ON_COMMISSIONS]		Automatically calculates the value added tax over the commission paid automatically.
<b>EFT Export</b> [EFT_EXPORT]		Commissions EFT Data Export functionality.
	<b>EXPORT TYPE</b> [EFT_EXPORT_FORMAT]	The Export Type is based on the EFT Export OPERA Control being active for the Property.
	<b>CHAIN ID</b> [EFT_EXPORT_CHAINID]	Enter an alphanumeric chain identification code, six characters minimum.
	<b>LOCATION ID</b> [EFT_EXPORT_LOCATIONID]	Enter a location identification code, 6-10 characters.
	<b>CHAIN NAME</b> [EFT_EXPORT_CHAIN_NAME]	Select the name of the property/chain.

Table 11-15 (Cont.) OPERA Controls — Commissions Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>REPORTING CURRENCY</b> [EFT_EXPORT_REPORTING_CURRENCY]	Select a country code for reporting currency.
	<b>TRANSMISSION ID</b> [EFT_EXPORT_TRANSMISSIONID]	Select the transmission ID provided by WTP.
	<b>REPORTING METHOD</b> [EFT_EXPORT_REPORTING_METHOD]	This is an optional field currently not used by the export.
	<b>USE COUNTRY CODE FOR ISO CODE</b> [USE_COUNTRY_CODE_FOR_ISO_CODE]	Activate to use country code as the ISO code.
	<b>COUNTRY OF TAXING AUTHORITY</b> [EFT_EXPORT_COUNTRY]	Select the country code of the property.
	<b>TAX TYPE</b> [EFT_EXPORT_TAX_TYPE]	Select the required Tax Type.
	<b>COMPANY</b> [EFT_EXPORT_COMPANY]	Select the Clearinghouse company name.
	<b>ADDRESS</b> [EFT_EXPORT_ADDRESS]	Select the Address of the clearinghouse.
	<b>TELEPHONE</b> [EFT_EXPORT_TELEPHONE]	Enter the telephone number of the clearinghouse.
	<b>FAX</b> [EFT_EXPORT_FAX]	Enter the FAX number of the clearinghouse.
	<b>DELIVERY METHOD</b> [EFT_EXPORT_SFTP_SETUP]	Set the delivery method to be used for the EFT Export.
	<b>TARGET DIRECTORY</b> [EFT_EXPORT_FTP_PATH]	Select the name of the directory (including path) on the File System where the export file will be stored.
	<b>FILE NAME FORMAT</b> [EFT_EXPORT_FILE_NAME_FORMAT]	Select the file name format to be used for EFT Export file
<b>POSITIVE PAY CHECK EXPORT</b> [POSITIVE_PAY_CHECK_EXPORT]		Enables positive pay checks to be exported.

Table 11-15 (Cont.) OPERA Controls — Commissions Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>SEND ZERO COMMISSIONS RECORDS TO PAYMENT PROCESSING</b> [ZERO_COMMISSION_YN]		Sends zero commissions records to payment processing. Upon processing of commissions, the zero commissions records are sent to payment history with Paid = On. If set to Off, the zero commission records are sent directly to payment history with Paid = Off.
<b>STOP PROCESSING REASON CODES</b> [ENTER_HOLD_REASON_CODES]		Enables the use of commission processing reasons for holding and detaching commissions.
<b>TRANSFER NO SHOWS AND CANCELS</b> [TRANS_COMM_NOSHOW_CANC]		Transfers no show and cancelled reservations to the commission module.
<b>USE PRE-PRINTED CHECKS FOR COMMISSIONS</b> [FIXED_PRE_PRINTED_CHECK_NUMBERS]		Enables the use of pre-printed checks for commissions. This internally voids a check/stub number if a check number was used due to another check exceeding one page.

Table 11-16 OPERA Controls — Commissions Settings

SETTING	DESCRIPTION
<b>COMMISSION CODES NOT TO PROCESS</b> [NO_PROCESS_COMMISSION_CODES]	Specify the commission codes to not process for commission calculation.
<b>DEFAULT COMMISSION</b> [DEFAULT_COMMISSION]	Specify the default commission code used if the travel agent / source has no commission code associated defined.
<b>DEFAULT REASON CODE</b> [DEFAULT_REASON_CODE]	Select the default hold reason code.
<b>DEFAULT TRANSACTION CODE FOR PREPAID CUSTOMERS</b> [DEFAULT_PREPAID_COMM]	Select the default transaction code for prepaid commissions.



**Table 11-16 (Cont.) OPERA Controls — Commissions Settings**

SETTING	DESCRIPTION
<b>FILE NAME FORMAT</b> FILE_NAME_FORMAT	Select the file name format to be used for EFT Export file. If OPP_NPC license is activated, following are the values available for this settings. XF_PROPERTY (Default value) XF_PROPERTY_DDMMYYYY XF_PROPERTY_MMDDYYYY XF_PROPERTY_DDMMYYYYHH24MI XF_PROPERTY_MMDDYYYYHH24MI * <i>PROPERTY</i> :- First 6 digits of the Property ID configured in EFT Exports settings of OPERA Controls
<b>PROFILE UPDATE RESTRICTED COMMISSION PAYMENT TYPE</b> PROFILE_UPDATE_RESTRICTED_PAYMENT_TYPES	Select the Commission Payment type(s) to be considered for the Profile Update Restriction. When a Payment Type is selected here, users cannot modify the name of a profile or remove the profile from a reservation, if that profile is linked with a Commission Bank Account using the selected Payment Type.
<b>PROFILE UPDATE RESTRICTED RESERVATION STATUS</b> [PROFILE_UPDATE_RESTRICTED_RESV_STATUS]	Select the Reservation Status(es) to be considered for the Profile Update Restriction.

## OPERA Controls — Comp Accounting

Gaming

Table 11-17 Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>AUTO SETTLE COMP FOLIO</b> [AUTO_SETTLE_COMP_FOLIO]		Allows for the Comp Folios to be auto settled during Check-Out. Comp Folios with an Authorizer that has an associated AR Account are settled to Direct Bill. Comp Folios with an Authorizer that does not have an associated AR Account are settled to the Transaction Code in the 'Default Comp Payment Method' setting. When the 'Default Comp Payment Method' setting is left blank, the Comp Folio will be presented for manual settlement.
<b>COMP REQUEST</b> [COMP_REQUESTS]		Allows users who may not be comp authorizers, to create comp routing requests on reservations. The request can be declined or approved by an authorizer.
<b>COMP TYPES</b> [COMP_TYPES]		Allows configuration and association of a comp type code with a guest profile and reservation that assists you to identify guests according to their gaming expertise.

Table 11-18 Parameters

PARAMETERS	RELATED PARAMETER/ SETTING	DESCRIPTION
<b>AUTHORIZER PIN REQUIRED</b> [AUTHORIZER_PIN_REQUIRED]		Ask for Authorizer PIN on manual comp transfer to comp windows and when setting up comp routing.
<b>COMP ACCOUNTING INTEGRATION SERVICE</b> COMP_ACCOUNTING_INTEGRATION_SERVICE		Enables integration with an external Patron Tracking System for purpose of manage Comp Accounting.

Table 11-18 (Cont.) Parameters

PARAMETERS	RELATED PARAMETER/ SETTING	DESCRIPTION
<b>COMP POSTING MULTI RECORD PROCESSING</b> COMP_POSTING_MULTI_RECORD_PROCESSING		When active, you are able to select multiple comp postings to be sent for approval to the Patron Track System (PTS) . When inactive, you can select one record at a time to be sent for approval to the PTS.  Activation is based on the capabilities of the integrated PTS.
<b>COMP REDEMPTION</b> [BUCKET_REDEMPTION]		Enables Comp Redemption functionality to allow redemption of local currency amounts to reservations where the guest profile has a PTS (Patron Tracking System) membership. Properties interfaced with an external gaming system receive redemption amounts from the external vendor.
<b>COMP TRANSACTION STATUS</b> [COMP_TRANSACTION_STATUS]		Enables the ability to manually add and update the status of transactions in the Comp Posting Journal.
<b>DEDUCT INCLUSIVE TAX FROM COMP WINDOW</b> [DEDUCT_INCLUSIVE_TAX_FROM_COMP_WINDOW ]		When parameter is active, the transaction(s) transferred to comp window do not include the associated inclusive tax(s). If the same transaction(s) is transferred back to guest billing window, the inclusive tax(s) is reposted. If the Comp transaction code has a generate associated, then this behavior will not take place.
<b>GENERIC COMP MEMBERSHIP NUMBER</b> [GENERIC_COMP_MEMBER_NO]	<b>DEFAULT MEMBERSHIP TYPE FOR PTS</b>	Allows the entry of a generic membership number for comp postings.

Table 11-18 (Cont.) Parameters

PARAMETERS	RELATED PARAMETER/ SETTING	DESCRIPTION
<b>PTS MEMBERSHIP TYPE BASED COMP ROUTING</b> [COMP_ROUTING_PTS_MEMBERSHIP_ TYPES_ONLY]		Allow setup of Comp Routings only on reservations that have a PTS (Patron Tracking System) membership type that matches the value in the 'Default PTS Membership Type' setting.
<b>PLAYER STATISTICS</b> [PLAYER_STATS]		Enables the Player statistics screen which provides an up-to-the-minute display of gaming information for a guest with a player ID.
<b>RESTRICT NEW PROFILE</b> [RESTRICT_NEW_PROFILE]		When enabled, you are restricted from amending the primary profile linked to the reservation when comp charges exist on any of the comp windows.

Table 11-19 Settings

SETTING	RELATED PARAMETER/ SETTING	DESCRIPTION
<b>AUTHORIZER AR TYPE</b> [AUTHORIZER_AR_TYPE]		AR Account Type for Authorizers.
<b>DEFAULT COMP PAYMENT METHOD</b> [AUTO_SETTLE_COMP_FOL IO_DEFAULT_PAYMENT_ME THOD]		Defines the Payment Method that will be used to settle Comp Folios that are not associated to an Authorizer's AR Account.
<b>DEFAULT PTS MEMBERSHIP TYPE</b> [PTS_MEMBERSHIP_TYPE]		The Default Membership Type for Gaming (Patron tracking system) used for Gaming Functionalities.
<b>PRINT COMP FOLIO</b> [PRINT_COMP_FOLIO ]		Controls the available print options when settling comp folios (101-108).
<b>STAGED TRANSACTIONS DURING FOLIO GENERATION</b> [STAGED_TRX_DURING_CH ECKOUT]		Determines the handling of staged transactions on comp windows during check out and interim folio process.

## OPERA Controls — Country Specific

The following tables outline the settings that can be configured in the OPERA Controls Country Specific group.

**Table 11-20 OPERA Controls — Country Specific Parameters**

PARAMETERS	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>AUTO POST STAMP DUTY</b> [AUTO_POST_STAMP_DUTY]		Upon entering billing Stamp Duty will be automatically posted if the threshold is exceeded.
<b>DEPOSIT REFUND</b>		Deposit Refund functionality activates the Deposit Refund option on the Billing screen to process the Refund for Deposit transactions.

**Table 11-21 OPERA Controls — Country Specific Settings**

SETTING	DESCRIPTION
<b>BLACKLIST REPORT THRESHOLD</b> [BLACK_LIST_THRESHOLD]	Only documents above this value will be included in the Blacklist Report Export [Italy]
<b>BLACKLIST REPORT THRESHOLD EVALUATION MODE</b> [BLACK_LIST_USENET]	If set to NET, the threshold will be applied to the net amount of the document, otherwise the gross amount will be used for the blacklist report export [Italy].
<b>BLACKLIST REPORT THRESHOLD TYPE</b> [BLACK_LIST_THRESHOLD_TYPE]	Specifies if the threshold value should be applied to all documents of the payee (C = Cumulative) or individual documents (D = Document) [Italy].
<b>CITY TAX 2ND INCREMENT AMOUNT</b> [CITY_TAX_2ND_INCREMENT_AMOUNT]	Value of the increment to apply if the rate amount is above parameter THRESHOLD AMOUNT FOR VARIANT CITY TAX 2 [Italy].
<b>CITY TAX 3RD INCREMENT AMOUNT</b> [CITY_TAX_3RD_INCREMENT_AMOUNT]	Value of the increment to apply if the rate amount is above parameter THRESHOLD AMOUNT FOR VARIANT CITY TAX 3 [Italy].
<b>CITY TAX 4TH INCREMENT AMOUNT</b> [CITY_TAX_4TH_INCREMENT_AMOUNT]	Value of the increment to apply if the rate amount is above parameter THRESHOLD AMOUNT FOR VARIANT CITY TAX 4 [Italy].
<b>CITY TAX 5TH INCREMENT AMOUNT</b> [CITY_TAX_5TH_INCREMENT_AMOUNT]	Value of the increment to apply if the rate amount is above parameter THRESHOLD AMOUNT FOR VARIANT CITY TAX 5 [Italy].

**Table 11-21 (Cont.) OPERA Controls — Country Specific Settings**

<b>SETTING</b>	<b>DESCRIPTION</b>
<b>CITY TAX APPLICABLE ROOM NIGHTS</b> [CITY_TAX_APPLICABLE_ROOM_NIGHTS]	Number of nights to be considered for City Tax calculation [Italy].
<b>CITY TAX BUCKET NUMBER</b> [CITY_TAX_BUCKET_NUMBER]	Number of the tax column holding City Tax postings [Italy].
<b>CITY TAX CALCULATION START DATE</b> [CITY_TAX_CALCULATION_START_DATE]	Date from which the City Tax will be calculated (DD-MON-YYYY) [Italy].
<b>CITY TAX CORRECTIONS TRANSACTION CODE</b> [CITY_TAX_CORRECTIONS_TRANSACTION_CODE]	Transaction code to be used by operators when doing Correction/Rebate/Adjustment Postings for the City Tax [Italy].
<b>CITY TAX EXEMPTION DESCRIPTION 1</b> [CITY_TAX_EXEMPTION_DESCRIPTION1]	Description of exemption nr. 1. Only used in Reports [Italy].
<b>CITY TAX EXEMPTION DESCRIPTION 10</b> [CITY_TAX_EXEMPTION_DESCRIPTION10]	Description of exemption nr. 10. Only used in Reports [Italy].
<b>CITY TAX EXEMPTION DESCRIPTION 2</b> [CITY_TAX_EXEMPTION_DESCRIPTION2]	Description of exemption nr. 2. Only used in Reports [Italy].
<b>CITY TAX EXEMPTION DESCRIPTION 3</b> [CITY_TAX_EXEMPTION_DESCRIPTION3]	Description of exemption nr. 3. Only used in Reports [Italy].
<b>CITY TAX EXEMPTION DESCRIPTION 4</b> [CITY_TAX_EXEMPTION_DESCRIPTION4]	Description of exemption nr. 4. Only used in Reports [Italy].
<b>CITY TAX EXEMPTION DESCRIPTION 5</b> [CITY_TAX_EXEMPTION_DESCRIPTION5]	Description of exemption nr. 5. Only used in Reports [Italy].
<b>CITY TAX EXEMPTION DESCRIPTION 6</b> [CITY_TAX_EXEMPTION_DESCRIPTION6]	Description of exemption nr. 6. Only used in Reports [Italy].

Table 11-21 (Cont.) OPERA Controls — Country Specific Settings

SETTING	DESCRIPTION
<b>CITY TAX EXEMPTION DESCRIPTION 7</b> [CITY_TAX_EXEMPTION_DESCRIPTION7]	Description of exemption nr. 7. Only used in Reports [Italy].
<b>CITY TAX EXEMPTION DESCRIPTION 8</b> [CITY_TAX_EXEMPTION_DESCRIPTION8]	Description of exemption nr. 8. Only used in Reports [Italy].
<b>CITY TAX EXEMPTION DESCRIPTION 9</b> [CITY_TAX_EXEMPTION_DESCRIPTION9]	Description of exemption nr. 9. Only used in Reports [Italy].
<b>CITY TAX EXEMPTION PERCENTAGE 1</b> [CITY_TAX_EXEMPTION_PERCENTAGE1]	Percentage of exemption for exemption nr. 1. Defines the percentage applicable to exemption 1: 100 means full exemption, 0 means no exemption, Negative values are interpreted as absolute, instead of percentages [Italy].
<b>CITY TAX EXEMPTION PERCENTAGE 10</b> [CITY_TAX_EXEMPTION_PERCENTAGE10]	Percentage of exemption for exemption nr. 10. Defines the percentage applicable to exemption 10: 100 means full exemption, 0 means no exemption, NEGATIVE values are interpreted as absolute, instead of percentages [Italy].
<b>CITY TAX EXEMPTION PERCENTAGE 2</b> [CITY_TAX_EXEMPTION_PERCENTAGE2]	Percentage of exemption for exemption nr. 2. Defines the percentage applicable to exemption 2: 100 means full exemption, 0 means no exemption, NEGATIVE values are interpreted as absolute, instead of percentages [Italy].
<b>CITY TAX EXEMPTION PERCENTAGE 3</b> [CITY_TAX_EXEMPTION_PERCENTAGE3]	Percentage of exemption for exemption nr. 3. Defines the percentage applicable to exemption 3: 100 means full exemption, 0 means no exemption, Negative values are interpreted as absolute, instead of percentages [Italy].
<b>CITY TAX EXEMPTION PERCENTAGE 4</b> [CITY_TAX_EXEMPTION_PERCENTAGE4]	Percentage of exemption for exemption nr. 4. Defines the percentage applicable to exemption 4: 100 means full exemption, 0 means no exemption, Negative values are interpreted as absolute, instead of percentages [Italy].
<b>CITY TAX EXEMPTION PERCENTAGE 5</b> [CITY_TAX_EXEMPTION_PERCENTAGE5]	Percentage of exemption for exemption nr. 5. Defines the percentage applicable to exemption 5: 100 means full exemption, 0 means no exemption, Negative values are interpreted as absolute, instead of percentages [Italy].
<b>CITY TAX EXEMPTION PERCENTAGE 6</b> [CITY_TAX_EXEMPTION_PERCENTAGE6]	Percentage of exemption for exemption nr. 6. Defines the percentage applicable to exemption 6: 100 means full exemption, 0 means no exemption, Negative values are interpreted as absolute, instead of percentages [Italy].
<b>CITY TAX EXEMPTION PERCENTAGE 7</b> [CITY_TAX_EXEMPTION_PERCENTAGE7]	Percentage of exemption for exemption nr. 7. Defines the percentage applicable to exemption 7: 100 means full exemption, 0 means no exemption, Negative values are interpreted as absolute, instead of percentages [Italy].

**Table 11-21 (Cont.) OPERA Controls — Country Specific Settings**

SETTING	DESCRIPTION
<b>CITY TAX EXEMPTION PERCENTAGE 8</b> [CITY_TAX_EXEMPTION_PERCENTAGE8]	Percentage of exemption for exemption nr. 8. Defines the percentage applicable to exemption 8: 100 means full exemption, 0 means no exemption, Negative values are interpreted as absolute, instead of percentages [Italy].
<b>CITY TAX EXEMPTION PERCENTAGE 9</b> [CITY_TAX_EXEMPTION_PERCENTAGE9]	Percentage of exemption for exemption nr. 9. Defines the percentage applicable to exemption 9: 100 means full exemption, 0 means no exemption, Negative values are interpreted as absolute, instead of percentages [Italy].
<b>CITY TAX EXEMPTION UDF 1</b> [CITY_TAX_EXEMPTION_UDF1]	Ordinal number of the UDFN field where the number of persons to be exempted due to reason 1 is stored [Italy].
<b>CITY TAX EXEMPTION UDF 10</b> [CITY_TAX_EXEMPTION_UDF10]	Ordinal number of the UDFN field where the number of persons to be exempted due to reason 10 is stored [Italy].
<b>CITY TAX EXEMPTION UDF 2</b> [CITY_TAX_EXEMPTION_UDF2]	Ordinal number of the UDFN field where the number of persons to be exempted due to reason 2 is stored [Italy].
<b>CITY TAX EXEMPTION UDF 3</b> [CITY_TAX_EXEMPTION_UDF3]	Ordinal number of the UDFN field where the number of persons to be exempted due to reason 3 is stored [Italy].
<b>CITY TAX EXEMPTION UDF 4</b> [CITY_TAX_EXEMPTION_UDF4]	Ordinal number of the UDFN field where the number of persons to be exempted due to reason 4 is stored [Italy].
<b>CITY TAX EXEMPTION UDF 5</b> [CITY_TAX_EXEMPTION_UDF5]	Ordinal number of the UDFN field where the number of persons to be exempted due to reason 5 is stored [Italy].
<b>CITY TAX EXEMPTION UDF 6</b> [CITY_TAX_EXEMPTION_UDF6]	Ordinal number of the UDFN field where the number of persons to be exempted due to reason 6 is stored [Italy].
<b>CITY TAX EXEMPTION UDF 7</b> [CITY_TAX_EXEMPTION_UDF7]	Ordinal number of the UDFN field where the number of persons to be exempted due to reason 7 is stored [Italy].
<b>CITY TAX EXEMPTION UDF 8</b> [CITY_TAX_EXEMPTION_UDF8]	Ordinal number of the UDFN field where the number of persons to be exempted due to reason 8 is stored [Italy].



**Table 11-21 (Cont.) OPERA Controls — Country Specific Settings**

SETTING	DESCRIPTION
<b>CITY TAX EXEMPTION UDF 9</b> [CITY_TAX_EXEMPTION_UDF9]	Ordinal number of the UDFN field where the number of persons to be exempted due to reason 9 is stored [Italy].
<b>CITY TAX INCREMENT AMOUNT 1</b> [CITY_TAX_1ST_INCREMENT_AMOUNT]	Value of the increment to apply if the rate amount is above parameter THRESHOLD AMOUNT FOR VARIANT CITY TAX 1 [Italy].
<b>CITY TAX POSTINGS TRANSACTION CODE</b> [CITY_TAX_POSTINGS_TRANSACTION_CODE]	Transaction code used to perform Postings for the City Tax [Italy].
<b>CITY TAX PRICE PER PERSON CALCULATION</b> [CITY_TAX_PRICE_PER_PERSON_CALCULATION]	Price to be applied to each person eligible for City Tax calculation [Italy].
<b>CITY TAX THRESHOLD AMOUNT FOR VARIANT 1</b> [FIRST_THRESHOLD_AMOUNT_FOR_VARIANT_CITY_TAX]	If the rate amount is below this threshold, the value specified by parameter CITY TAX INCREMENT AMOUNT 1 will be added to the city tax amount [Italy].
<b>CITY TAX THRESHOLD AMOUNT FOR VARIANT 2</b> [SECOND_THRESHOLD_AMOUNT_FOR_VARIANT_CITY_TAX]	If the rate amount is below this threshold, the value specified by parameter CITY TAX INCREMENT AMOUNT 2 will be added to the city tax amount [Italy].
<b>CITY TAX THRESHOLD AMOUNT FOR VARIANT 3</b> [THIRD_THRESHOLD_AMOUNT_FOR_VARIANT_CITY_TAX]	If the rate amount is below this threshold, the value specified by parameter CITY TAX INCREMENT AMOUNT 3 will be added to the city tax amount [Italy].
<b>CITY TAX THRESHOLD AMOUNT FOR VARIANT 4</b> [FOURTH_THRESHOLD_AMOUNT_FOR_VARIANT_CITY_TAX]	If the rate amount is below this threshold, the value specified by parameter CITY TAX INCREMENT AMOUNT 4 will be added to the city tax amount [Italy].
<b>CITY TAX THRESHOLD AMOUNT FOR VARIANT 5</b> [FIFTH_THRESHOLD_AMOUNT_FOR_VARIANT_CITY_TAX]	If the rate amount is below this threshold, the value specified by parameter CITY TAX INCREMENT AMOUNT 5 will be added to the city tax amount [Italy].

**Table 11-21 (Cont.) OPERA Controls — Country Specific Settings**

SETTING	DESCRIPTION
<b>CITY TAX VARIANCE AFTER NIGHTS</b> [CITY_TAX_VARIANCE_AFTER_NIGHTS]	Number of nights after which the City Tax amount will be varied based on the setting CITY TAX VARIANCE VALUE [Italy].
<b>CITY TAX VARIANCE AMOUNT</b> [CITY_TAX_VARIANCE_AMOUNT]	Amount used to change City Tax after the number of nights specified in setting CITY TAX TO VARY AFTER NIGHTS [Italy]
<b>COUNTRIES FOR BLACKLIST REPORT</b> [BLACK_LIST_COUNTRIES]	Comma separated list of countries to be included in the Blacklist report (it_fiscal_blist) [Italy]
<b>STAMP DUTY TRANSACTION CODE</b> STAMP_DUTY_TRANSACTION_CODE	The transaction code that will be used for posting Stamp Duty tax.
<b>STAMP DUTY THRESHOLD</b> STAMP_DUTY_THRESHOLD	When the gross amount of exempt transactions exceeds this threshold the stamp duty tax will be automatically posted.
<b>STAMP DUTY VALUE</b> STAMP_DUTY_VALUE	The amount of tax that will be posted once the Stamp Duty threshold is exceeded.

## OPERA Controls — Credit Card

The following tables outline the parameters and settings that can be configured in the OPERA Controls Credit Card group.

**Table 11-22 OPERA Controls — Credit Card Parameters**

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>AUTOMATIC AUTHORIZATION</b> [AUTO_AUTH_ACTIVE_YN]		Turns on the Automatic Credit Card Authorization Scheduling functionality. The <b>Automatic Authorization Interval Time</b> setting and the <b>Automatic Authorization Failure No Post Flag</b> and <b>Exclude No Post Reservations From Automatic Authorization</b> parameters are visible when the Automatic Authorization parameter is On and a credit card interface is configured in the property.

**Table 11-22 (Cont.) OPERA Controls — Credit Card Parameters**

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>AUTOMATIC            AUTHORIZATION            INTERVAL TIME</b> [AUTO_AUTH_INTERVAL]	<p>Specifies the interval in minutes after completion of an automatic credit card authorization and the start of the next instance.</p> <p>The minimum value is 30 minutes.</p> <p>When a time is set in the Automatic Authorization Interval Time setting, the automatic credit card authorization will start on the set interval of time after a previous instance of the automatic credit card authorization process has been completed.</p>
	<b>AUTOMATIC            AUTHORIZATION            FAILURE NO POST            FLAG</b> [AUTOMATIC_AUTH_FAILURE_NO_POST_FLAG]	<p>When this parameter is On, the No Post checkbox on a reservation is automatically selected when the Credit Card Authorization fails during any automatic processes for Credit Card Authorizations.</p> <p>When the Automatic Authorization Failure No Post Flag parameter is On, a reservation where the credit card has been declined or a non-approved authorization message is received during the credit card authorization process, the No Post checkbox for that reservation will be selected, setting the reservation to No Post.</p>
	<b>EXCLUDE NO POST            RESERVATIONS FROM            AUTOMATIC            AUTHORIZATION</b> [EXCLUDE_NO_POST_RESERVATIONS_FROM_AUTOMATIC_CC_AUTH]	<p>When this parameter is On, reservations flagged as No Post are not included in any automatic processes for Credit Card Authorizations.</p> <p>When the “Exclude No Post Reservations From Automatic Authorization” parameter is Off, reservations flagged as “No Post” will be included in the credit card authorization process.</p> <p>When the “Exclude No Post Reservations From Automatic Authorization” parameter is On, reservations flagged as “No Post” will be excluded from the credit card authorization process.</p>
<b>BATCH SETTLEMENT</b> [CC_BATCH_SETTLEMENT]		<p>Activates Batch Settlements functionality for supported systems, where payments/settlements posted in OPERA Cloud are kept for later processing in batch as part of the end-of-day routine or manually initiated . This parameter and Online Settlement parameter are mutually exclusive.</p>

Table 11-22 (Cont.) OPERA Controls — Credit Card Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>CHIP AND PIN</b> [CHIP_AND_PIN]		Activates the Chip and PIN functionality. Note: Either the Online Settlement parameter must be On or the Authorization Settlement at Checkout setting must be configured. The Batch Settlement parameter cannot be On.
	<b>CHIP AND PIN PAYMENT METHOD</b> [CHIP_AND_PIN_PAY_LO V]	Specifies the credit card types that should exhibit Chip and PIN functionality when using a Chip and PIN enabled terminal.
<b>CREDIT CARD TYPE CHECK/USAGES</b> [CC_USAGE_CHOICES]		Enables a cross check between the credit card type and usages for that card type. This is used for any credit card types where a separate transaction code is applied to each specific usage of the card.
<b>CREDIT LIMIT OVERAGE PAYMENTS</b> [CREDIT_LIMIT_OVERAG E_PAYMENTS]		Enables the processing of automatic payments for the total balance of a folio when the balance is equal or higher than the credit limit set for that credit card payment method. Automatic Credit Limit Overage payments are processed based on the Credit Limit Overage Payments Interval Time setting. Provides additional controls to automatically make credit card payments in folios when the credit limit is equal or exceeds, as well allows users to access the Credit Limit Overages screen and process payments on demand. Note: the Online Settlement parameter must be On for the property.
	<b>DEFAULT CREDIT LIMIT OVERAGE PAYMENTS AUTO PAY</b> [DEFAULT_OVERAGE_PA YMENTS_AUTO_PAY]	When this parameter is On, the Credit Limit Auto Pay check box on new reservations is selected by default.

Table 11-22 (Cont.) OPERA Controls — Credit Card Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>CREDIT LIMIT OVERAGE PAYMENT FAILURE NO POST FLAG</b>	When this parameter is On, the No Post check box is automatically selected when a Credit Limit Overage payment fails in a reservation.
	[OVERAGE_PAYMENT_FAILURE_NO_POST_FLAG]	When the Credit Limit Overage Payment Failure No Post Flag parameter is Off, a reservation that has failed to apply a payment to any folio window during the Credit Limit Overage process, the No Post check box for that reservation will remain unchanged from its current status.
		When the Credit Limit Overage Payment Failure No Post Flag parameter is On, a reservation that has failed to apply a payment to any folio window during the Credit Limit Overage process, the “No Post” check box for that reservation will be selected setting it to No Post.
	<b>EXCLUDE NO POST RESERVATIONS FOR CREDIT LIMIT OVERAGE PAYMENTS PARAMETER</b>	When this parameter is On, reservations flagged as No Post are not processed in Credit Limit Overages.
	[EXCLUDE_NO_POST_RESERVATIONS_FOR_OVERAGE_PAYMENTS]	When the Exclude No Post Reservations For Credit Limit Overage Payments parameter is Off, reservations that have been flagged as No Post are included in the Credit Limit Overage process.
		When the Exclude No Post Reservations For Credit Limit Overage Payments parameter is On, reservations that have been flagged as No Post are excluded from the Credit Limit Overage process.
	<b>CREDIT LIMIT OVERAGE PAYMENTS INTERVAL TIME</b>	Specifies the interval in minutes after completion of an automatic Credit Limit Overage processing of Payments and the start of the next instance. The minimum value is 30 minutes. When set to 0 minutes, the automatic Credit Limit Overage processing of payments will not be executed.
	[OVERAGE_PAYMENTS_INTERVAL_TIME]	When a time interval is set in the Credit Limit Overage Payments Interval Time setting, the Automatic Credit Limit Overage process will start on the set interval of time after a previous instance of the process has been completed.

Table 11-22 (Cont.) OPERA Controls — Credit Card Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>CREDIT LIMIT OVERAGE PAYMENT METHODS</b> [CREDIT_LIMIT_OVERAGE_PAYMENT_METHODS]	Set the Credit Card Payment Methods to qualify for automatic Credit Limit Overage processing of payments. The processing of automatic payments cannot begin unless at least one credit card payment method is selected for the Credit Limit Overage Payment Methods setting. Only cards of the selected payment method are processed.
<b>MANUAL AUTHORIZATION NOTIFICATION</b> [MANUAL_AUTH]		Delivers an authorization message to the credit card processing vendor when a manual credit card authorization code is obtained and entered in the reservation. This is available if the credit card interface uses web-enabled transaction processing via VPN or secure HTTP.
<b>ONLINE SETTLEMENT</b> [CC_ONLINE_SETTLEMENT]		Activates Online Settlements functionality for supported systems, to allow sending to the bank payments/settlements upon processing in OPERA Cloud. This parameter and Batch Settlement parameter are mutually exclusive.
	<b>TEMPORARILY STORE OFFLINE SETTLEMENTS</b> [CC_OFFLINE_SETTLEMENT]	Stores failed online settlements (due to the credit card interface not running) and processes them offline at the end of the day.
<b>SEND TOTAL TAX IN SETTLEMENTS</b> [SEND_TOTAL_TAX]		Sends total tax amounts in settlement requests to the interface.

Table 11-23 OPERA Controls — Credit Card Settings

SETTING	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>AUTHORIZATION REVERSAL ALLOWED</b> [AUTH_REVERSAL_ALLOWED_LOV]		Specifies the credit card types that have authorization reversal permitted by the credit card vendor. Existing authorizations for selected credit card types are reversed if a different credit card or method of payment is used at check out.
<b>AUTHORIZATION AT CHECK IN</b> [AUTH_AT_CHECKIN_LOV]		Specifies the credit card types that require an automatic authorization at check in.

Table 11-23 (Cont.) OPERA Controls — Credit Card Settings

SETTING	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>FORCE AUTO DURING CHECK-IN/ INTERACTIVE AUTH WINDOW PARAMETER</b> [AUTH_REQUIRE_AT_CHECKIN]	Specifies that credit card authorization must be obtained to check in a reservation, and the credit card authorization window interactively appears until the authorization process is finalized. If set to Off, credit card authorization is not required at check-in and the authorization screen is minimized; you do not have to wait until authorization is successfully completed.
	<b>NIGHT AUDIT REMOVE AUTHORIZATION PARAMETER</b> [NIGHT_AUDIT_REMOTE_AUTH]	Enables End of Day remote authorization, where available.
<b>AUTHORIZATION DURING STAY/DEPOSIT</b> [AUTH_DURING_STAY_LOV]		Specifies the credit card types that permit manual and automatic authorization checks for deposits, and following check in and prior to check out and settlement. This setting must be enabled to permit authorizations by the End of Day routine.
<b>AUTHORIZATION SETTLEMENT AT CHECK OUT</b> [AUTH_STLMT_AT_CHECK_OUT_LOV]		Specifies the credit card types for authorization and settlement during check out.
<b>DAYS TO PURGE CREDIT CARD AUTHORIZATION LOG</b> [PURGE_CC_AUTH_LOG_DAYS]		Specifies the number of days when the credit card authorization log is removed. Valid values: <ul style="list-style-type: none"> <li>Any number of days can be entered. If left blank, then the purge occurs every 30 days.</li> </ul>
<b>DAYS TO PURGE CREDIT CARDS</b> [DAYS_TO_PURGE_CREDIT_CARDS]		Global setting that specifies the number of days when the credit card information is removed when no transactions or reservations are active.
<b>DEPOSIT ADDRESS VERIFICATION</b> [ADDRESS_VERIFICATION_LOV]		Specifies the credit card types that require the billing address during payment.
<b>DEPOSIT CVV2 CHECK</b> [CVV2_CHECK_LOV]		Specifies the credit card types for which the Credit Card Security Code (CVV2) is required when making a payment.
<b>HOTEL ID</b> [CC_HOTEL_ID]		Specifies the hotel ID.

**Table 11-23 (Cont.) OPERA Controls — Credit Card Settings**

SETTING	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>SETTLEMENT AUTHORIZATION CODE</b> [SETTLEMENT_AUTHORIZATION_CODE]		Specifies the authorization code used at settlement if multiple authorization codes exist.

## OPERA Controls — End of Day

The following tables outline the functions, parameters, and settings that can be configured in the OPERA Controls End of Day group.

**Table 11-24 OPERA Controls — End of Day Functions**

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>INCOME AUDIT</b> [INCOME_AUDIT]		Enables the ability to advance the business date forward during end of day but not close the business date. Final reports and procedures are not run when business date is not closed. Properties can perform audit tasks during regular business hours and then close the date once final revenue adjustments are made. Income audit allows for 5 business dates to remain open. Final reports are generated once business date is closed.
	<b>INCOME AUDIT CASHIER SETTING</b> [INCOME_AUDIT_CASHER_ID]	Specifies the cashier ID for the income audit postings. This setting is only available when the Income Audit function is active.

**Table 11-25 OPERA Controls — End of Day Parameters**

PARAMETER	DESCRIPTION
<b>ARRIVALS WITH DEPOSIT BALANCE</b> [ARRIVALS WITH DEPOSIT BALANCE CHECK]	When activated, an additional check for arrivals with a deposit balance is added to the Night Audit process. During this check, the Night Audit will stop if there are any such arrivals identified and cannot be continued unless all of these reservations are checked in or their deposit balance is zero. This parameter is available when the Deposit Handling function in the Cashiering group is active
<b>AUDIT</b> [AUDIT]	Forces the validation of transaction code totals during the night audit.
<b>AUTO ASSIGN CHECK NUMBER</b> [AUTO_CHKNO]	Assigns an internal check number automatically to the room and tax postings, as well as fixed charges. This is useful if the Rollup Transactions parameter in the Cashiering group is active.



**Table 11-25 (Cont.) OPERA Controls — End of Day Parameters**

PARAMETER	DESCRIPTION
<b>AUTO CLOSE CASHIERS</b> [AUTO_CLOSE_CASHIERS ]	Closes all cashiers automatically that have not been closed.
<b>AUTO CONTINUE</b> [AUTO_CONTINUE]	Continues the night audit automatically without asking the user to continue after every process.
<b>AUTO NO SHOW ARRIVALS</b> [AUTO_NOSHOW_ARRIVALS]	Sets reservations automatically that are due to arrive as no show.
<b>MULTIPLE END OF DAYS</b> [MULTIPLE_END_OF_DAYS]	Enables the user to automatically run the End of Day multiple times.
<b>STATE CHECK</b> [STATE_CHECK]	Warns users and provides a way to update the state of a reservation's profile while running the End of Day.
<b>WEATHER OR NOTES</b> [WEATHER_NOTES]	Warns users and provides a way to add weather or notes.

**Table 11-26 OPERA Controls — End of Day Settings**

SETTING	DESCRIPTION
<b>AUTO UPDATE BUSINESS DATE MINUTES</b> [AUTO_ROLL_DATE_MINUTES]	Minutes to wait before OPERA Cloud updates the Business Date.
<b>COUNTRY CHECK</b> [COUNTRY_CHECK]	Warns users and provides a way to update the country of a reservation's profile while running the End of Day. Valid values: <ul style="list-style-type: none"> <li>CHECK IN / END OF DAY</li> <li>END OF DAY</li> <li>NO COUNTRY CHECK</li> </ul>
<b>END OF DAY EMAIL ADDRESS</b> [EOD_EMAIL_ADDRESS]	Specifies the recipient email address for EOD reports configured to be delivered by emailed; as well for delivery the of the EOD completion email. Only a single email address can be entered.
<b>MAXIMUM NUMBER OF OPEN BUSINESS DATES</b> [MAXIMUM NUMBER OF OPEN BUSINESS DATES]	Specifies the number of business dates that can remain open without completing the Print Final Reports process of End of Day. Valid values: <ul style="list-style-type: none"> <li>1-365</li> </ul>
<b>NIGHT AUDIT CASHIER</b> [NIGHT_AUDIT_CASHIER_ID]	Specifies the cashier ID for End of Day postings.

## OPERA Controls — Events

The following tables outline the functions, parameters, and settings that can be configured in the OPERA Controls Events group.

**Table 11-27 OPERA Controls — Events Functions**

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>CATERING EVENTS</b> [CATERING_EVENTS]		Enables the ability to schedule an event and block a function space for a specific date and time. Events can be reserved in non-deduct or deduct status.
<b>ALTERNATE SPACE FUNCTION</b> [ALTERNATE_SPACE]		When enabled, a function space can be configured to require an alternate space as a back-up, whenever the function space is selected for an Event. A typical use case for this functionality is for outside function space that requires a back-up in the event of inclement weather. When the space requiring an alternate space is selected for an event, you are prompted and required to select an additional space(s). When an alternate space(s) is assigned, an additional event(s) is automatically created to reserve the alternate space(s) for the same date and times as the original event.
	<b>ALTERNATE SPACE EVENT NAME SETTING</b> [ALTERNATE_SPACE_EVENT_NAME]	Default name for an event in an Alternate Space.
<b>EVENT PACKAGES</b> [EVENT_PACKAGES]		Enables the ability to create a collection of events and their associated menus, inventory items, and function space. These events are configured together to allow for quickly adding them to a block in one action. Once added to a block, they function as a package with inherited attendees and pricing (either per person or on a flat basis).
<b>EVENT POSTING</b> [EVENT_POSTING]		Enables the ability to post the actual charges for an event directly to the posting master account for the related block.
	<b>DEFAULT CATERING FOLIO STYLE</b> [DEFAULT_CATERING_FOLIO_STYLE]	The Folio Style automatically used when generating a Folio for Catering.
<b>EVENT RESOURCES</b> [EVENT_RESOURCES]		Enables the ability to configure menus and inventory items and attach them to catering events. These event resources are used to build the details of the event and produce the Banquet Event Order.

Table 11-27 (Cont.) OPERA Controls — Events Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
EVENT TEMPLATES [EVENT_TEMPLATES]	EVENT REVENUE ACTUALIZATION [EVENT_EDIT_ACTUALS]	Setting determines whether catering revenue is tracked at the event or resource level.
EVENT WAITLIST [EVENT_WAITLIST]	WAITLIST ACTIVITY TYPE [WAITLIST_ACTIVITY_TYPE]	Enables the ability to create a collection of events and their associated menus, inventory items, and function space. These events are configured together to allow for quickly adding them to a block in one action. Once added to a block, they function as independent events with their own individual pricing.  Enables the ability to reserve function space already reserved for another block in a deduct from inventory status. These events are put on a waitlist in the order they have been created, but that order can be manually updated. If the function space becomes available, the waitlisted event with the first priority will automatically come off the waitlist and be moved to a deduct from inventory status.
GUEST ROOM AS MEETING ROOM [GUESTROOM_AS_MEETINGROOM]	EVENT START TIME ROOMS [EVENT_START_TIME_ROOMS]	This activity type is used to notify a user that an event, which was waitlisted, has been assigned to a function space.  When active, catering events can be booked in guest rooms that are configured for events. The Meeting checkbox will be available for room types configured as physical rooms, allowing a property to identify the room types that can be utilized for catering events. In Room configuration, when the room is associated to a Room Type marked for meetings, a new checkbox for Events will be available for selection. When this checkbox is selected, the user will be able to configure the room to be used for events by adding setup styles, rental codes, and additional information. When an event is booked in a guest room, a reservation will automatically be created to ensure that the room cannot be booked by another guest. The arrival and departure dates will be determined by the start and end time of the event and the values in the setting for Event Start Time Rooms and Event End Time Rooms.

Table 11-27 (Cont.) OPERA Controls — Events Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>EVENT END TIME ROOMS</b> [EVENT_END_TIME_ROOMS]	Rooms will be deducted from inventory the following day for Events ending after this time.
<b>SIMPLE EVENTS</b> [DIARY]		Activates the Function Diary and Simple Events functionality with a PMS Standard or Premium subscription.  With simple events, you can schedule an event for a specific date, time, and number of attendees, assign an Event Space and specify the Event Type, and set up Style. Event notes can be added to track the various resource requirements for the event. Simple Events then appear in an Events Diary  NOTE: This function only applies when there is no OPERA Cloud Sales and Event Management subscription active.
<b>SUB EVENTS</b> [SUB_EVENTS_ACTIVE]		Enables the ability to create events that are linked to other events, either in the same function space or a different space. These events can then be printed together on Banquet Event Orders to illustrate their connected nature.
	<b>DEFAULT SUB EVENT RATE CODE</b> [DEFAULT_SUB_EVENT_RATE_CODE]	Default Sub Event Rate Code.

Table 11-28 OPERA Controls — Events Parameters

PARAMETER	DESCRIPTION
<b>BOOK SHAREABLE SPACE AS EXCLUSIVE</b> [BOOK_SHAREABLE_SPACE_AS_EXCLUSIVE]	When enabled, users are able to override the shareable functionality and reserve the space for a single event.
<b>CATERING MEAL PERIODS</b> [CATERING_MEAL_PERIODS]	Provides the ability to configure meal periods and link event types to a specific meal period for reporting purposes.
<b>CONSUMPTION MENU FORECASTING</b> [CONSUMPTION_MENU_FORECASTING]	Allows for a Menu Price to be added to a Consumption Menu in Menu Configuration and when editing a Menu that has been attached to an Event.
<b>COPY EVENT NOTES</b> [COPY_EVENT_NOTES]	Copy Event Notes when copying an Event.

**Table 11-28 (Cont.) OPERA Controls — Events Parameters**

PARAMETER	DESCRIPTION
<b>COPY FORECAST FIGURES</b> [COPY_FORECAST_FIGURES]	Copy Event Forecast Figures when copying an Event.
<b>COPY RESOURCE NOTES</b> [COPY_RESOURCE_NOTES]	Copy Resource Notes when copying a Resource.
<b>ITEM INVENTORY WARNING</b> [ITEM_INVENTORY_WARNING]	Show Inventory Warnings for Items.
<b>KEEP EVENT DETAILS ON TYPE CHANGE</b> [KEEP_EVENT_DETAILS_ON_TYPE_CHANGE]	Keep Event Details as they are when the event type is changed.
<b>MENU ITEM DEMAND FACTOR</b> [MENU_ITEM_DEMAND_FACTOR]	Expose demand factor on menu items when configuring menus.
<b>RESOURCE COST</b> [RESOURCE_COST]	Expose cost fields for catering resources.
<b>USE FORECAST REVENUE</b> [USE_FORECAST_REVENUE]	The On the Books Revenue calculation will use the forecast-ed revenue until "Use Forecast Revenue" checkbox is unchecked.
<b>WARN WHEN SPACE BOOKED</b> [WARN_WHEN_SPACE_BOOKED]	User will receive a warning message indicating the space is booked by another event.

**Table 11-29 OPERA Controls — Events Settings**

SETTING	DESCRIPTION
<b>DEFAULT SPACE REVENUE TYPE</b> [DEFAULT_SPACE_REVENUE_TYPE]	Defines the default revenue type that will populate when configuring rental amounts for function space. Valid values: Select from the configured revenue types.
<b>MEASUREMENT</b> [MEASUREMENT]	Specifies the measurement system used for the function space. Valid values: <ul style="list-style-type: none"> <li>METRIC</li> <li>IMPERIAL</li> </ul>
<b>NO SPACE WARNING IN EVENT SEARCH</b> [NO_SPACE_WARNING_IN_EVENT_SEARCH]	Status for which users will be warned that one or more events exist that do not have space assigned. The message will only appear when the search criteria includes Block ID. Valid values: Multi-select from the configured status codes.

## OPERA Controls — Exports

The following tables outline the functions, parameters and settings that can be configured in the OPERA Controls Exports group.

**Table 11-30 OPERA Controls — Exports Functions**

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>GENERAL EXPORTS</b> [GENERAL_EXPORTS]		Activates the ability to configure and generate General, Membership, and Back Office export files.

**Table 11-31 OPERA Controls — Exports Parameters**

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>USE BACK OFFICE EXPORT MAPPING</b> [BACKOFFICE_EXPORT_MAPPING]		Activates export mapping for back office exports.
<b>USE COUNTRY SPECIFIC EXPORTS</b> [COUNTRY_EXPORTS]		Activates the Export functionality for country specific requirements.
	<b>GROUP MASTER UDF FIELD</b> [GROUP_MASTER_UDF]	Specifies the two digit numeric value of the reservation UDFC field for the group master flag (IT-Alloggiati). Valid values: <ul style="list-style-type: none"> <li>• 01–40</li> </ul>
	<b>CMFLEX PROPERTY KEY</b> [CMFLEX_KEY]	Specifies the property key for CMFlex export [Brazil].
	<b>CMFLEX FISCAL QUEUE NAME</b> [CMFLEX_QUEUE_NAME]	Specifies the fiscal queue name for CMFlex export [Brazil].
	<b>CMFLEX PROFILE UDF FIELD CORRESPONDING TO CNPJ</b> [CMFLEX_UDF_CNPJ]	Specifies the profile UDF field corresponding to CNPJ for CMFlex export [Brazil].
	<b>CMFLEX PROFILE UDF FIELD CORRESPONDING TO INSC EST</b> [CMFLEX_UDF_INSC_EST]	Specifies the profile UDF field corresponding to Insc. Est. for CMFlex export [Brazil].

Table 11-31 (Cont.) OPERA Controls — Exports Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>CMFLEX PROFILE UDF FIELD CORRESPONDING TO INSC MUN</b> [CMFLEX_UDF_INSC_MUN]	Specifies the profile UDF field corresponding to Insc. Mun. for CMFlex export [Brazil].
	<b>CMFLEX PROFILE UDF FIELD CORRESPONDING TO CPF</b> [CMFLEX_UDF_CPF]	Specifies the profile UDF field corresponding to CPF for CMFlex export [Brazil].

Table 11-32 OPERA Controls — Exports Settings

SETTING	DESCRIPTION
<b>EXPORT CHARACTER SET</b> [EXPORT_CHARACTER_SET]	Character Set used to write the export files.
<b>ISTAT HOTEL ID</b> [ISTAT_HOTEL_ID]	Hotel ID for Istat Reports/Exports [ITALY]
<b>ISTAT HOTEL KEY</b> [ISTAT_HOTEL_KEY]	Hotel KEY for Istat Export, Lazio Region only [ITALY]
<b>ISTAT NUMBER OF BEDS</b> [ISTAT_NUMBER_OF_BEDS]	Number of Beds for Istat Reports/Exports [ITALY]
<b>ISTAT NUMBER OF RESTROOMS</b> [ISTAT_NUMBER_OF_RESTROOMS]	Number of Restrooms for Istat Reports/Exports [ITALY]
<b>ISTAT NUMBER OF ROOMS</b> [ISTAT_NUMBER_OF_ROOMS]	Number of Rooms for Istat Reports/Exports [ITALY]

## OPERA Controls — Front Desk

The following tables outline the functions, parameters, and settings that can be configured in the OPERA Controls Front Desk group.

Table 11-33 OPERA Controls — Front Desk Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>SERVICE REQUESTS</b> [SERVICE_REQUESTS]		The ability to add a service request to guest and/or reservation for follow-up at a future date. Service Recovery is used to report incidents that occur and require actionable follow-up and subsequent closure by other staff members.
<b>ESIGN REGISTRATION CARD</b> [ESIGN_REGISTRATION_CARD]		Enable eSign Registration Card functionality on reservations for getting electronic Signature and Initials.
	<b>DAYS TO PURGE E-SIGNED REGISTRATION CARDS</b> [ESIGN_REGISTRATION_CARD]	Number of days for e-Signed Registration Cards to be purged after a reservation is checked out.

Table 11-34 OPERA Controls — Front Desk Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>REGISTRATION CARDS</b> [REGISTRATION_CARDS]		Activates registration card functionality.
	<b>DEFAULT REGISTRATION CARD</b> [DEFAULT_REGISTRATION_CARD]	Sets the registration card used by default for all check ins.
	<b>GENERATE REGISTRATION CARDS AT CHECK IN</b> [PRINT_REGCARD_AT_CI]	Generates registration cards at check in. Valid values: <ul style="list-style-type: none"> <li>• NEVER GENERATE</li> <li>• PROMPT TO GENERATE</li> <li>• SELECT DESTINATION</li> </ul>
	<b>PRINT REGISTRATION CARDS FOR ACCOMPANYING GUESTS</b> [PRINT_REGISTRATION_CARDS_FOR_ACCOMPANYING_GUESTS]	Enables the printing of individual registration cards for each accompanying guest from a reservation. The Registration Cards parameter and the Accompanying Guest function must be On for this parameter to be available.



Table 11-34 (Cont.) OPERA Controls — Front Desk Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>AGE THRESHOLD TO PRINT REGISTRATION CARD</b> [AGE_THRESHOLD_TO_PRINT_REGISTRATION_CARD]	Guests for this age or older are eligible for an individual registration card when their profile is used as an accompanying guest. Select a numeric value to represent the minimum age required for a guest to have an individual registration card. The Print Registration Cards for Accompanying Guests parameter must be active for this setting to be available

Table 11-35 OPERA Controls — Front Desk Settings

SETTING	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>CHECK IN PREPAY RULES</b> [CHECK_IN_PREPAY_RULES]		Enables posting anticipated accommodation charges and collecting payment.
	<b>ADVANCE FOLIO PAYMENT TYPE</b> [ADVANCE_FOLIO_PAYMENT_TYPE]	Ability to post in advance anticipated accommodation charges and collect payment of reservation
	<b>MINIMUM NUMBER OF NIGHTS</b> [ADVANCE_PAYMENT_MIN_NIGHTS]	Minimum Number of nights to enforce Reservation Prepay Rules
	<b>PREPAY FOLIO FUNCTION</b> [PREPAY_FOLIO]	Ability to post in advance anticipated charges and collect payment for additional nights in a reservation
<b>CUSTOM CHECK IN STEPS</b> [EXPOSE_ADDITIONAL_CHECKIN_TRAIN_STEPS]		Allows adding steps to the Check In, and provides the option to set the order in which these steps show. The Room Selection and Review Payment steps are required and selected by default.
	<b>DEFAULT CHECK IN STEP</b> [DEFAULT_CHECK_IN_STEP]	When the parameter is on, the Check In defaults to the first step selected in the Custom Check In Steps setting. When the parameter is off, the Check In defaults to the first step that requires attention. When no step requires attention, the Check In defaults to the Verify Payment step.

**Table 11-35 (Cont.) OPERA Controls — Front Desk Settings**

SETTING	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>ROOM MOVE ROOM STATUS</b> ROOM_MOVE_ROOM_S TATUS		During a Room Move, this is the default status of the departing room

## OPERA Controls — General

The following tables outline the functions, parameters, and settings that can be configured in the OPERA Controls General group.

**Table 11-36 OPERA Controls — General Functions**

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>ACTIVATE REPORT SCHEDULER FUNCTIONALITY</b> [REPORT_SCHEDULER]		Activates the Report Scheduler functionality. You can schedule reports to auto generate periodically in a variety of file formats. You can also schedule reports to e-mail to a recipient.
<b>ENROLLMENT</b> [ENROLLMENT]		Enables the membership enrollment feature for integrated loyalty systems.
	<b>ENROLLMENT SYSTEMS THAT ARE ACTIVE TO OPERA</b> [ENROLLMENT_TYPE]	Enables the ability to attach external files to reservations and group blocks. Files are retained for life of the reservation and purged after departure.
<b>FILE ATTACHMENTS</b> [ATTACHMENTS]		Enables the ability to attach files (<10MB) to Profiles, Reservations, Blocks and Activities. <ul style="list-style-type: none"> <li>Reservation and Block attachments are retained for the life of the reservation or block and purged after departure.</li> <li>Activity attachments are purged along with the purge of an Activity.</li> <li>Profile attachments are purged along with the purge of a Profile.</li> </ul>
<b>LOG IT</b> [LOGBOOK]		Enables the ability to create log book entries for various departments.

Table 11-36 (Cont.) OPERA Controls — General Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>MULTI LANGUAGE</b> [GUEST_LANGUAGE]		Enables multi-language functionality for translation of values on guest stationery. This function also activates alternate name functionality which allows CRS integrated properties to record guest names in the national character set for searching and output on guest stationery.
<b>OWNER</b> [OWNER]		Provides the ability to define and associate a sales owner code for each account (company/agent) profile and business block. The owner code can be referenced for filter criteria within reporting and searching within the application.
<b>TEXT MESSAGE HANDLING</b> [SMS_CONFIRMATIONS]		Activates integration to SMS service providers for SMS text message delivery of confirmations, guest messages and queue room ready notifications to guests plus queue rush rooms alerts to housekeeping room attendants.  Requires a subscription with local SMS service provider that supports email-to-sms or HTTP POST.
<b>TRACK IT</b> [TRACK_IT]		Track-It enables the management of tasks for the delivery and collection of guest luggage, vehicles, parcels, and other items which need to be tracked.  Track-It also supports tracking of lost and found items.  Track-It functionality is also available on a smartphone via the OPERA Cloud / mobile web application.
	<b>DEFAULT PARCEL LOCATION</b> [DEFAULT_PARCEL_LOCATION]	Specifies the default location for Parcel type.
	<b>DEFAULT PARCEL ACTION</b> [DEFAULT_PARCEL_ACTION]	Specifies the default action for Parcel type.
	<b>DEFAULT PARCEL TYPE</b> [DEFAULT_PARCEL_TYPE]	Specifies the default type for Parcel type.
	<b>DEFAULT VALET LOCATION</b> [DEFAULT_VALET_LOCATION]	Specifies the default location for Valet type.

Table 11-36 (Cont.) OPERA Controls — General Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>DEFAULT VALET ACTION</b> [DEFAULT_VALET_ACTION]	Specifies the default action for Valet type.
	<b>DEFAULT VALET TYPE</b> [DEFAULT_VALET_TYPE]	Specifies the default type for Valet type.
	<b>DEFAULT BAGGAGE LOCATION</b> [DEFAULT_BAGGAGE_LOCATION]	Specifies the default location for Baggage type.
	<b>DEFAULT BAGGAGE ACTION</b> [DEFAULT_BAGGAGE_ACTION]	Specifies the default action for Baggage type.
	<b>DEFAULT BAGGAGE TYPE</b> [DEFAULT_BAGGAGE_TYPE]	Specifies the default type for Baggage type.
	<b>DEFAULT LOST LOCATION</b> [DEFAULT_LOST_LOCATION]	Specifies the default location for Lost type.
	<b>DEFAULT LOST ACTION</b> [DEFAULT_LOST_ACTION]	Specifies the default action for Lost type.
	<b>DEFAULT LOST TYPE</b> [DEFAULT_LOST_TYPE]	Specifies the default type for Lost type.

Table 11-37 OPERA Controls — General Parameters

PARAMETER	SETTING	DESCRIPTION
<b>ACCESS EXCLUSION</b> [ACCESS_EXCLUSION]		Enables access exclusion for the block. When a block access exclusion is configured for a business block, specific central reservation offices (CROs) cannot edit the block (i.e., add a new reservation or modify an existing reservation in the block; cancel a reservation in the block, or both).
<b>1099 REPORTING</b> [1099]		Activates 1099 Reporting functionality.

Table 11-37 (Cont.) OPERA Controls — General Parameters

PARAMETER	SETTING	DESCRIPTION
<b>ACTIVATE TEMPLATE TASKS ON ALL DEPENDENT PROPERTY ROLES</b> [TEMPLATE_TASK_ACTIVATION_ON_PROPERTY_ROLES]		Activates newly selected or deselected template tasks for all dependent property roles.
<b>ENABLE WATERMARK FOR REPORTS</b> [REPORT_WATERMARK]		Enables adding a watermark to all reports created in PDF format.
<b>INFORMATION COLLECTION</b> [INFORMATION_COLLECTION]		Activate Information Collection functionality to allow for the collection of information at specific locations in OPERA. This includes the ability to configure which type of information collection functionality is active in the property.
	<b>INFORMATION COLLECTION METHODS SETTING</b> [INFORMATION_COLLECTION_METHODS]	Select the method(s) which will be used for Information Collection functionality. <b>Purchase_Order_Details</b> Reservation Purchase Order information.
<b>NUMERIC KEYBOARD FOR ROOM NUMBER</b> [DEVICE_NUMERIC_KEYBOARD]		Activates the mobile device keyboard to default to the numeric keyboard on selection of the Room Number field.
<b>PROPERTY ROLES WITHOUT TEMPLATE</b> [PROPERTY_ROLES_WITHOUT_TEMPLATE]		Enables you to create property roles and assign tasks to the roles without needing to copy roles from template.
<b>REPORTS GLOBAL ONLY</b> [REPORTS_GLOBAL_ONLY]		Only display global reports for CRO access.
<b>RESTRICT CREDIT CARD MANUAL ENTRY</b> [RESTRICT_CC_MANUAL_ENTRY]		Prohibits manual inputting of credit card details in payment windows.
<b>STORE IP ADDRESS IN CHANGES LOG</b> [STORE_IP_ADDRESS_USER_ACTIVITY_LOG]		When active the IP Address will be displayed in the Changes Log.
<b>VIEW RECENTLY USED RECORDS</b> [RECENT_USED_RECORDS_MENU]		Shows the View Recent Records within the I Want To Options of the Profile, Reservation, Events, and Block search screens.

**Table 11-38 OPERA Controls — General Settings**

SETTING	DESCRIPTION
<b>BACKGROUND</b> [OPERA9_BACKGROUND]	The color of the strip displayed at the top of the application.
<b>CONFIGURE WATERMARK SETTINGS</b> [REPORT_WATERMARK_MODE]	Specifies the watermark settings to be applied to all reports in all properties where watermark functionality is active. This setting can be overridden by customizing watermarks on the report group or individual report level.
<b>CUSTOM TRANSLATION TYPE</b> [CUSTOM_TRANSLATION_TYPE]	Specifies the chain specific custom translation.
<b>DEFAULT SEARCH MODE</b> [DEFAULT_SEARCH_MODE]	Specifies the default search type used in Manage Profiles, Blocks, and Reservations.
<b>EXPORT CHARACTER SET</b> [EXPORT_CHARACTER_SET]	Specifies the character set used to write the export files.
<b>GOVERNMENT ID</b> [GOVERNMENT_ID]	The government identification associated with the property.
<b>INFORMATION COLLECTION METHODS</b> [INFORMATION_COLLECTION_METHODS]	Select the method(s) which will be used for Information Collection functionality. <ul style="list-style-type: none"> <li>• BR_PROFILE_INFO — Profile Information with Universal Payload tags (Brazil) (PROFILE_OPTIONS, Global Level)</li> <li>• BR_RESERVATION_INFO — Reservation Information with Universal Payload tags (Brazil) (RESERVATION_OPTIONS, Global Level)</li> <li>• EFOLIO_EXPORT — EfolioExport (BEFORE_SETTLEMENT, Global Level)</li> <li>• IT_FATTURA_E_INVOICE — Italy Fattura e-Invoice (RESERVATION_OPTIONS, Global Level)</li> <li>• IT_LOTTERY_NO — Lottery Number (BEFORE_SETTLEMENT, Global Level)</li> <li>• PROFILE_EINVOICE_ADDRESS — Profile eInvoice Address field with Universal Payload tag (PROFILE_OPTIONS, Global Level)</li> <li>• PURCHASE_ORDER_DETAILS — Reservation Purchase Order information.</li> <li>• SA_CUSTOMER_TYPE — Custom Type for Profile (PROFILE_OPTIONS, Global Level)</li> <li>• TW_E_INVOICE — Taiwan e-Invoice (BEFORE_SETTLEMENT, Global Level)</li> </ul>
<b>PROPERTY TAX ID</b> [PROPERTY_TAX_ID]	Specifies the tax identification number for the property.
<b>PROXY CREDENTIALS</b> [PROXY_CREDENTIALS]	Specifies the proxy server's username and password (e.g., username:password).

**Table 11-38 (Cont.) OPERA Controls — General Settings**

SETTING	DESCRIPTION
<b>PROXY SERVER</b> [PROXY_SERVER]	Specifies the proxy server for HTTP calls from within the database server.
<b>PROXY SERVER BYPASS</b> [PROXY_SERVER_BYPASS ]	Specifies the bypass proxy server for the configured local addresses. Addresses are entered separated with , (comma). Whole domains can be entered in the format *:<DOMAIN.NAME>
<b>WEEKEND DAYS</b> [WEEKEND_DAYS]	Specifies the weekend days.

## OPERA Controls — IFC

The following tables outline the parameters and settings that can be configured in the OPERA Controls IFC group.

**Table 11-39 OPERA Controls — IFC Functions**

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>VIDEO CHECKOUT</b> [VIDEO_CHECKOUT]		Activate Video Check Out Functionality. Allows the guest to view their folio and check out from their room via the in-room television.
	<b>VIDEO CHECK OUT START TIME</b> [VIDEO_CO_START]	Time of Day the Video Check Out is to start.
	<b>VIDEO CHECK OUT STOP TIME</b> [VIDEO_CO_STOP]	Time of Day the Video Check Out is to stop.
	<b>VIDEO CHECK OUT EMAIL</b> [VIDEO_CO_EMAIL]	Address used to receive Video Check Out folios. When this setting is configured and when a Video Checkout of a reservation is done, copy of folios are emailed based on this configured email.

**Table 11-40 OPERA Controls — IFC Parameters**

PARAMETER	DESCRIPTION
<b>ADVANCED AUTHORIZATION RULES</b> [ADVANCED_AUTHORIZATION_RULES]	Enables you to define authorization rules based on the Room Type, Room Class, Rate Code, Rate Category, Reservation Type, and Source Code.

Table 11-40 (Cont.) OPERA Controls — IFC Parameters

PARAMETER	DESCRIPTION
<b>EXCLUSIVE TAXES WILL BE POSTED AS ITEMIZERS BY THE POS INTERFACE</b> [EXCL_TAX_BY_IFC]	Posts exclusive taxes as Itemizers by the POS interface.
<b>PAYMENT SERVICES DIRECTIVE</b> [PAYMENT_SERVICES_DIRECTIVE]	Enables Payment Services Directive (PSD2) specifications for the processing of credit card payments and settlements when integrated with an OPI payment provider.
<b>PROMPT FOR TERMINAL</b> [PROMPT_FOR_TERMINAL]	Enables a terminal to be selected for credit card transactions.

Table 11-41 OPERA Controls — IFC Settings

SETTING	DESCRIPTION
<b>ADDRESS CLEANSING SYSTEM</b> [ADDRESS_CLEANSING_SYSTEM]	Specifies the address cleansing system handler. Valid values: <ul style="list-style-type: none"> <li>• ADDRESSDOCTORV4</li> <li>• ADDRESSDOCTORV5</li> <li>• GROUP1CODE1</li> <li>• SAP DATA SERVICES</li> </ul>
<b>DEFAULT KEYS EXPIRY TIME</b> [DEFAULT_KEYS_EXPIRY_TIME]	For room key card use: The setting to use as the default value for the <b>Valid Until Time</b> field in the Create Key screen. Values are reservation Expected Time of Departure (ETD) or the OPERA Controls setting Key Expiry Time as the default on the Valid Until Time field in Create Key screen. The Valid Until Time value sets the time of the day after which the room key card expires. If creating a duplicate key, the previous key Valid Until Time is the default value. Rules: If left blank, the Valid Until Time field in the Create Key screen defaults to the reservation ETD (Expected Time of Departure). If there is no ETD set, then the OPERA Controls setting for Key Expiry Time is used. If the Key Expiry Time setting is not set, then the default is set at 12:00 PM.
<b>IFC CLOUD LOG LEVEL</b> [IFC_CLOUD_LOG_LEVEL]	Overrides the log level of the requests received by OPERA CLOUD from IFC interface. The default is WARNING. This can be set to FINE or FINEST only while troubleshooting an issue with Property Interfaces.
<b>KEY EXPIRY DAYS</b> [KEYS_EXPIRY_DAYS]	Specifies the number of days after the check out date for the key card to expire.
<b>KEY EXPIRY TIME</b> [KEYS_EXPIRY_TIME]	Specifies the time of the day when the key card expires.



**Table 11-41 (Cont.) OPERA Controls — IFC Settings**

SETTING	DESCRIPTION
<b>KEY RESPONSE</b> [KEY_RESPONSE]	Specifies the key response. Valid values: <ul style="list-style-type: none"> <li>NONE</li> <li>WAIT (select to display the Door Locking System's response to the UI)</li> <li>BROADCAST (broadcast the key response when it is available)</li> </ul>
<b>KEY VALID START TIME</b> [KEY_VALID_START_TIME]	For room key card use: The time of day default value for the Valid Start Time field in the Create Key screen. Value is in 24 hour time format. The Valid Start Time value sets the time that the room key card is enabled for use. When left blank the Valid Start Time (when available on the Create Key Screen) populates with the current property system time. If creating a duplicate key, the previous key Valid Start Time is the default value. Note: The Valid Start Time field is available on the Create Key screen when the Property Interface Control <b>Send Valid Start Date/Time</b> check box is checked.
<b>ROOM NUMBER TO WHICH ANY LOST INTERFACE POSTINGS WILL BE SENT</b> [DEFAULT_POSTING_ROOM]	Specifies the room number to which any lost posting (that is, when the reservation information is not valid) is sent.

## OPERA Controls — Inventory Management

The following tables outline the functions, parameters, and settings that can be configured in the OPERA Controls Inventory Management group.

**Table 11-42 OPERA Controls — Inventory Management Functions**

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>RESTRICTIONS</b> [ADVANCE_RATE_RESTRICTION]		Ability to set restrictions on rates and room types for specific dates. Rate strategies rules can be configured to automate restrictions being applied to rates.
	<b>RATE CATEGORY RESTRICTIONS</b> [RESTRICTION_RATECATEGORY]	Enables setting restrictions at the rate category level.

**Table 11-42 (Cont.) OPERA Controls — Inventory Management Functions**

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>RESTRICTION TYPE</b> [RESTRICTION_TYPES]	Specifies the restriction types available at the property. Valid values: <ul style="list-style-type: none"> <li>• Arrival</li> <li>• Departure</li> <li>• Stay Through</li> <li>• Length of Stay</li> <li>• Advance Booking</li> <li>• Length of Stay Not Available</li> </ul>
<b>ROOM CLASS</b> [ROOMCLASS_YN]		Room class functionality enables the allocation of room types to a room class hierarchy. Within OPERA Cloud Services all search panels and reports can be filtered by room class. This is useful for properties with a club floor(s) or different styles of accommodation that operationally need to exclude other rooms types for daily processing.
<b>SELL LIMITS</b> [SELL LIMITS]		Enables overbooking functionality to control the number of rooms that can be booked per room type beyond the physical inventory. Sell limits could also be an under-booking value to prevent the full room inventory from being sold.

**Table 11-43 OPERA Controls — Inventory Management Settings**

SETTING	DESCRIPTION
<b>UPDATE THE ROOM STATUS FOR NO SHOW AND CANCELED RESERVATIONS</b> [UPDATE_NO_SHOW_ASSIGNED_ROOM_STATUS]	Updates the status for no show and canceled reservations. Valid values: <ul style="list-style-type: none"> <li>• CL — Clean</li> <li>• DI — Dirty</li> <li>• IP — Inspected</li> <li>• PU — Pickup</li> </ul>

## OPERA Controls — Look To Book Sales Screen

The following tables outline the functions, parameters, and settings that can be configured in the OPERA Controls Look To Book Sales Screen group.

**Table 11-44 OPERA Controls — Look To Book Sales Screen Functions**

FUNCTION	DESCRIPTION
<b>TURNAWAY FUNCTIONALITY</b> [TURNAWAYS]	Enables the tracking of denied or refused reservations and the associated reason for the turnaway of the reservation for statistical purposes.

**Table 11-45 OPERA Controls — Look To Book Sales Screen Parameters**

PARAMETER	DESCRIPTION
<b>AUTOMATIC CREATION OF PROFILE</b> [AUTO_CREATE_PROFILE]	Automatically creates a profile when no records match the name entered in the search area.
<b>DEFAULT BLANK ARRIVAL DATE</b> [DEFAULT_BLANK_ARRIVAL_DATE]	Sets the arrival date to blank for new reservations.
<b>DISPLAY RATE DESCRIPTION</b> [LTB_DISPLAY_RATE_DESC]	Shows the rate description on the Look To Book Sales screen.
<b>DISPLAY RATE LONG INFORMATION</b> [LTB_DISPLAY_RATE_LONG_INFO]	Shows the rate long information on the Look To Book Sales screen.
<b>DISPLAY RATE SHORT INFORMATION</b> [LTB_DISPLAY_RATE_SHORT_INFO]	Shows the rate short information on the Look To Book Sales screen.
<b>DISPLAY ROOM DESCRIPTION</b> [LTB_DISPLAY_ROOM_DESC]	Shows the room description on the Look To Book Sales screen.
<b>DISPLAY ROOM LONG DESCRIPTION</b> [LTB_DISPLAY_ROOM_LONG_DESC]	Shows the room long description on the Look To Book Sales screen.
<b>SHOW ALTERNATE PROPERTIES</b> [DEFAULT_ALTERNATE_PROPERTIES]	Shows alternate properties while checking availability.
<b>SHOW PROFILE DISCOUNTED RATES</b> [SHOW_PROFILE_DISCOUNTS_IN_RATE_AVAILABILITY]	Apply profile discounts to the negotiated rates displayed in Look to Book Sales screen.

**Table 11-46 OPERA Controls — Look To Book Sales Screen Settings**

SETTING	DESCRIPTION
<b>AUTO EXPAND AVAILABILITY FOR PROPERTIES</b> [AUTO_FETCH_PROP_AVAIL_COUNT]	Shows the property availability for this number of properties when searching.
<b>BLOCK CREATION PROMPT THRESHOLD ROOMS</b> [BLOCK_CREATION_THRESHOLD_ROOMS]	Specifies the number of rooms threshold to prompt for block creation in the Look to Book Sales screen at the time of Book Now.
<b>DEFAULT AVAILABILITY OPTION</b> [DEFAULT_AVAILABILITY_OPTION]	Includes closed rates for rate availability according to this selection. Valid values: <ul style="list-style-type: none"> <li>• Only Available Rates — When the Closed check box is not selected, any closed rates are not shown.</li> <li>• Include Closed Occupancy — When the Closed check box is not selected, closed rates due to occupancy restrictions are still included in the result.</li> <li>• Include Closed Rates — When the Closed check box is not selected, any closed rates are not shown.</li> </ul>
<b>DEFAULT AVAILABILITY VIEW</b> [DEFAULT_AVAILABILITY_VIEW]	Specifies the display set view in the Look to Book screen. Valid values: <ul style="list-style-type: none"> <li>• Initial Display Set</li> <li>• All Display Sets</li> </ul>
<b>DEFAULT DISPLAY SET</b> [O9_DEFAULT_DISPLAY_SET]	Specifies the display set for the Availability grid. Valid values: <ul style="list-style-type: none"> <li>• All active display sets.</li> </ul>
<b>DEFAULT RESERVATION TYPE FOR A NEW RESERVATION</b> [RESERVATION_TYPE]	Specifies the reservation type for a new reservation. Valid values: <ul style="list-style-type: none"> <li>• All configured reservation types that are active for the property.</li> </ul>
<b>LTB ARRIVAL DATE HANDLING</b> [DEFAULT_BLANK_ARRIVAL_DATE]	
<b>LTB ARRIVAL DATE HANDLING FOR HUB</b> [DEFAULT_BLANK_ARRIVAL_DATE_HUB]	

**Table 11-46 (Cont.) OPERA Controls — Look To Book Sales Screen Settings**

SETTING	DESCRIPTION
<b>PROPERTY ORDER</b> [PROPERTY_ORDER]	Specifies the property order pattern on the Look to Book screen. <ul style="list-style-type: none"> <li>• MOSTAVAIL : Most available rooms in descending order</li> <li>• LEASTAVAIL : Least available rooms in ascending order</li> <li>• MOSTPERCAVAIL : Highest percentage of available rooms in descending order</li> <li>• LISTPERCAVAIL : Percentage of available rooms in ascending order</li> <li>• SHORTESTDISTANCE : Shortest distance</li> <li>• DEFAULT : property configuration and search criteria (e.g. distance from city.)</li> </ul>
<b>RESERVATION ORIGIN CODE</b> [DEFAULT_ORIGIN_CODE ]	Specifies the origin code for new reservations.

## OPERA Controls — Membership

The following tables outline the functions, parameters, and settings that can be configured in the OPERA Controls Membership group.

**Table 11-47 OPERA Controls — Membership Functions**

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>AWARD POINTS REDEMPTION</b> [AWARD_REDEMPTION]		Activates the Award Points Redemption functionality.
<b>AWARDS PROGRAM</b> [AWARDS_MODULE]		Activates the Guest Awards Program functionality.
<b>FLEXIBLE BENEFITS AWARDS</b> FLEXIBLE_BENEFITS_AWARDS]		Flexible Benefit Award functionality.
<b>INSTANT REDEMPTION</b> [INSTANT_REDEMPTION]		Activates Instant Redemption Functionality

**Table 11-48 OPERA Controls — Membership Parameters**

PARAMETER	DESCRIPTION
<b>EXPORT AWARDS</b> [MEM_AW_EXP]	Allows you to add data in UDF when creating an export file of awards.

Table 11-48 (Cont.) OPERA Controls — Membership Parameters

PARAMETER	DESCRIPTION
<b>GLOBAL MEMBERSHIP HANDLING</b> [GLOBAL_MEMBERSHIP_HANDLING]	Provides global membership configurations.
<b>GUARANTEED AVAILABILITY FOR MEMBERS</b> [MEMBER_GUARANTEED_AVL]	Activates guaranteed availability functionality for members.
<b>LOYALTY MEMBERSHIP CONFIGURATION</b> [OCIS_MEM_CONF]	Allows configuration of certain aspects of the loyalty primary membership in an environment when loyalty cloud services are not active.
<b>MEMBER PROFILE UPDATE RESTRICTION</b> [MEMBER_PROFILE_UPDATE_RESTRICTION]	When enabled, profile with a membership associated to a reservation, the name on the reservation cannot be changed, nor can the profile be removed from the reservation. Also first name, last name and Merge attributes will not be available.
<b>MEMBERSHIP EXCEPTION</b> [MEMBERSHIP_EXCEPTION]	
<b>MEMBERSHIP LEVEL FOLIO TEXT</b> [MEMBERSHIP_LEVEL_FOLIO]	Enables folio texts for membership levels.
<b>MEMBERSHIP LINK</b> [MEMBERSHIP_LINK]	Enables linking a profile membership of the property default membership type to a reservation with a different profile.
<b>MEMBERSHIP RATES</b> [MEMBERSHIP_RATES]	Activates membership rates for linking a rate code to a membership type/membership level.
<b>PREFERRED CARD</b> [MEM_PREF_CARD]	Permits a member to choose one preferred card.

Table 11-49 OPERA Controls — Membership Settings

SETTING	DESCRIPTION
<b>DEFAULT MEMBERSHIP SOURCE</b> [DEFAULT_MEMBERSHIP_SOURCE]	This is the default source of enrollment that will be appended and added to the membership number when CROSS BRAND RECOGNITION parameter is activated. User should use this application setting to set the enrollment source code that will be added to membership enrolling in this chain.

**Table 11-49 (Cont.) OPERA Controls — Membership Settings**

SETTING	DESCRIPTION
<b>MEMBER INFO DOWNLOAD RANGE (YEARS)</b> [MEMBER_INFO_YRS_RA NGE]	Specifies the number of years that membership information is summarized. Valid values: • 1–9

## OPERA Controls — Profile

The following tables outline the functions, parameters, and settings that can be configured in the OPERA Controls Profile group.

**Table 11-50 OPERA Controls — Profile Functions**

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>CONTACTS</b> [CONTACTS]		Enables the creation of contact profiles linked to company or agent profiles. A guest profile can be flagged as a contact profile also. Contacts can be linked to reservations as the reservation contact.
	<b>ADDRESS TYPE TO COPY WHEN CREATING LINKED PROFILE</b> [COPY_ACC_CON_ADD RESSTYPE_COPY]	Specifies the address information copied automatically when creating a linked profile based on the address type. Valid values: • All configured address types
	<b>DEFAULT CONTACT ADDRESS TYPE</b> [DEFAULT_CONTACT_A DDRESSTYPE]	Specifies the default contact address type. Valid values: • All configured address types
	<b>DEFAULT PHONE TYPE FOR A CONTACT</b> [DEFAULT_CONTACT_P HONETYPE]	Specifies the default phone type for a contact. Valid values: • All configured communication types

Table 11-50 (Cont.) OPERA Controls — Profile Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>PHONE TYPE TO COPY WHEN CREATING LINKED PROFILE</b> [COPY_ACC_CON_PHO NETYPE_COPY]	Specifies the phone information copied automatically when creating a linked profile based on the phone type.  Valid values: <ul style="list-style-type: none"> <li>• Indicates the profile types for which the profile lookup can be conducted Valid values:               <ul style="list-style-type: none"> <li>– D - Guest</li> <li>– C - Company</li> <li>– T- Travel Agent</li> <li>– S - Source</li> <li>– G - Group</li> </ul> </li> </ul> All configured communication types
<b>FUTURE &amp; PAST STAYS</b> [FUTURE_AND_PAST_STAYS]		Enables viewing information from existing future and past reservations connected to a profile.
<b>IATA COMPANY TYPE</b> [IATA_COMP_TYPE_ACTIVATIVE]		Shows the IATA/Company type in company and travel agent profiles.
<b>INCOGNITO</b> [INCOGNITO]		Enables the ability to identify specific guests as incognito and use a pseudonym while resident at the property (celebrities, for example).
<b>KEYWORD</b> [KEYWORD]		Keywords are defined on company and agents profiles and it's possible to search for profiles using keyword value. A keyword example would be AMEX.
<b>PROFILE LOOKUP</b> [LOOKUP]		Enables the ability to perform profile lookup in integrated systems and download profiles to OPERA Cloud.
	<b>FORCE AUTOMATIC CENTRAL LOOKUP</b> [FORCE_AUTO_CENTRAL_LOOKUP]	When active enforces a profile lookup to an external system.
	<b>PROFILE TYPES FOR LOOKUP</b> [PROFILE_LOOKUP_TYPES]	Indicates the profile types for which the profile lookup can be conducted Valid values: <ul style="list-style-type: none"> <li>• D - Guest</li> <li>• C - Company</li> <li>• T- Travel Agent</li> <li>• S - Source</li> <li>• G - Group</li> </ul>



Table 11-50 (Cont.) OPERA Controls — Profile Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>EXTERNAL LOOKUP BEHAVIOR SETTING</b> [EXTERNAL_LOOKUP_BEHAVIOR]	<p>This setting controls how the Profile Look Up results will be displayed. There are three options available.</p> <ul style="list-style-type: none"> <li>When set to <b>Force</b>, External Lookup will be done when no matches are found in OPERA Cloud. Results tab for default external interface will be displayed if no local matches are found.</li> <li>When set to <b>Simultaneous</b>, external profile lookup will be done regardless of matches found in OPERA Cloud. Tabs for the OPERA Cloud local results and external system results will be populated.</li> <li>When set to <b>Manual</b>, external profile lookup will not be automatically performed. User will have the ability to select a tab for the external system they would like to see results from.</li> </ul>
	<b>DEFAULT EXTERNAL SYSTEM FOR LOOKUP</b> [DEFAULT_EXTERNAL_SYSTEM_FOR_LOOKUP]	The Default External System for Lookup. Applicable when External Lookup Behavior setting = Simultaneous or Force
<b>PROFILE MAILING PRIVACY</b> [PRIVACY]		Enables the privacy panel displaying fields related to guest to opt-in or opt-out of receiving promotional mailings.
	<b>PRIVACY DEFAULT</b> [PRIVACY_DEFAULT_OPTED_IN]	<p>Defaults the following options in the Correspondence panel for new Guest and Contact profiles:</p> <ul style="list-style-type: none"> <li>Include in Promotional Mailings / Email</li> <li>Allow contact via phone</li> <li>Allow contact via SMS / Text Message</li> <li>Send information from Third Parties</li> <li>Participate in Market Research</li> <li>Allow Contact via Email.</li> </ul>
<b>PROFILE PROTECT</b> [PROFILE_PROTECT]		Enables the ability to lock a profile subscribed with an external system, to prevent updates in OPERA Cloud. Users with the Override Profile Protection tasks assigned to the role(s) may override the protection.

Table 11-50 (Cont.) OPERA Controls — Profile Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>PROFILE PROTECTION</b> [PROFILE_PROTECTION]	Enables specifying the type of profile protection. Valid values: <ul style="list-style-type: none"> <li>By Profile Type: Configure profile protection rules per profile type.</li> <li>By Profile: Enables a protection flag in the profile overview panel of each profile; when active the profile protection rules are then applied. See <a href="#">Configuring Profile Protection</a>.</li> </ul>
<b>PROFILE REVENUE BUCKETS</b> [PROFILE_REVENUE_BUCKETS]		Shows revenue bucket summary information on the Reservation History screen within profile statistics.
<b>RELATIONSHIPS</b> [RELATIONSHIPS]		With this enabled, various relationship between the profiles can be established. Family relationship such as mother-daughter or corporate relationship such as parent-company and subsidiary are configurable. Rate entitlements (negotiated rates) can also be inherited to related profiles using relationships.
	<b>RELATIONSHIPS RATE INHERIT</b> [RELATIONSHIPS_RATE_INHERIT]	Enables reservations to inherit rates from associated relationships of profile types.
<b>VIP</b> [VIP_STATUS]		Track VIP level on guest profiles and filter reservation searches and reports based on VIP value..

Table 11-51 OPERA Controls — Profile Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>ADVANCED TITLE</b> [ADVANCED_TITLE]		Enables advanced title configuration.
<b>ALLOW DUPLICATE IDS</b> [ALLOW_DUPLICATE_IATA]		Permits duplicate IDs for travel agent, source, and company profile types.
<b>AUTO GENERATE CLIENT ID</b> [AUTO_GENERATE_CLIENT_ID]		Generates an ID automatically for an OPERA profile if the ID is empty. This ID is Client ID for Guest/Group, Corporate ID for Company, and IATA for Travel Agent/Source.

Table 11-51 (Cont.) OPERA Controls — Profile Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>GENERATE ID FOR PROFILE TYPES</b> [AUTO_GENERATE_ID_TYPES]	Indicates the profile types for which the client ID will be generated automatically.
<b>BYPASS CORP ID VALIDATION</b> [BYPASS_CORP_ID_VALIDATION]		When enabled, If a ZZ is placed in front of Corp ID by the user, OPERA does not initiate the number validation process.
<b>EXTENDED ACCOUNT NAME SEARCH</b> [EXTENDED_ACCOUNT_NAME_SEARCH]		Account Name Search to Include Name 2 and Name 3. Using this search may increase the search time.
<b>E-CERTIFICATE REDEMPTION</b> [ECERTIFICATE_REDEMPTION]		Activates the e-Certificate functionality.
<b>EXCLUDE RESTRICTED PROFILES FROM PURGE</b> [PURGE_EXCLUDE_CASH_BLOCK_IND]		Exclude Restricted Profiles from purge routine.
<b>IATA VALIDATION</b> [IATA_YN]		Validates the IATA number entered in the profile. All numbers are checked against the IATA validation routine. A new option is available enabling subscribers to perform Travel Agency IATA validation using the IATA Rest API. Validation occurs when profiles are updated with information provided by IATA (based on subscription level).
<b>PERSONAL INFORMATION PROTECTION</b> [PERSONAL_INFORMATION_PROTECTION]		Activates additional security procedures which include anonymization of profile data.
	<b>NUMBER OF DAYS UNTIL ANONYMIZATION</b> [NUMBER_OF_DAYS_FOR_ANONYMIZATION]	Defines the number of days after the last activity occurs in which the requested profile can be anonymized.
<b>PROFILE DISCOUNTS</b> [PROFILE_DISCOUNTS]		Enables configuring discounts for negotiated rates.

Table 11-51 (Cont.) OPERA Controls — Profile Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>DEFAULT PROFILE DISCOUNT REASON SETTING</b> [DEFAULT_PROFILE_DISCOUNT_REASON]	Specifies the default discount reason in the Discount Reason field of the reservation when a profile with a discount is attached. Valid values: <ul style="list-style-type: none"> <li>All configured reservation discount reasons.</li> </ul>
	<b>PROFILE DISCOUNTS PRIORITY SETTING</b> [PROFILE_DISCOUNTS_PRIORITY]	Specifies the priority when applying profile discounts on a reservation when multiple eligible profiles exist. Valid values: <ul style="list-style-type: none"> <li>Profile Type (Company, Travel, Guest, Group, Contact)</li> <li>Lowest</li> </ul>
<b>PROFILE NAME VALIDATIONS</b> [PROFILE_NAME_STRING]		Performs a match and validation on a configured profile type and name string each time a new profile is manually created from Profile Search or from Account Search to see if the name string matches with the profile type.
<b>PROPERTY ACTION CODES</b> [PROPERTY_ACTIONCODES]		Specifies if profile action codes are property specific.
<b>RESTRICT PROFILE MERGE WITH CURRENT AND FUTURE RESERVATIONS</b> [DISALLOW_PROF_MERGE_CURR_FUT_RESV]		Enables merging source and travel agent profiles with current or future reservations.
<b>RESTRICTION / FLAGGED REASONS</b> [RESTRICTION_FLAGGED_REASONS]		Enables specifying a list of values for profile restriction and AR flagged reasons.
<b>SALES INFORMATION</b> [SALES_INFORMATION]		Activates Sales Information functionality.
	<b>PROPERTY COMPETITION CODES</b> [PROPERTY_COMPETITION_CODES]	Determines if property competition codes are property specific or centrally administered.
	<b>PROPERTY PRIORITY</b> [PROPERTY_PRIORITY]	Determines if property priorities are property specific or centrally administered.
	<b>PROPERTY ROOMS POTENTIAL CODES</b> [PROPERTY_ROOMS_POTENTIALS]	Determines if property rooms potential codes are property specific or centrally administered.

Table 11-51 (Cont.) OPERA Controls — Profile Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>SUBSCRIPTION MANAGEMENT</b> [SUBSCRIPTION_MGMT]		This parameter activates profile subscription management functionality. When OPERA Cloud is integrated to OPERA Customer Loyalty Tracking, profiles can be subscribed to one or more properties within the chain. When a profile is updated by a property, the changes will be automatically updated to all subscribed properties.

Table 11-52 OPERA Controls — Profile Settings

SETTING	DESCRIPTION
<b>COMPANY ADDRESS TYPE</b> [COMPANY_ADDRESS_TYPE]	Specifies the default address type for non-guest profiles. Valid values: <ul style="list-style-type: none"> <li>All active address types, except for the Protected address type.</li> </ul>
<b>COMPANY PHONE TYPE</b> [COMPANY_PHONE_TYPE]	Specifies the default phone type for non-guest profiles. Valid values: <ul style="list-style-type: none"> <li>All phone types.</li> </ul>
<b>DEFAULT MEMBERSHIP TYPE</b> [DEFAULT_MEMBERSHIP_TYPE]	Populates the selected membership type automatically when adding a new membership to a profile and the membership used for linking a profile membership to a reservation. Valid values: <ul style="list-style-type: none"> <li>All active membership types.</li> </ul>
<b>GUEST ADDRESS TYPE</b> [INDIVIDUAL_ADDRESS_TYPE]	Specifies the default address type for a guest profile. Valid values: <ul style="list-style-type: none"> <li>All configured address types, except for the Protected address type.</li> </ul>
<b>GUEST EMAIL TYPE</b> [GUEST_EMAIL_TYPE]	Specifies the default email type for a guest profile. Valid values: <ul style="list-style-type: none"> <li>All configured email types.</li> </ul>
<b>GUEST PHONE TYPE</b> [INDIVIDUAL_PHONE_TYPE]	Specifies the default phone type for a guest profile. Valid values: <ul style="list-style-type: none"> <li>All configured phone types.</li> </ul>
<b>PURGE ADDRESS COUNTRY</b> [PURGE_ADDRESS_COUNTRY]	Purges guest profiles only from the selected country codes. Valid values: <ul style="list-style-type: none"> <li>All country codes.</li> </ul>
<b>PURGE DAYS</b> [INACTIVE_DAYS_FOR_GUEST_PURGE]	Purges guest profiles after this number of days of no activity. Valid values: <ul style="list-style-type: none"> <li>90 — 3650</li> </ul>

**Table 11-52 (Cont.) OPERA Controls — Profile Settings**

SETTING	DESCRIPTION
<b>PURGE DAYS FOR INCOMPLETE PROFILES</b> [PURGE_INCOMPLETE_PROFILE_DAYS]	Purges guest profiles after this number of days of no activity and without Address1, Address2, and a defined Communication Method (for example, phone, fax, or email). Valid values: <ul style="list-style-type: none"> <li>Any number of days.</li> </ul>
<b>PURGE LAST STAY DAYS</b> [PURGE_LAST_STAY_DAYS]	Purges guest profiles after this number of days of no stay activity. Valid values: <ul style="list-style-type: none"> <li>Must be greater than the number of the Purge Days setting.</li> </ul>
<b>PURGE MINIMUM STAYS</b> [PURGE_MIN_STAYS]	Purges guest profiles whose number of stays is less than this number. Valid values: <ul style="list-style-type: none"> <li>1 — 20, or null.</li> </ul>
<b>RESTRICT PROFILE FIELDS CHANGES AFTER FOLIO CREATION</b> [O9_RESTRICT_FOLIO_PROFILE_CHANGES]	Restricts users from changing profile fields after a folio has been created for a payee and/or guest. Valid values: <ul style="list-style-type: none"> <li>Name</li> <li>Tax ID</li> </ul>
<b>SCHEDULED ACTIVITIES</b> [PROFILE_ACTIVITIES]	Enables viewing reservation activities / scheduled activities. Valid values: <ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>
<b>STORED ID DOCUMENT IMAGE TYPE</b> [OPERA9_ID_DOCUMENT_STORED_IMAGE_TYPE]	Type of image to be stored from scanned ID documents: <ul style="list-style-type: none"> <li>NO IMAGE</li> <li>FULL IMAGE</li> <li>FACE IMAGE</li> </ul>

## OPERA Controls — Rate Management

The following tables outline the functions, parameters, and settings that can be configured in the OPERA Controls Rate Management group.

**Table 11-53 OPERA Controls — Rate Management Functions**

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>ADVANCED DYNAMIC BASE RATES</b> [ADVANCED_DYNAMIC_BASE_RATES]		Advanced Dynamic Base Rates Functionality. Dependent rates can be configured in which they are dynamically based off of other rate codes by rate set.

Table 11-53 (Cont.) OPERA Controls — Rate Management Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>ADVANCED PACKAGES</b> [ADVANCED_PACKAGES]		Enables allowance based package items to be configured . Allowances defines a maximum spend only with the actual revenue for the package item posted via an external system such as point of sale or video system . OPERA Cloud accurately tracks allowances and revenue offset and handles any under-consumption or overage.
<b>BASE RATES</b> [BASE_RATES]		Enables a rate code pricing schedule to be derived from pricing schedule of another rate code, adjusted by a flat amount of percentage. When the pricing schedule is updated from the parent rate all derived rates are adjusted accordingly.
	<b>BASE RATE EXTRA PERSON CALCULATION</b> [BASE_CALC_EXTRA_PERSON]	Applies base rate calculations to extra adult and extra child amounts.
<b>BEST AVAILABLE RATES</b> [BEST_AVAILABLE_RATES]		Enables logic to determine and display the best available rate per room type in the Look to Book sales screen for new reservations.
	<b>BEST AVAILABLE RATE TYPE</b> [BEST_AVAILABLE_RATE_TYPE]	Determines how to handle Best Available Rates (BAR). Valid values: <ul style="list-style-type: none"> <li>• BAR BY DAY — Up to 25 rate codes per day can be configured for consideration of the best available rate. The rate query returns up to four rate amounts per room type for the best available rate.</li> <li>• BAR BY LOS — The best available rate is determined based on the length of stay. Only one rate code per length of stay per day can be created as the best available rate. The rate query only shows one rate amount per room type as the best available rate.</li> <li>• BEST BAR BY DAY — Out of all best available rates, only the best rate code shows. Also, you can set up BAR based rate codes to calculate the rate amount based on the best BAR rate code's amount.</li> </ul>
<b>CHILD RATES BY DEFINED BUCKETS</b> [CHILD_RATES]		Controls display of child rate fields in rate configuration and Look to Book Sales screen - the rate amount for stay is calculated based on child age range buckets.

Table 11-53 (Cont.) OPERA Controls — Rate Management Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>FREE CHILD RATES BY DEFINED BUCKETS</b> [FREE_CHILD_RATES]	Controls whether child rate bucket fields (0 - 2, etc.) appear; Enables free stay for one child when x-number of children are booked per room.
	<b>MIN AGE RATE BUCKET 1 SETTING</b> [MIN_CHILD_AGE_BUCKET1]	Defines the lower number of bucket 1 (i.e., the 0 of 0 - 2).
	<b>MAX AGE RATE BUCKET 1</b> [MAX_CHILD_AGE_BUCKET1]	Defines the upper number of bucket 1 (i.e., the 2 of 0 - 2).
	<b>MIN AGE RATE BUCKET 2</b> [MIN_CHILD_AGE_BUCKET2]	Defines the lower number of bucket 2 (i.e., the 4 of 4 - 6).
	<b>MAX AGE RATE BUCKET 2</b> [MAX_CHILD_AGE_BUCKET2]	Defines the upper number of bucket 2 (i.e., the 6 of 4 - 6).
	<b>MIN AGE RATE BUCKET 3</b> [MIN_CHILD_AGE_BUCKET3]	Defines the lower number of bucket 3. That is 8 of 8 - 10).
	<b>MAX AGE RATE BUCKET 3</b> [MAX_CHILD_AGE_BUCKET3]	Defines the upper number of bucket 3. That is 8 of 8 - 10).
	<b>RATE BUCKET 4</b> [CHILD4_LABEL]	Specifies the label for the fourth rate bucket. Rate amounts cannot be defined for this bucket in rate code configuration. The field and label only show in reservations.
	<b>RATE BUCKET 5</b> [CHILD5_LABEL]	Specifies the label for the fifth rate bucket. Rate amounts cannot be defined for this bucket in rate code configuration. The field and label only show in reservations.
<b>DAILY RATES</b> [DAILY_RATES]		When active the price for a rate can be defined on a daily basis rather than date range. A maximum of 10 daily rate codes can be configured for per property.
	<b>ADVANCED DAILY RATES</b> ADVANCED_DAILY_RATES	An Advanced Daily Rate behaves like a regular Daily Rate with the exception that the pricing schedule is derived from a source "Advanced Daily Base Rate", instead of manually entering a pricing schedule.



**Table 11-53 (Cont.) OPERA Controls — Rate Management Functions**

<b>FUNCTION</b>	<b>RELATED FUNCTION / PARAMETER / SETTING</b>	<b>DESCRIPTION</b>
	<b>DAILY RATES MAX DAYS SETTING</b> [DAILY_RATES_MAX_DAYS]	Specifies the maximum number of days that can be configured for the daily rates functionality.
<b>DAY TYPES</b> [DAY_TYPES]		Day type codes can be configured to either increased or decreased the rate for eligible rate codes on selected dates on a calendar.  Without having to create new pricing schedules rates can be adjusted on specific days throughout a year for event such as a public holiday or Easter.  Note - OTA's and other external systems do not support day type rate adjustments.
<b>DYNAMIC BASE RATES</b> [DYNAMIC_BASE_RATES]		Enables you to setup derived rate codes which dynamically calculates price based on daily or regular rate code, with option to compare with a static pricing schedule on derived rate to offer the lowest rate of the two.
<b>NEGOTIATED RATES</b> [NEGOTIATED_RATES]		Ability to save one or more rate codes on a profile. When creating new reservation for existing profile in Look to Book sales screen OPERA Cloud will display the negotiated rate for profile to ensure the correct rate is quoted to the caller.
<b>OCCUPANT THRESHOLD PRICING METHOD</b> [OCCUPANT_THRESHOLD_PRICING_METHOD]		Enables the pricing method that calculates an extra charge based on the occupants.
<b>PROMOTIONS MODULE</b> [PROMOTIONS_MODULE]		Promotions enables rates codes to linked to a promotion code and sold via query for promotion from Look to Book sales screen; limited used coupons can also be generated for promotions.
	<b>HIDE PROMOTION RATES</b> [HIDE_PROMOTION_RATES]	Hides rate codes attached to promotions in the Look to Book Sales screen unless selecting the specific promotion code.
	<b>PROMOTION COUPON CODES</b> [PROMOTION_COUPON_CODES]	Enables generating limited use coupon codes linked to a promotion code.
<b>RATE CODE APPROVAL</b> [RATE_CODE_APPROVAL]		Allows to set a layer of approval for all Rates prior to them being activated for use across the Enterprise.

Table 11-53 (Cont.) OPERA Controls — Rate Management Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>RATE CODE UPLOAD TO ORACLE DISTRIBUTION</b> [MYFIDELIO_RATE_UPLOAD]		When active, a new component checkbox will be displayed in rate code configuration allowing users to select which rate codes should be uploaded to the Oracle Distribution. This should only be enabled if your OPERA ORS has an Oracle Distribution central connector.
<b>RATE SEASONS</b> [RATE_SEASONS]		Rate seasons enable season codes to be configured with start and end dates. When configuring pricing schedules the season code can be selected.
<b>RATE TIERS</b> [RATE TIERS]		Activates rate tier functionality to configure length of stay tiers and rate schedules by defined lengths of stay.
	<b>RATE TIER DETAILS</b> [RATE_TIER_DETAILS]	Defines the length of stay tiers that rate schedules can be created under.  Valid values: <ul style="list-style-type: none"> <li>• 1-2</li> <li>• 3-7</li> <li>• 8-20</li> <li>• 21+</li> </ul>
<b>REVENUE POSTING BY ROOM TYPE/ROOM CLASS</b> [RATE HEADER MULTIPLE ROOM TRN CODE LINKAGE]		Enables linking multiple transaction codes by Room Class / Room Type on the Financial Details.  Note: If the Revenue Posting by Market Code control is active, this function is used as a secondary posting method.
<b>SUPPRESS RATE</b> [SUPPRESS_RATE]		This functionality supports confidential rates - an 'SR' is displayed instead of the rate amount in Look to Book sales screen and the reservation. Only users with the elevated privilege 'VIEW SUPPRESSED RATE DETAILS' are able to view the rate amount details.

Table 11-54 OPERA Controls — Rate Management Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>ABILITY TO QUOTE RATES IN FOREIGN CURRENCIES</b> [MULTI_CURRENCY]		Enables quoting rates in foreign currencies.

Table 11-54 (Cont.) OPERA Controls — Rate Management Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>REFERENCE CURRENCY CALCULATION</b> [REFERENCE_CURRENCY_CALCULATION]	Determines how the reference currency appears on the folio.  Valid values: <ul style="list-style-type: none"> <li>CURRENT — The reference currency amounts are based on the exchange rate calculation for the date the folio is printed/previewed.</li> <li>ACTUAL — The reference currency amounts are based on the exchange rate calculation for the date the transaction was posted.</li> </ul>
<b>ADVANCED RATE CODE POSTING RHYTHM</b> [ADVANCED_RATE_CODE_POSTING_RHYTHM]		When activated you can define posting rhythms for specific date ranges. You can indicate if the posting rhythm can be repeated within the Stay or Sell segment within the Stay.
<b>DEFAULT MEMBERSHIP FLAG</b> [DEFAULT_MEMBERSHIP_FLAG_ON_RATE_HEADER]		Selects the Membership check box automatically for all newly created rate codes.
<b>MAXIMUM RATE ALLOWED</b> [MAXIMUM_RATE_ALLOWED]		Enables entry of a maximum rate amount for single and double rate amounts on the Rate Schedules screen. This amount is evaluated at the time of booking and substituted for any night where the discount calculated for the rate exceeds the maximum rate amount.
<b>MINIMUM RATE ALLOWED</b> [MINIMUM_RATE_ALLOWED]		Enables entry of a minimum rate amount for single and double rate amounts on the Rate Schedules screen. This amount is evaluated at the time of booking and substituted for any night where the discount calculated for the rate is lower than the minimum rate amount.
<b>PACKAGE PRICING AND AVAILABILITY ATTRIBUTES</b> [PACKAGE PRICING AND AVAILABILITY ATTRIBUTES]		Enables specifying begin and end sell dates on a package and specifying min/max nights and min/max persons for each date range on a package.
<b>PACKAGES SOLD SEPARATELY</b> [PACKAGES_SOLD_SEPARATELY]		Enables flagging packages as Sell Separate in configuration.
<b>PRIVILEGED RATES</b> [PRIVILEGED_RATES]		Activates privileged rates functionality.

Table 11-54 (Cont.) OPERA Controls — Rate Management Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>RATE CODE POSTING RHYTHM</b> [DISCOUNT_FREE_NTS]		When active you can define if the rate code amount posts every night or every X nights.
<b>RATE CODE RESTRICTIONS</b> [RESTRICTION_RATECODE]		Enables setting restrictions at the rate code level.
<b>RATE FLOOR</b> [RATE_FLOOR]		Activates rate floors functionality to set a minimum rate amount for rate schedules.
	<b>RATE FLOOR LEVEL OF CONTROL</b> [RATE_FLOOR_LEVEL_OF_CONTROL]	Determines the level that rate floors are set. Valid values: <ul style="list-style-type: none"> <li>RATE LEVEL</li> <li>ROOM TYPE LEVEL</li> </ul>
<b>RATE OWNERSHIP HANDLING</b> [RATE_OWNERSHIP]		Exposes additional columns on the rate code protection screen for property and central. Also enables flagging rate codes as property or centrally owned.
<b>REFRESH MANUALLY ADDED PACKAGES</b> [REFRESH MANUAL PACKAGES]		Refreshes the attributes of manually added packages on a reservation based on the existing package configuration.
<b>REVENUE POSTING BY MARKET CODE</b> [REVENUE_POSTING_BY_MARKET_CODE]		Determines if revenue posts based on Rate Code Configuration or Market Code Mappings.
<b>SHOW ADD SEPARATE LINE PACKAGES TO RATES IN THE LTB</b> [INCL_PRINT_SEP_PKGS_IN_RATE_QUERY]		Includes packages that are 'Add Rate Separate Line' in the rate amount in the Look To Book Sales screen.
<b>TICKET PACKAGES</b> [TICKET_PACKAGES]		Enables packages to be flagged as a ticket and for tickets to be associated to a reservation and show in a ticket panel for action.

Table 11-55 OPERA Controls — Rate Management Settings

SETTING	DESCRIPTION
<b>DEFAULT PACKAGE TRANSACTION CODE</b> [DFLT_PKG_TRAN_CODE]	Defines the default transaction code for packages on rate codes.

**Table 11-55 (Cont.) OPERA Controls — Rate Management Settings**

SETTING	DESCRIPTION
<b>DEFAULT TRANSACTION CODE</b> [DFLT_TRAN_CODE]	Defines the default transaction code for rate codes. Valid values: <ul style="list-style-type: none"> <li>All transaction codes associated with a Revenue group and In House Sales = N, In House Payment = N, and In House Deposit = N. This excludes comp transaction codes.</li> </ul>
<b>PACKAGE ATTRIBUTES FOR EXTERNAL RATES</b> [PACKAGE_ATTRIBUTES_FOR_EXTERNAL_RATES]	Enables selecting attributes so that the packages with selected attributes can be attached to externally controlled rate codes. Valid values: <ul style="list-style-type: none"> <li>Included in Rate</li> <li>Add Rate Separate Line</li> <li>Add Rate Combined Line</li> </ul>
<b>PACKAGE LOSS</b> [PACKAGE_LOSS]	Defines the package loss transaction code. Valid values: <ul style="list-style-type: none"> <li>All transaction codes except those marked as internal only.</li> </ul>
<b>PACKAGE PROFIT</b> [PACKAGE_PROFIT]	Defines the package profit transaction code. Valid values: <ul style="list-style-type: none"> <li>All transaction codes except those marked as internal only.</li> </ul>
<b>RATE INFORMATION TEMPLATE</b> [RATE_INFO_TEMPLATE]	Defines the rate information template to configure generic text that is common for most rate codes. When configuring rate plans, the rate information template for the property can be populated in the rate code's long information field and further modified to suit the individual rate code as needed.

## OPERA Controls — Reservations

The following tables outline the functions, parameters, and settings that can be configured in the OPERA Controls Reservations group.

Table 11-56 OPERA Controls — Reservations Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>AI ROOM ASSIGNMENT</b> [AI_ROOM_ASSIGNMENT ]		Enables Automated Intelligence Room Assignment feature. AI Room Assignment would understand wear & tear of each room, matches preferences of guests to room features, gap minimization of reservations for each room, understands Accessibility and smoking preferences of guests and then finally assign rooms to guests automatically by saving lot of time for front desk persons.
	<b>LOCK IN DAYS</b> [LOCK_IN_DAYS]	The number of upcoming days for which rooms are assigned.
	<b>ACCESSIBILITY PREFERENCE CODES</b> [ACCESSIBILITY_PREF_CODES]	Preference Codes used to categorize accessibility requests.
	<b>OPTIMIZATION OBJECTIVE</b> [OPTIMIZATION_OBJECTIVE]	Business objective (Guest Satisfaction or Operational Efficiency) to be favored during room assignment. Select "Balanced" to give equal weightage to both objectives.
	<b>ALLOW AUTOMATIC ROOM UPGRADES</b> [ALLOW_AUTOMATIC_ROOM_UPGRADES]	Determines if the room assignment process can automatically upgrade guests according to the settings in Room Types Hierarchy.
<b>ACCOMPANYING GUEST</b> [ACCOMPANYING_GUEST ]		Allows for additional guest profiles to be associated with a reservation to identify multiple guests occupying one room. Eliminates needing to create share reservations.

 **Note:**

This function cannot be used in conjunction with ENHANCED ROOM ASSIGNMENT function or ROOM TYPE AUTO ROOM ASSIGN parameter.

**Table 11-56 (Cont.) OPERA Controls — Reservations Functions**

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>ADVANCE CHECK IN</b> [ADVANCE_CHECK_IN]		<p>Master control that activates the Advance Check In functionality, which provides the option of flagging one or multiple arrival reservations as Advance Checked In reservations with the option to also record the estimated time of return to the property. Housekeeping is alerted of the ETR when performing their tasks.</p> <p>Note: Pseudo room reservations cannot be flagged for Advance Check In.</p> <p>Note: To flag a reservation for Advance Check In the reservation must have a valid payment method.</p>
	<b>AUTO CHECK IN OF            ADVANCED CHECKED            IN RESERVATIONS</b> [AUTO_CHECK_IN_ADVA NCE_CHECK_IN_RES]	<p>Automatically checks in Advance Checked In reservations when the room housekeeping status of the reservation's room number matches the room housekeeping status set in the Room Status for Auto Check In of Advance Checked In Reservations.</p> <p>Available when Advance Check In function is Active.</p> <p>When turned On makes the following available:</p> <ul style="list-style-type: none"> <li>Room Status for Auto Check In of Advance Checked In Reservations setting</li> </ul>
	<b>EXPECTED TIME OF            RETURN (ETR)</b> [EXPECTED_TIME_OF_RE TURN]	<p>Enables the option to provide an Expected Time of Return (ETR) and/or an Expected Time of Return Comment on reservations, and adds ETR search capabilities for arrival reservations when an ETR is provided.</p> <p>Available when the Advance Check In function is Active.</p> <p>Expected Time of Return value is in property time format.</p> <p>Expected Time of Return comment allows up to 200 characters.</p>

Table 11-56 (Cont.) OPERA Controls — Reservations Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>ROOM STATUS FOR AUTO CHECK IN OF ADVANCE CHECKED IN RESERVATIONS</b> [ROOM_STATUS_FOR_AU TO_CHECK_IN_ADVANCE _CHECK_IN_RES]	<p>Defines the room housekeeping status (or multiple statuses) that triggers the Auto Check in for Advance Checked In reservations.</p> <p>Available when Auto Check In of Advance Checked In Reservations parameter is turned On.</p> <p>Values for the room housekeeping status are multi-select from all room housekeeping statuses available at the property.</p> <p>Default list values are Clean and Dirty room status.</p> <p>This list can also show values for Inspected, Pickup and Out of Service when their respective OPERA Control functions for “Inspected Status”, “Pickup Status” and “Out of Service” in Room Management are active.</p> <p>Note: If a value is not set in the Room Status for Auto Check In of Advance Checked In Reservations setting, Advance Checked In reservations will not be automatically checked in even though the Auto Check In Advance Checked In Reservations parameter is On.</p>
<b>ADVANCED DISCOUNT</b> [ADVANCED_DISCOUNT_ REASONS]		<p>The Advanced Discount functionality will enable calculation rules on the discount reasons that can be attached to reservation with the auto attach functionality.</p>
<b>ALERTS</b> [ALERTS]	<b>POPUP ALERTS</b> [FULLSCREEN_ALERTS]	<p>Alerts can be manually entered for a specific reservation and set to display on screen or print. Global alerts rules can also be configured with conditions as to when the alert should trigger. When the condition is met the alert appears on screen or is printed..</p> <p>Shows alerts in a pop-up.</p>
	<b>WELCOME OFFER</b> [WELCOME_OFFER_ALE RT]	<p>Activates the welcome offer alert functionality to offer certain predefined choices for the guest to select upon check in.</p>
	<b>WELCOME OFFER PAYMENT TRANSACTION CODE</b> [WELCOME_OFFER_PAY MENT_TRANSACTION_C ODE]	<p>Defines the transaction code used to settle the Post It transaction selected during the welcome offer process so that it is posted to the PM room specified in the Reservations: Welcome Offer Posting Master application setting.</p>



Table 11-56 (Cont.) OPERA Controls — Reservations Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>WELCOME OFFER OPTIONS</b> [WELCOME_OFFER_OPTIONS]	Specifies the options available for the guest to select as a welcome offer.  Valid values: <ul style="list-style-type: none"> <li>eCoupons: Select eCoupon codes to attach to a reservation.</li> <li>Items: Select and associate a value from item inventory to the reservation.</li> <li>Post It: Select an article from the Post It screen, post and settle to a PM room.</li> </ul>
	<b>WELCOME OFFER POSTING MASTER</b> [WELCOME_OFFER_PM_ROOM]	Defines the Posting Master that the Post It transaction is settled to during the welcome offer process.
<b>CALLER INFORMATION</b> [CALLER_INFORMATION]		Caller information can be entered and tracked for all new and updates to reservation. Caller history details is then available.
<b>CENTRALIZED CONFIRMATIONS</b> [CENTRALIZED_CONFIRMATIONS]		Enables sending centralized confirmation letters via the CRS external system.
<b>COPY RESERVATION</b> [ADD_ON]		Enables the ability to copy (clone) a reservation and make further modifications as needed.
<b>CREDIT RATINGS</b> [ADVANCED_POLICIES]		Credit ratings are profile-based and can be referenced in deposit and cancellation rule configuration. When creating a new reservation or block the credit rating for the linked profile is considered in the calculation of the deposit and cancellation schedule.
<b>DO NOT MOVE ROOM</b> [DO_NOT_MOVE_ROOM]		Enables a Do Not Move flag on the reservation once a room is assigned. Only users with elevated privilege can remove the do not move flag and modify the room number value.

Table 11-56 (Cont.) OPERA Controls — Reservations Functions


FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>ENHANCED ROOM ASSIGNMENT</b> [ENHANCED_ROOM_ASSIGNMENT]		When active, users will have the ability to define the Rating/Points for specific Reservation attributes. OPERA will then use this logic when conducting a Room Assignment during Pre-Arrival planning or at the time of arrival.
		 <b>Note:</b> Cannot be used in conjunction with AI ROOM ASSIGNMENT function or ROOM TYPE AUTO ROOM ASSIGN parameter.
	<b>MEMBERSHIPS IN ROOM ASSIGNMENT WORKFLOW</b> [MEMBERSHIPS_IN_ROOM_ASSIGNMENT_WORKFLOW]	Specifies the membership types for the configured membership levels that are available on the Membership Levels tab of the Room Assignment Workflow used when calculating the hierarchy to assign the best room to the best guest.
<b>FIXED RATES</b> [USE_FIXED_RATE_FUNCTIONALITY]		Enables the ability to manually override the rate amount based on rate code pricing schedule and fix the amount for date(s).
	<b>ALWAYS USE FIXED RATES</b> [ALWAYS_FIXED_RATES]	Stores all reservations created or modified in the system as fixed rate reservations.
	<b>DISCOUNT FOR FIXED RATE</b> [USE_DISCOUNT_FOR_FIXED_RATE]	Calculates the discount for the fixed rate.
	<b>SHARE RATE SPLITTING FOR FIXED RESERVATIONS</b> [SHARE_RATE_SPLITTING_FOR_FIXED_RESERVATIONS]	Enables share rate splitting on reservations marked as fixed with the same rate code.
<b>GUEST LOCATORS</b> [LOCATORS]		Enables the ability to set a temporary location for a particular guest in order to inform other users, such as telephone operators, of the guests' current whereabouts on or off premises.

Table 11-56 (Cont.) OPERA Controls — Reservations Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>ITEM INVENTORY</b> [ITEM_INVENTORY]		Enables functionality to track items that can be added to a reservation or sold via a package code; the stock inventory levels are then tracked as items are sold. The availability of inventory items can then be viewed for each date.
	<b>ITEM INVENTORY POOL</b> [ITEM_INVENTORY_POOL]	Activates the item inventory pool functionality, which enables items to be sold with a maximum pool ceiling quantity.
	<b>ALLOW INVENTORY ITEMS OUTSIDE OF STAY DATES</b> [ALLOW_INV_ITMS_OUTSIDE_STAY]	When activated, Inventory Items can be configured as Outside of Stay Dates which enable you to attach the item beginning before and/or ending after the stay dates of the Reservation.
	<b>SELL CONTROL ITEMS</b> [SELL_CONTROL_ITEMS]	When active, the sale of the item will be restricted if there is no inventory available for the selected dates. Users with the task for Override Item Sell Control will be able to book items when there is no inventory available for the selected dates.
<b>MERGE RESERVATIONS</b> [MERGE_RESERVATIONS]		Enables the option to merge one or more reservations to a main reservation if stay nights are sequential.
	<b>ALLOW MERGE RESERVATIONS FOR FUTURE ARRIVALS</b> [ALLOW_MERGE_FUTURE_ARRIVALS]	When active, the merge reservation option is available for current and future arrivals. If inactive, the merge reservation option is available only for today's arrivals.
	<b>CANCEL REASON CODE FOR MERGE RESERVATIONS</b> [CANCEL_REASON_MERGE_RESERVATIONS]	Choose the Cancel Reason code to be used while reservations(s) are cancelled due to Reservation Merge.
<b>MESSAGES</b> [MESSAGES]		Enables the ability to enter, notify, and print messages for a guest. Messages can be sent to all guests, individually, by group block and other filter criteria. Messages can be flagged received or not received and printed a user-configurable format. With the appropriate interfaces active the messages will trigger the message-waiting lamp on the telephone in guest room or will send the message directly to the video system.

Table 11-56 (Cont.) OPERA Controls — Reservations Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>PRE-REGISTRATION CHECK IN</b> [INTERNET_CHECK_IN]		Activates the pre registration functionality, flagging the reservation as pre-registered for check-in via third-party mobile app or hotel website.
	<b>PRE-REGISTRATION EXTERNAL SYSTEM ALERT</b> [INTERNET_CHECK_IN_ALERT_CODE]	Stores the external system alert code used for alerts created for internet checked-in reservations.
	<b>PRE-REGISTRATION EXTERNAL SYSTEM TRACE</b> [INTERNET_CHECK_IN_TRACE_DEPT]	Stores the external system trace department code used for traces created for internet checked-in reservations.
<b>RESERVATION AUTO-ATTACH ELEMENTS</b> [RESV_AUTO_ATTACH]		When enabled it is possible to configure rules to auto-update new reservations created in OPERA Cloud or received from integration system and populate values to fields and details based on a defined condition. For example – a reservation for a VIP may be auto-updated with a package item for fruit platter or a trace to housekeeping for special amenities to be placed in the room.
<b>RESERVATION CONTACT</b> [RESERVATION_CONTACT]		Specifies whether contact profiles functionality is used/shown on the Reservation screen.
<b>RESERVATION DISCOUNTS</b> [RESERVATION_DISCOUNTS]		When enabled discount fields for flat amount, percentage and reason are enabled on reservation details. The rate amount for eligible rate code can then be adjusted for a reservation by the specified discount amount or percentage.
<b>RESERVATION PREFERENCE SOURCES</b> [CONSOLIDATED_PREFERENCES]		Makes reservation preferences from different external sources functionality available.
	<b>EXCLUSIVE PREFERENCES</b> [EXCLUSIVE_PREFERENCES]	Enables OPERA Cloud to define the exclusive preferences.
	<b>PREFERENCE SOURCE HIERARCHY</b> [PREF_SOURCE_HIERARCHY]	Defines the precedence of the source system for preference.

Table 11-56 (Cont.) OPERA Controls — Reservations Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>RESERVATION TRACES</b> [RESERVATION_TRACES]		Enables the ability to setup actionable date-driven reminders for specific department on a reservation.
<b>RESERVATION UPGRADE</b> [RESERVATION_UPSELL]		Activates the upgrade functionality to control the price of the upgrade and when it is offered. A reservation upgrade option, based on user tasks, is available while booking a new reservation, changing the stay details of an existing reservation, and to offer to arriving guests during the check in process, for reservations that match the upgrade rules and settings.
	<b>ALLOW FIXED RATE RESERVATIONS</b> [ALLOW_FIXED_RATE]	Enables upgrading reservations that have a fixed rate code attached.
	<b>ALLOW RESERVATION DISCOUNTS</b> [ALLOW_RESERVATION_DISCOUNTS]	Enables reservations that have discounts already attached to be available for upgrade.
	<b>ROOM STATUS</b> [ROOM_TYPE_ROOM_STATUS]	Determines the minimum housekeeping status of a room to be offered for upgrade during check-in.
	<b>MAXIMUM LENGTH OF STAY</b> [MAXIMUM_LENGTH_OF_STAY]	Determines the maximum length of stay for a reservation to be considered for an upgrade.
	<b>MAXIMUM NUMBER OF OFFERS DISPLAYED</b> [MAXIMUM_NUMBER_OF_OFFERS]	Specifies the maximum number of upgrade offers available.
	<b>TRANSACTION CODE SETTING</b> [TRANSACTION_CODE]	Specifies the transaction code where the upgrade revenue posts.
	<b>OCCUPANCY LEVEL DETAILS</b> [UPSELL_OCCUP_LEVELS]	Defines the number and ranges for the occupancy levels.
<b>SHARES</b> [SHARES]		Enables the ability to create a share reservations; with more than one reservation allocated to a room for the same stay dates, with the option to split the rate between each reservation and posting charges to each reservation account.

Table 11-56 (Cont.) OPERA Controls — Reservations Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>AUTOMATICALLY CHECK IN SHARE RESERVATIONS</b> [AUTO_CHECKIN_SHARE_WITH_RESERVATION]	Share reservations will be presented for Check In one after the other.
	<b>CUSTOM SPLIT FOR SHARES</b> [CUSTOM_SPLIT_SHARE]	Activate the ability to create sharing reservations with custom split rate amounts.
	<b>ENFORCE SAME STAY DATES FOR SHARING GUESTS</b> [FORCE_SAME_STAY_AMONG_SHARES]	Activate the ability to maintain the same stay dates among sharing reservations.
	<b>ENFORCE SAME RATE CODE FOR SHARING GUESTS</b> [FORCE_SAME_RATE_CODE_AMONG_SHARES]	<ul style="list-style-type: none"> <li>When inactive, share reservations have different rate codes. A pop-up is presented for users to choose and apply changes to all shares when rate code is updated.</li> <li>When active, OPERA Cloud will force the same rate code for all sharing reservations.</li> </ul>
	<b>ENFORCE CREDIT CARD ENTRY FOR CREDIT CARD GUARANTEED DURING BREAK SHARE</b> [CC_REQUIRED_ON_BREAK_SHARE]	During separate share, a list of credit card guaranteed reservations which does not have credit card details will be presented in addition to the payment screen to enter new credit card details to be attached to those reservations.
<b>WAITLIST</b> [WAITLIST_RESERVATION]		Enables the ability to create reservation in waitlist status and confirm the reservation at a future date when the room type or rate availability is open.
	<b>SHOW WAITLIST FOR OPEN RATES</b> [SHOW_WAITLIST_FOR_OPEN_RATES]	Shows the waitlist for open rates on the Look To Book Sales screen. Enables the ability to create reservation in waitlist status and confirm the reservation at a future date when the room type or rate availability is open.
<b>WAKE UP CALLS</b> [WAKEUP]		Enables the ability to setup PBX wakeup calls for reservations.

**Table 11-57 OPERA Controls — Reservations Parameters**

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>ALWAYS SHOW SELL MESSAGES</b> [ALWAYS_SHOW_SELL_MESSAGES]		When inactive, users will not see sell messages in the reservation presentation. Unless, it is a new reservation.
<b>ATTACH TRAVEL AGENT / SOURCE PROFILES TO RESERVATIONS</b> [ALLOW_TA_AND_SOURCE_ON_RESV]		Allow attachment of Travel Agent and Source profiles to reservations.
<b>AUTO CHECK IN ARRIVAL PSEUDO ROOMS</b> [AUTO_CHECKIN_ARRIVAL_PSEUDO_ROOM]		<p>Pseudo room arrival reservations are automatically checked in during End of Day via two additional steps.</p> <ul style="list-style-type: none"> <li>• “Pseudo Rooms Not Checked In” executes prior to update of the business date.</li> <li>• “Pseudo Room Arrivals Next Day” executes after update of the business date.</li> </ul>
<b>AUTO CHECK IN PSEUDO ROOMS AFTER CHECK OUT</b> [AUTO_CHECKIN_PSEUDO_ROOM]		Pseudo room type reservations flagged as "Always Checked In" in <a href="#">Reservation Payment Instructions</a> are automatically copied and checked in after they are checked out. Only applies to pseudo <a href="#">room types</a> setup for Always Checked In.
<b>AUTO CHECK OUT</b> [AUTO_CHECK_OUT]		Auto Check Out provides the ability to initiate a process that will automatically post payments and settle billing windows for departing reservations and then proceed with checking them out. Folios or receipts will not be printed or emailed during this process.



**Note:**

Pseudo [room types](#) are not flagged for Housekeeping to skip the check for Clean/Inspected status.

Table 11-57 (Cont.) OPERA Controls — Reservations Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>AUTO DEPOSIT COLLECTION</b> [AUTO DEPOSIT SCREEN]		The deposit screen on reservations with existing deposit schedules will automatically appear when the user saves the reservation and it may also take the user one step further and automatically open the deposit payment form with deposit amount pre-populated based on configuration.
<b>BLANK OUT METHOD OF PAYMENT FOR ARRIVAL RESERVATIONS</b> [BLANK_OUT_METHOD_OF_PAYMENT_FOR_ARRIVALS]		Blank out method of payment for arrival reservations.
<b>CANCEL ACTIVITY</b> [CANCEL_ACTIVITY]		Allow OPERA Users to send Cancel Activities Message to external system.
<b>CLOSING SCRIPT NEW AND UPDATE RESERVATION</b> [ENDSCRIPT]		Display the Closing Script while creating or updating a reservation on the Look To Book Sales Screen
<b>CONFIRMATION LETTER TO PARTNER SOLUTION</b> CONFIRMATION_EMAIL_TO_PARTNER		When enabled, all confirmation letters will be emailed to a partner solution
	<b>PARTNER EMAIL ID FOR CONFIRMATION LETTER</b> [PARTNER_EMAIL_ADDRESS]	This setting stores the recipient email address of the partner, to override the Confirmation letter send operation. If this setting is left blank, the confirmation letter email is sent to the (guest/caller) recipient email address designated by the user
<b>CONFIRMATION LETTER FOR CANCEL RESERVATION</b> [CONFIRMATION_LETTER_CANCEL_RESERVATION]		Confirmation Letter to be generated when a Reservation is Cancelled.
<b>COPY PROFILE RESERVATION NOTES TO RESERVATION</b> [RESERVATION_COMMENTS]		Reservation Notes on profile will be automatically copied to new reservations



Table 11-57 (Cont.) OPERA Controls — Reservations Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>CREATE INTERNAL CHARGE NUMBER</b> [CREATE_INTERNAL_CHARGE_NUMBER]		<p>Controls the automatic creation of an internal charge number for each reservation.</p> <p>When this parameter is set to Off, no internal charge number will be automatically created for any reservation.</p> <p>When this parameter is set to On, OPERA Cloud will automatically create an internal charge number for each new reservation. The charge number is created at the time that a reservation is created in the property management system. The system will also create an internal charge number when a new reservation is inserted from a third party system. In other words, when this parameter is set to On, the system will create an internal charge number when a confirmation number is generated. Note that when a reservation is moved from one property to another, a new charge card number will be created as the moved to property may support a different format.</p>
	<b>CHARGE NUMBER PATTERN PREFIX</b> [CHARGE_NUMBER_PATTERN_PREFIX]	<p>Enables you to define a specific alpha or numeric code with which the hotel charge card number should begin.</p> <p>Adds a prefix to all newly generated hotel charge card numbers. For example, enter DL in this field if you want all hotel charge card numbers to begin with the letters DL.</p>
	<b>CHARGE NUMBER PATTERN</b> [CHARGE_NUMBER_PATTERN]	<p>Defines the pattern to be used when generating hotel charge card numbers.</p> <p>Multiple selections can be defined for the pattern.</p> <p>For example, you can press Ctrl and click to select PROPERTY and NAME ID from the multi-selection pane. This will tell the system to use the property code and the guest's name ID when creating new hotel charge card numbers. Leave this field blank to use the default Oracle Sequence Number.</p>

Table 11-57 (Cont.) OPERA Controls — Reservations Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>CHARGE NUMBER PATTERN SUFFIX</b> [CHARGE_NUMBER_PATTERN_SUFFIX]	Enables you to define a specific alpha or numeric code with which the hotel charge card number should end. For example, enter ORL in this field if you want all hotel charge card numbers to end with the letters ORL.
	<b>CHARGE NUMBER MAXIMUM SIZE</b> [CHARGE_NUMBER_MAXIMUM_SIZE]	Enables you to define any size limitations to the hotel charge card number. The resulting charge number must contain between five and 60 characters. This is dependent on any restrictions for the 3rd party system.
<b>CROSS BRAND RECOGNITION</b> [CROSS_BRAND_RECOGNITION]		When this parameter is turned ON, Guest members (of a central loyalty membership program) will be recognized by a pop up message when accessing their reservation, this will help the user identify where this guest originally enrolled and treat accordingly.
<b>ENFORCE THE MINIMUM OCCUPANCY SET ON THE ROOM TYPE</b> [ENFORCE_ROOM_TYPE_MIN_OCCUPANCY]		Enforce the Minimum Occupancy set on the Room Type.
<b>EXTERNAL NOTIFICATIONS</b> [RESERVATION_EXTERNAL_NOTIFICATIONS]		Ability to flag a reservation for guest opt-in to receive external notifications related to their stay. Note: Business event configuration and subscription are required to receive notification when this flag is updated on a reservation.
<b>GENERATE KEY PACKETS</b> [CUSTOMIZED_KEY_PACKET_LABELS]		Activates the key packets functionality which allows the Property to generate Key Packet labels for individual or block reservations.
<b>GUEST PAY ONLY FILTER WITHIN THE RATE INFO SCREEN</b> [GUEST_PAY_FILTER_IN_RATE_INFO]		Ability to see the Guest Pay Only Filter within the Rate Info screen.
<b>MANDATORY METHOD OF PAYMENT</b> [MANDATORY_MOP]		Method of Payment is Mandatory at the Time of Reservation.

Table 11-57 (Cont.) OPERA Controls — Reservations Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>MANDATORY ROOM MOVE REASONS</b> [MANDATORY_ROOM_MOVE_REASONS]		Activating this Parameter will make the Reason field mandatory on the Room Move screen.
<b>POPULATE PRIMARY PROFILES FOR RESERVATIONS</b> [POPULATE_PRIMARY_PROFILES_FOR_NEW_RESV]		Populate Primary Company, Travel Agent, and Source profiles for the Guest for New Availability searches.
<b>PRE-AUTHORIZE CREDIT CARDS PRIOR TO CHECK IN</b> [CC_PRE_CHECK_IN_AUTHORIZATION]		Ability to pre-authorize credit cards on reservations up to 10 days prior to check in.
<b>PROPERTY CALENDAR</b> [PROPERTY_CALENDAR]		Activates the property calendar functionality.
<b>QUICK BOOK</b> QUICK_BOOK		When enabled, Quick Book commences with the reservation entry and provides optional access to an Available Rates screen for room type availability and rate pricing details. It also provides access to Analyze Rate screen for review and override of closed rates.
<b>RATE CODE MANDATORY FOR BLOCK PICKUP</b> [RATE_CODE_MANDATORY_BLOCK]		Rate Code Mandatory for Reservations picked up from block.
<b>REFRESH RATES FOR EXTENSION DATES ONLY</b> [REFRESH_RATES_FOR_EXTENSION_DATES_ONLY]		Refresh rates for extension dates only when extending the stay period on an existing reservation.
<b>REINSTATE EARLY DEPARTURE TO LAST DEPARTURE DATE</b> [REINSTATE_TO_LAST_DEPARTURE_DATE]		When reinstating an Early Departure, the departure date to default to the departure date prior to checkout.
<b>RESERVATION LOOKUP</b> [RESERVATION_LOOKUP]		Activates the reservation lookup functionality.

Table 11-57 (Cont.) OPERA Controls — Reservations Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>RESERVATION ROOM FEATURES</b> [RESERVATION_ROOM_FEATURES]		This parameter is used in conjunction with Room Features associated with reservations and profiles. When On, Room Features associated with the reservation are carried over to the room availability screen.
<b>RESERVATIONS SMOKING PREFERENCE</b> [RESERVATION_SMOKING_PREFERENCE]		If active when Assigning a room number for a reservation, populates the Smoking Preference filter based on the Reservation Smoking Preference, not the Profile Smoking Preference.
<b>ROOM TYPE AUTO POPULATE</b> [ROOM_TYPE_AUTO_POPULATE]		Enables Auto Populate check box at Property Level for Room Type Configuration. By selecting this Auto Populate check box, this room type will automatically default for all new Rate Codes in the Room Type field on the Rate Code Header screen.
<b>ROOM TYPE AUTO ROOM ASSIGN</b> [ROOM_TYPE_AUTO_ROOM_ASSIGN]		Enables Auto Room Assign check box at Property Level for Room Type Configuration. By selecting this Auto Room Assign check box, OPERA will auto-assign a room number to a new reservation when a reservation is made for the room type and a room has not been manually assigned for the reservation. This functionality will occur only for newly created reservations should this parameter be active.

 **Note:**

Cannot be used in conjunction with AI ROOM ASSIGNMENT or ENHANCED ROOM ASSIGNMENT function.

Table 11-57 (Cont.) OPERA Controls — Reservations Parameters

PARAMETER	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>ROOM TYPE TO CHARGE</b> [ROOM_TYPE_CHARGE]		Exposes the Room Type to Charge field for reservations. With this Room Type to Charge field, it is possible to have a reservation be inventoried on one room type and charged as if it was of another differing room type.
<b>TA RECORD LOCATOR</b> [TA_RECORD_LOCATOR ]		Allow Travel Agent Record Locator entry and search on Reservation Screen
<b>TRANSPORTATION</b> [TRANSPORTATION]		Enables the Transportation panel in reservation; for entry of arrival and departure transportation requirements. Reservation transport requirements can be listed on the Transport Requirements report.
<b>UNIQUE CONFIRMATION NUMBER FOR LINKED RESERVATION</b> [UNIQUE_LINKED_RES_CONF_NO]		Unique Confirmation Number for Linked Reservation.
<b>ECOUPONS</b> [ECOUPONS]		Activates the eCoupons functionality which allows a property to configure eCoupon code specific for items that can be redeemed in outlets via the Point of Sales system by a guest which will be posted automatically to the specific posting master room.
	<b>ATTACH ECOUPON PRIOR TO THE ARRIVAL DATE</b> [ATTACH_ECOUPONS_PRIOR_ARRIVAL]	When active, eCoupons can be attached to a reservation as soon as the reservation is created. When inactive, the eCoupon panel will be displayed under a reservation only from its arrival date and the user can attach eCoupons only when the reservation arrival date is reached.
<b>TAX FREE GUESTS</b>		Allows the User to make a distinction between Taxable and Tax Free Guests (by Adults & Children) that will be reported on the statistical report for stat_countrybyday as indicated on each reservation.

Table 11-58 OPERA Controls — Reservations Settings

SETTING	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>AUTOMATICALLY REFRESH RATES ON RESERVATION</b> [AUTO RATE REFRESH CRITERIA]		Automatically refresh rates on reservation based on the selected values.
<b>COMMISSION PAY</b> [COMMISSION_PAY]		Select to Pay Commission to the Travel Agent only, Source only or both the Travel Agent and Source attached to the Reservation.
<b>DEFAULT CHAIN COMPANY CONFIRMATION LETTER</b> [DEFAULT_CHAIN_COMP ANY_CONF_LETTER]		Default Chain Confirmation Letter used for Company Profiles.
<b>DEFAULT CHAIN CONTACT CONFIRMATION LETTER</b> [DEFAULT_CHAIN_CONT ACT_CONF_LETTER]		Default Chain Confirmation Letter to be used for Contact Profiles.
<b>DEFAULT CHAIN GROUP CONFIRMATION LETTER</b> [DEFAULT_CHAIN_GROU P_CONF_LETTER]		Default Chain Confirmation Letter to be used for Group Profiles.
<b>DEFAULT CHAIN GUEST CONFIRMATION LETTER</b> [DEFAULT_CHAIN_GUEST _CONF_LETTER]		Default Chain Confirmation Letter used for Guest Profiles.
<b>DEFAULT CHAIN SOURCE CONFIRMATION LETTER</b> [DEFAULT_CHAIN_SOUR CE_CONF_LETTER]		Default Chain Confirmation Letter to be used for Source Profiles.
<b>DEFAULT CHAIN TRAVEL AGENT CONFIRMATION LETTER</b> [DEFAULT_CHAIN_TR_AG ENT_CONF_LETTER]		Default Chain Confirmation Letter to be used for Travel Agent Profiles.

Table 11-58 (Cont.) OPERA Controls — Reservations Settings

SETTING	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>DEFAULT PROPERTY COMPANY CONFIRMATION LETTER</b> [DEFAULT_PROPERTY_CO MPANY_CONF_LETTER]		Default Property Confirmation Letter to be used for Company Profiles.
<b>DEFAULT PROPERTY CONTACT CONFIRMATION LETTER</b> [DEFAULT_PROPERTY_CO NTACT_CONF_LETTER]		Default Property Confirmation Letter to be used for Contact Profiles.
<b>DEFAULT PROPERTY GROUP CONFIRMATION LETTER</b> [DEFAULT_PROPERTY_GR OUP_CONF_LETTER]		Default Property Confirmation Letter to be used for Group Profiles.
<b>DEFAULT PROPERTY GUEST CONFIRMATION LETTER</b> [DEFAULT_PROPERTY_G UEST_CONF_LETTER]		Default Property Confirmation Letter used for Guest Profiles.
<b>DEFAULT PROPERTY SOURCE CONFIRMATION LETTER</b> [DEFAULT_PROPERTY_SO URCE_CONF_LETTER]		Default Property Confirmation Letter used for Source Profiles.
<b>DEFAULT PROPERTY TRAVEL AGENT CONFIRMATION LETTER</b> [DEFAULT_PROPERTY_TR _AGENT_CONF_LETTER]		Default Property Confirmation Letter used for Travel Agent Profiles.
<b>EXTERNAL REFERENCE TO DISPLAY</b> [EXTERNAL_REF_NUMBE R_TO_DISPLAY]		External Reference to display in Reservations Additional Details.
<b>GUEST STAY INDICATION</b> [GUESTSTAY_INDICATIO N]		Controls how the Guest Stay Indicator will show in each Reservation.
<b>MANDATORY AR ACCOUNT FOR DIRECT BILL PAYMENT TYPE</b> [MANDATORY_AR_ACCO UNT_FOR_DIRECT_BILL_ PAYMENT_TYPE]		Create Reservation or check-in is not possible with Direct Bill payment for a reservation with no AR Account.

Table 11-58 (Cont.) OPERA Controls — Reservations Settings

SETTING	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>MAXIMUM NUMBER OF ROOMS PER RESERVATION</b> [RESV_MAX_NIGHTS]		The Maximum Number of Rooms a Reservation can be booked. If a user has the Max Rooms Upper Limit task granted, effective max rooms will be the higher setting between this and Hub level Room Limit Per Reservation setting otherwise lower setting will be effective.
<b>MAXIMUM NUMBER OF NIGHTS — HUB LEVEL</b> [MAX_NO_OF_NIGHTS]		The Maximum Number of Nights a Reservation can be Booked and the maximum length on a business block header. This value is also used to determine In House Bookings that display within the Business Block screen.
<b>MAXIMUM NUMBER OF NIGHTS PER RESERVATION</b> [RESV_MAX_ROOMS]		The Maximum Number of Rooms a Reservation can be booked. If user have a Max Rooms Upper Limit task, effective max rooms will be the higher setting between this and Hub level Room Limit Per Reservation setting otherwise lower setting will be effective.
<b>MAXIMUM RESERVATION ADVANCED BOOKING DAYS</b> [MAX_RESV_ADV_BOOKING_DAYS]		Controls how far into the future from the current business date a reservation can be created.
<b>RESERVATION COLOR DEFINITION</b> [RESERVATION_COLOR_DEFINITION]		<p>A color indicator can be applied to either a reservation or to a guest as a quick reference to users when performing searches. The description for the colors can be anything that is required to uniquely identify specific reservations or guests</p> <ul style="list-style-type: none"> <li>• MARKET_CODE- Use color of the market code selected in the reservation</li> <li>• MEMBERSHIP_LEVEL-Use color of the Levels for Default Membership Type (only visible when a value is defined for Profiles &gt; Default Membership Type)</li> <li>• VIP_LEVEL- Use color of the VIP Level of the Guest (visible when the VIP function is active)</li> <li>• RESERVATION- Use a color selected in the Reservation (Stay Details - Display Color field )</li> <li>• NONE- No Colors</li> </ul>



**Table 11-58 (Cont.) OPERA Controls — Reservations Settings**

SETTING	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>ROLLING NO SHOW</b> [OWNER_NOSHOW]		Reservations with reservation type selected in the parameter will not be automatically no showed during End of Day. Instead the arrival date will be extended to the next day.
	<b>ROLLING NO SHOW PREFERENCE SETTING</b> [ROLLING_NOSHOW_P REFERENCE]	Determines whether the arrival date will be automatically rolled until the departure day (default) or the last night of the reservation.
<b>ROOM DISPLAY ORDER</b> [ROOM_DISPLAY_ORDER ]		In the room lookup screens, the order of the rooms displayed can be least used ascending, least used descending, back to back ascending, back to back descending, ascending, descending or by display sequence based on the parameter set here.
<b>ROOM LIMIT PER RESERVATION — HUB LEVEL</b> [PER_RESERVATION_ROO M_LIMIT]		Maximum Number of Rooms Sold per Reservation.

## OPERA Controls — Room Management

The following tables outline the functions, parameters, and settings that can be configured in the OPERA Controls Room Management group.

**Table 11-59 OPERA Controls — Room Management Functions**

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>BUILDING MANAGEMENT</b> [BUILDINGS]		Provides the ability to configure Buildings and Building Groups and associate Rooms to the Buildings. This configuration can be used with the Task Sheet Work flow functionality to breakout task sheets by buildings.

Table 11-59 (Cont.) OPERA Controls — Room Management Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>COMPONENT SUITES</b> [COMPONENT_SUITES]		Enables the configuration of a virtual room type that is comprised of one or more physical room types. Virtual room numbers are then configured for the component rooms. A component room is typically two or more inter-connecting rooms sold as 1. It is possible to configure rate schedules for component room types as well as the physical rooms. Only 1 reservation for component room type is created, deducting multiple physical rooms from inventory.
<b>DISCREPANT ROOMS</b> [DISCREPANT_ROOMS]		Activate Discrepant Room functionality to identify variance between HK and FO stats of the room.
<b>GUEST SERVICE STATUS</b> [GUEST_SERVICE_STAT US]		Enables a Guest Service Status flag for Do Not Disturb (DND) or Make Up Room to be set for an occupied room (in-house reservation).
<b>HOLD ROOMS</b> [HOLD_ROOMS]		Enables the ability to reserve vacant rooms for a defined period of time. The reservation prevents other users from selecting the held room(s) for assignment to reservations. This function is dependent on Room Conditions function also being active.
<b>HOUSEKEEPING TASK SCHEDULING</b> [FACILITY_MANAGEMENT]		Task scheduling functionality allows for configuration of housekeeping tasks such as Full Service, Light touch, and so on, and facility codes for the items associated with the facility task (such as Hand towel, Bath Amenities, Pillowcase). Task schedules are then configured for each room type with OPERA Cloud determining which task to schedule per day per room. Users with rights can override the computed schedule to customize according to guests unique requirements. Task forecast reports are also available to assist with labor forecasting.
	<b>ADVANCED CREDIT RULES</b> [TASK_ASSIGNMENT_ WORKFLOW]	When active a new option will be available in the setting for Housekeeping Credit for Room Task Rules which will allow a property to allocate credits based on configured rules.

Table 11-59 (Cont.) OPERA Controls — Room Management Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
	<b>ADVANCED TASK SCHEDULING</b>	Task Scheduling based on Rate Codes, Specials, Market Codes and VIP.
	[ADVANCED_FACILITY_TASKS]	This parameter is available when the VIP control in the Profile group is active
<b>INSPECTED STATUS</b> [USE_INSPECTED_STATUS]		Activate the Room Status called Inspected.
<b>MAINTENANCE</b> [MAINTENANCE]		Enables functionality to create maintenance requests for guest rooms. Tasks be can assigned to specific maintenance staff or added to a “pool” of requests. Maintenance functionality is on smartphone as well as desktop/tablet.
<b>OUT OF ORDER</b> [OUT_OF_ORDER]		Enables inventory rooms to be set of our order for a date range; removing the room from the inventory count. A reservation cannot be allocated to a room in out of order status.
<b>OUT OF SERVICE</b> [OUT_OF_SERVICE]		Enables inventory rooms to be set of our service for a date range; out of service rooms are still considered in room inventory count. A reservation can be allocated to a room in out of service status.
<b>PICKUP STATUS</b> [PICKUP_STATUS]		Enables the Pickup (Touch-up) room status to track rooms that require a quick service to return to a clean status.
<b>QUEUE ROOMS</b> [QUEUE_ROOMS]		Enables the ability to place arrival reservations for which the requested room type or room number room status is not ready (such as Inspected) for check-in on Queue. Housekeeping room attendants can view arrival reservations on queue via a mobile device in order to expedite the servicing of the assigned room or allocated room type. Once the room status is ready for check-in an SMS can be sent to the guest informing them their room is ready for check-in.
	<b>QUEUE RUSH TEXT DEFAULT NUMBER</b> [QRUSH_TEXT_DEFAULT_NUMBER]	Default mobile number to which queue rush messages will be sent to.

Table 11-59 (Cont.) OPERA Controls — Room Management Functions

FUNCTION	RELATED FUNCTION / PARAMETER / SETTING	DESCRIPTION
<b>ROOM CONDITIONS</b> [HOUSE_ASSIGNMENT]		Room conditions allow housekeeping to inform front office of the temporary condition of a room – such a king bed unzipped into twin. Rooms conditions can also be used to temporarily remove a vacant ready room from vacant room search; often used for show rooms used by sales staff.
<b>ROOM POOL</b> [ROOM_POOLS]		Enables the ability to group multiple room types together into a generic room type for the purpose of blocking generic room types in block room grids (summary room types).
<b>TASK SHEETS</b> [TASK_ASSIGNMENT]		Activates Task Sheet Assignment functionality. Allows creation of Task Sheets using the Generation of Task Sheets which provides customizable assignments based on the property needs. Task Sheets can be assigned using multiple codes to complete specific tasks for the rooms in the Task Sheet. Task Codes can be created in the Task Sheets jump within Accommodation Management.
	<b>TASK COMPANION TIMER</b> [TASK_COMPANION_TIMER]	Display Timer in the Task Companion. Valid values: <ul style="list-style-type: none"> <li>• <b>DEC</b>— Displays time decreasing.</li> <li>• <b>INC</b>— Displays time increasing.</li> <li>• <b>OFF</b>— Does not display time.</li> </ul>
	<b>ADDITIONAL TASK SHEETS</b> [ADDITIONAL_TASK_ASSIGNMENTS]	Additional task sheets to be created during the 'Generate Automatic Task Assignment' process. Leaving this setting blank keeps the original task assignment functionality. Valid values: <ul style="list-style-type: none"> <li>• <b>DND (Do Not Disturb task sheet)</b> — All rooms that are set to do not disturb on the Guest Service Status screen are assigned to a separate task sheet. This setting is only available when Guest Service Status is active.</li> <li>• <b>NSR (No Service task sheet)</b> — An additional task sheet is created that contains all rooms that are not scheduled for service.</li> </ul>

**Table 11-59 (Cont.) OPERA Controls — Room Management Functions**

<b>FUNCTION</b>	<b>RELATED FUNCTION / PARAMETER / SETTING</b>	<b>DESCRIPTION</b>
<b>TURNDOWN</b> [TURNDOWN]		Enables the ability to manage turndown task request for inhouse reservations. Eligibility for a reservation is derived from room number configuration with users having the ability to modify eligibility for specific reservations (such as blocks). Turndown management provides the statuses of Requested, Not Required, and Completed.

**Table 11-60 OPERA Controls — Room Management Parameters**

<b>PARAMETER</b>	<b>DESCRIPTION</b>
<b>ATTENDANT CONSOLE</b> [ATTENDANT_CONSOLE]	Activates the attendant console functionality.
<b>ATTENDANT SCHEDULE</b> [ATTENDANT_SCHEDULE]	Activates housekeeping attendant scheduling functionality. This parameter can only be activated if Housekeeping Task Scheduling is active.
<b>CONNECTING ROOMS</b> [CONNECTING_ROOMS]	Activates Connecting Rooms functionality.
<b>HOUSEKEEPING SECTIONS</b> [HOUSEKEEPING_SECTIONS]	Housekeeping Sections.
<b>ROOM NUMBER PARITY</b> [HOUSEKEEPING_ROOM_PARITY]	Ability to Filter Search Results Based on Even or Odd Room Numbers in the Housekeeping Board.
<b>TASK COMPANION ASSISTANCE</b> [TASK_COMP_ASSIST_NOTIF]	Controls if the ability to send notifications from the task companion is allowed.
<b>TASK SHEET TEMPLATE</b> [TASK_SHEET_TEMPLATE]	Allows the creation of a task sheet template.

**Table 11-61 OPERA Controls — Room Management Settings**

SETTING	DESCRIPTION
<b>DEFAULT DAY USE ROOM STATUS</b> [DEFAULT_DAY_USE_ROOM_STATUS]	Default Room Status of a Day Use Reservation automatically assigned at check out. If no status is selected the room status will not be changed upon check out.  Valid values: <ul style="list-style-type: none"> <li>CLEAN</li> <li>DIRTY</li> <li>INSPECTED (available when Inspected Status is active)</li> <li>PICKUP (available when Pickup Status is active)</li> </ul>
<b>DEFAULT LINEN CHANGE FREQUENCY</b> [DEFAULT_LINEN_CHANGE_FREQUENCY]	Sets the default change frequency for linens, which is indicated on task sheets. The number provided indicates the number of days in between linen changes. For example, if the value is 2, linens will be added to the task sheet to be changed every second day that the reservation is in-house.  Valid values: <ul style="list-style-type: none"> <li>1+</li> </ul>
<b>HOUSEKEEPING CREDITS</b> [HOUSEKEEPING_CREDITS]	Use Credit Assignments in Housekeeping.  Valid values: <ul style="list-style-type: none"> <li>NONE</li> <li>ROOM NUMBER</li> <li>FACILITY TASK (available when Housekeeping Task Scheduling is active)</li> <li>ROOM_TASK_RULE (calculated based on room number, task weight, and assignment credit rules; available when Housekeeping Task Scheduling is active)</li> </ul>
<b>MAX CREDITS PER ATTENDANT</b> [HK_MAX_CREDITS_PER_ATTENDANT]	Defines the maximum number of credits per attendant.
<b>TASK COMPANION TRACES</b> [HK_TRACE_DEPT]	Select department(s) associated to Housekeeping Traces for displaying current business date traces within the Task Companion.
<b>TRAVELING TASK CREDITS</b> [TRAVELING_TASK_CREDITS]	Defines the number of credits that are being added to a task sheet with rooms from multiple floors. The number of credits entered here will be added for each additional floor.
<b>UPDATE OCCUPIED ROOM STATUS</b> [UPDATE_OCCUPIED_ROOM_STATUS]	The night audit procedure <code>hkpkg.update_room_status_proc</code> will update all occupied rooms to the room status selected here. If no status is selected then the room status of the occupied rooms will not be changed.  Valid values: <ul style="list-style-type: none"> <li>DI (dirty)</li> <li>CL (clean)</li> <li>PU (pickup; available when Pickup Status is active)</li> <li>IP (inspected; available when Inspected Status is active)</li> </ul>

**Table 11-61 (Cont.) OPERA Controls — Room Management Settings**

SETTING	DESCRIPTION
<b>UPDATE VACANT ROOM STATUS</b> [UPDATE_VACANT_ROOM_STATUS]	<p>The housekeeping module of the night audit procedure will update all vacant rooms with a higher room status in the hierarchy to the status selected here. If no status is selected then the room status of vacant rooms will not be changed. The room status hierarchy is either Dirty-&gt;Clean-&gt;Pickup-&gt;Inspected (when Inspected active) or Dirty-&gt;Pickup-&gt;Clean (when Inspected not active).</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>• DI (dirty)</li> <li>• CL (clean)</li> <li>• PU (pickup; available when Pickup Status is active)</li> <li>• IP (inspected; available when Inspected Status is active)</li> </ul>

## Configuring Track It

### Prerequisites for Track It

Track It is used to manage the storage and delivery of guest luggage and parcels; parking of vehicles (valet), and tracking of lost items.

Prior to using Track It, the Track It Types, Track It Locations, and Track It Actions must be configured.

You can then setup defaults for new Track It tickets in [General OPERA Controls](#).

You can also configure images (icons) for Track it Types. Refer to [Image Management](#).

### Track It Types

Track It types are typically items, vehicles, and other valuables belonging to guests. OPERA Cloud lets you organize Track It Types into four pre-defined Track It groups: Baggage, Parcel, Valet, and Lost. Properties configure the Track It types and the groups into which the types belong. The following is an example:

**Table 11-62 Track It Type Examples**

Group	Track It Type Examples
Baggage	Golf Bag, Laptop Bag, Suitcase, Suit-bag
Parcel	Package, Envelope, Flowers
Lost	Eyeglasses, Jewelry, Clothing, Shoes, Watch
Valet	Pickup Truck, Sedan, SUV, Minivan

You can assign Track It types to multiple Track It groups, for example, Suitcase, Laptop, and Golf Clubs might belong to both the Baggage group and the Lost group.

### Track It Locations

Track It locations identify the whereabouts of Parcel, Baggage, Lost, or Valet tickets. For example:

- Parcel, Baggage, or Lost locations might include Storage Room, Guest Room, Front Desk, Building A, Conference Services Desk, Purser, and so on.
- Valet locations might be Carpark L1/Zone1, Carpark L1/Zone2, Car Wash Bay, Driveway, or Porte Cochère.

A location can be defined for multiple Track It groups, and you can configure an unlimited number of locations for each Track It group (for example, Parcel, Baggage, Lost, and Valet).

### Track It Actions

Track It actions are the tasks for a Track It ticket in each Track It group for which you can take action. For example:

- For Parcel or Baggage tickets, actions might be Store in Hold, Deliver to Room, and so on.
- For Lost group, actions might be Hold for Guest or Deliver to Room.
- For Valet group, actions might include Park Vehicle, Retrieve Vehicle, Refuel, Wash, and so on.

Actions have a status which indicates whether the Track It ticket is unresolved/open or resolved/closed .

An Action type 'Deliver' would be marked as Open status, whereas an Action type 'Delivered,' 'Done,' or 'Completed' would be marked as closed (resolved).

For example, you could configure and make available in all Track It groups an Action type 'DONE' with a closed status.

You can configure an unlimited number of actions for each Track It group (that is, Parcel, Baggage, Lost, and Valet).

## Prerequisites for Track It

### OPERA Controls

**Group:** General

**Functions:** Track It

### OPERA Cloud Tasks

Chain and Property Management

- Track It
  - New/Edit Track It
  - Delete Track It

## Configuring Track It Types

### Adding Track It Type

1. From the **Administration** menu, select **Enterprise**, select **Track It**, and then select **Track It Types**.
2. Click **New** and enter the following details:.



- a. **Code:** Enter a code that uniquely identifies the Track It type.
  - b. **Description:** Enter a description of the Track It type.
  - c. Enter an optional **Website URL** for this type. For example, for FedEx or UPS Parcel types, you might want to provide the URL of the tracking site. For immediate access to the tracking site, the web link appears on the Track It ticket details when this type is assigned to the ticket.
  - d. Select the check boxes for the **Track It Group** to which this **Track it type** applies.
  - e. **Sequence:** Enter an optional sequence number indicating the type and order of appearance in a list.
  - f. Select the **Send Message** check box to be prompted to add a message to the reservation when tickets of this type are attached to the guest's reservation (Available when the Guest Messages OPERA Control is active).
    - i. Select a Message Code template to be sent to the reservation, for example, **Please contact concierge to arrange delivery or collection of a parcel received.**
3. Click **Save**.

#### Editing Track It Type

1. From the **Administration** menu, select **Enterprise**, select **Track It**, and then select **Track It Types**.
2. From search results, select the row level **vertical ellipsis** and select **Edit**.
3. Make your updates.
4. Select the **Inactive** check box to make the Type inactive. Inactive types are unavailable when creating or editing ticket records (you cannot delete Types if they have been associated with a ticket number, but you can make them inactive).
5. Click **Save**.

#### Deleting Track It Type

1. From the **Administration** menu, select **Enterprise**, select **Track It**, and then select **Track It Types**.
2. From search results, select the row level **vertical ellipsis** and select **Delete**.
3. Confirm your decision and click **Delete**.

## Configuring Track It Locations

#### Adding Track it Location

1. From the **Administration** menu, select **Enterprise**, select **Track It**, and then select **Track It Locations**.
2. Click **New** and enter the following details:
  - a. **Code:** Enter a unique code that identifies the location.
  - b. **Description:** Enter a description of the location.
  - c. **Track It Group:** Select the Track It groups to which the location is available.

- d. **Sequence:** Select the sequence number that determines the position of the location in lists.
3. Click **Save**.

#### Editing Track It Location

1. From the **Administration** menu, select **Enterprise**, select **Track It**, and then select **Track It Locations**.
2. Enter search criteria and then click **Search**.
3. Select the code then click the **vertical ellipsis** and select **Edit**.
  - a. Update the configuration.
  - b. **Inactive:** Select to make the location inactive. Inactive locations are unavailable when creating or editing ticket records.
4. Click **Save**.

#### Deleting Track It Location

1. From the **Administration** menu, select **Enterprise**, select **Track It**, and then select **Track It Locations**.
2. Enter search criteria and then click **Search**.
3. Select the code then click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Track It Actions

#### Adding Track it Action

1. From the **Administration** menu, select **Enterprise**, select **Track It**, and then select **Track It Actions**.
2. Click **New** and enter the following details:
  - a. **Code:** Enter a unique code that identifies the Action.
  - b. **Description:** Enter a description of the action.
  - c. **Status:** Select Open or Closed for the action's status. Open actions are open / unresolved. Closed actions are completed / resolved.
    - i. **Track It Group:** Select the Track It groups to which the action is available.
    - ii. **Sequence:** Select the sequence number that determines the position of the action in lists.
3. Click **Save**.

#### Editing Track It Action

1. From the **Administration** menu, select **Enterprise**, select **Track It**, and then select **Track It Actions**.
2. Enter search criteria and then click **Search**.
3. Select the code then click the **vertical ellipsis** and select **Edit**.

- a. Update the configuration.
  - b. **Inactive:** Select to make the Track it Action inactive. Inactive Track it Actions are unavailable when creating or editing ticket records.
4. Track it Action

#### Deleting Track It Action

1. From the **Administration** menu, select **Enterprise**, select **Track It**, and then select **Track It Actions**.
2. Enter search criteria and then click **Search**.
3. Select the code then click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

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## Inventory Administration

### Accommodation Management

Accommodation Management enables you to configure a variety of options related to room inventory and rooms management (housekeeping). The available options are dependant on the active controls at your property.

### Housekeeping Section Groups and Sections

Housekeeping Section Groups and Sections can be used to group rooms into sections or divisions meaningful to the housekeeping attendants with respect to floor numbers, various buildings, and group of rooms typically cleaned by one attendant during the day or turndowns during the evening. OPERA allows for both day and evening sections, where the day section is for regular room cleaning and the evening section is for turndown service. When you print the housekeeping report, the dirty rooms can be divided into the sections defined here. This simplifies the process of assigning rooms to attendants for daily cleaning.

### Configuring Housekeeping Section Codes

#### Adding Housekeeping Section Codes

To create housekeeping section codes, do the following:

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management**, and then select **Housekeeping Section Codes**.
2. On the **Housekeeping Section Codes** screen, click **New**. Enter the following details.
  - **Code**: Enter the housekeeping section code. It can only contain numbers.
  - **Description**: Enter an appropriate description for housekeeping section code.
  - **Section Group**: Enter the section group to which the section code belongs. For more information, see [Configuring Housekeeping Section Groups](#)
  - **Target Credit**: Enter the target credit for this section when processing the breakout by section.
  - (view only) **Rooms**: The number of Rooms that are associated with this Section.
  - (view only) **Credits**: The credit value for all the Rooms associated to that Section. (this is the sum of the base credits).
  - **Sequence**: Enter a number to determine the order in which housekeeping section codes are displayed when listed.

- **Inactive:** Select the check box to make the section code inactive. Inactive housekeeping sections are not available for selection when assigning rooms to the day and evening sections on the Manage Rooms screen.
3. Click **Save** to save and exit or click **Save and Continue** to save the Housekeeping Section Code and add another.

### Editing Housekeeping Section Codes

To modify an existing housekeeping section Codes in your property, do the following:

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management**, and then select **Housekeeping Section Codes**.
2. On the Housekeeping Section Codes screen, search and select the required housekeeping section code that you want to edit and then click on the vertical ellipses.
3. Click Edit, edit the Housekeeping Section Codes code **Description**, **Target Credit**, and **Sequence**.
4. Click **Save**.

### Deleting Housekeeping Section Codes

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management**, and then select **Housekeeping Section Groups**.
2. On the Housekeeping Section Codes screen, search and select the required housekeeping code.
3. Click on the vertical ellipses and then click **Delete**.
4. Confirm the deletion.
5. Click **Save**.

## Configuring Housekeeping Section Groups

### Adding Housekeeping Section Groups

Housekeeping Section Groups can be used as hard stops when you Generate Task Sheets. To create housekeeping section groups, do the following:

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management**, and then select **Housekeeping Section Groups**.
2. On the **Housekeeping Section Groups** screen, click **New**. Enter the following details.
  - a. **Code:** Enter the housekeeping section group code. It can contain only numbers.
  - b. **Description:** Enter an appropriate description for housekeeping section group code.
  - c. **Target Credit:** Enter the target credit for this section group when processing the breakout by section.

- d. **Sequence:** Enter a number to determine the order in which housekeeping section group codes are displayed when listed.
3. Click **Save** to save and exit or click **Save and Continue** to save the Housekeeping Section Group and add another.

### Editing Housekeeping Section Groups

To edit an existing housekeeping section Codes in your property, do the following:

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management**, and then select **Housekeeping Section Groups**.
2. On the Housekeeping Section Groups screen, search and select the required housekeeping section group that you want to edit and then click on the vertical ellipses.
3. Click Edit, edit the Housekeeping Section Codes **Description**, **Section Group**, **Target Credit**, and **Sequence**.
4. Click **Save**.

### Deleting Housekeeping Section Groups

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management**, and then select **Housekeeping Section Groups**.
2. On the Housekeeping Section Groups screen, search and select the required housekeeping section groups code.
3. Click on the vertical ellipses and then click **Delete**.
4. Confirm the deletion.
5. Click **Save**.

## Housekeeping Attendants

OPERA enables you to store housekeeping attendant information, daily assignments, and tracks credits or number of rooms cleaned by each attendant. Housekeeping attendants can be assigned to a section or a floor number. Housekeeping attendants can be identified by name or by an attendant number and listed with an active or inactive status. Also, the Housekeeping Attendant functionality lets you create attendant schedules, which identify attendants, their assigned section or floor, working days, and other information. After creating schedules, you can assign the attendants to housekeeping task sheets.

## Configuring Housekeeping Attendant Information

### Adding a Housekeeping Attendant

To add information about a housekeeping attendant, do the following:

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management**, select **Housekeeping Attendants**.
2. Click **New** and enter the following information.
  - a. **Code:** Enter a unique code to identify the housekeeping attendant. The code can contains a maximum of 8 alpha-numeric characters.
  - b. **Description:** Enter the name or information of the housekeeping attendant.

- c. **Application User:** Search and select the application user that you want to associate the attendant. This is useful when using the Task Companion.
  - d. **Section:** Enter the section that you want to assign to the attendant.
  - e. **Floor:** Enter the floor number that you want to assign to the attendant.
  - f. **Mobile Number:** Attendant's mobile phone number. This number can be used to contact the attendant when the General > Text Message Handling application function is Active. For example, text messages can be sent to attendant's cell phones when the Queue Rush Rooms feature is used. See Queue Rush Rooms for details.
  - g. **Working Days:** Select to remove the day(s) of the week from the attendant's schedule. By default, all days of the week are assigned to the attendant. This information is used when assigning task sheets to Attendants. The attendants are shown as available for task sheet assignment on days that are selected here.
  - h. **Inactive:** Select this check box to mark the attendant inactive. If marked inactive, the housekeeping attendant is excluded from the display lists within Housekeeping. Any housekeeping attendant can be inactivated as long as they are not included in any current date task sheets.
3. Click **Save**.

### Editing an Housekeeping Attendant

To modify information about a housekeeping attendant, do the following:

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management**, select **Housekeeping Attendants**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **Vertical Ellipsis** and select **Edit**.
4. Make the required change.
5. Click **Save**.

### Deleting Housekeeping Attendant

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management**, select **Housekeeping Attendants**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **Vertical Ellipsis** and select **Delete**.
4. Click **Delete** and confirm.

## Out of Order and Out of Service Reason Codes

### [Prerequisites Out of Order and Out of Service Reasons](#)

Out of Order (OO) and Out of Service (OS) are two additional housekeeping statuses. These options are used when changing the status for rooms that should not be sold due to damage, maintenance, low occupancy wing, and so on. The difference between the two is:

- Out of Order rooms are removed from room inventory and are not available for assignments to reservations. OO status is typically used for rooms removed from inventory for staff accommodation or for seasonal periods of low occupancy when rooms are dormant and not sold.
- Out of Service rooms remain in room inventory and can still be reserved for a reservation. OS status is typically used for rooms with a temporary maintenance issue not preventing sale of the room.

Out of order rooms are removed from the total room inventory counts, reducing the total number of rooms available in your hotel. Therefore, for the period a room remains out of order, 100% occupancy is calculated based on Inventory Rooms - Out of Order Rooms. For example, if you have a 100-room property and 5 rooms are set to out of order status, 100% occupancy is reached when 95 rooms are occupied. Rooms in Out of Service status therefore impact Average Room Rate and RevPAR calculations.

If a room is placed Out of Service, it is available for the front desk for assignment and it remains in the total room inventory count.

## Prerequisites Out of Order and Out of Service Reasons

### OPERA Controls

**Group:** Room Management

**Functions:** Out of Order

**Functions:** Out of Service

## Configuring Out of Order and Out of Service Reasons

### Adding an Out of Order / Service Reason

1. From the **Administration** menu, select **Inventory**, select **Rooms Management**, and then select **Out of Order /Service Reasons**.
2. Click **New** and complete the following fields:

#### **Note:**

When the multi-property service is active, new Out of Order and Out Of Service codes are created by selecting the Template tab. Once created, you can copy Out of Order and Out Of Service codes to specific properties using the Copy action. See [Copying Configuration Codes to Multiple Properties](#) for more information.

- a. **Code.** Enter a code for the reason.
  - b. **Description.** Enter a Descriptive explanation for the reason code.
  - c. **Sequence.** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save**.



### Editing an Out of Order / Service Reason

1. From the **Administration** menu, select **Inventory**, select **Rooms Management**, and then select **Out of Order /Service Reasons**.
2. Enter search criteria and click **Search**.
3. In the search results, select the **code** and click the **vertical ellipsis**.
4. Click **Edit**.
5. Make the required changes.
6. Click **Inactive** to make a code inactive; inactive codes are not available for selection.
7. Click **Save**.

### Deleting an Out of Order / Service Reason

1. From the **Administration** menu, select **Inventory**, select **Rooms Management**, and then select **Out of Order /Service Reasons**.
2. Enter search criteria and click **Search**.
3. In the search results, select the **code** and click the **vertical ellipsis**.
4. Click **Delete** and confirm the deletion.

## Room Conditions

Room Condition functionality allows you to assign room condition codes to rooms, for example, to designate rooms that are available for show, rooms that are set aside for special housekeeping attention, or rooms that are to be treated differently for any other reason. Rooms that have a room condition assigned may or may not be available by default within the Room Assignment screen depending on how you configure the room condition code.

Room condition codes can also be attached to rooms to identify them for special purposes or situations. For example, rooms might be set aside for an afternoon sales tour, or for the finishing touches on a room repair, or so housekeeping can perform a final inspection, and so on.

In a multi-property environment, room conditions are created on the template level and then copied to each property. To be consistent among all hotels in the environment, best practice is to reuse existing codes for new hotels in an existing setup or agree on universal codes for all properties. When the setting for hold rooms is on, the setting is on the template level, but times for the holds are set at the property level.

## Prerequisites for Rooms Conditions

### OPERA Controls

**Group:** Room Management

**Function:** Room Condition

**Function:** Hold Rooms (optional)

## OPERA Cloud Tasks

**Group:** Inventory Admin

**Task:** Manage Accommodations

Room Conditions

- New/Edit Room Conditions
- Delete Room Conditions

## Configuring Room Conditions

### Prerequisites for Rooms Conditions

In a multi-property environment, room conditions are created on the template level and then copied to each property.

### Adding Room Conditions



#### Note:

When the OPERA Multi-Property Reservation Cloud Service is active, new Room Conditions are created by selecting the **Template** tab. Once created, you can copy Room Condition to specific properties using the **Copy** action. For more information, see [Copying Configuration Codes to Multiple Properties](#)

1. From the **Administration** menu, select **Inventory**, select **Accommodation Management**, and then select **Room Conditions**.
2. Click **New** and complete the following.
  - a. **Code:** Enter a unique code that identifies the room condition. You can enter up to 8 letters and/or numbers. After the condition code has been saved, it may not be edited. Use the Inactive check box to make the code unavailable for further use.
  - b. **Sequence:** Enter a number by entering it in the field, or using the plus and minus buttons to determines the position of the room condition code in listings. Room condition codes that do not have a sequence number are listed in alphabetical order following those codes that have a sequence number assigned.
  - c. **Display in Available Room Search:** Select or deselect the check box to control whether a room having this room condition code assigned will appear by default on the Room Availability screen.
  - d. **Inactive:** Select the check box to inactivate the room condition code. The inactive room conditions do not appear as a selection option when assigning room conditions.
  - e. **Description:** Enter a description that explains the condition code. For example, Last sell, Missing amenity, Pet in room, Show room, and so on.
  - f. **Notes:** Enter any information you want to add that pertains to the room condition.
3. Click **Save**.

### Editing Room Conditions

1. From the **Administration** menu, select **Inventory**, select **Accommodation Management**, and then select **Room Conditions**.
2. Enter search criteria and click **Search**.
3. In the search result, select the room condition, then click the **Vertical Ellipsis** and select **Edit**.
  - a. Update the configuration.
  - b. **Inactive**: Select the check box to inactivate the room condition code. The inactive room conditions do not appear in the list when setting a room conditions on rooms.
4. Click **Save**.

### Deleting Room Conditions

1. From the **Administration** menu, select **Inventory**, select **Accommodation Management**, and then select **Room Conditions**.
2. Enter search criteria and click **Search**.
3. In the search result, select the room condition, then click the **Vertical Ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Hold Room Conditions

When the Hold Room function is Active, room condition codes HOLD1 to HOLD4 are listed by default as OPERA SID data.

The hold condition codes may be used to place rooms on hold for a set period of time—from 1 to 1440 minutes (24 hours) or for an unlimited time, depending on the HOLD condition code configuration.

A hold room can be assigned to a reservation only by the user who has placed it on hold. A special permission is required to take a room off hold if it was placed on hold by another user. The room is automatically taken off the hold, when the hold period expires and when a guest is checked into the room before the hold period elapses.

When the Hold Room OPERA Control is active, room condition codes **HOLD1** to **HOLD4** are available. These special room condition codes are used to place rooms on hold for a set period of time, from 1 to 1440 minutes (24 hours) or for an unlimited time, depending on the hold condition code configuration.

A hold room condition can be assigned to one or more rooms, and a separate user task is required to remove a hold condition set by another user. The room is automatically released from hold when the hold period expires or when a reservation is checked into the room before the hold period elapses.

This feature might be used in the following scenario. Assume you are assigning rooms to a group of four arriving guests/reservations who want adjoining rooms. If your property has several agents conducting room assignments simultaneously, it might be difficult or impossible to work fast enough to assign the desired four rooms to the reservations you are handling. You could, however, place the four adjoining rooms

required into a **HOLD1** condition for, say, five minutes. Then you can assign those rooms to each of the reservations. After five minutes, if you have not assigned the rooms you placed on hold, they become available to other agents in available room search.

### Editing Hold (Duration) Room Conditions

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management**, and then select **Room Conditions**.
2. Enter search criteria for the hold room condition and click **Search**.
3. Select the hold condition to update, then click the **vertical ellipsis** and select **Edit**.
  - a. **Minutes:** Enter the number of minutes (1 to 1440) that defines the duration of the on-hold period. Leave this field blank to set an unlimited hold period.
4. Click **Save**.

## Configuring Rooms

As it is likely that your property has a variety of rooms that range in size, bedding, exposure and amenities, OPERA Cloud enables you to classify these rooms into different room classes and room types. Pricing schedules are then defined for each room type and room type availability is maintained.

When the Room Class OPERA Control is active room types with similar characteristics can be grouped under a common room class. Using room classes and room types and associating room types to rooms, you can organize and manage your housekeeping and inventory activities better. Financial and statistical reporting may also be generated with specific room class(es) selected as a filter.

## Configuring Room Classes

### Prerequisites for Room Classes

A room class is a collection of room types having similar characteristics (for example — all room types on Club floors or all apartment accommodation). You can create Room Classes to group similar room types for easier and more highly controlled room inventory management and statistical reporting. Dashboard tiles, application search panels and reports can be filtered by room class.

### Creating a Room Class

To create a room class, do the following:

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management**, and then select **Room Class**.
2. Click **New** and enter the following information, and then click **Save**:
  - **Code:** Enter a unique code to identify the room class. It is a best practice to evolve a naming convention around giving Room Class Codes - it makes easy for you to search and associate Room Types at a later stage.
  - **Description:** Enter an appropriate description for the Room Class - the description should ideally describe what the Room Class is about. For example, Use this room class to group Standard and Deluxe room types.

- **Manage Translations:** Click Manage Translations to enter the description in other languages.
- **Sequence:** Enter a number to determine the order in which room class codes are displayed when listed. If you do not enter a sequence number, the system defaults to alphabetical order by code.

### Modifying a Room Class

To modify an existing room class in your property, do the following:

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management**, and then select **Room Class**.
2. Search and select the required room class that you want to modify and then click **Actions**. You can perform the following modifications:
  - Delete: Click **Delete** to delete the room class.
  - Edit: Click **Edit** to modify the room class code, description, and the sequence number, and then click **Save**.

### Copying Room Classes to other Properties

#### Note:

When the multi-property service is active, new room classes are created by selecting the Template tab. After creating the template, you can copy room classes to specific properties using the Copy action. For more information, see [Copying Configuration Codes to Multiple Properties](#).

## Prerequisites for Room Classes

### OPERA Controls

**Group:** General

**Function:** Room Class

### OPERA Cloud Tasks

**Group :** Manage Accommodations

Room Class

- New/Edit Room Classes
- Delete Room Classes

## Configuring Room Types

A room type code is used to identify each category of room available at your property. For example, you might configure room types that reflect the primary characteristic of the room -- Deluxe, Superior, Standard in combination with three bedding -- Twin, King, Double/Double.

Rate code pricing schedules are setup for each room type and availability is calculated and displayed by room type. OPERA Cloud also tracks revenue statistics by room type.

There are two varieties of room types in OPERA Cloud

- **Physical** - Inventory room types tracked in availability; rooms configured for these room types count towards the OPERA Cloud subscription.
- **Pseudo** - Non-inventory room types not tracked in availability; rooms configured for these room types do not count towards the OPERA Cloud subscription. The "PM" pseudo room type is pre-configured on provisioning of OPERA Cloud; other pseudo room types can be configured as needed. You can configure other room types such as "HOUSE", 'PERMNT' or 'INTERFACE' to suit your needs

When the Room Class OPERA Control is active all room types (including pseudo) are linked to a room class. Operational, forecast and statistical reports can be filtered by room class. For more information, see [Configuring Room Classes](#).

When the Component Rooms OPERA Control is active you can also configure virtual room types which are also tracked in availability as an inventory room type. A component room consists of multiple inter-connecting rooms (one or more room types) that define the component room type. A pricing schedule can be set and a reservation can be made for a component room type. When a reservation is made for a component room type, OPERA Cloud deducts one room from the component room type, as well as one room from each of the physical room types that make up the component room type. When the Component Verification OPERA Control is active OPERA Cloud tracks availability of the component room type at a room "number" level; meaning once a room making up a component room type is assigned to a reservation the room type is deducted from inventory.



#### Note:

Component rooms do not count towards the Oracle Hospitality OPERA Cloud Service, Property Management Foundation subscription.

### Creating a Room Type

Enter the following information, and then click Save::

1. **Physical:** Select to configure the room as a physical room to include in the inventory.
2. **Pseudo:** Select to configure the room as a posting master room. Pseudo rooms do not affect your property's inventory. The room type selected as Pseudo at the template level cannot be changed when it is copied to other properties.
3. **Component Room:** Select to configure the room type as Component Room. A component room is comprised of multiple inter-connecting rooms (two or more room types), which define the new Component Room room type. When a reservation is made for a Component Room, OPERA deducts one room from the Component Room room type, and one room from each of the component room's physical rooms.
4. **Accessible Room Type:** Select to configure the Room Type as Accessible Room Type. All the rooms configured for the room type would automatically default to Accessible Rooms.(Available when the AI Room Assignment OPERA Control is active).

## Adding Room Types

 **Note:**

When the OPERA Multi-Property Reservation Cloud Service is active, new room types are created by selecting the **Template** tab. Once created, you can copy room types to specific properties using the **Copy** action. Some room type attributes listed below are only available once the room type has been copied to the property, based on the active OPERA Controls at the property. For more information, see [Copying Configuration Codes to Multiple Properties](#) for more information.

To create a room type, do the following:

1. From the **Administration** menu, select **Inventory**, select **Accommodation Management**, and then select **Room Type**.
2. Click **New** and enter the following details:
  - a. **Types**
    - i. **Physical:** Select to configure an inventory/physical room type (including component room types).
    - ii. **Pseudo:** Select to configure a non-inventory/pseudo room type.
  - b. **Room Type:** Enter an alpha-numeric code for the room type; maximum of 8 characters.
  - c. **Component Suite:** Select to identify the room type as a component (virtual) room type. (Available when the Component Rooms OPERA Control is active).
  - d. **Accessible Room Type:** Select to identify the room type as accessible.
  - e. **Room Class:** Select the room class for the room type (Available when the Room Class OPERA Control is active).
  - f. **Bed Type:** Select the bed configuration for the room type.
  - g. **Yield Status:** Select a yield status from the list.
  - h. **Yield Category:** Select a yield category from the list.
  - i. **Smoking:** Select the default smoking preference for the room type (value is inherited by each room configured for this room type).
  - j. **Activate Date:** Enter an activation date if applicable.
  - k. **Description:** Enter an appropriate description for the Room Type - the description should ideally describe what the Room Class is about.
    - i. **Manage Translation:** Click to open the multi-language screen and configure a translated description for each language
  - l. **Long Description:** Enter furthermore description of the Room Type. This information appears on different screens in OPERA.
    - i. **Manage Translation:** Click to open the multi-language screen and configure a translated description for each language

- m. **Room Info URL:** Enter a website address with external details about the room type.
- n. **Sequence:** Enter a display sequence in lists. When two or more room types have the same sequence number, they are displayed alphabetically.
- o. **Meeting:** Select to configure the room type as a meeting room (function space). (Enabled when Pseudo type is selected).
- p. **Housekeeping:** Select to enable the room for all the housekeeping functions. Rooms that are configured as pseudo and meeting can also be selected for housekeeping in order to set them for out of order and out of service.
- q. **Send to IFC:** Select to send a check-in message to the various property interfaces (examples: Video, Door Lock, PBX) for this room type.
- r. **Auto Room Assign:** Select to auto-assign a room to reservations made for this room type.
- s. **Auto Populate:** Select to default the room type to definition details of new [Rate Codes](#).
- t. **Always Checked In:** Select to auto-create and check in a copy of reservations for this pseudo room type after check out (Available when the Auto Check In Pseudo Rooms After Check Out OPERA Control is active) .
- u. **Maintenance:** Select to make the room type available for Maintenance requests (available when the Maintenance OPERA Control is active).
- v. **Default Occupancy:** Enter the number of people required for a room to be occupied. For Pseudo Room, enter 0.
- w. **Minimum Occupancy:** Enter the minimum number of people that can occupy the room for this room type.
- x. **Maximum Occupancy:** Enter the maximum number of people that can occupy the room for this room type.
- y. **Maximum Adults:** Enter the maximum number of adults that can occupy the room for this room type.
- z. **Maximum Children:** Enter the maximum number of children that can occupy the room for this room type.



 **Note:**

Maximum Occupancy can be used alone or in combination with Maximum Adults and/or Maximum Children. These values are referenced throughout OPERA, for example, when a room is assigned to a reservation, when rates are set up based on occupancy, and when a room move is performed. A message prompts you when the maximum number of persons exceed for a specific room. When used alone, Maximum Occupancy sets the limit on the number of persons (adults and children) that may occupy rooms of this room type. For example, if Maximum Occupancy is 3 and Maximum Adults and Maximum Children are not defined (null values), the room could be occupied by any mix of adults and children not to exceed 3 persons: by 3 adults, or by 2 adults and 1 child, or by 1 adult and 2 children, or by 3 children, etc. When Maximum Occupancy is used with Maximum Adults and/or Maximum Children, the number of persons occupying the room may not exceed Maximum Occupancy, nor may the individual limits on the number of adults (Maximum Adults) and/or the number of children (Maximum Children) be exceeded. This means that the Maximum Adults value and the Maximum Children values cannot be individually greater than the Maximum Occupancy value.

- aa. **Room Features:** Select the default room features for the room type. Selected features are copied to all rooms created of this room type. These default features may be changed on individual rooms when the room is configured. For more information, see [Configuring Room Features](#) .
    - i. Click **New**
      - Select one or more room features from the list.
      - Click **Select**.
    - ii. To delete a room feature, click the **vertical ellipsis** and select **Delete**.
  - ab. **Room Components:** Select the room types and specify the quantity of each which make up the component room (Enabled when the Component check box is selected).
    - i. Click **New**.
      - **Component:** Select a room type from the list.
      - **Quantity.:** Enter the number of rooms of the room type.
    - ii. Repeat to add another room typè.
    - iii. To delete, select the room type, click the vertical ellipses and select **Delete**.
3. Click **Save**.

### Editing Room Types

1. From the **Administration** menu, select **Inventory**, select **Accommodation Management**, and then select **Room Type**.
2. Enter search criteria and click **Search**.

3. Select the room type in the search result, click the **vertical ellipsis** and select **Edit**.
  - a. Update configuration.
  - b. **Inactive**: Select the mark the room type inactive. Inactive room types will not display in room type lists throughout OPERA Cloud.

 **Note:**

Room types can only be set inactive at the property level and if there is no inventory available for that room type. For example, the room type cannot be associated with a rate code; it cannot be associated with a current and/or future reservation; it cannot be associated with an active business block; it cannot have room numbers associated with it; and it cannot be part of a component room type configuration.

4. Click **Save**.

### Deleting Room Types

 **Note:**

A room type can only be deleted when it has no dependencies associated with it. This means that it cannot be selected in any reservations, blocks, rooms, etc. If the room type is associated to any configuration or transactional data you will receive a warning message and will not be able to delete the room type. Even when no dependencies are linked to the room type and it is being deleted, a "When deleting a room type, past reservations and statistics will not recognize this room type." message is displayed. Select **Yes** to continue with the deletion or **No** to stop the deletion.

1. From the **Administration** menu, select **Inventory**, select **Accommodation Management**, and then select **Room Type**.
2. Enter search criteria and click **Search**.
3. Select the room type in the search result, click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Rooms

Room configuration is for the individual rooms assigned to reservations.

Rooms must be configured for all inventory room types and also for pseudo rooms (account numbers) needed for permanent house-use accounts, interface accounts, block posting masters and other billing requirements.

The room value is alphanumeric and not necessary a room "number"; for example you could have APT1 for Apartment 1 or SUI3 for Suite 3.

When the Component Suites OPERA Control is active you must also configure virtual room "number" entries for the component room type rooms.

Prior to configuring rooms ensure you've completed the configuration of

- **Room Types:** For more information, see [Room Types](#).
- **Room Features:** For more information, see [Room Features](#).
- **Floors:** For more information, see [Configuring Floors](#).
- **Buildings:** For more information, see [Configuring Buildings](#).
- **Smoking Preferences:** For more information, see [Smoking Preferences](#).
- **Door Lock System (DLS) Room Key Options:** For more information, see [Creating Keys from the Property Interface Control Screen](#)
- **Housekeeping Sections:** For more information, see [Housekeeping Sections](#).
- **Rack Rate(Published Rate):** For more information, see [About Rate Codes](#).

### Creating Room Codes

On the Manage Rooms screen, enter the following details and click Save:

1. **Property:** Select the property for which you want to create the room.
2. **Room:** Enter a code for the room. The code can contain a maximum of 6 alphanumeric characters. It is a best practice to evolve a naming convention around giving Room Codes - doing so will also make it easy for you to search for Rooms easily.
3. **Room Type:** Select the Room Type for which you want to associate the room. For more information, see [Configuring Room Types](#)
4. **(View Only) Room Class:** The Room Class appears based on the Room Type selected.
5. **Description:** Enter an appropriate description for the Room.
6. **Accessible Room:** Select to configure the room as an Accessible Room; these rooms are assigned to reservations according to the Accessible preference code(s) selected in OPERA Controls. (Available when the AI Room Assignment OPERA Control is active).

### Adding Rooms

1. From the OPERA Cloud Administration menu, select **Inventory**, select **Accommodation Management**, and then select **Rooms**.
2. Click **New** and complete the following
  - a. **Property:** Enter or select the property.
  - b. **Room:** Enter an alpha-numeric code; a maximum of 6 characters.
  - c. **Room Type:** Select the room type from the list. For more information, see [Managing Room Types](#).
  - d. **(View Only) Room Class:** The room class appears based on the room type selected. (Available when the Room Class OPERA Control is active).
  - e. **Accessible Room:** Select to configure the room as an accessible room.
  - f. **Description:** Enter an appropriate description for the room.
    - i. **Manage Translation:** Click to open the multi-language screen and configure a translated description for each language.
  - g. **Maximum Occupancy:** Enter the maximum number of people that can occupy the room.

- h. **Published Rate Code:** OPERA Cloud uses this rate code to calculate the typical rate for the room to print variance reports and has no bearing on the reservation.
- i. **Published Rate Amount:** Enter the rate amount to calculate the rate variance. Generally, this amount is used when you do not have a standard rate code for this room or if you want to use an amount that is different from the standard rate to calculate the variance.
- j. **Floors:** Select the floor(s) on which this room is located. This help users to search and assign a room according to the guest floor preference.
- k. **Square Units:** Enter the area (square feet or square meter) of the room.
- l. **Measurement:** Enter the dimensions (length and width) of the room.
- m. **Phone Number:** Enter the phone number assigned to the room.
- n. **Key Options:** Select the default key option when keys are encoded for reservations assigned to this room. Key Options depend on the capabilities of the key interface; and typically determine access to hotel areas such as club floor, gymnasium, library and so on.
- o. **Smoking:** Specify if the room is a smoking or non- smoking room. This help users to search and assign a room according to the guest smoking preference.
- p. **Turndown:** Select if the room is eligible for turndown by default (Available when the Turndown OPERA Control is active).
- q. **Building:**Select a building from the list (Available when the Building Management OPERA Control is active).
- r. **Sequence:** How rooms are displayed when listed on room lookup screens such as the [Room Assignment](#) and the [Room Diary](#) is determined by the Room Display Order OPERA Control. When the Room Display Order OPERA Control is set to Display Sequence, the display order is controlled by the sequence number assigned here in room configuration. Enter a number to determine the order in which room codes are displayed when listed.
- s. **Events:** Select this checkbox to enable the room that is to be sold as a function (event) space. (Available with the Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition). Ensure all mandatory details are added to the function space by selecting the **Save and Goto Function Space** action. For more information, see [function space](#).
- t. **Sections:**
  - i. **Day Section:** Enter the day section to which the room belongs. For more information, see [Configuring Housekeeping Section Codes](#).
  - ii. **Evening Section:** Enter the evening (turn-down) section to which the room belongs. For more information, see [Configuring Housekeeping Section Codes](#).
- u. **Housekeeping Credits:**
  - i. **Pickup:** Specify the number of credits (effort) needed to service a room in pickup status (Available when the Pickup OPERA Control is active).
  - ii. **Stayover:** Specify the number of credits (effort) needed to service a stayover room (typically dirty status).
  - iii. **Departure:** Specify the number of credits (effort) needed to service a departure room (typically dirty status).
  - iv. **Turndown:** Specify the number of credits (effort) needed to service a room for turndown task (Available when the Turndown OPERA Control is active).

- v. **Room Features:** Features will default from the selected room type; you can update as required.
    - i. To add a feature, click **New** and search and select the room features, click **Select**.
    - ii. To delete a feature, select the feature, click the **Vertical Ellipse** and select **Delete**; click **Delete** to confirm.
    - iii. For more information, see [Configuring Room Features](#).
  - w. **Connecting Rooms:** (Available when the Connecting Rooms OPERA Control is active).
    - i. To add a connecting room, click **New** and search, and select the require connecting room, click **Select**.
    - ii. To delete a connecting room, click the **Vertical Ellipse** and select **Delete**; click **Delete** to confirm.
3. Click **Save**.

### Copying (Cloning) Rooms

Use the Copy action to save time when you have many similar rooms to add. For example, if rooms 202, 206, 302, 306, 402, 406, 502, 506 have exactly the same features in your property, configure room 202 with all necessary details and use the Copy action to create the similar rooms.

Copy can also be used to create many pseudo room accounts (POST1, POST2, POST3 etc).

1. From the OPERA Cloud Administration menu, select **Inventory**, select **Accommodation Management**, and then select **Rooms**.
2. Enter search criteria and click **Search**.
3. Select the room and click vertical ellipse and select **Copy**.
4. Source room details are displayed at the top of the page and will be copied to room(s) entered below. Use the attribute entry to override the details as needed.
  - a. **Room:** Enter an alpha-numeric code; a maximum of 6 characters.
  - b. **Features:** Select feature(s) from the list.
  - c. **Floor:** Select floor(s) from the list.
  - d. **Day Section:** Select a housekeeping day section.
  - e. **Evening Section:** Select a housekeeping evening section.
  - f. **Stayover Credit:** Specify the number of credits (effort) needed to service a stayover room (typically dirty status).
  - g. **Departure Credit:** Specify the number of credits (effort) needed to service a departure room (typically dirty status).
  - h. **Pickup Credit:** Specify the number of credits (effort) needed to service a room in pickup status (Available when the Pickup OPERA Control is active).
  - i. **Turndown Credit:** Specify the number of credits (effort) needed to service a room for turndown task (Available when the Turndown OPERA Control is active).

5. Click **Save** or click **Save and Goto Function Space** to update [function space](#) details.

### Editing Rooms

1. From the OPERA Cloud Administration menu, select **Inventory**, select **Accommodation Management**, and then select **Rooms**.
2. Enter search criteria and click **Search**.
3. Select the room and click vertical ellipse and select **Edit**.
4. Update details.
5. Click **Save**.

### Deleting Rooms

1. From the OPERA Cloud Administration menu, select **Inventory**, select **Accommodation Management**, and then select **Rooms**.
2. Enter search criteria and click **Search**.
3. Select the room and click **Vertical Ellipse** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Room Hierarchy (Room) Classes

### [Prerequisites for Configuring Room Hierarchy \(Room\) Classes](#)

Room Class hierarchies are available for selection in the [Upgrade Rules](#) configuration.

### Adding Room Hierarchy Class

1. Select the **Administration** menu, select **Inventory**, select **Accommodation Management** then select **Room Hierarchy Classes**.
2. Click **New** and enter the following details:
  - a. **From Room Class:** Select a Room Class from the list.
  - b. **To Room Class:** Select one or room classes from the list.
  - c. **Sequence:** Enter a number for the display sequence or the order in which the upsell room hierarchy is listed.
3. Click **Save**.

### Editing Room Hierarchy Class

1. Select the **Administration** menu, select **Inventory**, select **Accommodation Management** then select **Room Hierarchy Classes**.
2. Enter search criteria and click **Search**.
3. Select the room class hierarchy, click **Vertical Ellipse** and select **Edit**.
4. Update details.
5. Click **Save**.

### Deleting Room Hierarchy Class

1. Select the **Administration** menu, select **Inventory**, select **Accommodation Management** then select **Room Hierarchy Classes**.
2. Enter search criteria and click **Search**.
3. Select the room class hierarchy, click **Vertical Ellipse** and select **Delete**.
4. Click **Delete** to confirm

## Prerequisites for Configuring Room Hierarchy (Room) Classes

### OPERA Controls

**Group:** Reservations

**Function:** Reservation Upgrade

### OPERA Cloud Tasks

**Group:** Inventory Admin

**Task:** Manage Accommodations

Room Hierarchy

- New/Edit Room Hierarchy
- Delete Room Hierarchy

## Configuring Room Hierarchy (Room) Types

### Prerequisites for Configuring Room Hierarchy (Room) Types

Room Type hierarchies are available for selection in the [Upgrade Rules](#) configuration.

### Auto Generate Room Hierarchy Types

Available when AI Room Assignment OPERA Control is active and upgrade rules are not configured.

1. Click **Auto-Generate**.
2. Select the property and results are displayed automatically.

### Adding Room Hierarchy Type

1. Select the **Administration** menu, select **Inventory**, select **Accommodation Management** then select **Room Hierarchy Types**.
2. Click **New** and enter the following details:
  - a. **From Room Type:** Select a Room type from the list.
  - b. **To Room Type:** Select one or room types from the list.
  - c. **Sequence:** Enter a number for the display sequence or the order in which the upsell room hierarchy is listed.

3. Click **Save**.

#### Editing Room Hierarchy Type

1. Select the **Administration** menu, select **Inventory**, select **Accommodation Management** then select **Room Hierarchy Types**.
2. Enter search criteria and click **Search**.
3. Select the room Type hierarchy, click **Vertical Ellipse** and select **Edit**.
4. Update details.
5. Click **Save**.

#### Deleting Room Hierarchy Type

1. Select the **Administration** menu, select **Inventory**, select **Accommodation Management** then select **Room Hierarchy Types**.
2. Enter search criteria and click **Search**.
3. Select the room Type hierarchy, click **Vertical Ellipse** and select **Delete**.
4. Click **Delete** to confirm

## Prerequisites for Configuring Room Hierarchy (Room) Types

#### OPERA Controls

**Group:** Reservations

**Function:** Reservation Upgrade

#### OPERA Cloud Tasks

**Group:** Inventory Admin

**Task:** Manage Accommodations

Room Hierarchy

- New/Edit Room Hierarchy
- Delete Room Hierarchy

## Configuring Room Features

A feature is a characteristic or attribute of the room which does not significantly affect the rate or the demand on the room. Room feature functionality makes it easier for you to search and assign rooms according to guest preferences. Room features configured here are also displayed as profile preferences (of type: room feature). See [Preferences](#) for more information.

You can think of a feature as being any attribute of the room for which specific availability does not need to be tracked. For example, room features can be rooms near or away from an elevator, rooms with accessibility facilities or rooms with a specific view. There may however be some cases where features need to be considered as a specific room type. If your



property has a limited amount of rooms with an ocean view, for which a higher price is charged, then ocean view rooms would have their own room type (and room feature).

Once configured room features are selected on each room type and/or room. See [Configuring Rooms](#) for more details.

During check in or when pre-allocating rooms, OPERA Cloud can search for available rooms by room feature as well as by room type; with room feature, smoking and floor preferences defaulted from the reservation and/or profile.

 **Note:**

Smoking and Floor are not configured as a room feature as there are separate, distinct preference types for these.

### Adding Room Features

 **Note:**

When the OPERA Multi-Property Reservation Cloud Service, new Room Features are created by selecting the Template tab. Once created, you can copy Room Feature codes to specific properties using the Copy action. See [Copying Configuration Codes to Multiple Properties](#) for more information.

1. From the **Administration** menu, select **Inventory**, select **Accommodation Management** then select **Room Features**.
2. Click **New** and enter the following details:
  - a. **Code:** Enter a code for the room feature.
  - b. **Description:** Enter a description of the room feature.
  - c. **Sequence:** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
  - d. **Mapped Preferences:** Click to select one or more preferences from the list to map to the room feature (Available when the AI Room Assignment OPERA Control is active).
  - e. **Global:** Select the make the room feature available in all properties. (Available in the template tab when the OPERA Multi-Property Reservation Cloud Service is active).
3. Click **Save** or **Save and Continue** to add another.

### Editing Room Features

1. From the **Administration** menu, select **Inventory**, select **Accommodation Management** then select **Room Features**.
2. Enter search criteria and click **Search**.
3. Select the Room Feature, click **Vertical Ellipse** and select **Edit**.

4. Update details.
5. Click **Save**.

#### Deleting Room Features

1. From the **Administration** menu, select **Inventory**, select **Accommodation Management** then select **Room Features**.
2. Enter search criteria and click **Search**.
3. Select the Room Feature, click **Vertical Ellipse** and select **Delete**.
4. Click **Delete** to confirm.

## Room Maintenance

#### Prerequisites for Room Maintenance

Room Maintenance codes are the various reasons/categories of maintenance tasks created for rooms. Users select a maintenance reason/category and can then enter additional notes to describe the issue/request. Examples:

- Air Conditioning
- Plumbing
- Electrical
- Lighting
- Carpet
- Bedding
- Painting

## Prerequisites for Room Maintenance

#### OPERA Controls

**Group:** Room Management

**Functions:** Maintenance

## Configuring Room Maintenance Codes

When the OPERA Multi-Property Reservation Cloud Service is active, new Room Maintenance codes are created by selecting the Template tab. Once created, you can copy Room Maintenance codes to specific properties using the Copy action. Refer to [Copying Configuration Codes to Multiple Properties](#) for more information.

#### Adding Room Maintenance Codes

1. From the Administration menu, select **Inventory**, select **Accommodation Management**, and then select **Room Maintenance**.

In a multi-property environment, room maintenance codes are created on the template level and then copied to each property. To be consistent with all hotels in the

environment, the best practice is to reuse existing codes for new hotels in an existing setup or agree on universal codes for all properties.

2. On the Room Maintenance screen, click **New**.
  - Enter an unique **Code** to identify the room maintenance request code.
  - Enter an appropriate **Description** for the Room Maintenance request, the description should ideally describe what the repair or room maintenance is about.
  - Enter a **Sequence** number to determine the order in which room maintenance codes are displayed when listed. When two or more room maintenance have the same sequence number, they are displayed alphabetically.
3. Click **Save**.

### Editing Room Maintenance Codes

To edit an existing room maintenance code in your property, do the following:

1. From the Administration menu, select **Inventory**, select **Accommodation Management**, and then select **Room Maintenance**.
2. On the Room Maintenance screen, search and select the required room maintenance code that you want to edit and then click on the vertical ellipses.
3. Click **Edit**.
4. Update configuration.
5. Click **Inactive** to mark inactive.
6. Click **Save**.

### Deleting Room Maintenance Codes

1. From the Administration menu, select **Inventory**, select **Accommodation Management**, and then select **Room Maintenance**.
2. On the Room Maintenance screen, search and select the required room maintenance code that you want to delete.
3. Click on the vertical ellipses and then click **Delete**.
4. Confirm the deletion.
5. Click **Save**.

## Configuring Room Pools

### [Prerequisites for Configuring Room Pool Mapping](#)

Room Pools allow to you group room types together into more generic categories. Often the physical room types are too specific than what is required by sales agents creating inquiry (leads) blocks; room pools provide a way to enable a way to simply this. For example, you might create a Room Pool for STD:Standard and then map all the physical rooms type that fit this description, say Kings and Doubles, to room pool of "STD". When a sales agent books 5 STD rooms in a block, they actually book 5 rooms that are either Kings or Doubles. When configured you then map the physical room types to room pools, see [Configuring Room Pool Mapping](#) for more information.

### Adding Room Pools

1. From the **Administration** menu, select **Inventory**, select **Accommodation Management** then select **Room Pool Codes**.
2. Click **New** and enter the following details:
  - a. **Property**: Enter or confirm the property.
  - b. **Room Pool**: Enter a code for the room pool.
  - c. **Description**: Enter a description of the room pool.
    - i. **Manage Translation**: Click to enter translations for the description.
  - d. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** or **Save and Continue** to add another room pool.

### Editing Room Pools

1. From the **Administration** menu, select **Inventory**, select **Accommodation Management** then select **Room Pool Codes**.
2. Confirm the property and click **Search**.
3. Select the Room Pool, click **Vertical Ellipse** and select **Edit**.
4. Update details.
5. Click **Save**.

### Deleting Room Pools

1. From the **Administration** menu, select **Inventory**, select **Accommodation Management** then select **Room Pool Codes**.
2. Confirm the property and click **Search**.
3. Select the Room Pool, click **Vertical Ellipse** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Room Pool Mapping

### [Prerequisites for Configuring Room Pool Mapping](#)

Room Pools allow you group room types together into more generic categories. Often the physical room types are too specific than what is required by sales agents creating inquiry (leads) blocks; room pools provide a way to enable a way to simply this. For example, you might create a Room Pool for STD: Standard and then map all the physical rooms type that fit this description, say Kings and Doubles, to room pool of "STD". When a sales agent books five STD rooms in a block, they actually book five rooms that are either Kings or Doubles.

### Mapping Room Types to Room Pools

1. From the **Administration** menu, select **Inventory**, select **Accommodation Management** then select **Room Pool Mapping**.
2. Confirm the property and click **Search**.

3. Click **Edit**.
4. For each room type listed enter the following details:
  - a. **Room Pool**: Select a Room Pool from the list.
  - b. **Sequence**: Defines the sequence of the Room Pools when displaying in the Room Grid.
5. Click **Save**.

## Prerequisites for Configuring Room Pool Mapping

### OPERA Controls

**Group**: Room Management

**Function**: Room Pool

### OPERA Cloud Tasks

**Group**: Manage Accommodations

**Task**: Room Pool

- New/Edit Room Pool
- Delete Room Pool

## Configuring Buildings

### Prerequisites for Configuring Buildings

Buildings are available for the purpose of housekeeping task assignment; allowing task sheets to be generated per building. Using building as a 'hard-stop' prevents room attendants being assigned rooms in different buildings.

If you are planning to use [building group configuration](#), configure those before configuring buildings; however building groups are optional when using buildings

### Adding Buildings

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management** and then select **Buildings**.
2. Click **New** and enter the following details:
  - a. **Property**: Enter or select the property.
  - b. **Code**: Enter a code.
  - c. **Description**: Enter a description for the building.
  - d. **Building Group**: Select a building group from the list.
  - e. **Target Credit**: Enter the target credit for this building when processing the housekeeping task breakout by building.
  - f. **Sequence**: Enter a display sequence.
3. Click **Save** or **Save and Continue** to add another.

### Editing Buildings

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management** and then select **Buildings**.
2. Enter search criteria and click **Search**
3. Select the room and click the **vertical ellipsis**, and select **Edit**.
4. Update details.
5. Click **Save**.

### Deleting Buildings

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management** and then select **Buildings**.
2. Enter search criteria and click **Search**
3. Select the room and click the **vertical ellipsis**, and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Configuring Buildings

### OPERA Controls

**Group:** Room Management

**Function:** Building Management

### OPERA Cloud Tasks

Manage Accommodations

- Buildings
  - New/Edit Buildings
  - Delete Buildings

## Configuring Buildings Groups

### Prerequisites for Configuring Buildings

Building groups are used to group multiple building together for the purpose of housekeeping task assignment; allowing task sheets to be generated per building group. Using building groups as a 'hard-stop' prevents room attendants being assigned rooms in different building groups.

### Adding Building Groups

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management** and then select **Building Groups**.
2. Click **New** and enter the following details:
  - a. **Property:** Enter or select the property.
  - b. **Code:** Enter a code for the building group.

- c. **Description:** Enter a description for the building group.
  - d. **Target Credit:** Enter the target credit for this building when processing the housekeeping task breakout by building group.
  - e. **Sequence:** Enter a display sequence.
3. Click **Save** or **Save and Continue** to add another.

### Editing Building Groups

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management** and then select **Building Groups**.
2. Enter search criteria and click **Search**
3. Select the room and click the **vertical ellipsis**, and select **Edit**.
4. Update details.
5. Click **Save**.

### Deleting Buildings Groups

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management** and then select **Building Groups**.
2. Enter search criteria and click **Search**
3. Select the room and click the **vertical ellipsis**, and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Floor Mapping

### Configuring Floor Mapping

Floor mapping is used when generating housekeeping task sheets by floor; ensuring the housekeeping room attendant doesn't have to travel between buildings or floors.

Floor mapping is only need when you have multiple buildings and the same floors exist in each of those buildings.

See [Complete Floor](#) and [Building](#) configuration first.

### Editing Floor Mapping

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management** and then select **Floor Mapping**.
2. Enter search criteria and click **Search**.
3. Click **Manage** and complete the following
  - a. **Floor:** Select a floor from the list.
  - b. **Description:** Enter a description (Example: Building 1 Floor 1).
  - c. **Building:** Select a building from the list.
  - d. **Target Credits:** Enter the target credit for when processing the housekeeping task breakout.
  - e. **Sequence:** Enter a display sequence.

4. Click **Save**.



**Note:**

Click **Add Row** to add additional rows as needed.

## Prerequisites for Configuring Floor Mapping

### OPERA Controls

**Group:** Rooms Management

**Function:** Building Management

## Configuring Floors

### Prerequisites for Configuring Floors

### Adding Floors



**Note:**

When the OPERA Multi-Property Reservation Cloud Service is active, new Floors are created by selecting the Template tab. Once created, you can copy Floors to specific properties using the Copy action. See [Copying Configuration Codes to Multiple Properties](#) for more information

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management** and then select **Floors**.
2. Click **New** and enter the following details:
  - a. **Floor:** Enter an alpha-numeric code for the floor; maximum of 8 characters.
  - b. **Description:** Enter a description for the floor.
  - c. **Sequence:** Enter a display sequence.
  - d. **Global:** Select to indicate the floor is global in multi-property operations.
  - e. **Housekeeping:** Select to indicate this floor is available when creating task sheets; where floor is used as the hard stop between task sheets.
3. Click **Save**.

### Editing Floors

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management** and then select **Floors**.
2. Enter search criteria and click **Search**



3. Select a delivery status, click the **vertical ellipsis**, and select **Edit**.
4. Update configuration.
5. Click **Save**.

#### Deleting Floors

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management** and then select **Floors**.
2. Enter search criteria and click **Search**
3. Select the room and click the **vertical ellipsis**, and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Configuring Floors

### OPERA Cloud Tasks

#### Manage Accommodations

- Floors
  - New/Edit Floors
  - Delete Floors

## Configuring Bed Types

### Prerequisites for Configuring Bed Types

Bed Types are referenced in [room type configuration](#) to identify the bed configuration . If a room type has more than one physical bed then configure a bed type for the combination; for example QS for Queen + Single .



#### Note:

Bed types is global configuration in a multi-property operation.

### Adding Bed Types

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management** and then select **Bed Types**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter a code for the bed type.
  - b. **Description**: Enter a description for the bed type.
    - i. **Manage Translation**: Click to open the multi-language screen and configure a translated description for each language.
  - c. **Sequence**: Enter a display sequence.
3. Click **Save** or **Save and Continue** to add another.

### Editing Bed Types

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management** and then select **Bed Types**.
2. Enter search criteria and click **Search**.
3. Select the room and click **vertical ellipsis** and select **Edit**
4. Update details.
5. Click **Save**.

### Deleting Bed Types

1. From the **OPERA Cloud Administration** menu, select **Inventory**, select **Accommodation Management** and then select **Bed Types**.
2. Enter search criteria and click **Search**.
3. Select the room and click **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Configuring Bed Types

### Opera Cloud Tasks

#### Manage Accommodations

- Bed Types
  - New/Edit Bed Types
  - Delete Bed Types

## Function Space Management

Function Space Management enables you to configure event spaces that are sellable for various event types such as weddings, conferences, banquets, and so on. You can also set up styles for these event spaces.

## Prerequisites for Function Space Management

### Licenses / Subscriptions

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

Or

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition

### OPERA Controls

**Group:** Events

**Functions:** Catering Events

## OPERA Cloud Tasks

Table 12-1 Function Space Management

Function Space Management	Tasks
Function Space Types	<ul style="list-style-type: none"> <li>New/Edit Function Space Types</li> <li>Delete Function Space Types</li> </ul>
Function Space Locations	<ul style="list-style-type: none"> <li>New/Edit Function Space Locations</li> <li>Delete Function Space Locations</li> </ul>
Setup Styles	<ul style="list-style-type: none"> <li>New/Edit Setup Styles</li> <li>Delete Setup Styles</li> </ul>
Rental Codes	<ul style="list-style-type: none"> <li>New/Edit Rental Codes</li> <li>Delete Rental Codes</li> </ul>
Function Spaces	<ul style="list-style-type: none"> <li>New/Edit Function Spaces</li> <li>Delete Function Spaces</li> </ul>
Event Types	<ul style="list-style-type: none"> <li>New/Edit Event Types</li> <li>Delete Event Types</li> </ul>

## Configuring Function Spaces

### Prerequisites for Function Space Management

The Function Space features enables you to identify rooms and other spaces as sellable for events such as weddings, conferences, banquets, pool parties, and so on. Before you configure function spaces, your property must have configured room types, space types, room classes, setup styles, rental codes, and revenue types.

### Adding a Function Space

- From the Administration menu, select **Inventory**, select **Function Space Management**, and select **Function Spaces**.
- Click **New** and complete the following fields.
  - Property.** The property to which this function space is associated.
  - Room Type.** The appropriate room type for the function space you are configuring.
  - Room.** Enter the code for the function space you are configuring. OPERA Cloud allows up to eight alphanumeric characters for the room. Rooms do not need to start with or include numbers and include letters. Spaces are not allowed inside the room.
  - Space Type.** Select the space type, such as BALL (Ballroom) or CONF (Conference Room) for the function space you are configuring. The space type can serve as a filter in the Function Diary. See [Configuring Function Space Types](#).

- e. **Minimum Capacity.** Enter the minimum number of people required to book this function space. When associating setup styles to a function space, this is the minimum value you can enter for minimum capacity.
- f. **Maximum Capacity.** Enter the maximum number of people allowed in this function space (often the fire code maximum is used here). When associating setup styles to a function space, this is the maximum value you can enter for maximum capacity.
- g. **Space Name.** Enter the full name of this function space. The name identifies the function space on the Function Diary screen and in other OPERA Cloud screens and reports.
- h. **Manage Translations.** Select the link to provide language translations.

### Additional Details

1. Enter the following additional details:
  - a. **Short Name.** An abbreviated or alternate function space name. If a Short Name is provided, it appears instead of the Space Name on the Function Diary screen. For example, you can use this field to identify the Grand Continental Ballroom A as the Ballroom A on the Function Diary, if Ballroom A is commonly recognized by staff.
  - b. **Location.** Select the [location](#) where the function space is situated. You can use Location filtering in the Function Diary.
  - c. **Floor.** Select the floor where the function space is located.
  - d. **Custom Order 1-3.** When you are working with the Function Diary, three custom orders are available for sorting the function space display. The custom orders are included as Sort By options in the Function Diary screen. Each custom order represents a group of selected function spaces appearing in a specific sequence. Use these three fields to identify the Function Diary custom order (or orders) to which the current function space should belong and the position of the function space in that custom order.
  - e. **Display in Diary.** Select the check box to show the function space in the Function Diary by default. If the check box is not selected, the function space appears in the Function Diary only if you select the filter criteria, Include Hidden Spaces check box.
  - f. **Shareable** (available when the OPERA Control Catering Events is On). Select the check box if the room is shareable (if two or more events from different blocks can simultaneously use the space). When the space is shareable, the property can set the maximum capacity and a limit for the maximum number of groups that can book the space for the same date and the same or overlapping time periods. When an event is booked in the space, the application validates that both the maximum capacity and maximum number of groups are exceeded. If the maximum capacity or maximum number of groups are exceeded, and you have the user task for Override Space Capacity, you can continue or cancel the process.

 **Note:**

When scheduling an event in a space, you can designate the space as exclusive (not shareable) at the time the function space is selected (OPERA Controls Book Shareable Space as Exclusive parameter required). When this is the case, you cannot schedule the function space for another event at the same time.

- g. **Accessible.** Select this check box if the room has handicap facilities.

- h. Maximum Groups.** If the room is shareable, enter the maximum number of groups allowed to share it. Maximum Groups controls the number of blocks that can book the space at the same time in deduct from inventory status.
- i. Force Alternate** (available with an active OPERA Cloud Sales and Event Management Premium Cloud Service. Select the check box if you want to force users to select an alternate (backup) space when this function space is booked for an event.
- j. Excluded Event Types** (available if the Force Alternate check box is selected). Use this option to select Event Types to exclude from the Force Alternate requirement. For example; if MTG (meeting) is selected as an Event Type for the Conference Room, then when booking the Conference Room for Event Type MTG, an Alternate space is not required, and you are not prompted to select one.
- k. 100% Occupancy.** Defaults to 1440 minutes (24 Hours) with the creation of a function space. This value represents the amount of time the function space is considered at 100% utilization. The value is used in the Function Space Utilization report (rep\_fs\_utilization)
- l. Description.** Enter a description of the function space type, such as Grand Continental Ballroom.
- m. Manage Translations.** Select the link to provide language translations.

### Dimensions and Details

The screen supports distance measurements in feet or meters and weight measurements in pounds or kilograms. As you add dimensions or weights in one unit, OPERA Cloud automatically computes the measurement in the other unit. Whether you have access to the Meter/Kg or Feet/Lb fields depends on the value selected in OPERA Controls Measurement.

1. Add the following:
  - a. Area.** Area of the room (length x width).
  - b. Length.** The length dimension of the space.
  - c. Width.** The width dimension of the space.
  - d. Minimum Height.** The minimum height of the space. Minimum height might not be necessarily dictated by ceiling height. If chandeliers or similar structures are low-hanging, you might want to note them.
  - e. Maximum Height.** The maximum height of the space.
  - f. Weight.** The maximum load the floor can support in the function space.
  - g. Notes.** Any additional information of importance about the space.
2. Select **Next** to move to the Setup Styles panel.
3. Select **New** in the Setup Styles panel and complete the following fields:
  - a. Code.** Select the appropriate Setup Code. Refer to [Configuring Setup Styles](#).
  - b. Default.** Select the check box if this Setup Style should be selected automatically when the function space is added to an event. You can select only one Setup Style per function space as the default. Note: Selecting this check box deselects the check box on another Setup Style where it has already been selected.

- c. **Minimum Capacity.** Enter the lowest number of attendees needed to book the function space with this setup style. If the attendee number on the event is lower than this number, OPERA Cloud prompts you about the discrepancy. The value entered here cannot be lower than the value entered in the Minimum Capacity field in the Primary Details section.
  - d. **Maximum Capacity.** Enter the highest number of attendees allowed to book this function space with this setup style. If the attendee number on the event is higher than this number, OPERA Cloud prompts you about the discrepancy. Note: the value entered here cannot be higher than the value entered in the Maximum Capacity field in the Primary Details section.
  - e. **Setup Time.** Enter the default number of minutes required to set this room up in the setup style. The number entered here defaults to the event when this function space and setup style are selected, but you can update the value at any time.
  - f. **Setdown Time.** Enter the default number of minutes required to break down this room in this setup style. The number defaults to the event when you select this function space and setup style, but you can update the value at any time.
4. Click **Save** to save and close or click **Save and Continue** to save and add another setup style.
  5. Select the Next button to move to the Rental Codes panel.
  6. Select **New** on in the Rental Codes panel and complete the following fields (the Rental Code CUSTOM defaults when this panel is first selected):
    - a. **Code.** Select the appropriate Rental Code. Refer to [Configuring Rental Codes](#).
    - b. **Revenue Type.** Select the appropriate Revenue Type from the LOV. Refer to: [Configuring Catering Revenue Types](#). The value entered in the OPERA Control Default Space Revenue Type defaults to this field.
    - c. **Charge Type.** Select the appropriate value based on whether the rental Amount should be calculated Per Room (flat charge) or Per Person (Rental Amount \* Number of Attendees).
    - d. **Amount.** Enter the Rental Amount for this Rental Code and function Space.
    - e. **Set as Default.** Select the check box if the Rental Code should be automatically selected when you add the function space to an event. You can select only one Rental Code per function space as the default. Selecting this check box deselects it on another Rental Code where the check box is already selected.
    - f. **Hourly Rate.** Select the check box if the Amount you entered should be charged based on the number of hours the function space is booked, for example, if the Amount you enter is 100.00 and space is booked on an event from 09:00 - 11:00, the Rental Amount calculates as  $100.00 * 2 \text{ Hours}$ .
  7. Click **Save** to save and close or click **Save and Continue** to save and add another rental.
  8. Select the **Next** button to move to the Combo Elements panel. This panel need only be accessed if the function space you are configuring is a Combination space (meaning that it can be broken into smaller function spaces that can be sold on their own and will be configured as a separate space).
    - a. From the list on the left, select the function spaces that make up this combination space (you can select more than one space using the space bar).
    - b. Move the selected spaces to the right side using the appropriate arrow button.

### Editing a Function Space

1. From the Administration menu, select **Inventory**, select **Function Space Management**, and select **Function Spaces**.
2. Enter or confirm the **Property** name, enter any additional search criteria, and click **Search**.
3. From your search results, click the row level **vertical ellipsis** and select **Edit**.
4. To edit the Additional Details panel, Dimensions and Details panel, or the Setup Styles panel:
  - a. Click **Edit**.
  - b. Make the required changes.
  - c. Click **Save**.
5. You can delete a Setup Style only if it is not assigned to an event.
  - a. Select **Delete** from the vertical ellipsis on a Setup Style record.
  - b. Confirm by selecting **Delete** when prompted.
6. You can delete a Rental Code only if it is not assigned to an event.
  - a. Select **Delete** from the vertical ellipsis on a Rental Code record.
  - b. Confirm by selecting **Delete** when prompted.
7. Click the **Back to Function Spaces** link.

### Deleting a Function Space

You can delete a Function Space only if it is not assigned to a Function Space.

1. From the Administration menu, select **Inventory**, select **Function Space Management**, and select **Function Spaces**.
2. Enter or confirm the **Property** name, enter any additional search criteria, and click **Search**.
3. From search results, click the row level **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

### Copying Function Spaces

1. From the Administration menu, select **Inventory**, select **Function Space Management**, and select **Function Spaces**.
2. Enter or confirm the **Property** name, enter any additional search criteria, and click **Search**.
3. From your search results, click the row level **vertical ellipsis** and select **Copy**.
4. Enter or edit the following fields:
  - a. **Room**. Enter the code for the function space.
  - b. **Space Name**. The full name of the function space.
  - c. **Short Name**. An abbreviated or alternate function space name.
  - d. **Custom Order (1–3)**. A custom order represents a group of selected function spaces appearing in a specific sequence. Use the three Custom Order fields

to identify the Function Diary custom order (or orders) to which the current function space should belong and the position of the function space in that custom order.

- e. **Combo Element** (available only if the source function space is marked as a combo room). This is the name of the function space associated with the combo room.
5. Click **Save**.

## Configuring Function Space Types

Use the Function Space Types screen to configure the different types of function spaces available at your property, such as Ballroom, Boardroom, or Conference. This can be helpful in the Function Diary when filtering for a suitable function space.

Function Space Types are assigned to the function space using the Function Space Setup screen. For more information, see [Configuring Function Spaces](#).

### Adding a Function Space Type

1. Select the **Administration** menu, select **Inventory**, select **Function Space Management**, and then select **Function Space Types**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code for the function space type, such as BALL.
  - b. **Description**. Enter a description for the function space type, such as Ballroom.
  - c. **Manage Translations**. Select to open the multi-language descriptions screen and configure a translated descriptions for each language.
  - d. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned
3. Click **Save** to save and close or click **Save and Continue** to save and create another record.

### Editing a Function Space Type

1. On the Function Space Types screen, enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Edit**.
4. Make the required change to Description or Sequence.
5. Click **Save**.

### Deleting a Function Space Type

You can delete a Function Space Type only if it has not been assigned to a Function Space.

1. On the Function Space Types screen, enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Delete**.

## Configuring Function Space Locations



Use the Function Space Locations screen to configure where a function space is located on the property, for example, the main building or outside. This can be helpful in the Function Diary when filtering for a suitable function space.

The Locations are assigned to the function space using the Function Space Setup screen. For more information, see : [Configuring Function Spaces](#).

### Adding a Location

1. Select the **Administration** menu, select **Inventory**, select **Function Space Management**, and then select **Locations**.
2. Click **New** and complete the following fields:
  - a. **Property.** Enter or confirm the property name.
  - b. **Code.** Enter a code for the function space location, such as MAIN.
  - c. **Description.** Enter a description for the function location, such as Main Building.
  - d. **Manage Translations.** Select to open the multi-language descriptions screen and configure a translated descriptions for each language.
3. Click **Save** to save and close the record.

### Editing a Location

1. On the Locations screen, enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Edit**.
4. Make the required change to the Description field.
5. Click **Save**.

### Deleting a Location

You can delete a Location only if it is not assigned to a Function Space.

1. On the Locations screen, enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Delete**.

## Configuring Event Types

Event Types describe the kind of activity taking place during a given meal period, such as meeting, lunch, exhibits, and so on. In addition, Event Types can streamline the booking process by defaulting start and end times. Event Types can also be linked to meal periods and used in forecasting, tracking, and posting event revenue.

Event types are also referenced in other areas of configuration, for example, when defining menus and menu items.

### Adding an Event Type

1. Select the **Administration** menu, select **Inventory**, select **Function Space Management**, and then select **Event Types**.

2. Click **New** and complete the following fields:
  - a. **Code** Enter a code for the event type, such as MTG.
  - b. **Description** Enter a Description for the event type, such as Meeting.
  - c. **Manage Translations** Select to open the multi-language descriptions screen and configure a translated descriptions for each language.
  - d. **Start Time** The time entered here is used as the default start time when an event is created with this Event Type. You can change the start time after it is defaulted on the event.
  - e. **End Time** The time entered here is used as the default end time when an event is created with this Event Type. You can change the end time after it is defaulted on the event.
  - f. **Meal Period** (Available when the Catering Meal Period OPERA Control is Active). Select the value to which this Event Type should be associated when reporting by Meal Period.
  - g. **Sequence.** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to save and close.

### Editing an Event Type

1. On the Event Types screen, enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Edit**.
4. Make the required changes.
5. Click **Save**.

### Deleting an Event Type

You can delete an Event Type only if it is not configured with forecast figures or booked.

1. On the Event Types screen, enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Delete**.

## Configuring Rental Codes

The Function Space Rental Codes are used to specify the type of rate (Daily, Hourly, Per Person, or Custom) charged for a function space.

The Rental Codes are assigned to the function space using the Function Space Setup screen. For more information, see: [Configuring Function Spaces](#).

### Adding a Rental Code

1. Select the **Administration** menu, select **Inventory**, select **Function Space Management**, and then select **Rental Codes**.
2. Click **New** and complete the following fields:

- a. **Code.** Enter a code for the Rental Code, such as FULL.
  - b. **Description.** Enter a Description for the rental code, such as Full Day.
  - c. **Manage Translations.** Select to open the multi-language descriptions screen and configure a translated descriptions for each language.
  - d. **Sequence.** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to save and close the record.

### Editing a Rental Code

1. On the Rental Codes screen, enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Edit**.
4. Make the required changes.
5. Click **Save**.

### Deleting a Rental Code

You can delete a Rental Code only if it is not assigned to a Function Space.

1. On the Rental Codes screen, enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Delete**.

## Configuring Setup Styles

Use the Setup Styles screen to configure the setup styles for function spaces at the property. Setup styles might include seating arrangements, furniture and equipment placements, and so on.

Setup Styles are assigned to the function space from the Function Space Setup screen. For more information, see: [Configuring Function Spaces](#).

### Adding a Setup Style

1. Select the **Administration** menu, select **Inventory**, select **Function Space Management**, and then select **Setup Styles**.
2. Click **New** and complete the following fields:
  - a. **Code.** Enter a code for the Setup Style Rental Code, such as CLS.
  - b. **Description.** Enter a description of the Setup Style, such as Classroom Style.
  - c. **Sequence** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save**.

### Editing a Setup Style

1. On the Setup Style screen, enter search criteria and click **Search**.
2. In the search results, select the row level **vertical ellipsis** and click **Edit**.
3. Make the required change.
4. Click **Inactive** to make a code inactive; inactive codes are not available for selection.
5. Click **Save**.

### Deleting a Setup Style

You can delete a Setup Style only if it is not assigned to a Function Space.

1. On the Setup Style screen, enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Delete**.

## Task Sheets

You can create task sheets at your property for housekeeping staff. With the optional **Housekeeping Task Scheduling** function enabled in OPERA Controls, you can also schedule these housekeeping tasks and the various housekeeping supplies for each room type.

## Housekeeping Task Scheduling

### Prerequisites for Housekeeping Task Scheduling

Housekeeping task scheduling enables you to set up a schedule of tasks to occur on various days during a reservation stay. Task scheduling supports operations (for example, when a light service task is scheduled daily) with a full service task occurring once a week. To configure the task schedule, you must first configure each task code and then schedule the tasks for each room type. Additionally, you can also configure task supplies (that is, soap, towels, linens) which are supplied to the room as part of the scheduled task.

## Prerequisites for Housekeeping Task Scheduling

### OPERA Controls

**Group:** Room Management

**Functions:** Housekeeping Task Scheduling

### OPERA Cloud Tasks

**Group:** Inventory Admin

**Task:** Manage Accommodations

Tasks

- New/Edit Tasks

- Delete Tasks

## Configuring Housekeeping Tasks for Scheduling

You can create the task codes (for example, full service, light touch, no service, and so on) that are used for configuring a room type task schedule.

### Adding a Task Code

1. Select the **Administration** menu, select **Inventory**, select **Task Sheets**, and then select **Tasks**.
2. Click **New** and complete the following fields:
  - a. **Property**. Enter a property or search for and select a property.
  - b. **Code**. Enter a housekeeping task code (for example, LIGHT, FULL, NSR, and B&B).
  - c. **Description**. Enter a description for the task (for example, Light touchup, Full Service, No Service, Empty Bins, and Make Bed Only).
  - d. **Colors**. Select a color code for the task type. The task's defined color populates in the date box in the housekeeping task scheduler when viewed from the reservation details link and from within the Forecast screen in Housekeeping.
  - e. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
  - f. **Task Instructions**. Enter a short description of the steps required to perform this task.
  - g. **Departure Room Default Task**. Select to make this task code the default departure room task. OPERA Cloud requires that one task code must be marked as the Departure Room Default Task. This task code will be assigned and forecasted for all departure rooms within Housekeeping. This is typically a full service of the room.
  - h. **Guest Requested Task**. Select to indicate this task is only available when requested by the Guest. Guest requested tasks are not automatically scheduled.
3. Click **Save**.

 **Note:**

A task selected as a **Guest Requested Task** cannot also be selected as a **Departure Room Default Task**. When one option is selected, the check box for the other option becomes inactive.

- i. **Linen Change**. Select to signify the Task requires a linen change. This is reflected in the Total Linen Change statistic within the Expanded Task Sheet and noted for each corresponding task in the task sheet reports and task companion.

### Editing a Task Code

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the vertical ellipsis.
4. Click **Edit**.
5. Click **Inactive** to make a code inactive; inactive codes are not available for selection.
6. Update the configuration and click **Save**.

### Deleting a Task Code

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the vertical ellipsis.
4. Click **Delete** and confirm the deletion.

## Configuring (Room Type) Task Schedules

Once Housekeeping Tasks and Task Supplies are configured, the next step is to schedule these tasks for each room type. Each task scheduled for a room type is given a priority and a frequency; therefore, when two tasks are scheduled to occur on the same day, the higher priority task is scheduled. For example, a task scheduled for every 2 days and a task scheduled for every 5 days will both occur on the 10th day of the stay, and the task with the higher priority will be scheduled.

For each task scheduled, you can also select the various task supplies (such as linen, soap, or shampoo) to be provided as part of the task scheduled.

### Adding a Schedule

1. Select the **Administration** menu, select **Inventory**, select **Task Sheets**, and then select **Schedules**.
2. Click **New** and complete the following fields:
  - a. **Property**. Enter a property or search for and select a property.
  - b. **Room Type**. Select the room type for which this task is being scheduled.
  - c. **Task**. Select the down arrow to choose a task.

 **Note:**

Once a specific task has been attached to a room type, that task code is removed from the Task LOV. You can no longer change this information once it has been saved without deleting the task from the room type.

- d. **Market Codes**. Enter or select **Market Codes** to limit the scheduling of the task.
- e. **Special Requests**. Enter or select **Special Request** codes to limit the scheduling of the task.

 **Note:**

Once a special code has been selected for a task schedule, you can no longer associate it to another task schedule. This prevents you from duplicating the request.

- f. **Rate Codes.** Enter or select **Rate Codes** to limit the scheduling of the task.
- g. **Priority.** Enter a number for the priority. When more than one task is scheduled for a room type, you define a priority number for each task. A priority is assigned to determine which task takes precedence when two or more tasks converge on a given day of the reservation stay dates. For example, if Full Service was scheduled for every 7 days, and Light Touch was scheduled for every 3 days, these tasks would overlap for any reservation that is in-house for 21 days. For such reservations, OPERA Cloud would choose the Full Service task with priority 1, rather than Light Touch with priority 2.
- h. **VIP Levels.** (Available when the **VIP** application function in the **Profiles** group is active) Enter **VIP** codes to limit the scheduling of the task.

 **Note:**

Once a **VIP** is attached to a task code, you can no longer associate it to another task of the same code. This prevents you from duplicating the code.

- i. **Schedule.** Select from the following options:
  - **Every X Days** — Select to schedule the task to occur every X number of days of the reservation. This field can be used in conjunction with the **Starting On Day** and the **Every XX Day** field to skip days in between when this task will be performed.

 **Note:**

If the **Start on Day** field is left blank, then the Task will start with the value entered into the **Every XX Days** field. For example, if the Arrival Date of a reservation is 04/11/11, Departure Date of 04/15/11, and has a Task schedule of Every 1 Day, then the Task would be scheduled to start on 04/12/11.

- **Everyday** — Select to complete the Task every day.
- **Departure Day Only** — (Available when the task has been configured as **Departure Room Default Task**) Select to only complete this Task on the departure date of the reservation.
- **Custom Schedule** — (Available when a Task has been configured as a **Guest Requested Task**) This task will not automatically be scheduled. You can customize the Schedule from Housekeeping Task Scheduler via the Reservations Options.

- **Not Required** — Select to exclude certain filter options (that is, a reservation with a specific rate code) from being scheduled with a task. For example, a room type is set up with 4 different tasks for each day. A group has negotiated a lower rate and one of the tasks is excluded for this group (by rate code). Then the frequency **Not Required** can be chosen for that particular task for that Rate Code.
  - **Arrival Day Only** — Select to schedule on arrival day only.
- j. **Number of Days.** Specify how often in days, following the reservations arrival date, the task is to be completed. For example, if the task is repeated every day following the arrival date, enter 1. If the task is completed every three days, enter a 3, and so on. Optionally, you can also define days of the week when this task can take place. See the 'Days of Week' field description below for details.
- k. **Starting on Day.** Enter the number of the day of the reservation on which to start the Task schedule. For example, if 3 is entered, then the Task would not be scheduled until the 3rd day of the reservation.
- l. **Include on Arrival Day.** Select if you would like the task to begin schedule on the guest's arrival date.
- m. **Days of the Week.** This option works in conjunction with the **Number of Days** option to enable you to control the days of the week on which this task can take place. (If no days are selected, only the Number of Days frequency is considered regardless of the day of the week on which the task falls.) Use the check boxes to select the days of the week on which the task can be scheduled. If the day when the task should take place according to the specified frequency falls on a day of the week which is not selected, the task will take place on the next available day of the week.

 **Note:**

If a scheduled task is designated as the Departure Room Default Task, it will be scheduled for the checked-out room regardless of the frequency or the days of the week configured for that task.

For example, assume you want to specify the Full Service (FS) task should take place Every 7 Days, except when the task would fall on a weekend (Saturday and Sunday options deselected, all other days selected). When a Full Service task falls on a Saturday or Sunday, it should be pushed to the next available weekday. In addition, Light Touch (LT) cleaning should be scheduled daily (Every 1 Day), Monday through Friday.

The below table provides an example of how these tasks would be scheduled for a hypothetical stay. Only the priority (FS-Full Service) task is shown on dates when two tasks converge on the same day.

**Table 12-2 Task Schedule**

Date	Day of the Week	Task
23-Dec	Sunday	No Service (Arrival)
24-Dec	Monday	LT - Light Touchup
25-Dec	Tuesday	LT - Light Touchup
26-Dec	Wednesday	LT - Light Touchup



**Table 12-2 (Cont.) Task Schedule**

Date	Day of the Week	Task
27-Dec	Thursday	LT - Light Touchup
28-Dec	Friday	LT - Light Touchup
29-Dec	Saturday	No Service
30-Dec	Sunday	No Service
31-Dec	Monday	FS- Full Service
1-Jan	Tuesday	LT - Light Touchup
2-Jan	Wednesday	LT - Light Touchup
3-Jan	Thursday	LT - Light Touchup
4-Jan	Friday	LT - Light Touchup
5-Jan	Saturday	No Service
6-Jan	Sunday	No Service
7-Jan	Monday	FS- Full Service
8-Jan	Tuesday	LT - Light Touchup
9-Jan	Wednesday	LT - Light Touchup
10-Jan	Thursday	FS- Full Service (Departure Task)

- n. **Message Text.** Enter the task message. This message appears when you select the associated Task when creating Task schedules from the Customize button on the Reservation Task Scheduler.

3. Click **Save**.

### Attaching Supplies

Once a task schedule has been created for a room type, you can associate the supply codes for the task.

1. Search for a task schedule, click the vertical ellipsis next to it, and select **Edit**.
2. Under Supplies, click **New** and complete the following fields:
  - a. **Code.** Select the down arrow and choose the supply code you want to add to the task. When you have selected a code, its description appears to the right of the field.
  - b. **Quantity.** Enter the number of the item to be provided for this task.

Repeat these steps to add more supplies to the task scheduled.

3. Click **Save** when you are finished adding supplies.

#### **Note:**

To edit or delete a supply, click the **vertical ellipsis** next to the supply item and click **Edit** or **Delete**.

### Editing a Schedule

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the vertical ellipsis.
4. Click **Edit**.
5. Click **Inactive** to make a code inactive; inactive codes are not available for selection.
6. Update the configuration and click **Save**.

### Deleting a Schedule

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the vertical ellipsis.
4. Click **Delete** and confirm the deletion.

## Configuring (Task) Supplies

Task supplies enable you to configure the various housekeeping supplies, such as Pillow Cases, Hand Towels, Bath Towels, Shampoo, and so on. You can then associate these supplies with the housekeeping tasks scheduled for reservations.

### Adding a Supply Code

1. Select the **Administration** menu, select **Inventory**, select **Task Sheets**, and then select **Supplies**.
2. Click **New** and complete the following fields:
  - a. **Property**. Enter a property or search for and select a property.
  - b. **Code**. Enter a supply code (for example, PC, HT, BT, SH).
  - c. **Description**. Enter a description for the housekeeping supply item (for example, Pillow Cases, Hand Towels, Bath Towels, Shampoo).
  - d. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save**.

### Editing a Supply Code

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the vertical ellipsis.
4. Click **Edit**.
5. Click **Inactive** to make a code inactive; inactive codes are not available for selection.
6. Update the configuration and click **Save**.

### Deleting a Supply Code

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the vertical ellipsis.
4. Click **Delete** and confirm the deletion.

## Configuring Housekeeping Tasks

### Prerequisites for Housekeeping Tasks

Task codes enable you to create various housekeeping task sheets (for example, daily cleaning, mattress turning, inspections, turndown, and so on) for your property. Each task code can generate separate task sheets for room attendants to complete using either printed task sheet reports or the mobile task companion.

### Adding a Task Code

1. Select the **Administration** menu, select **Inventory**, select **Task Sheets**, and then select **Tasks**.
2. Click **New** and complete the following fields:
  - a. **Property**. Enter a property or search for and select a property.
  - b. **Code**. Enter a housekeeping task code (for example, VIP, TD, GC).
  - c. **Description**. Enter a description for the housekeeping task (for example, VIP room prep, turndown, general cleaning).
  - d. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
  - e. **Task Instructions**. Enter a short description of the steps required to perform this task.
3. Click **Save**.

### Editing a Task Code

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. Click **Inactive** to make a code inactive; inactive codes are not available for selection.
6. Update the configuration and click **Save**.

### Deleting a Task Code

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.

3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete** and confirm the deletion.

## Prerequisites for Housekeeping Tasks

### OPERA Controls

**Group:** Room Management

**Functions:** Task Sheets

### OPERA Cloud Tasks

**Group:** Inventory Admin

**Task:** Manage Accommodations

Tasks:

- New/Edit Tasks
- Delete Tasks

## Configuring Task Sheet Room Details

Use this option to associate room attributes such as Floor, Building, Housekeeping sections and credits to each room in case they were not entered when the rooms were originally configured.

### Editing Task Sheet Room Details

1. From the **OPERA Cloud** menu, select the **Administration**, select **Inventory**, select **Accommodation Management** then select **Task Sheet Rooms**.
2. Enter search criteria and click **Search**.
3. Click **Edit** and enter details per room.
  - a. **Building:** Select building code from list.
  - b. **Floor:** Select a floor from the list.
  - c. **Day Section:** Select a HK section from the list.
  - d. **Evening (Turndown) Section:** Select a HK section from the list.
  - e. **Stay over:** Enter credits for stay over (occupied dirty) status.
  - f. **Departure:** Enter credits for departure (vacant dirty) status.
  - g. **Pickup:** Enter credits for room in pickup status.
  - h. **Turndown:** Enter credits for a turndown.
  - i. **Sequence:** Enter a display sequence for the room.
4. Click **Save**.

# 13

## Financial Administration

### About Accounts Receivable Configuration

#### [Prerequisites for Accounts Receivable Configuration](#)

The Accounts Receivable module enables you to manage debtors' accounts, invoices, and remittance. AR also supports management of payment collection through the production of periodic statements and reminder letters.

You can also manage and track remittance from credit card merchants accounts receivables, with specific functionality available to compress individual credit card settlements into a single invoice. The single invoice is automatically transferred to the debtor ledger account for the payment type during the End of Day.

You can activate optional functionality for the Accounts Receivable module in OPERA Controls.

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Financial Charges	Enables the ability to post a calculated percentage or fixed amount charge on a monthly cycle – typically used for charging overdue payment fees.
Fixed Charges	Enables the ability to auto-post a periodic charge to an AR Account based on defined cycle – daily, weekly, monthly.
Traces	Enables the ability to add an actionable date-driven reminder on AR accounts.

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The following configuration is required in order to use the Accounts Receivable module:

- [OPERA Controls — Accounts Receivables](#)
- AR Statement templates.
- Reminder Letter templates.
- AR Account Types.
  - Financial Charges
  - Reminder Letter Cycles
- Restriction Reasons.

#### **Related Topics:**

[Trace Texts](#)

[Departments](#)

[About Transaction Codes](#)

[About Stationery Editor \(Oracle Business Intelligence \(BI\) Publisher\)](#)

Toolbox – Utilities – Data Management – Enter Old Balances  
[Accounts Receivables](#)

## Prerequisites for Accounts Receivable Configuration

### OPERA Controls

**Group:** Accounts Receivables

**Function:** Accounts Receivables

### OPERA Cloud Tasks

Account Receivables

- Restricted Reasons
  - New/Edit Restricted Reasons
  - Delete Restricted Reasons
- Account Types
  - New/Edit Account Types
  - Delete Account Types

## Configuring Accounts Receivable Account Types

Account Receivable account types enable you to categorize AR accounts. The account type selected in each AR Account is used for filtering in both the application and also on reports, such as when generating an AR aging report subtotaled by account type. Account types also determine the stationery templates to use when generating statements and reminder letters.

**Gaming** You can also set up Comp Accounting AR types to automatically receive comp transactions for AR handling. For more information, see [Comp AR Accounts](#).

When the Finance Charges OPERA Control is active a 'late payment' charge can be levied against overdue balances for accounts in each AR account type. An End of Day procedure calculates and posts the finance charges using the transaction code selected in the Default Finance Charge Transaction Code OPERA Control. The financial charge is posted as a separate invoice in each AR account. In the invoice, the financial charge supplement reads: "Finance Charges Posted Automatically".

Example:

The Post AR Finance Charges process is scheduled to run for an AR account type on the 18th of each month and apply a 10% charge for invoice balances older than 30 days . Today's business date is June 18:

The debtors account shows the following outstanding balances:

Invoice Date	Invoice Age	Invoice Open Balance	Account Balance	Financial Charge
Jan 13	156 days	\$100	\$100	

Invoice Date	Invoice Age	Invoice Open Balance	Account Balance	Financial Charge	
Feb 12	123 days	\$200	\$300		
Mar 11	99 days	\$150	\$450		
May 10	39 days	\$100	\$550		
May 11	38 days	-\$100 (unallocated payment)	\$450		
May 20	29 days	\$175	\$625		
June 18	0 days	\$45 / \$55		\$45 / \$55	<ul style="list-style-type: none"> <li>• If the \$100 unallocated payment is not included in the calculation, the total amount outstanding is \$550 and the financial charge applied is \$55.</li> <li>• If the \$100 unallocated payment is included in the calculation the amount outstanding is \$450 and the finance charge applied is \$45.</li> </ul>

The finance charge is posted to the AR account as a new invoice dated June 18th.

The outstanding invoice created on May 20th is not included in the calculation because it is less than 30 days old.

#### Adding AR Account Types

1. From the Administration menu, select **Financial**, select **Accounts Receivables Management**, and then select **Account Types**.
2. Click New and complete the following
  - a. **Property**. Enter or select the property
  - b. **Type**. Enter a code for the account type

- c. **Description.** Enter a description for the account type
- d. **Credit Limit.** Enter a default credit limit for AR Accounts of this account type
- e. **Statement Mode.** Select a mode from the list
  - i. **Balance Forward.** A balance as of MM/DD/YY field on the statement shows the total previous balance for the account. The last statement date and total amount from the last statement will be printed on the statement as the balance forward date and balance forward, respectively, by default, unless overridden by a date in the Balance Forward From field
  - ii. **Individual Open Items.** All open balance invoices are listed as individual line items on the statement
- f. **Reminder Cycle.** Select a reminder letter cycle
  - i. **Days.** Reminder letters are generated based on the number of days for which the account has had an outstanding balance. Use this option, for example, if you want to send a reminder letter for outstanding balances of 30 days, 60 days, and 90 days. These letters can be customized for each cycle.
  - ii. **End of Month.** Reminder letters are generated at the end of each month if the account has an outstanding balance. This option might be appropriate, for example, if you select the Balance Brought Forward Statement Mode.
    - i. **Letter Name.** Select a reminder template from the list
- g. **Report (Aging) Delays Days.** Select a value from the list to define the aging delay days for unpaid invoices (Available when the Delay Days Report OPERA Control is active).
- h. **Statement (Template).** Select a customized statement from the list
  - i. Select **Print Invoices without details** if you do not want to print invoice details on the statement.
  - ii. Select **Print Invoices with details** to print invoice details on the statement. Invoice details appear under each invoice number, along with a subtotal per invoice. Invoice details include date, individual charges, and a description.
  - iii. Select **Print Separate Folios** to print the statement followed by the separate folios included in the statement. When you select this option for the account type, the Print Folios check box is selected by default when selecting Statement Options for the AR Account NOTE: Invoices created AR Enter Old Balances (link: [t\\_toolbox\\_entering\\_old\\_balances\\_ar\\_accounts.htm](#)) will not have a folio number assigned and will not be printed. .
- i. **Finance Charges.** (Available when the Finance Charges OPERA Control is active)
  - i. **Post on Day.** Enter the day in the month when the End of Day procedure should run the AR Post Finance Charge procedure for this account type.
  - ii. **Charges Older than (n) Days.** Enter the number of days after which an outstanding balance triggers finance charges. For determining the age of the invoices and AR balance, the clock starts on the date when the invoice is created.
  - iii. **Percentage.** Select to post a charge calculated as percentage of charges. Enter the percentage



- iv. **Amount.** Select to post a flat amount. Enter the amount.
- v. **Include Unallocated Payments.** Select to subtract any unallocated payments from the outstanding balance before the finance charge is calculated.
- j. **Daily Reminder Cycle.** When the Reminder Cycle field is set to Days, the Daily Reminder Cycles configuration lets you determine which reminder letters are generated for AR accounts with an outstanding balance for a given number of days. You can generate a different reminder letter for outstanding balances of 30 days, 60 days, 90 days etc. The date when the aging "clock" starts, and thus when the first reminder cycle begins, is determined by the Date For Aging OPERA Control.
  - i. Click **New**
    - i. Number of Days. Enter the number of days in the reminder cycle
    - ii. Letter (Template) Name. Select a reminder template from the list
  - ii. Repeat to add additional letters
  - iii. To edit a cycle, select the cycle and update the Days and Letter.
  - iv. To delete a cycle select the letter and days, click the vertical ellipses and select **Delete**.

 **Note:**

When the Simple Reminder OPERA Control is active, the Reminder Details screen sorts reminder letters in the order in which they were set up, starting with the first letter that was configured. This is typically the order in which these letters are generated for reminder letter mailings. There may be more than one letter "queued up" to be generated for the account depending on the age of the account balance and which letters have already been generated.

 **Note:**

When Simple Reminder OPERA Control is inactive, reminder letters are sorted based on the number of days in the reminder cycle, lowest to highest. For this parameter setting, reminder letter mailings are generated depending on the age of the account balance, not on which letters have already been mailed. For example, assuming there are 30, 60, and 90-day cycles, if the account balance is 63 days old when letters are generated, the 60 day letter is sent, regardless of whether the 30 day letter was sent.

- 3. Click **Save**.

### Editing AR Account Types

- 1. From the Administration menu, select Financial, select Accounts Receivables Management, and then select Account Types.
- 2. Enter search criteria and click **Search**.
- 3. From search results, select an account type and click the vertical ellipsis and select **Edit**.
- 4. Update the details
- 5. Click **Save**.

### Deleting AR Account Types

1. From the Administration menu, select Financial, select Accounts Receivables Management, and then select Account Types.
2. Enter search criteria and click **Search**.
3. From search results, select an account type and click the vertical ellipsis and select **Delete**.
4. Click **Delete** to confirm.

## Configuring AR Restricted Reasons

### Prerequisites for AR Restricted Reasons Configuration

Restricted Reasons enable you to set a restricted status on an Account Receivables account created for company, travel agent, source, contact, individual, and group type profiles.

### Adding AR Restricted Reasons

1. From the **Administration** menu, select **Financial**, select **Accounts Receivables Management**, and then select **Restricted Reasons**.
2. Click **New** and enter the following details:
  - a. **Property**: Select or confirm the property.
  - b. **Code**: Enter a code to identify the restricted reason.
  - c. **Description**: Enter a description of the reason.
  - d. **Sequence**: Enter a sequence number to indicate the placement of the restricted reason code when it appears in the profile account setup list of restrictions. Restricted reasons without a sequence number appear in alphabetical order following restriction reasons with a sequence number.
3. Click **Save**.

### Editing AR Restriction Reasons

1. From the **Administration** menu, select **Financial**, select **Accounts Receivables Management**, and then select **Restricted Reasons**.
2. Enter search criteria, click **Search**.
3. From search results, select a restricted reason , click the **Vertical Ellipse**, select **Edit**.
4. Update the configuration.
5. Click **Save**.

### Deleting AR Restriction Reasons

1. From the **Administration** menu, select **Financial**, select **Accounts Receivables Management**, and then select **Restricted Reasons**.
2. Enter search criteria, click **Search**.

3. From search results, select a restricted reason , click the **Vertical Ellipse**, select **Delete**.
4. Click **Save**.

## Prerequisites for AR Restricted Reasons Configuration

### OPERA Controls

**Group:** Profiles

**Parameters:** Restriction / Flagged Reasons

## Configuring Cashiering Components

Cashiering configurations affect the control and management of financial transactions at your property. You can configure cashiering components for articles for sale, cancellation handling, deposits, folios, settlements, adjustments, cashiers, and so on.

## Configuring Adjustment Reason Codes

Adjustment codes provide pre-defined reasons for adjustments and deletions made to transactions posted to a guest or AR ledger account. Examples of adjustment code reasons would be a duplicate charge, error, overcharge, manager's discretion, and so on.

### Adding Adjustment Reason Codes

1. From the Administration menu, select **Financial**, select **Cashiering Management**, and select **Adjustment Codes**.
2. Click **New**.
3. Enter or confirm the **Property**.
4. Enter a **Code** to represent the adjustment reason, for example, MGR for manager's discretion.
5. Enter a **Description** of the adjustment, such as Manager's Discretion.
6. Select one of the following **Code Types**:
  - a. **Adjustment**. Indicates an adjustment made to the guest's bill.
  - b. **Deletion**. Indicates a deleted posting.
  - c. **Service Recovery**. Indicates resolution of an issue with a dissatisfied guest.
7. Click **Save**.

### Editing Adjustment Reason Codes

1. From the Administration menu, select **Financial**, select **Cashiering Management**, and select **Adjustment Codes**.
2. Search and select the required Adjustment Codes that you want to edit and then click on the vertical ellipses.
3. Click **Edit**.

4. Update the configuration.
5. Click **Save**.

#### Deleting Adjustment Reason Codes

1. From the Administration menu, select **Financial**, select **Cashiering Management**, and select **Adjustment Codes**.
2. Search and select the required Adjustment Codes that you want to edit and then click on the vertical ellipses.
3. Click **Delete** and confirm the deletion.
4. Click **Save**.

## About Credit Card Authorization Rules

An authorization rule is a formula that determines the anticipated total expenses that will be charged to a credit card. The authorization rule, authorization history, and additional authorization options are available if payment integration is active at your property.

The authorization rule calculates the anticipated expense amount for the reservation and obtains the required credit card pre-authorization. The reservation is automatically updated with the new authorized amount and the approval code during the End of Day Credit Card Authorization (night\_audit\_authorization) procedure.

On the day of check out, an authorization executes using the authorization rule attached to the reservation the first time the hotel performs either a manual or batch authorization. This procedure helps to eliminate an excessive number of individual authorizations on the day of check out, particularly when guests stay and use the hotel facilities on the day of departure.

Properties usually set a default authorization rule. The rule is automatically applied to each guest's reservation. You can set the default rule using the Authorization Rule setting on the Credit Cards menu screen.

You will not normally need to change the default authorization rule for a guest's credit card unless there are unusual circumstances (for example, for guests with multiple night stays and/or when multiple guests are charging to the same credit card).

The following Authorization Rules are configured in OPERA Cloud on the Administration menu > Financial > Cashiering Management > Authorization Rules screen.

Based on the Advanced Authorization Rules OPERA Control, there are two options available for the setup of credit card authorization rules.

- Your property can rely on a single default authorization rule that applies to all reservations (Available when the Advanced Authorization Rules OPERA Control is inactive).
- Your property can apply different authorization rules based on Room Type, Room Class, Rate Code, Rate Category, Reservation Type and Source Code or a combination of the same. If none of the combinations match with the reservation, a default authorization rule will apply. (Available when the Advanced Authorization Rules OPERA Control is active).

**Table 13-1 Authorization Rules**

<b>Rule Number</b>	<b>Rule Description</b>
1	Nights x (Daily Rate)
2	Nights x (Daily Rate + Amount)
3	Nights x (Daily Rate + (Persons*Amount))
4	Nights x (Daily Rate + Percentage)
5	Amounts
6	Nights x (Percentage)
7	Nights x (Daily Rate + Amount - Daily Rate)
8	Nights x (Daily Rate + (Persons*Amount) - Daily Rate)
9	(Nights x Daily Rate) + Amount

The Daily Rate value in these authorization rules is a sum of the Room Rate + Add to Rate Packages + Fixed Charges, plus the associated taxes.

#### **Available Rules and Examples**

The Daily Rate element defined in the rules is based on rate code configuration. When a rate code is tax exclusive, the prices and generates would be taken into consideration.

If there is a reservation for Mr. and Mrs. Smith (2 adults) for 3 nights with a Rack rate code of \$100, and if the Rack rate code is configured as tax exclusive with 10% city tax configured in generates, then the authorization definitions and amounts would be as follows:

#### **Rule 1 - Nights\*(Daily Rate)**

Example 1: The authorization amount would be for \$330.

$$3 * (110) = 330$$

#### **Rule 2 - Nights\*(Daily Rate+Amount)**

Example: If \$20 is the default amount, the authorization amount would be for \$390.

$$3 * (110 + 20) = \$390$$

#### **Rule 3 - Nights\*(Daily Rate + (Persons\*Amount))**

Example: If \$20 dollars is the default amount, the authorization amount would be for \$450.

$$3 * (110 + (2 * 20)) = \$450$$

#### **Rule 4 - Nights\*(Daily Rate + Percentage)**

Example: If 10% was configured in the setup, then the authorization amount would be for \$363.

$$3 * (110) + 11 = \$363$$

#### **Rule 5 - Amount**

Example: If the flat amount was defined for \$50, then the authorization amount would be \$50.

 **Note:**

The first authorization (from either Batch, Scheduled, or Check-in authorization) would be the Amount specified for the rule + total balance (if reservation balance is > 0).

- The amount specified for the rule (if reservation balance is < 0)
- All Subsequent authorizations (from Batch, Scheduled, End of Day)
- Total Reservation Balance – Existing approved amount

There is no difference between the incidental approval and actual approval as in the other rules.

**Rule 6 - Nights\*(Daily Rate \* Percentage)**

Example: If the configured percentage amount is 10%, then the authorization amount would be \$33.

$$3 * (110 * 10 / 100) = \$33.$$

**Rule 7 - Nights\*(Daily Rate + Amount - Daily Rate)**

Example: If \$20 dollars is the default amount, the authorization amount would be for \$60.

$$3 * (110 + 20 - 110) = \$60$$

 **Note:**

When the Reservations > Exclude Rate From Auth Based On Routing application parameter is set to Y, Rule 7 and Rule 8 are not available for use with authorization rule schedules.

**Rule 8 - Nights\*(Daily Rate + (Persons\*Amount) - Daily Rate)**

Example: If \$20 is the flat amount, the authorization amount would be for \$120.

$$3 * (110 + (2 * 20) - 110) = \$120$$

 **Note:**

When the Reservations > Exclude Rate From Auth Based On Routing application parameter is set to Y, Rule 7 and Rule 8 are not available for use with authorization rule schedules.

**Rule 9 - (Nights \* Daily Rate) + Amount**

Example: If \$20 is the default amount, the authorization amount would be for \$350.

$$(3 * 110) + 20 = \$350$$

 **Note:**

A single flat amount is applied to the (nights \* daily rate) calculation, regardless of the length of stay. This flat amount applied also includes incidental charges for the entire stay and will not obtain more authorization during the End of Day process until the existing incidental approval amount is used up.

**Scenario 1**

- Create a Reservation for 2 nights, Rate amount \$100.00 , Tax = 15.00.
- Attached authorization rule 9 , estimated approval =  $(2 * 115) + 50 = \$280.00$ .
- Checked in the reservation and \$280.00 was authorized.
- Posted a charge for 20.00 on the folio.
- Verify that the Estimated Approval Amount = 0.
- Run EOD.
- No additional authorization obtained during EOD.

**Scenario 2**

- Create a Reservation for 2 nights, Rate amount \$100.00 , Tax = 15.00.
- Attached authorization rule 9 , estimated approval =  $(2 * 115) + 50 = \$280.00$ .
- Checked in the reservation and \$280.00 was authorized. Posted a charge for 200.00 on the folio.
- Verify that the Estimated Approval Amount = \$200.
- Run EOD.
- Additional authorization for \$200 obtained during EOD.
- (This is because \$200 charge will consume the original incidental \$50.00 authorization and rule 9 will again calculate estimated approval amount for remaining nights as  $(1 \text{ night} * 115.00) + 50 = 165.00 + 35.00$  (reservation balance over already approved amount  $(315.00 - 280.00) = 200.00$ ).

**Scenario 3**

- Create a Reservation for 2 nights, Rate amount \$150.00, Tax = 5.25.
- Attached authorization rule 9, estimated approval =  $(2 * 155.25) + 50 = \$360.50$ .
- Checked in the reservation and \$360.50 was authorized.
- Posted a charge for 200.00 on the folio.
- Verify that the Estimated Approval Amount = \$200.
- Run EOD.
- Additional authorization for \$200 obtained during EOD. (This is because \$200 charge will consume the original incidental \$50.00 authorization and rule 9 will again calculate estimated approval amount for remaining nights as  $(1 \text{ night} * 155.25) + 50 = 205.25 - 5.25$  (original approval 360.50 - reservation balance after EOD will be  $355.25$  (room /tax  $155.25 + 200)) = 200.00$ ).

**Scenario 4**

- Create a Reservation for 2 nights, Rate amount \$100.00, Tax = 15.00.
- Attached authorization rule 9, estimated approval =  $(2 * 115.00) + 50 = \$280.00$ .
- Checked in the reservation and \$280.00 was authorized.
- Posted a charge for 20.00 on the folio
- Make a payment for \$135 (= 1 Night + posted charge = 115 + 20).
- Verify that the Estimated Approval Amount = 165 (= Rate for the remainder of stay + amount =  $(1 \text{ night} * 115.00) + 50$ ).
- Run EOD.
- Additional authorization for \$165 obtained during EOD.

#### Scenario 5

- Create a Reservation for 1 night, Rate amount \$100.00 , Tax = 15.00.
- Attached authorization rule 9 , estimated approval =  $(1 * 115.00) + 50 = \$165.00$ .
- Checked in the reservation and \$165.00 was authorized.
- Extend the reservation stay to 2 nights.
- Verify that the Estimated Approval Amount = \$115.00 (=  $280.00 - 165.00$ ).
- From Credit Card > Authorization > Additional >.
- Obtain an authorization for 115.00.
- Posted a charge for 20.00 on the folio.
- From RSEDIT click on Ellipses next to Payment method and verify that the Estimated Approval Amount = 0.
- Run EOD.
- No additional authorization obtained during EOD.

#### End of Day Authorization Amount/Percentage Calculation

For Amount or Percentage values defined in authorization rules, the End of Day authorization calculation will not consider the incidental amount/percentage for nights that have already passed.

For example, a reservation for 2 nights with a cash payment method has a rate amount of 200.00 per night and 10% tax. The reservation is checked in. After check in, the guest changes the payment method to a Visa credit card with authorization rule 2 — Nights \*(Daily Rate + Amount). The amount for the authorization rule is \$50.00.

For this reservation, if the authorization had been obtained during check-in or before End Of Day, assuming the credit card was attached prior to check in, the authorization amount would have been \$540 ( $2 * (220 + 50)$ ). If authorization is obtained during the End of Day processing, the authorization would be obtained for \$490; the End of Day authorization would not consider the incidental amount (\$50 in this case) in the calculation of the authorization amount, since the night of the stay has already passed.

#### Multiple Authorization Rules - Rule Schedules (Advanced Authorization Rules)

The Advanced Authorization Rules feature allows you to specify a schedule that defines which authorization rule will apply to a reservation based on either or both the reservation type and the source code. When an authorization rule cannot be



determined by the reservation type and/or source code belonging to the reservation, a default authorization rule, specified at the property level, applies.

OPERA Cloud evaluates rule schedules based on the following order of precedence when determining which authorization rule applies to a reservation:

- Rule schedule and reservation have matching Room Type, Room Class, Rate Code, Rate Category, Reservation Type, and Source Code.
- Rule schedule and reservation having matching Room Type.
- Rule schedule and reservation having matching Room Class.
- Rule schedule and reservation having matching Rate Code.
- Rule schedule and reservation having matching Rate Category.
- Rule schedule and reservation have matching Reservation Type.
- Rule schedule and reservation have matching Source Code.
- If none of these elements results in a match, the default authorization rule is applied.

**Table 13-2 Multiple Authorization Rules**

Authorizati on Rule	Room Type	Room Class	Rate Code	Rate Category	Reservatio n Type	Source code
1	DLX	TOWER	AAA	NEG	6PM Hold	ORG
2	SNG					
3		TOWER				
4			AAA			
5				NEG		
6					6PM Hold	
7						ORG
8 (default)						

## Configuring Advanced Authorization Rules

### Adding Advanced Authorization Rules

1. From the **Administration** menu, select **Financials**, then **Cashiering Management**, then select **Authorization Rules**.
2. Click **New** and complete the following
  - a. **Property:** Enter or select the property
  - b. **Room Type:** Select a room type from the list. When you select a Room type, the associated Room Class automatically populates the Room Class field, and you cannot modify the Room Class field.
  - c. **Room Class:** Select a room class from the list (Available when the Room Class OPERA Control is active).
  - d. **Rate Code:** Select a rate code from the list. If you select a Rate Code, then a Rate Category attached to the Room Type will automatically be populated, and you cannot modify the Rate Category field.

- e. **Rate Category:** Select a rate category from the list
  - f. **Reservation Types:** Select a reservation type from the list. Not available for the default (Property) authorization rule.
  - g. **Source Code:** Select a source code from the list. Not available for the default (Property) authorization rule.
  - h. **Authorization Rule:** Select an authorization rule from the list
  - i. **Amount:** Enter an amount to be applied to authorization calculation rule.
3. Click **Save**.

#### Editing Advanced Authorization Rules

1. From the **Administration** menu, select **Financials**, then **Cashiering Management**, then select **Authorization Rules**.
2. Enter search criteria and click **Search**.
3. Select the **Authorization Rule**, then click the **vertical ellipsis** and select **Edit**.
4. Update configuration
5. Click **Save**.

#### Deleting Advanced Authorization Rules

1. From the **Administration** menu, select **Financials**, then **Cashiering Management**, then select **Authorization Rules**.
2. Enter search criteria and click **Search**.
3. Select the **Authorization Rule**, then click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Auto Folio Settlement Types

### [Prerequisites for Configuring Auto Folio Settlement Rules](#)

The Auto Folio Settlement feature enables properties to set up rules for automatically settling specific guest folios during the End of Day procedure. Auto folio settlement rules are configured in the Cashiering group of OPERA Controls. They are implemented by creating auto folio settlement types and attaching the types to profiles.

#### Adding Auto Folio Settlement Types

1. From the **Administration** menu, select **Financial**, select **Cashiering Management**, and then select **Auto Folio Settlement Types**.
2. Click **New** and enter the following details:
  - a. **Code:** Enter a Code to represent the auto folio settlement type.
  - b. **Description:** Enter a Description of the auto folio settlement type.
  - c. **Manage Translation:** Click to add translated descriptions per language

- d. **Sequence:** Enter a Sequence to determine the order in which the type appears in the **Auto Folio Settlement Types** list.
3. Click **Save**.

#### Editing Auto Folio Settlement Types

1. From the **Administration** menu, select **Financial**, select **Cashiering Management**, and then select **Auto Folio Settlement Types**.
2. Enter search criteria and click **Search**.
3. Select a settlement type and click **Vertical Ellipse**, click **Edit**.
4. Update details.
5. Click **Save**.

#### Deleting Auto Folio Settlement Types

1. From the **Administration** menu, select **Financial**, select **Cashiering Management**, and then select **Auto Folio Settlement Types**.
2. Enter search criteria and click **Search**.
3. Select a settlement type and click **Vertical Ellipse**, click **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Configuring Auto Folio Settlement Rules

#### OPERA Controls

**Group:** Cashiering

**Functions:** Auto Settlement Rules

## Configuring Folio Types

Using Folio Types you can generate different types of folios depending on a given set of circumstances. A specific set of task conditions is then linked to a folio type which has an associated report file. The report file, in turn, controls what information is included on a folio and how the folio looks when printed.



#### Note:

Depending on your country mode and OPERA Controls active your configuration options may be different from those explained here.

#### Adding a Folio Type

1. From the **Administration** menu, select **Financials**, then **Cashier Management**, then **Folio Types**.

2. Click **New** and enter the following details:
  - a. **Property**: Enter or select the property.
  - b. **Folio Type**: Enter the name for the folio type.
  - c. **Service Type**: Select G- Goods or S- Services from list (enabled when the Service Type OPERA Control is active).
  - d. **Tax Types**: Select the tax type(s) for which the folio will be generated.
  - e. **Credit and Deposit**: Select a check box to define the purpose of folio being configured. Only one folio type can be configured for each category.
  - f. **Folio** : Select the folio template from the available list and click [**>**] to move the selected folio to the selected panel.
3. Click **Save**.

### Editing a Folio Type

1. From the **Administration** menu, select **Financials**, then **Cashier Management**, then **Folio Types**.
2. Enter search criteria and click **Search**.
3. Select the folio type and click **Vertical Ellipse** and select **Edit**.
4. Update the details.
5. Click **Save**.

### Deleting a Folio Type

1. From the **Administration** menu, select **Financials**, then **Cashier Management**, then **Folio Types**.
2. Enter search criteria and click **Search**.
3. Select the folio type and click **Vertical Ellipse** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Folio Copy Legend

### Prerequisites for Configuring Folio Copy Legend

When printing multiple copies of folios the configured folio copy legend. For example, Original, First Copy of Invoice, Second Copy of Invoice and so on. Prints on the folio when the Folio Copy Legend OPERA Control is set to Yes (Y) or Watermark (W).

You can select the folio type and enter the folio description to generate for the specific folio type.

When the multi-language OPERA Control you can also add translated descriptions for the legend descriptions.

The watermark folio copy legend is available only for report groups Folios, AR Folios, Post It Folios, and Passerby Folios.

Note: The folio copy legend appears on a folio only when actually printing the folio (and copies of the folio) at the time of settlement or check out from the Billing screen. The folio copy legend is not included when reprinting folios through Folio History.

### Editing Descriptions

1. From the **Administration** menu, select **Financial**, then **Cashier Management**, then **Folio Copy Legend**.
2. Enter search criteria and click **Search**.
3. Select a code, click **Vertical Ellipse** and select **Edit**.
4. **Description**: Enter a description.
5. Click **Save**.

### Adding Folio Copy Legends

1. From the **Administration** menu, select **Financial**, then **Cashier Management**, then **Folio Copy Legend**.
2. Enter search criteria and click **Search**.
3. Select a code, click **Vertical Ellipse** and select **Manage Folio Copy Legend**.
4. Click **New** and enter the following details:
  - a. **Folio Type**: Select a folio type from the list
  - b. **Folio Description**: Enter a folio copy description to generate
  - c. **Manage Translations**: Click to add translated descriptions for each language
5. Click **Save**.

### Editing Folio Copy Legends

1. From the **Administration** menu, select **Financial**, then **Cashier Management**, then **Folio Copy Legend**.
2. Enter search criteria and click **Search**.
3. Select a code, click **Vertical Ellipse** and select **Manage Folio Copy Legend**.
4. Select a code, click **Vertical Ellipse** and select **Edit**.
5. Update details
6. Click **Save**.

### Deleting Folio Copy Legends

1. From the **Administration** menu, select **Financial**, then **Cashier Management**, then **Folio Copy Legend**.
2. Enter search criteria and click **Search**.
3. Select a code, click **Vertical Ellipse** and select **Manage Folio Copy Legend**.
4. Select a code, click **Vertical Ellipse** and select **Delete**.

## Prerequisites for Configuring Folio Copy Legend

### OPERA Controls

**Group**: Cashiering

**Settings**: Folio Copy Legend

## OPERA Cloud Tasks

**Group:** Financial Admin


**Task:** Cashiering Management

- Folio Copy Legend

# Configuring Folio Arrangement Codes (Folio Grouping)

## Prerequisites for Configuring Folio Arrangement Codes

### Adding Folio Arrangement Codes

1. From the Administration menu, select **Financials**, select **Cashiering Management**, and then select **Folio Arrangement Codes**.
2. Click **New** and complete the following:
  - a. **Property.** Confirm or select the property.
  - b. **Arrange Code.** Enter an alpha-number code.
  - c. **Description.** Enter a description to appear on the folio.
    - i. **Manage Translation.** Click to open the multi-language screen and configure a translated description for each language.
  - d. In the Available panel, search and select **transaction codes** and click the right-facing arrow  to move codes to the selected panel.
3. Click **Save**.

### Editing Folio Arrangement Codes

1. From the Administration menu, select **Financials**, select **Cashiering Management**, and then select **Folio Arrangement Codes**.
2. Enter search criteria and click **Search**.
3. Select the **arrangement code**, click the **vertical ellipsis**, and select **Edit**.
4. Update the configuration.
5. Click **Save**.

### Deleting Folio Arrangement Codes

1. From the Administration menu, select **Financials**, select **Cashiering Management**, and then select **Folio Arrangement Codes**.
2. Enter search criteria and click **Search**.
3. Select the **arrangement code**, click the **vertical ellipsis**, and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Configuring Folio Arrangement Codes

### OPERA Controls

**Group:** Cashiering

**Parameters:** Folio Arrangements

### OPERA Cloud Tasks

**Group:** Financial Admin

**Parameters:** Cashiering Management

Folio Grouping Codes


- New/Edit Folio Grouping Codes
- Delete Folio Grouping Codes

## Configuring Group Arrangement Codes (Folio Grouping)

### [Prerequisites for Configuring Group Arrangement Codes](#)

Group folio groupings enable you to generate a folio for group blocks with summarized transactions for up to 12 buckets. The folio is generated as a table with charges summarized per arrangement code per date

### Adding Group Arrangement Codes

1. From the Administration menu, select **Financials**, select **Cashiering Management**, and then select **Group Arrangement Codes**.
2. Click **New** and complete the following:
  - a. **Arrange Code.** Select an arrangement code (bucket) from the list (1-12)
  - b. **Description.** Enter a description to appear on the folio
  - c. **Manage Translation.** Click to open the multi-language screen and configure a translated description for each language
  - d. In the Available panel, search and select **transaction codes** and click the right-facing arrow  to move codes to the selected panel.
3. Click **Save**.

### Editing Group Arrangement Codes

1. From the Administration menu, select **Financials**, select **Cashiering Management**, and then select **Group Arrangement Codes**.
2. Enter search criteria and click **Search**.
3. Select the **arrangement code**, click the **vertical ellipsis**, and select **Edit**.
4. Update the configuration.
5. Click **Save**.

### Deleting Group Arrangement Codes

1. From the Administration menu, select **Financials**, select **Cashiering Management**, and then select **Group Arrangement Codes**.
2. Enter search criteria and click **Search**.
3. Select the **arrangement code**, click the **vertical ellipsis**, and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Configuring Group Arrangement Codes

### OPERA Cloud Tasks

**Group:** Financial Admin

**Parameters:** Cashiering Management

Folio Grouping Codes

- New/Edit Folio Grouping Codes
- Delete Folio Grouping Codes

## Configuring Cashiers

Cashier setup enables you to define and manage cashier IDs for your property's cashiers. A cashier ID is used to track each posting made to a reservation or AR account. The details are available on [financial reports](#) and [cashier closure](#) reports.

You must configure cashier IDs for the **Night Audit Cashier Id** and **Income Audit Cashier Id** settings in OPERA Controls (see [OPERA Controls — End of Day](#) for more information). Cashiers must also be configured for each integrated system that posts charges to OPERA Cloud. For example, Point of Sale, Video, Minibar, PBX / Call Accounting, and Leisure: Spa / Golf .

### Adding a Cashier

1. From the **Administration** menu, select **Financial**, select **Cashiering Management**, then select **Cashiers**.
2. Click **New** and complete the fields and options on the Manage Cashier screen.
  - a. **Cashier ID:** Enter a number to identify the cashier ID.

 **Note:**

999999 is the highest number you can assign to a cashier.

- b. **Name:** Enter the cashier's name. This could be the name of a person, the name of a shift, or other descriptive term to associate with this cashier ID.
- c. **Starting Amount.** Enter the **local currency** starting balance assigned to the cash drawer for employees signing on with this cashier ID.



 **Note:**

If you choose to work with fixed starting balances, enter the opening amount of each cashier's float (or bank) in this field. This is the amount the employee retains in the cash drawer and carries forward to the next day. If your policy requires cashiers to completely empty their cash drawer each night and deposit all the money in their banks into the safe, then your property is working without fixed starting balances and no entry is required. The starting amount is reflected on the Cashier Closure Report.

- d. **Maximum Daily Uses:** Enter the number of times cashiers can close and re-open their cashier in one business day.

 **Note:**

At the end of each shift, the cashier is balanced and closed. After closing, you must re-open before you can post another transaction. You can set the maximum daily user from 0 to 9999 (unlimited). For security purposes, you might want to restrict users to one or two uses per business day. Enter the **number 1** here if you do not want a cashier reopened after it has been closed.

- e. **Float Over/Short:** Select if the cashier is able to drop above or below the required drop amount.

 **Note:**

OPERA Cloud maintains a running total of any differences that might occur between the cash amount posted by the cashier and the cash amount the cashier actually entered during cashier closing. OPERA Cloud adds or subtracts the difference (depending on whether the cash amount is over or short) and updates the total accordingly.

- f. **Cashier:** Select to configure this cashier ID for a standard user cashier. This is the default.
- g. **LDAP Template:** Select to use this cashier ID as a template. This template is then used for automatically creating and assigning cashier IDs, to users granted the **<ORG>\_OPERACASHIER** role, The cashier IDs created for users inherits the attributes set on this template Cashier (e.g., **\_Starting Amount**, **Maximum Daily Uses**, etc.). The Cashier Name is taken from the login User Name and a Cashier ID number is assigned by OPERA Cloud . Only one LDAP Template cashier ID can be created.
- h. **Interface Cashier:** Select if the cashier ID is reserved for use by interfaces.
- i. **Kiosk Cashier:** Select the check box if this cashier ID is reserved for use by Kiosk applications. This cashier ID is not available for selection from the Cashier ID list of values on the Cashier Login screen. Only one Kiosk Cashier can be created and it cannot be selected as LDAP Template. This option is enabled when the **OPP\_KSK** integration service is active.

- 3. Click **Save**.

### Editing a Cashier

1. From the **Administration** menu, select **Financial**, select **Cashiering Management**, then select **Cashiers**.
2. Enter search criteria and click **Search**.
3. Click the row level vertical ellipsis for the cashier and select **Edit**.
4. Make the desired changes.
5. **Inactive**. Select to set the cashier inactive.

 **Note:**

If a Cashier ID is attached to a user or a control setting, you cannot make the cashier inactive. (A message alerts you that dependencies exist.)

6. Click **Save**.

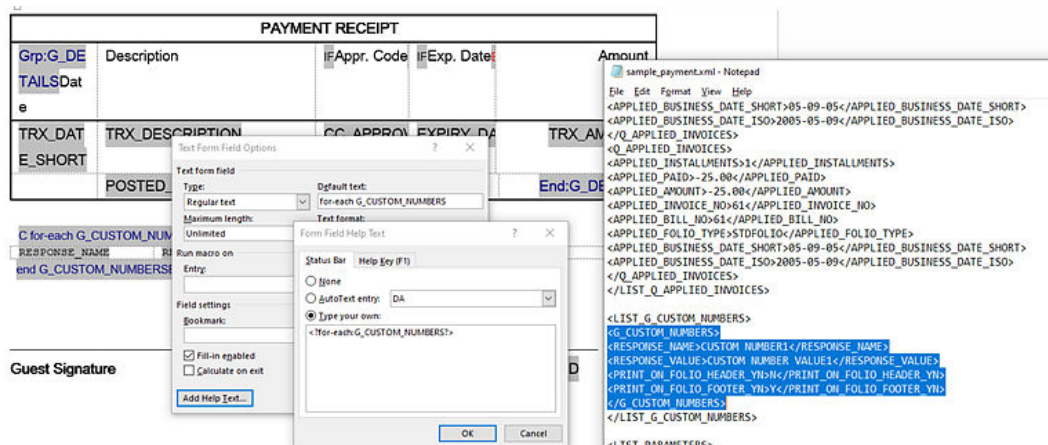
## Configuring Custom Numbers

### [Prerequisites for Custom Numbers](#).

Custom numbers enable you to configure formulas and conditions for generating custom reference numbers on any type of folio or receipt. Certain countries require a number to be generated in a specific way for tracking invoices and payments, and some of these countries require certain formulas.

To configure custom numbers, you should have a general knowledge of MOD and Weights and other calculations needed for creating Advanced Formula based reference numbers. You can create custom numbers by combining values or elements of a reservation to generate the unique number. The numbers can be as basic as the confirmation number, invoice number, nationality, and so on. Or it can be a more complex calculation using Luhn's Algorithm, MOD with Weights, or Structured Reference numbers.

A **Custom Numbers** group is available in the XML of the `sample_folio` and `sample_payment` templates; refer to [About Stationery Editor \(Oracle Business Intelligence \(BI\) Publisher\)](#). You can insert the group into your customized template to generate the custom reference numbers on the folio or payment receipt.



Stored Custom Number(s) are also available in the Back Office Export views, EXP\_BOF\_CITYLED\_RECORDS, EXP\_FOLIOTAX, EXP\_ALL\_TRANSACTION\_VIEW, and EXP\_BOF\_ALL\_TRANSACTIONS with five separate columns for Custom\_number1, Custom\_number2, Custom\_number3, Custom\_number4, and Custom\_number5. An additional Custom\_numbers column with all stored custom numbers is available in a comma delimited string.

 **Note:**

To create or edit SQL expressions, use the Edit Formula box or the Edit Condition box available in the Generation Details section of the Custom Numbers screen. These panels provide selectable values to build an SQL expression using String, Number, Date, Boolean, and conversion functions. You can also select from a list of SQL functions, separators, operators, and table columns (fields) such as ADDRESS1, ADDRESS2, ARRIVAL, BILLING\_CONTACT\_NAME, BIRTH\_COUNTRY, and so on. These columns are a combination of data from Property details, Profile, Reservation, and Folio tax tables; they are specific to the reservation for which the custom number is being generated.

 **Note:**

To join multiple string elements together use the '||' concatenation operator in your expression.

Examples of Basic and Advanced Custom Number Formulas:

1. RESORT || '-' || DEPARTURE || '-' || CONFIRMATION\_NO. Basic expression which generates a custom number that combines the property code, the departure date, and confirmation of a reservation; the resulting custom number could look like this:  
PROP1-04052020-780005823
2. OPERA\_MISC.REFERENCE\_NUMBER\_WITH\_WEIGHTS(INVOICE\_NO,731,'BACK')A dvance expression which generates a custom number using the Reference Number with Weights function, based on the invoice number field, using 7-3-1 weights calculated from the back.

Examples of Custom Number Filter:

1. To generate a custom number only for Direct (AR) Bill invoices the filter condition would be the SQL expression: INVOICE\_NO is not null
2. To generate a custom number only when folio window payment type is Mastercard, the filter condition would be the SQL expression : PAYMENT\_METHOD='MC'

### Adding Custom Numbers

1. From the Administration menu, select **Financial**, select **Cashiering Management**, and then select **Custom Numbers**.
2. Select or confirm the **Property**.

 **Note:**

When the multi-property service is active, new custom numbers are created by selecting the Template tab. After creating the template, you can copy custom numbers to specific properties using the Copy action. For more information, see [Copying Configuration Codes to Multiple Properties](#).

3. Click **New**.
4. Enter the following information:
  - a. **Code**. Enter a unique code for the custom number. This identifier can be output along with the custom number on the folio or receipt – RESPONSE\_NAME in XML.
  - b. **Description**. Enter a description for the custom number.
  - c. **Custom Number Type**. Select a value from the list to determine custom number type; this relates to the stationery template on which the custom number will be referenced. Options are FOLIO or (Payment) RECEIPT
  - d. **Start Date**. Enables the custom number from this date forward.

- e. **End Date.** Disables the customer number on this date.
  - f. **Sequence.** Enables you to specify where the new custom number appears in a sequence if you generate multiple custom numbers. A number appears automatically based on the code you select. Folio History and Receipt History show the first five configured custom numbers based on the sequence.
5. The Generation Details section enables you to create or edit basic and SQL-based reference numbers.
- a. **Custom Number Formula.** Click the pencil icon to create or edit an SQL expression for generating a custom number. Work with the list fields to select and insert an SQL function, text, number, field, or operator into the editor at the current cursor position, highlighted in yellow.
    - i. Click **ADD** to add (insert) selection after the cursor.
    - ii. Click **ADD BEFORE** to add (insert) the selection before the cursor.
    - iii. Click **REPLACE** to replace the current value selected in the editor with your new selection.
    - iv. Click **DELETE** to delete the current value selected in the editor.
    - v. Click **<** to navigate to the left .
    - vi. Click **<<** to navigate to the beginning of the expression.
    - vii. Click **>** to navigate to the right.
    - viii. Click **>>** to navigate to the end of the expression.
    - ix. Click **Save**.
  - b. **Filter Condition.** Click the pencil icon to define or edit an SQL expression to specify the conditions under which the custom number is to be generated. Work with the list fields to select and insert an SQL function, text, number, field, or operator into the editor at the current cursor position, highlighted in yellow.
    - i. Click **ADD** to add (insert) selection after the cursor.
    - ii. Click **ADD BEFORE** to add (insert) the selection before the cursor.
    - iii. Click **REPLACE** to replace the current value selected in the editor with your new selection.
    - iv. Click **DELETE** to delete the current value selected in the editor.
    - v. Click **<** to navigate to the left .
    - vi. Click **<<** to navigate to beginning of the expression.
    - vii. Click **>**to navigate to the right.
    - viii. Click **>>** to navigate to the end of the expression.
    - ix. Click **Save**

 **Note:**

Refer to the [Oracle Database SQL Reference Guide](#) for details on string, datetime, number and conversion functions that can be used in the expression editor.

6. Click **Save**

### Editing Custom Numbers

The Edit Formula dialog enables you to change the elements on a formula.

1. From the Administration menu, select **Financial**, select **Cashiering Management**, and then select **Custom Numbers**.
2. Select or confirm the **Property**, enter additional search criteria, and click **Search**.

#### Note:

You can show or hide inactive custom numbers from your search by clicking the page level vertical ellipsis.

3. From search results, click vertical ellipsis, and select **Edit**.
4. Update the available fields
5. **Inactive**. Select check box to mark this custom number inactive.
6. Click the **pencil** icons to update the Custom Number Formula or the Filter Condition.
7. Click **Save**.

### Deleting Custom Numbers

1. From the Administration menu, select **Financial**, select **Cashiering Management**, and then select **Custom Numbers**.
2. Select or confirm the **Property**, enter additional search criteria, and click **Search**.
3. From search results, select the Custom Number, click the **vertical ellipsis**, and select **Delete**.
4. Click **Delete** to confirm.

### Function Examples

The following example uses the same variables for all APIs (except the pms.p.date function, which is standard). The variables are Invoice Number and 987654321 (to simulate a unique number for to the property). The Output column on the right shows

the number generated based on each calculation. Numbers will vary based on the variables determined by the user.

The parameters (inputs) for these functions are numeric only, for example, NUMBER: OPERA\_MISC.LUHN\_ALGORITHM(<NUMBER>, 'Y' or 'N'). You can combine multiple numbers in the calculation, and they can be concatenated using the String Function || as shown in the following examples

**Table 13-3 Functions**

Functions	Description	Example	Outputs
PMS_P.BUSINESS_DATE()	Returns the current business date of the property	PMS_P.BUSINESS_DATE -	01-JUN-20
Luhns Algorithm with Check digit OPERA_MISC.LUHN_ALGORITHM(<NUMBER>, 'Y' or 'N')	Luhns Algorithm with check digit	OPERA_MISC.LUHN_ALGORITHM ( INVOICE_NO    987654321 , 'Y')	86659876543216
Luhns Algorithm with no Check digit OPERA_MISC.LUHN_ALGORITHM (<NUMBER>, 'Y' or 'N')	Luhns Algorithm without check digit	OPERA_MISC.LUHN_ALGORITHM (INVOICE_NO    987654321 , 'N')	866598765432154
Reference Number with Weights from back OPERA_MISC.REFERENCE_NUMBER_WITH_WEIGHTS (<NUMBER><NUMBER2>, 'Back' or 'Front')	NUMBER2 is max 3 digits	OPERA_MISC.REFERENCE_NUMBER_WITH_WEIGHTS (INVOICE_NO    987654321, 731 , 'BACK')	86659876543218
Structured Reference Number without Padding OPERA_MISC.STRUCTURED_REFERENCE_NUMBER (<NUMBER>, <NUMBER2>)	Calculated reference number without padding	OPERA_MISC.STRUCTURED_REFERENCE_NUMBER (INVOICE_NO    987654321)	RF828665987654321
Structured Reference Number with Padding OPERA_MISC.STRUCTURED_REFERENCE_NUMBER (<NUMBER>, <NUMBER2>)	Calculated reference number with left padding. NUMBER2 is maximum of 21	OPERA_MISC.STRUCTURED_REFERENCE_NUMBER (INVOICE_NO    987654321 , 21)	RF82000000008665987654321

## Prerequisites for Custom Numbers

### OPERA Controls

**Group:** Cashiering

**Parameter:** Custom Numbers

## OPERA Cloud Tasks

**Group:** Financial Admin

**Task:** Cashiering Management

Custom Numbers

- New/Edit Custom Numbers
- Delete Custom Numbers

# Configuring Custom Charges Exemption

## Prerequisites for Configuring Custom Charges Exemption

Custom Charges allows you to configure a charge (ie tax) to be posted during the End of Day Posting Room & Tax procedure and other scenarios where the room & tax charges are posted. Custom Charge posts per person, per night.

In addition, you can configure exemptions to the Custom Charge, which can be setup on reservations for the entire stay or for specific dates of the stay.

This feature is used in specific countries only.

## Adding Custom Charge Exemption

1. From the **Administration** menu, select **Financial**, select **Cashiering Management**, and select **Custom Charge Exemption**.
2. Click **New** and complete the following
  - a. **Property**. Select or confirm the property
  - b. **Exemption**. Enter a code for the custom charge exemption
  - c. **Description**. Enter a description for the custom charge exemption
  - d. **Start Date**. Enter or select a start date
  - e. **End Date**. Enter or select an end date
3. Click **Save** or **Save and Continue** to add another.

## Editing Custom Charge Exemption

1. From the **Administration** menu, select **Financial**, select **Cashiering Management**, and select **Custom Charge Exemption**.
2. Enter search criteria and click **Search**.
3. Select the custom charge, click Vertical Ellipse and click Edit
  - a. Update details
  - b. **Inactive**. Select to inactive the custom charge.
4. Click **Save**.

## Deleting Custom Charge Exemption

1. From the **Administration** menu, select **Financial**, select **Cashiering Management**, and select **Custom Charge Exemption**.



2. Enter search criteria and click **Search**.
3. Select the custom charge, click Vertical Ellipse and click **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Configuring Custom Charges Exemption

### OPERA Controls

**Group:** Cashiering

**Parameter:** Custom Charges

### OPERA Cloud Tasks

**Group:** Financial Admin

Cashiering Management

- Custom Charge Exemptions

## Configuring Custom Charges

### Prerequisites for Configuring Custom Charges

Custom Charges allows you to configure a charge (ie tax) to be posted during the End of Day Posting Room & Tax procedure and other scenarios where the room & tax charges are posted. Custom Charge posts per person, per night.

In addition, you can [configure exemptions to the Custom Charge](#), which can be setup on reservations for the entire stay or for specific dates of the stay.

This feature is used in specific countries only.

### Adding Custom Charges

1. From the **Administration** menu, select **Financial**, select **Cashiering Management**, and select **Custom Charges**.
2. Click **New** and complete the following
  - a. **Property**. Select or confirm the property
  - b. **Code**. Enter a code for the custom charge
  - c. **Description**. Enter a description for the custom charge
  - d. **Price**. Enter a price (per person) for the charge
  - e. **Max Nights**. Enter the maximum number of the night the charge is to post
  - f. **Priority**. Enter a priority
  - g. **Start Date**. Enter or select a start date
  - h. **End Date**. Enter or select an end date
3. Click **Save** or **Save and Continue** to add another.

### Editing Custom Charges

1. From the **Administration** menu, select **Financial**, select **Cashiering Management**, and select **Custom Charges**.
2. Enter search criteria and click **Search**.
3. Select the custom charge, click Vertical Ellipse and click **Edit**.
  - a. Update details
  - b. **Inactive**. Select to inactive the custom charge.
4. Click **Save**.

### Deleting Custom Charges

1. From the **Administration** menu, select **Financial**, select **Cashiering Management**, and select **Custom Charges**.
2. Enter search criteria and click **Search**.
3. Select the custom charge, click Vertical Ellipse and click **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Configuring Custom Charges

### OPERA Controls

**Group:** Cashiering

**Parameter:** Custom Charges

### OPERA Cloud Tasks

**Group:** Financial Admin

Cashiering Management

- New/Edit Custom Charge Config
- Delete Custom Charge Config

## Configuring Daily Plans (Folio Grouping)

### Prerequisites for Configuring Daily Plans

Use the Daily Plan folio groups to consolidate charges for selected transaction codes per day.

Two Daily Plan codes are available:

- **Lodging:** The Lodging code can only include transaction codes that are configured as type Lodging or Package (wrapper).
- **Others:** The Others code can include all other sales charge transaction codes except Lodging type transaction codes, which cannot be added to the Others code group.


The two folio groups are combined into a single line on the folio as Description (for Lodging) and Description (for Others).

When the Daily Plan (Date) folio style is selected, the transaction codes associated with the Daily Plan folio group codes are consolidated on the folio as follows:

Date	Daily Plan Folio	Price
01/07/21	<Lodging Description> and <Others Description>	\$220
01/08/21	<Lodging Description> and <Others Description>	\$220
01/09/21	<Lodging Description>	\$200

Note: The Others daily plan bucket can be set up without a description and/or without transaction codes. If a description for Others does not exist, then the “and <OTHER>” will not be appended after the Lodging daily plan; the folio will simply show the description of the Lodging daily plan.

### Editing Daily Plan Folio Group

1. From the **Administration** menu, select **Financials**, select **Cashiering Management**, and then select **Daily Plan Codes**.
2. Select the daily plan, click the **vertical ellipsis**, and select **Edit**.
3. Enter a **Description** to appear on the folio.
  - a. Click **Manage Translation** to open the multi-language screen and configure a translated description for each language.
4. In the Available panel, search and select **transaction codes** and click  to move your selected codes to the selected panel
5. Click **Save**.

## Prerequisites for Configuring Daily Plans

### OPERA Controls

**Group:** Cashiering

**Parameter:** Daily Plans

### OPERA Cloud Tasks

Financial Admin

Cashiering Management


- Folio Grouping Codes
  - New/Edit Folio Grouping Codes
  - Delete Folio Grouping Codes

## Configuring Expense Arrangement Codes (Folio Grouping)

### Prerequisites for Configuring Expense Arrangement Codes

Expense folio groupings enable you to generate an expense folio with summarized transactions for up to 12 expense buckets. The folio is generated as a table with charges summarized per arrangement code per date.

### Adding Expense Arrangement Codes

1. From the Administration menu, select **Financials**, select **Cashiering Management**, and then select **Expense Arrangement Codes**.
2. Click **New** and complete the following:
  - a. **Arrange Code**. Select an arrangement code (bucket) from the list (1-12)
  - b. **Description**. Enter a description to appear on the folio
    - i. **Manage Translation**. Click to open the multi-language screen and configure a translated description for each language
  - c. In the Available panel, search and select **transaction codes** and click the right-facing arrow  to move codes to the selected panel.
3. Click **Save**.

### Editing Expense Arrangement Codes

1. From the Administration menu, select **Financials**, select **Cashiering Management**, and then select **Expense Arrangement Codes**.
2. Enter search criteria and click **Search**.
3. Select the **arrangement code**, click the **vertical ellipsis**, and select **Edit**.
4. Update the configuration.
5. Click **Save**.

### Deleting Expense Arrangement Codes

1. From the Administration menu, select **Financials**, select **Cashiering Management**, and then select **Expense Arrangement Codes**.
2. Enter search criteria and click **Search**.
3. Select the **arrangement code**, click the **vertical ellipsis**, and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Configuring Expense Arrangement Codes

### OPERA Controls

**Group:** Cashiering

**Parameters:** Prompt for Expense Folio Upon Check Out

## OPERA Cloud Tasks

**Group:** Financial Admin

**Parameters:** Cashiering Management

Folio Grouping Codes

- New/Edit Folio Grouping Codes
- Delete Folio Grouping Codes

## Configuring Package Arrangement Codes (Folio Groupings)

### Prerequisites for Configuring Package Arrangements

Package arrangement codes can link to one or more packages. See [Configuring Package Codes](#). If the package is configured with a package arrangement code, the package-related transactions are grouped together on the folio by the package arrangement code. Grouping by package arrangement code is implemented regardless of the package configuration, for example, Included in Rate, Add to Rate /Combined Line, or Add to Rate/Separate Line.

The following folio styles are affected by this functionality.

1 - Detailed Folio (Date)

9 - Detailed Folio (Room)

14 - Summary by Check No (Date)

If no check number applies, the arrangement code is observed. Otherwise, transactions with check numbers will be grouped by reservation, check number, and date.

15 - Group Folio Subtotal (Date)

16 - Group Folio Subtotal per Guest (Date)

18 - Group Folio Subtotal per Room (Date)

### Adding Package Arrangement Codes

1. From the **Administration** menu, select **Financials**, select **Cashiering Management**, and then select **Package Arrangements**.
2. Click **New** and enter the following details:
  - a. **Property:** Confirm or select the property.
  - b. **Arrange Code:** Enter an alpha-number code.
  - c. **Description:** Enter a description to appear on the folio.
    - i. **Manage Translation:** Click to open the multi-language screen and configure a translated description for each language.
3. Click **Save**.

### Editing Package Arrangement Codes

1. From the **Administration** menu, select **Financials**, select **Cashiering Management**, and then select **Package Arrangements**.

2. Enter search criteria and click **Search**.
3. Select the arrangement code, click the **vertical ellipsis**, and select **Edit**.
4. Update the configuration.
5. Select **Inactive** to make the arrange code inactive.
6. Click **Save**.

#### Deleting Package Arrangement Codes

You cannot delete a package arrangement code that is attached to a package.

1. From the **Administration** menu, select **Financials**, select **Cashiering Management**, and then select **Package Arrangements**.
2. Enter search criteria and click **Search**.
3. Select the arrangement code, click the **vertical ellipsis**, and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Configuring Package Arrangements

#### OPERA Controls

**Group:** Cashiering

**Function:** Folio Arrangements

#### OPERA Cloud Tasks

Financial Admin

Cashiering Management

- Folio Grouping Codes
  - New/Edit Folio Grouping Codes
  - Delete Folio Grouping Codes

## Configuring Period Definition Years

#### [Prerequisites for Configuring Fiscal Period Reporting](#)

You can set up fiscal years based on either the calendar year (January 1 through December 31) or on any 12-month period (such as September 1 through August 31).

#### Adding Period Definition Years

1. From the Administration menu, select **Financial**, select **Cashiering Management**, and then select **Period Definition Years**.
2. Select **New** and complete the following:
  - a. **Property**. Confirm or select the property.
  - b. **Year**. Enter the year (YYYY).
  - c. **Type**.

- i. **Calendar.** Select to setup a calendar year.
    - ii. **Fiscal.** Select to setup a fiscal year.
  - d. **Description.** Enter a description for the year (for example, FY21)
  - e. **Start Date.** Enter or select the start date for the year.
  - f. **End Date.** Enter or select the end date for the year.
3. Click **Save**.

### Editing Period Definition Years

You cannot edit the Start/End Date fields after the year is saved. When the Edit link is selected, the only editable field is the Description field.

1. From the Administration menu, select **Financial**, select **Cashiering Management**, and then select **Period Definition Years**.
2. Enter search criteria and click **Search**.
3. In the search results, select the **code**, click the **vertical ellipsis**, and select **Edit**.
4. Update the description.
5. Click **Save**.

### Deleting Period Definition Years

1. From the Administration menu, select **Financial**, select **Cashiering Management**, and then select **Period Definition Years**.
2. Enter search criteria and click **Search**.
3. In the search results, select the **code**, click the **vertical ellipsis**, and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Period Definition Periods

### Prerequisites for Configuring Fiscal Period Reporting

You can set up fiscal years based on either the calendar year (January 1 through December 31) or on any 12-month period (such as September 1 through August 31). When the Period Definition OPERA Control is active you can also define fiscal periods for generating revenue statistics reports per period.

#### **Note:**

The first fiscal period of the year might not start before the start date of the fiscal year, and the last fiscal period of the year might not end after the end date of the fiscal year. For example, if your fiscal year 2019 starts on July 1, 2019, then the first fiscal period in 2019 cannot begin on or before June 30, 2019.

### Adding Period Definition Periods

1. From the Administration menu, select **Financial**, select **Cashiering Management**, and then select **Period Definition Periods**.

2. Select **New** and complete the following.
3. Select **Single Period**.
4. If you select Single Period:
  - a. Enter or confirm the **Property** name.
  - b. Select the **Period Definition Years**. This is the calendar year in which the period will fall.
  - c. Also, enter a **Period** name, a **Description** of the period (such as 3rd Quarter), and the **Start and End dates** of the year.
5. If you select Cycle Period:
  - a. Enter or confirm the **Property** name.
  - b. Select the **Period Definition Years**. This will be a fiscal year that you must configure prior to adding fiscal periods.
  - c. Enter a **Period Prefix**. OPERA Cloud numbers the periods consecutively starting at 1 with the prefix defined in the Prefix field.
  - d. Select the **Cycle** from five options. Each option offers a different length of time. Select the option that best meets your property's reporting time frame. Cycle options:
    - 1 = 4 Week (28 Day) Period
    - 2 = 4,4,5 Week Period
    - 3 = 4,5,4 Week Period
    - 4 = 5,4,4 Week Period
    - 5 = Calendar Period
6. Click **Save**.

#### Editing Period Definition Periods

1. From the Administration menu, select **Financial**, select **Cashiering Management**, and then select **Period Definition Periods**.
2. Enter search criteria and click **Search**.
3. In the search results, select the **code** and click the **vertical ellipsis**.
4. Click **Edit**.
5. Update the configuration.
6. Click **Save**.

#### Deleting Period Definition Periods

1. From the Administration menu, select **Financial**, select **Cashiering Management**, and then select **Period Definition Periods**.
2. Enter search criteria and click **Search**.
3. In the search results, select the **code**, click the **vertical ellipsis**, and click **Delete**.
4. Click **Delete** to confirm.



## Prerequisites for Configuring Fiscal Period Reporting

### **OPERA Controls**

**Group:** Cashiering

**Functions:** Period Definition (optional)

### **OPERA Cloud Tasks**

**Group:** Financial Admin

**Tasks:** Cashiering Management

Period Definition

- New/Edit Period Definition
- Delete Period Definition

## About Foreign Currency Codes

### [Prerequisites for Foreign Currency Codes.](#)

This feature requires the Foreign Currency Codes function to be Active.

Foreign currency codes enable you to define and manage exchange rates for foreign currencies accepted and sold at your property. With the multi-currency rate parameter active, properties can configure rates and package prices in foreign currency amounts.

When setting up foreign currencies, follow these steps:

1. Create currency codes representing the various foreign currencies.
2. Set actual exchange rates for the codes created in step 1.

Each currency code can have up to seven different exchange rates based on various exchange types (purposes). The following exchange types are available:

- Exchange Cash
- Exchange Check
- Settlement
- Posting
- Commission
- Membership
- Certificate

Each currency code and exchange type combination can have its own exchange rate and start date. For example, for each currency, you could define one exchange rate for posting accommodation, another exchange rate for settlements, and another exchange rate for cash exchanges. Then, you could update the accommodations posting rate monthly and update the settlement and cash exchange rates daily.

OPERA Cloud accommodates both buying foreign currency (the usual transaction where the guest exchanges foreign currency for local currency) and selling foreign currency

(exchanging local currency for foreign currency). When you configure currency codes, you can indicate whether selling that currency is supported.

## Prerequisites for Foreign Currency Codes

### OPERA Controls

**Group:** Cashiering

**Function:** Foreign Currency Codes

**Parameter:**

- Sell Currency
- Foreign Currency Limits

### OPERA Cloud Tasks

Foreign Currency Codes

- New/Edit Foreign Currency Codes
- Delete Foreign Currency Codes
- Edit Foreign Currency Limits

## Configuring Foreign Currency Codes

### Adding Foreign Currency Codes

1. From the Administration menu, select **Financial**, select **Cashiering Management**, and then select **Foreign Currency Codes**.
2. Click **New** and enter the following details:
  - a. **Code** : Enter a code for the currency
  - b. **Description** : Enter the currency description
  - c. **Decimals** : Select the number of decimals points from the list. For example 0=\$1, 1=\$1.0, 2=\$1.00, 3=\$1.000
  - d. **Currency Symbol** : Paste **ctrl+v** the currency symbol. See <https://www.unicode.org/charts/PDF/U20A0.pdf>.
  - e. **Sell Currency** : Select to allow this currency to be sold in Currency Exchange (Available when the Sell Currency OPERA Control is active).
  - f. **Foreign Currency Limits** : (Available when the Foreign Currency Limits OPERA Control is active)
    - i. **Local Currency per Transaction Limit**: Enter the transaction limit for local currency transactions.
    - ii. **Foreign Currency per Transaction Limit**: Enter the transaction limit for foreign currency transactions.
    - iii. **Local Currency Daily Limit**: Enter the daily limit for local currency transactions.

- iv. **Foreign Currency Daily Limit:** Enter the daily limit for foreign currency transactions.
  - v. **Local Currency Monthly Limit:** Enter the monthly limit for local currency transactions.
  - vi. **Foreign Currency Monthly Limit:** Enter the monthly limit for foreign currency transactions.
3. Click **Save**.

### Editing Foreign Currency Codes



#### Note:

To view inactive codes in the result, click the vertical ellipse and select **Show Inactive**.

1. From the Administration menu, select **Financial**, select **Cashiering Management**, and then select **Foreign Currency Codes**.
2. Enter search criteria and click **Search**.
3. Select the currency code, click the **vertical ellipsis** and select **Edit**.
  - a. Update configuration.
  - b. **Inactive:** Select to mark the currency as inactive.
4. Click **Save**.

### Deleting Foreign Currency Codes

1. From the Administration menu, select **Financial**, select **Cashiering Management**, and then select **Foreign Currency Codes**.
2. Enter search criteria and click **Search**.
3. Select the currency code, click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Foreign Currency Limits

### Prerequisites for Configuring Foreign Currency Limits

Foreign Currency Limits are used in specific countries only; to specify the transaction, daily and monthly limits of local and foreign currency exchange permitted.

### Editing a Foreign Currency Limit

1. From the **Administration** menu, select **Financial**, select **Cashiering Management**, and then select **Foreign Currency Codes**.
2. Enter search criteria and click **Search**.
3. Select the currency code, click the **vertical ellipsis** and select **Edit**.
  - a. **Local Per Transaction Currency Limit:** Enter the per transaction amount limit.

- b. **Foreign Per Transaction Currency Limit:** Enter the per transaction amount limit for foreign transactions.
  - c. **Local Daily Currency Limit:** Enter the daily transaction amount limit.
  - d. **Foreign Daily Currency Limit:** Enter the daily transaction amount limit for foreign transactions.
  - e. **Local Monthly Currency Limit:** Enter the monthly transaction amount limit.
  - f. **Foreign Monthly Currency Limit:** Enter the monthly transaction amount limit for foreign transactions.
4. Click **Save**.

## Prerequisites for Configuring Foreign Currency Limits

### OPERA Controls

**Group:** Cashiering

**Function:** Foreign Currency Codes

#### Parameter:

- Sell Currency
- Foreign Currency Limits

### OPERA Cloud Tasks

Cashiering Management

- Foreign Currency Codes
- Edit Foreign Currency Limits

## Configuring No Show Posting Rules

### [Prerequisites for Setting Up No Show Posting Rules](#)

No show posting rules facilitate a no show charge being auto-posted to no show reservations. You can configure no show posting rules for specific source codes and/or reservation types; and then select a calculation rule for no show amount to be auto-posted to the reservation.

During the end of day routine all arrival reservations with a no show status and whose reservation type and/or source code makes them subject to a no show posting based on the rules defined, will have any deposit payments transferred to the guest ledger. The appropriate no show charge will post to the reservation account.

Cashier billing functionality is available for no show reservations; and based on the no show posting rule applied, an outstanding balance (no show amount not fully offset by the deposit payment(s)) may result. Cashiers are able to make any adjustments to the charge or post additional settlement(s) to the reservation account to ensure a zero balance. For more information, see [Managing No Show and Cancellation Deposits and Charges](#).

### Adding No Show Posting Rules

1. From the Administration menu, select **Financial**, select **Cashiering Management**, and then select **No Show Posting Rules**.
2. Click **New** and complete the following
  - a. **Property**: Enter or select the property
  - b. **Reservation Type**: Select a reservation type from the list to add a rule for a specific reservation type
  - c. **Source Code**: Select a source code from the list to add a rule for specific source code
  - d. **Posting Rule**: Select a posting rule from the list
    - i. **All Nights**: This option will post the total rate amount for all nights of the reservation. If the reservation has multiple rate codes, OPERA Cloud determines the price for each night and will post it accordingly.
    - ii. **First Night**: This option will post the price of the first night of the reservation.
    - iii. **Deposit Only**: This option will post amount equal to all deposit payments received.
3. Click **Save**.

### Editing No Show Posting Rules

1. From the Administration menu, select **Financial**, select **Cashiering Management**, and then select **No Show Posting Rules**.
2. Enter search criteria and click **Search**.
3. Select the no show rule, click the **Vertical Ellipsis** and select **Edit**.
4. Update configuration.
5. Click **Save**.

### Deleting No Show Posting Rules

1. From the Administration menu, select **Financial**, select **Cashiering Management**, and then select **No Show Posting Rules**.
2. Enter search criteria and click **Search**.
3. Select the no show rule, click the **Vertical Ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Setting Up No Show Posting Rules

### OPERA Controls

**Group**: Cashiering

**Functions**: No Show and Cancellation Postings

**Parameters**: Post Revenue To No Shows (No show Posting Rules)

**Settings:** No Show Posting Transaction Code

### OPERA Cloud Tasks

**Group:** Cashiering

**Task:** Cashiering Management

No Show Posting Rules

- New/Edit No Show Posting Rules
- Delete No Show Posting Rules

## Translating Numbers to Words

Money amounts often must be printed in word form and/or numeric form. The most familiar example of this might be when printing the amount on a check or a receipt. The words are usually considered to be the legal expression of the amount, making accuracy essential. For example, in German, a check for €125.67 would be printed as "Eins-Zwei-Fünf Euros und Sechs-Sieben Cents." In English, \$125.67 would translate as One Hundred Twenty Five Dollars and Sixty Seven cents (or One Hundred Twenty Five Dollars and 67/100 Cents, depending on the format used for the printing of checks).

The Number To Words feature supports translation of numerals into words in multiple languages. By default, OPERA Cloud expresses numbers in English words.

If the Profile Language function is not being used, and the base language for the property is not English, you can use the Number To Words feature to translate the numbers into words. The translations also provided for words like "Dollars," "Cents," and "and," which might be required in expressions of written amounts.

Reports that reference a profile language, such as folios and receipts, automatically select the appropriate translation for the particular instance of the report, if available. When printing checks in Commissions Processing, the language associated with the bank account determines which language is used for the check amount written in words.

The Number to Words translation is literal (number for number) except for languages indicated by an X in the Grammatical column of the following table where grammatical idiosyncrasies are accommodated. For example, 1234.50 would be rendered as One Two Three Four Dollars and Five Zero Cents where the rendering is literal. Where a grammatical translation is provided, the amount is rendered as One Thousand Three Hundred and Four Dollars and Fifty Cents.

Language	Language Code	Grammatical
AR	Arabic	
BG	Bulgarian	
CA	Catalan	
CS	Czechoslovakian	
DA	Danish	
DE	German	
E	English	X

EL	Greek	
EN	English (ISO)	
ES	Spanish	
ET	Estonian	
EU	Basque	
FA	Persian	
FI	Finnish	
FR	French	
GL	Galician	
HR	Croatian	
HU	Hungarian	
IT	Italian	
JA	Japanese	
KO	Korean	
LT	Lithuanian	
LV	Latvian	
NL	Dutch	
NO	Norwegian	
PL	Polish	X
PT	Portuguese	
PT-BR	Brazilian Portuguese	
RO	Romanian	
RU	Russian	
SK	Slovakian	
SL	Slovanian	
SV	Swedish	
TH	Thai	
TR	Turkish	X
UK	Ukranian	
VI	Vietnamese	X
ZH-S	Chinese Simplified	
ZH-T	Chinese Traditional	

## Editing Number to Words Code Descriptions

The Number to Words feature controls whether numerals appear in printed format as numerals or as words in several languages. You can edit the Number to Words description.

1. From the Administration menu, select **Financial**, select **Cashiering Management**, and then select **Number to Words**.
2. Select the **Code** or enter the **Description** representing the translation word. The code can be a number or a word (or an abbreviated word).

3. Click **Search**.
4. From Search results, locate the Code, select the row-level **vertical ellipsis** associated with it, and click **Edit**.
5. Edit the **Description**.
6. Click the **Manage Translations** link.
  - a. Edit existing translations: enter revised translation text in the Translation field or click Remove to delete the translation.
  - b. Add translations: click Add translations, select a language, and enter translation text in the Translation field.
7. Click **OK**.
8. Update the Description field and click **Save**.

## Configuring Shift Drop Locations

Prerequisites: [Shift Drop Locations and Bag Numbers](#)

### Adding Shift Drop Locations

You can configure shift drop locations for cashier shift closures. On the Cashier Closure screen, the shift drop locations you configure are associated with the cashier shift closure numbers.

1. Select the **Administration** menu, select **Financial**, select **Cashiering Management**, and then select **Shift Drop Locations**.

#### Note:

When the OPERA Multi-Property Reservation Cloud Service is active, new Shift Drop Locations codes are created by selecting the Template tab. Once created, you can copy Shift Drop Locations codes to specific properties using the Copy action. Refer to [Copying Configuration Codes to Multiple Properties](#) for more information.

Click **New** and complete the following fields:

- a. **Code**. Enter a code for the Shift Drop Location.
  - b. **Description**. Enter a description for the Shift Drop Location.
  - c. **Manage Translations**. Select to open the multi-language descriptions screen and configure translated descriptions for each language.
  - d. **Sequence**. Enter a number that controls the position of this code in lists. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
2. Click **Save** to save and close or click **Save and Continue** if you want to configure additional shift drop locations.



### Editing Shift Drop Locations

1. Select the **Administration** menu, select **Financial**, select **Cashiering Management**, and then select **Shift Drop Locations**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. Make the required changes.
6. Click **Inactive** to make a code inactive; inactive codes are not available for selection.
7. Click **Save**.

### Deleting Shift Drop Locations

1. Select the **Administration** menu, select **Financial**, select **Cashiering Management**, and then select **Shift Drop Locations**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete** and confirm the deletion.

## Prerequisites for Shift Drop Locations and Bag Numbers

### OPERA Controls

**Group:** Cashiering

**Parameter:** Shift Drop Location and Bag Numbers

## Configuring Tax Types

### Prerequisites for Managing Tax Types

The Tax Types feature enables you to define categories to identify specific guests/reservations and reference these tax types in [tax generates configuration](#). In doing so you can setup varying tax calculations or tax exemption based on tax type.

The [Tax Type Calculation OPERA Control](#) determines whether the tax type selected in profiles or reservations is to be used for tax generate calculations at your property. You can to add the tax type list field to the profile overview or the reservation stay details panels using [Page Composer](#).

By creating Tax Type codes such as Regular Guest, Sales Tax Exempt, Diplomat and so on, you can control whether a tax generate is applied to sale charges and how the amount is calculated. The feature can also determine the effective dates for the posting of particular tax generates.

After configuring tax types, you can select a default tax type in the [Default Tax Type OPERA Control](#). The value selected is set for all new profiles or reservations created, depending on Tax Type Calculation OPERA Control.

As an option, you can enable the Tax Exempt report when configuring Tax Types. The report gives a detailed daily breakdown of room revenue and the tax exemptions held by each guest/reservation.

### Adding Tax Types

- From the **Administration** menu, select **Financial**, select **Cashiering Management**, and then select **Tax Types**.
- Click **New** and complete the following
  1. **Property**: Enter or confirm the property.
  2. **Tax Type**: Enter a tax type code.
  3. **Description**: Enter a description of the tax type.
  4. As an option, complete the Tax Exempt Report Configuration selections.
    - a. **Exempt Days**: specifies the number of days in the report date range after the guest becomes tax exempt.
    - b. **Tax Percentage**: sets the tax types as a percentage, such as four percent or so on.
    - c. **Print Auto Adjust**: enables printing Room Revenue for all days before the guest became tax exempt; Number of nights before the guest became tax exempt, and Tax paid on room revenue for all days before the guest became tax exempt.
- Click **Save**.

### Editing Tax Types

- From the **Administration** menu, select **Financial**, select **Cashiering Management**, and then select **Tax Types**.
- Enter search criteria, click **Search**.
- Select the tax type, and click the **Vertical Ellipse**, select **Edit**.
- Update details.
- Click **Save**.

### Deleting Tax Types

- From the **Administration** menu, select **Financial**, select **Cashiering Management**, and then select **Tax Types**.
- Enter search criteria, click **Search**.
- Select the tax type, and click the **Vertical Ellipse**, select **Delete**.
- Click **Delete** to confirm

## Prerequisites for Managing Tax Types

### OPERA Controls

**Group:** Cashiering

**Parameters:** Tax Types

- Default Tax Type
- Tax Type Calculation

**OPERA Cloud Tasks**

**Group:** Cashiering Management

**Task:** Tax Types

- New/Edit Tax Types
- Delete Tax Types

## Configuring Currency Exchange Service Taxes

### [Prerequisites for Configuring Currency Exchange Service Taxes](#)

Exchange Service Taxes are used to generate and post taxes for currency exchange transactions. This feature is used in specific countries only..

### Adding Exchange Service Tax Slabs

1. From the **Administration** menu, select **Financials**, then **Cashier Management** then **Exchange Service Taxes**.
2. Click **New** and enter the following details:
  - a. **Amount From:** Enter a starting currency amount.
  - b. **Amount To:** Enter a ending currency amount.
  - c. **Percentage:** Enter a tax percentage.
  - d. **Base Amount:** Enter a base amount.
  - e. **Minimum:** Enter a minimum exchange amount.
  - f. **Maximum:** Enter a maximum exchange amount.
3. Click **Save**.



**Note:**

You will not be able to configure overlapping amount ranges.

### Editing Exchange Service Tax Slabs

1. From the **Administration** menu, select **Financials**, then **Cashier Management** then **Exchange Service Taxes**.
2. Enter search criteria and click **Search**.
3. Select the exchange service tax and click **Vertical Ellipse** and select **Edit**.
4. Update the details.
5. Click **Save**.

**Deleting Exchange Service Tax Slabs**

1. From the **Administration** menu, select **Financials**, then **Cashier Management** then **Exchange Service Taxes**.
2. Enter search criteria and click **Search**.
3. Select the exchange service tax and click **Vertical Ellipse** and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Configuring Currency Exchange Service Taxes

**OPERA Controls****Group:** Cashiering**Function:** Foreign Currency Codes

- Exchange Service Tax
- Currency Exchange Taxable Transaction Code
- Service Tax based on Transaction Code Generates (optional)
- Currency Exchange Taxable Offset Transaction Code (optional)

**OPERA Cloud Tasks****Group:** Cashiering Management**Task:** Exchange Service Tax

- New/Edit Exchange Service Tax
- Delete Exchange Service Tax

## Commissions

**Prerequisite for Commissions**

The Administration Commissions feature enables you to set up commission codes, bank accounts, and so on to manage payments for travel agents and other sources of reservations at your hotel.

## Prerequisite for Commissions

**OPERA Cloud Tasks****Table 13-4 Commissions Management**

Commissions Management	Commissions	Tasks
	Bank Accounts	<ul style="list-style-type: none"> <li>• New/Edit Bank Accounts</li> <li>• Delete Bank Accounts</li> </ul>

**Table 13-4 (Cont.) Commissions Management**

Commissions Management	Commissions	Tasks
	Stop Processing Reasons	<ul style="list-style-type: none"> <li>• New/Edit Stop Processing Reasons</li> <li>• Delete Stop Processing Reasons</li> </ul>
	Commission Codes	<ul style="list-style-type: none"> <li>• New/Edit Commission Codes</li> <li>• Delete Commission Codes</li> </ul>

## Configuring Commission Bank Accounts

The Commission Processing module allows the user to easily set up single or multiple bank accounts for the payment of travel agent commissions. Since properties are often dealing with a great number of different travel agents and sources, the most convenient way for them to pay commissions is to work with multiple bank accounts. International chains/properties may work with several different bank accounts: accounts for payment in the local currency and accounts for payment in foreign currencies.

Besides commission payment using checks (CHK payment method), some accounts may be designated for electronic funds transfer commission payments (EFT payment method); and yet others may be used for central payment (CENT payment method) of commissions generated at several properties. In the central payment case, a data transfer from each property provides the necessary information for the central bank to handle actual commission payment, in check or EFT form.

Travel agents and source profiles are each associated with bank accounts that handle commissions payment for that source/agent. (The bank account designated as the "default bank account" is used for paying commissions to agents and sources that do not have a bank account selected.)

Bank accounts can be set up in various ways, depending on how your organization processes commissions. Here are some of the most typical bank account configurations:

- A separate bank account to handle commission processing in each currency. For example, a bank account for American Trust to handle US dollar payments and a bank account for Bank of Montreal to handle payments in Canadian dollars.
- Multiple bank accounts to handle payments in a single currency. For example, American Trust and Bank of America each have a bank account configured in US dollars.
- One bank account to process payments in multiple currencies. Set up multiple bank accounts for the same bank, with one bank account to handle payment in each currency. For example, if American Trust handles commission payments in US dollars and in Canadian dollars, set up two identical bank accounts, except for the currency. Although OPERA uses an internal numbering system to differentiate these bank accounts, it would be advisable to give each bank account a unique Bank Name (e.g., American Trust - USD, American Trust - CAD) to make it easy to identify the accounts when working in the Commissions module.

Each bank account can have a language associated with it. This language can be used to determine the language for check printing. Thus, bank account language and bank account

currency may both play a part in determining how you configure bank accounts as well as which account is associated with a particular travel agent or source profile.

#### Adding Bank Account:

1. From the **Administration** menu, select **Financial**, select **Commission Management**, and then select **Bank Accounts**.
2. Click **New** and enter the following details:
  - a. **Bank Code:** Unique code for this bank account.
  - b. **Branch Code:** Code for the branch of the bank. Must be unique for each Bank Code.
  - c. **Bank Name:** Name of the bank account.
  - d. **Branch Code:** Code for the branch of the bank. Must be unique for each Bank Code.
  - e. **Bank Name:** Name of the bank account.
  - f. **Routing Number:** Bank routing number.
  - g. **Account Number:** Account number held by your organization at the bank.
  - h. **Payment Method:** Select the down arrow to choose the type of payment that is associated with this bank account. Options are:
    - i. **CHK:** Commission payment by check.
      - **Format:** Select the down arrow to choose the check format to be used to print checks for this bank account. Check formats are configured in Reports configuration (**Application > Reports > Configure Reports**) Select the Commission Check report group. Refer [BI Publisher Stationery Editor](#).
      - **Next Check Number:** Next available check number in the series of checks. This number will be automatically updated each time commissions payments are processed and checks are printed.
      - **Min. Processing Amt:** Minimum amount of the commission for a travel agent/source before a commission payment is processed. This is useful if you want to make sure you do not produce a check every time a commission is due but only after a reasonable commission amount has been accumulated.
      - **Edit Check Number:** Select this check box to allow users to change the check numbers for this account. Deselect this check box to prevent users from editing check numbers once they are assigned (this is the default).
      - **Check Stub Lines:** The number entered here is the number of printable lines (top to bottom) on the check stub. The check stub is always displayed above the check. The number entered here should match the number set by the Maximum Records Per Page value you set when you customized the sample\_checkusd.rep. The default maximum records per page for the sample\_checkusd report is 18. (See [Customizing Reports](#) for details).
    - ii. **CENT-Centrally paid commissions:** This selection is essentially the same as CHK, but is provided as a separate option that can be used with

central reservation systems where commissions are paid from a central bank account.

iii. **EFT- Electronic funds transfer:** An export file is created by the commission payment process. EFT file formats can vary, depending on the clearinghouse used by the bank. EFT is available with one of the following add-on cloud services:

- OPP\_WTP (Electronic Commission Data Transfer for WTP)
- OPP\_HCC (Electronic Commission Data Transfer for HCC)
- OPP\_EGS (Electronic Commission Data Transfer for EGS)
- OPP\_NPC (Electronic Commission Data Transfer for NPC)
- OPP\_INF (Electronic Commission Data Transfer for INF)

- i. **Currency:** When the Foreign Currency Codes (Foreign Currency Handling) OPERA Control is active, select a currency from the list for this account. The same currency can be select in more than one bank account.
- j. **Language:** Select a language for this bank account from the list. Your selection determines the language used to write amounts in words on checks when the Multi-language OPERA Control is active. If no language is selected here, OPERA Cloud defaults to the the base language for your property.
- k. **Positive Pay Export:** Available when the Positive Pay Check Export OPERA Control is active. Select this check box so the bank will have the option to use the Positive Pay Export functionality. The Positive Pay Export identifies to the bank all of the Travel Agent Commission checks that have been processed by OPERA Cloud and can be paid out to the agent by the bank. For more information, see [Positive Pay Checks](#) for details.
- l. **Default:** Select this check box if this bank account is to be the default in case no bank account is associated with the travel agent or source. A default bank account must be configured for a property and only one bank account can be selected as the default. An X appears in the X column for the default bank account.
- m. **Default for Currency:**When an active OXI Interface is present, this option provides the ability to configure a default bank account per currency/property and to link that bank account with the profile for commission processing when OXI inserts a commission code in an OPERA Cloud profile.

3. Click **Save**.

### Editing Bank Account

1. From the **Administration** menu, select **Financial**, select **Commission Management**, and then select **Bank Accounts**.
2. Enter search criteria and click **Search**.
3. Select the account from search result, click **Vertical Ellipse** and click **Edit**.
4. Update the details.
5. Click **Save**.

### Deleting Bank Account

1. From the **Administration** menu, select **Financial**, select **Commission Management**, and then select **Bank Accounts**.

2. Enter search criteria and click **Search**.
3. Select the account form search result, click **Vertical Ellipse** and click **Delete**.
4. Click **Delete** to confirm.

## Commission Codes

Travel Agent commission is calculated after a reservation is checked out and is based on either of the following:

- The eligible revenue posted during the stay, usually the accommodation or package (including package items) revenue.
- A flat amount per night or per stay.

The calculation of commission is driven by commission codes and the business rules defined in them. Commission codes identify the eligible sale charge transaction codes for which to calculate commission, the commission calculation method, and any taxing method to be applied to the commission.

Properties must configure a NON or ZERO commission code for non-eligible travel agents or rate codes. This commission code, with a zero flat amount commission, calculates a zero amount payable to the agent. You can configure OPERA Cloud to transfer all zero commission payments directly to commission payment history or to list these commission payments as part of the commission payables processing.

The following hierarchy determines how OPERA Cloud calculates a commission payable for a reservation:

- A global default commission code is selected within OPERA Controls – Commissions. For example, this could be set to 10%; paying 10% of eligible revenue to Agents.
- The contracted commission payable is also selectable within each Travel Agent or Source profile and is used if the commission payable is different from the global default, for example, a travel agent company contracted to receive 7% of eligible revenue.
- Rate code configuration also has an option to select the applicable commission code, which overrides the system default and the commission code selected on the Travel Agent or Source profile. For example, the rate code SPAPKG with a commission code of NON would pay zero commission to any agent booking the rate code.
- A negotiated rate for a Travel Agent or Source may also have a commission code selected for when a specific rate is contracted to a specific Travel Agent or Source. This setting overrides all of the above. For example, when a travel agent company books the SPAPKG, the company is eligible for a 5% commission despite the rate code being set to NON zero commission.

## Configuring Commission Codes

### Adding Commission Codes

1. From the **Administration** menu, select **Financial**, select **Commission Management**, and then select **Commission Codes**.
2. Click **New** and complete the following:



- a. **Property** : Enter or select the property.
- b. **Code**: Enter an alphanumeric code to identify the commission code. For example 10%, \$10.
- c. **Description**: Enter a description for the commission code. For example, 10% Commission, 20% Commission, \$75 Flat Commission per Night, or No Commission.
- d. **Sequence**: Enter a sequence to determine the position of the commission code in lists. Commission codes without a sequence number appear in alphabetical order following codes that have a number assigned.
- e. **Hold**: Select a Hold status if you want the commission payment held for review prior to payment:
  - i. **Always**: The commission detail record always has the Hold status (H) selected. Commission detail records with this status are not processed for payment until the hold is released.
  - ii. **Accounts Receivables**: The commission detail record has the Hold status (H) selected if the direct bill transaction code (defined by the Cashiering>AR Settlement Trn Code application setting) is associated with any of the folios generated by the reservation. The commission detail record also has the AR status (A) selected. AR status means the associated commission is used to offset the agent/source AR account. When records flagged for AR are processed, they are removed from the list of commission details without creating a check or an EFT payment record. The Payment Activity record shows the AR status.
  - iii. **Prepaid**: The commission detail record has the Hold status (H) selected if the pre-paid transaction code (defined by the Commission > Default Prepaid Commission Trn Code application setting) is associated with any of the folios generated by the reservation. The commission detail record also has the Prepaid status (P) selected. Prepaid status means that all or part of the commission is prepaid. The prepaid amount is automatically deducted from the commission payment when the commissions detail record is processed. The Payment Activity record shows the Prepaid status.

#### Adding a Flat Amount Commission Code

1. In the Commission Calculation section, select the following **Based On** options:
  - a. **Reservation**: Select to calculate a flat amount per reservation.
  - b. **Amount**: Enter a dollar amount.
2. Select an option to determine the calculation rule.
  - a. **Per Night**: Commission amount is calculated per night of the reservation based on the Amount value multiplied by the number of nights.
  - b. **Per Stay**: Commission amount is calculated for the entire stay based on the Amount value.
1. **Tax**: Enter the Tax percentage if the commission payment is taxed. The tax on a commission is automatically calculated during commission processing if the Auto Calculate VAT OPERA Control is active.
2. Click **Save**.

#### Adding a Revenue Percentage Commission Code

1. In the Commission Calculation section, select the following **Based On** option.
  - a. **Revenue**: Select to calculate commission based on revenue posted

- b. **Tax:** Enter the Tax percentage if the commission payment is taxed. The tax on a commission is automatically calculated during commission processing if the Auto Calculate VAT OPERA Control is active.
- 2. To select the commissionable sales transaction codes, click New. Provide the following information. \* Commission %. (Required) Percentage commission to be paid on revenue generated by the selected transaction codes. The Commission % can vary per transaction code added.
  - a. **Weekend Commission %:** (Optional) If a different commission rate is earned on revenue generated on weekends, enter the percentage here. Otherwise, the Commission % applies regardless of the day of the week.
  - b. **Based on Net Amount:** Select the check box if the commission is based on before-tax revenue. Leave the check box unchecked to calculate commissions on the gross amount.
  - c. **Transaction Code(s):** Select the sale charge transaction code(s) for which revenue is commissionable at the defined commission percentage.
- 1. On the Transaction Code screen, do the following:
  - a. From the Available list of transaction codes, search and select the transaction code(s) to associate with the new routing code (hold down the Ctrl key to select multiple transaction codes).
  - b. Click the directional arrow to move the codes to the Selected list. You can filter the Available list or the Selected list of transaction codes by entering a transaction code in the Filter field and clicking Go.
  - c. Click **Save**.
- 2. Repeat to add additional transaction codes with a different percentage of commission.
- 3. Click **Save**.
- 4. Select an option to determine the calculation rule.
  - a. **Per Night:** Commission amount is calculated per night of the reservation based on the Amount value multiplied by the number of nights.
  - b. **Per Stay:** Commission amount is calculated for the entire stay based on the Amount value.
- 5. Enter the **Tax**percentage if the commission payment is taxed. The tax on a commission is automatically calculated during commission processing if the Commission > Auto Calculate Value Added Tax (VAT) OPERA Control is active.
- 6. Click **Save**.  
On the Transaction Code screen, do the following:
  - 7. From the Available list of transaction codes, search and select the **Transaction Code(s)** to associate with the new routing code (hold down the Ctrl key to select multiple transaction codes).
  - 8. Click the **Directional Arrow** to move the codes to the selected list. You can filter the Available list or the Selected list of transaction codes by entering a transaction code in the Filter field and clicking **Go**.
  - 9. Click **Save**.

10. Repeat to add additional transaction codes with a different percentage of commission.
11. Click **Save**.

### Reservation History Records

Use the Reservation History Records section of the Commission Codes screen to configure a commission code to apply to reservation records that are entered manually into OPERA Cloud.

**Commission Paid:** Select the option that corresponds to the commission rhythm:

1. **Per Night:** Commission can be accrued each night of the guest's stay.
2. **Per Stay:** Commission can be accrued once per stay.
  - a. **Flat/Percentage:** Select the Flat option to enter a flat amount in the Commission Amount field. Select the Percentage option and enter a percentage in the Commission Amount field. You can specify both a flat amount and a percentage.
  - b. **Commission Amount :** This field shows a percentage when the commission Percentage option is selected, or the commission flat amount when the Flat option is selected. A percentage number entry must be between 0 and 100.

### Editing Commission Codes

1. On the Commission Code screen, select or confirm the **Property**.
2. Enter search criteria for commission codes and click **Search**.
3. In the search results, select the **Commission Code** and click the **Vertical Ellipsis**.
4. Select **Edit**.
5. Update the commission code configuration.

 **Note:**

If the commission is based on revenue, select the **Vertical Ellipsis** to edit the transaction code configuration

6. Click **Save**.

### Deleting Commission Codes

1. On the Commission Code screen, select or confirm the **Property**.
2. Enter search criteria for commission codes and click **Search**.
3. In the search results, select the **Commission Code** and click the **Vertical Ellipsis**.
4. Select **Delete**.

## Stop Processing (Hold Payment) Reasons

OPERA Cloud allows the configuration of different reasons why a commission payment would be put on hold.

When you place a hold on a commission payment OPERA Cloud displays a list with all configured stop processing reasons. For more information, see [Placing Commission Processing on Hold](#)

## Prerequisites for Stop Processing Reason Codes

### OPERA Controls

**Group** : Commissions

**Parameter** : Stop Processing Reason Codes

## Configuring Stop Processing (Hold Payment) Reasons

1. To Create Stop Processing Reasons:
  - a. Select the Administration menu, select **Financial**, select **Commission Management**, and then select **Stop Processing Reasons**.
  - b. Click **New**.
  - c. Enter a **Code** this code identifies the reason for the cancellation.
  - d. Enter a **Description** of the code, such as price too high or date changed.
  - e. Enter a **Sequence** number to indicate the position of this lost reason code in a list of displayed values.
  - f. Click **Save**.

2. To Edit Stop Processing Reasons:

 **Note:**

When editing an existing stop processing reason, you cannot modify the code.

- a. In the **Stop Processing Reasons** screen, click **Search**. You can enter a **Code** or a **Description** to narrow your search.
  - b. In the search results, select the code, click the vertical ellipsis, and select **Edit**.
  - c. Update the configuration and click **Save**.
3. To Delete Stop Processing Reasons:
    - a. In the **Stop Processing Reasons** screen, click **Search**. You can enter a **Code** or a **Description** to narrow your search.
    - b. In the search results, select the code, click the vertical ellipsis, and select **Delete**.
    - c. Confirm your decision and click **Delete**.

# Comp Accounting

## Gaming

### Prerequisites for Comp Accounting

The Oracle Hospitality OPERA Comp Accounting Cloud Service enables you to set up complimentary goods and services, referred to as "comps" or comp transactions, and offer them to guests during their stay. You set up comp accounting by adding routing instructions to the reservation to transfer selected transaction codes to one of eight special "Comp" billing windows (#101 to #108).

You can specify the sales charges to be comped (including how related taxes should be handled) and nominate staff members (called authorizers) to approve comp requests and the monetary value of the comps they authorize (per-day and per-stay). Authorizers review and evaluate requests for comps submitted by other staff members, who themselves may not be authorizers.

When integrated with a Player Tracking System (PTS), approved comps can be automatically transferred to the AR account associated with an authorizer. If no AR account is associated to an authorizer, the front desk agent / cashier selects an alternate payment method to settle the comp charges. If AR accounts are used, comp charges are managed through the Accounts Receivable module.

## Prerequisites for Comp Accounting

### Licenses / Subscriptions

Oracle Hospitality OPERA Comp Accounting Cloud Service

## Comp Authorizers and Authorizer Groups

## Gaming

Authorizers are users who are allowed to route and transfer comp transactions to comp windows and set up comp routing for comp requests made by other staff members. When the **Comp Request** function is configured in OPERA Controls, authorizers can approve comp routing requests (that is, set up comp routing instructions for a comp routing request) or decline a comp routing request.

When you set up a user as an authorizer, you specify the transaction codes and routing codes that the authorizer can comp, specify the per-day ceiling value or credit limit for transaction codes and/or routing codes, and specify the per-instance ceiling value for comped transactions.

Authorizers can be grouped together into Authorizer Groups so that new authorizers inherit the rate code, transaction codes, and monetary limits assigned to the group.

When an authorizer is assigned to an authorizer group, any subsequent changes to the authorizer group rate code, transaction codes, and/or monetary limits are inherited by the authorizers assigned to that group. In addition, when authorizer group changes are saved, any rate code, transaction codes, and/or monetary limits set individually for the authorizer are replaced by the authorizer group values.

**Figure 13-1 Manage Comp Authorizer Group screen**

### Daily Credit Limit and Transfer Limit

You can define a **Daily Credit Limit** and **Transfer Limit** for the comp routing and transaction codes associated with an Authorizer Group.

- The Daily Credit Limit is the credit limit which the authorizer group cannot exceed while settling the comp windows.
- The Transfer Limit is the limit which the authorizer group cannot exceed while routing or transferring charges from cash windows to comp windows.

The following guidelines apply:

- Any Authorizer assigned to the Authorizer Group inherits the same Transaction / Routing Codes, Daily Credit Limit, Transfer Limit, and Rate Code associated with the group. This takes precedence over the Transaction /Routing Codes, credit limit, limit values, and rate code defined on the specific authorizer itself.
- When you route a posting or move one to a comp window, the Daily Credit Limit / Transfer Limit values will validate the transaction. If the limit is exceeded, the transaction will not be comped.
- When creating a comp routing instruction, if the authorizer has a Transfer Limit value defined for the Transaction /Routing Codes, the lowest limit value among the selected codes is pre-populated in the Routing limits. This takes precedence over the limits defined in the Comp Routing Codes.

### Authorizer Sign In Screen

When transferring comp transactions or approving routing requests by staff members, the Authorizer Sign In screen appears and users who are authorizers must enter their **Authorizer ID** to proceed. When the **Authorizer PIN Required** parameter is active in OPERA Controls, authorizers must also enter their **PIN**.

The **Membership Number** and **Membership Name** from the reservation appears on the Authorizer Sign In screen when the **Default PTS Membership Type** setting is defined and is of the same membership type as the one attached to the reservation. If the membership information does not appear or if you want to change the attached membership, you can click the **Profile Search** link to open the Profile Search screen and search for a profile. When you select a profile, its **Membership Number** and **Membership Name** will populate to the Authorizer Sign In screen.

## Configuring Comp Authorizers

### Adding Comp Authorizers

1. From the **Administration** menu, select **Financial**, select **Comp Accounting**, and then select **Comp Authorizers**.
2. Click **New** and complete the following fields:
  - a. **Property**. Select or confirm the property.
  - b. **User ID**.  
Select a **User ID** from the list of values.
  - c. **AR Account Number**. This field automatically populates when a **User ID** is selected. This is the user's AR account number.
  - d. **Authorizer Group**. Select an **Authorizer Group** for the authorizer.
  - e. **Rate Code**. This field automatically populates once an **Authorizer Group** is selected. This is the rate code assigned to the authorizer group.
3. Click **Save**.

### Editing Comp Authorizers

1. From the **Administration** menu, select **Financial**, select **Comp Accounting**, and then select **Comp Authorizers**.
2. Select or confirm the **Property**.
3. Enter search criteria and click **Search**.
4. In the search results, select the authorizer and click the row-level **vertical ellipsis**.
5. Click **Edit**.
6. Update the configuration and click **Save**.

### Deleting Comp Authorizers

1. From the **Administration** menu, select **Financial**, select **Comp Accounting**, and then select **Comp Authorizers**.
2. Select or confirm the **Property**.
3. Enter search criteria and click **Search**.
4. In the search results, select the authorizer and click the row-level **vertical ellipsis**.
5. Click **Delete**.

## Configuring Comp Authorizer Groups

### Adding Comp Authorizer Groups

1. From the **Administration** menu, select **Financial**, select **Comp Accounting**, and then select **Comp Authorizer Groups**.
2. Click **New** and complete the following fields:

- a. **Property.** Select or confirm the property.
  - b. **Code.** Enter a code that identifies the authorizer group.
  - c. **Description.** Enter a description of the authorizer group.
  - d. **Rate Code.** Select a rate code to assign to this authorizer group. When a comp routing instruction is set up using a comp routing code (with **Inherit Rate Code** selected) and the authorizer has a rate code selected, this authorizer group rate code will be applied to the reservation and not the one selected.
3. Click **New** to associate comp routing codes and transaction codes to the authorizer group. The Manage Comp Routing Instructions screen appears.
    - a. Enter the comp routing or transaction code in **Search** filter and click **Search**. You can also select **Comp Routing Codes** and/or **Transaction Codes** to filter on one of these types of codes.
    - b. Highlight the comp routing or transaction codes in the **Available** pane that you want to include in this authorizer group (hold down the Ctrl key to select multiple codes).
    - c. Click the **directional arrow** button to move the selected codes to the **Selected** pane.
    - d. **Daily Credit Limit.** Enter the daily credit limit for the comp routing or transaction codes. This is the credit limit which the authorizer group cannot exceed while settling the comp windows.
    - e. **Transfer Limit.** Enter the per-instance transfer limit for the comp routing or transaction codes. This is the limit which the authorizer group cannot exceed while routing or transferring charges from cash windows to comp windows.
  4. Click **Save** to save the comp routing instruction configuration and exit the screen.
  5. Click **Save** to save the authorizer group.

#### Editing Comp Authorizer Groups

1. From the **Administration** menu, select **Financial**, select **Comp Accounting**, and then select **Comp Authorizer Groups**.
2. Select or confirm the **Property**.
3. Enter search criteria and click **Search**.
4. In the search results, select the comp authorizer group and click the row-level **vertical ellipsis**.
5. Click **Edit**.
6. Update the configuration and click **Save**.

#### Deleting Comp Authorizer Groups

1. From the **Administration** menu, select **Financial**, select **Comp Accounting**, and then select **Comp Authorizer Groups**.
2. Select or confirm the **Property**.
3. Enter search criteria and click **Search**.
4. In the search results, select the comp authorizer group and click the row-level **vertical ellipsis**.
5. Click **Delete**.



## Comp Redemption Codes

### Gaming

Comp Redemption enables you to configure comp redemption codes that are used to redeem comps earned by guests, who have a casino player membership, to pay for their billing charges.

**Figure 13-2** Manage Comp Redemption Codes screen

Home / Financial / Comp Accounting / Comp Redemption Codes / Manage Comp Redemption Codes

Manage Comp Redemption Codes Help

Required Field

Property

Code Description Transaction Code

Cancel Save

## Prerequisites for Comp Redemption Codes

### OPERA Controls

**Group:** Comp Accounting

**Parameter:** Comp Redemption

### OPERA Cloud Tasks

**Group :** Financial Admin

**Comp Accounting:** Comp Redemption Codes

- New/Edit Comp Redemption Codes
- Delete Comp Redemption Codes

## Configuring Comp Redemption Codes

### Prerequisites for Comp Redemption Codes

Comp Redemption enables you to configure comp redemption codes that are used to redeem comps earned by guests, who have a casino player membership, to pay for their billing charges.

### Adding a Comp Redemption Code

1. From the **Administration** menu, select **Financial**, select **Comp Accounting**, and then select **Comp Redemption Codes**.
2. Click **New** and complete the following fields:

- a. **Property.** Enter or select a **Property**. This value defaults to current property you are logged into.
  - b. **Code.** Enter a code to identify the redemption. A maximum of 8 alphanumeric characters is allowed.
  - c. **Description.** Enter a description for the redemption code. A maximum of 2000 characters is allowed.
  - d. **Transaction Code.** Select a **Transaction Code**. Only payment transaction codes are available for selection based on the following conditions:
    - Transaction codes marked as Others.
    - Transaction codes marked as Cashier Payment 1-8.
    - Transaction codes not configured to be used on a reservation (that is, the **Reservation** check box on the Payment Type screen is deselected).
3. Click **Save**.

#### Editing a Comp Redemption Code

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. Update the configuration and click **Save**.

#### Deleting a Comp Redemption Code

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete** and confirm the deletion.

## Comp Routing Codes

### Gaming

Comp Accounting enables a property to provide complimentary goods and services called comps or comp transactions to guests by routing selected transaction codes to special billing screen windows called comp windows. There are 8 comp windows available on the Billing screen (101...108).

With Comp Routing Codes, you can group comp transaction codes into meaningful units to simplify the process of setting up comp routing instructions on reservations.

Designated staff members called authorizers can set up comps by transferring or routing the selected transactions to the comp windows on a guest's Billing screen. Upon guest check out, comp transactions posted to any of the comp windows and approved by the Patron Tracking system (PTS) can automatically be transferred to special AR accounts, which are attached to the profiles of the authorizers. Thereafter,

the AR accounts are handled using OPERA AR features according to the procedures the property has established.



### Note:

The PTS has final approval of all comp transactions that have been routed or transferred to a comp window. If the PTS does not approve the comp transaction, it is considered to be staged.

**Figure 13-3** Manage Comp Routing Codes screen

Home / Financial / Comp Accounting / Comp Routing Codes / Manage Comp Routing Codes

Manage Comp Routing Codes Help

**\* Required Field**

**\* Property**

**\* Code**

**\* Description**

Apply To  
 Sunday  Monday  Tuesday  Wednesday  Thursday  
 Friday  Saturday

Routing Limits  
 Amount  Percentage  Covers  
 Limit  USD

Apply Per Day  Inherit Rate Code (?)

Available  Filter

Code	Description
1000	Room Revenue
2000	Restaurant Food
2001	Restaurant Beverage
3000	Fax
4000	Minibar
5000	Parking
6000	Laundry
8000	Room Tax

Selected  Filter

No values selected

> >> < <<

## Prerequisites for Comp Routing Codes

### Licenses / Subscriptions

Oracle Hospitality OPERA Comp Accounting Cloud Service

### OPERA Controls

**Group:** Cashiering

**Function:** Routing

### OPERA Cloud Tasks

**Group :** Financial Admin

**Comp Accounting :** Comp Routing Codes

- New/Edit Comp Routing Codes
- Delete Comp Routing Codes

## Configuring Comp Routing Codes

[Prerequisites for Comp Routing Codes](#)

### Adding Comp Routing Codes

1. From the **Administration** menu, select **Financial**, select **Comp Accounting**, and then select **Comp Routing Codes**.
2. On the Comp Routing Codes screen, click **New** and complete the following fields:
  - a. **Property**. Enter or confirm the property.
  - b. **Description**. Enter a description of what this code includes (for example, Room Charges, Banquet, Food & Beverage, Golf Charges).
  - c. **Code**. Enter a code for the routing instruction (for example, FBA, RMZ, GOLF).
  - d. **Apply To**. Select the days of the week to which this comp routing code applies.
  - e. **Routing Limits**. Select one of the following for the default routing limits:
    - **Amount**: Select to specify a maximum amount for this routing instruction. The limit accepts the total amount you can route for any one reservation using this routing instruction. No limit is set if you leave the Limit field blank.
    - **Percentage**: Select to specify this routing instruction to route a percentage of the transactions associated with it. For example, enter 10 in this field to route 10% of each transaction. Generates such as taxes and service charges are also split by the designated percentage.
    - **Covers**: Select to specify a default number of covers to auto-populate in the **Covers** field on the Routing Instructions screen when this routing code is selected. Covers indicate the number of charges or transaction codes the routing code covers.
  - f. **Apply Per Day**. Select to generate a separate comp routing instruction for each day of the stay. This may be useful, for example, when you want the routing limit to apply to each day of the stay rather than to the entire stay or to a range of dates.
  - g. **Inherit Rate Code** (optional). Select to inherit the rate code from the comp authorizer group and have this rate code applied to the reservation. When a comp routing instruction is set up using a comp routing code with **Inherit Rate Code** selected, the rate code defined in the authorizer group will be applied to the reservation.
3. Search for and select the transaction code(s) to associate with the new comp routing code (hold down the **Ctrl** key to select multiple transaction codes).
4. Click the **directional arrow** button to move the codes to the Selected list.
5. Click **Save**.

### Editing Comp Routing Codes

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the comp routing code and click the row-level **vertical ellipsis**.
4. Select **Edit**.

5. Update the configuration and click **Save**.

### Deleting Comp Routing Codes

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the comp routing code and click the row-level **vertical ellipsis**.
4. Select **Delete**.

## Comp Transaction Codes

### Gaming

Every comp transaction that appears on a folio or an AR invoice must have a comp transaction code.

**Figure 13-4** Manage Comp Transaction Codes screen

The screenshot displays the 'Manage Comp Transaction Codes' configuration screen. At the top, there is a breadcrumb trail: 'Home / Financial / Comp Accounting / Comp Transaction Codes'. The main title is 'Comp Transaction Codes'. Below the title, there are tabs for 'Property' and 'Template'. The form is divided into several sections:

- Required Field:** Includes 'Property' (with a search icon), 'Code' (with a search icon), 'Description', 'Group', 'Tax Code' (with minus and plus buttons), 'Minimum Amount' (USD), 'Maximum Amount' (USD), 'Accounting Code', and 'Quantity Code'. There is also an 'Inactive' checkbox.
- Manage Translations:** Includes 'Subgroup' (with a search icon) and 'Transaction Type' (dropdown menu).
- Payment Details:** Includes 'Payment Type' (radio buttons for Credit Card, Cash, Check, Others), 'Processing Type' (radio buttons for EFT, Manual), 'CC Code', and 'Account Number' (with a search icon).
- Options:** Includes checkboxes for 'Revenue Group', 'Include in Deposit/CXL Rule', 'Generates Inclusive', 'Check Number Mandatory', 'Comp Payments', and 'Print Receipt'.
- Associated Transaction Codes:** A table with columns for 'Available' and 'Selected'.

## Configuring Comp Transaction Codes

### Adding Comp Transaction Codes

1. From the **Administration** menu, select **Financial**, select **Comp Accounting**, and then select **Comp Transaction Codes**.

 **Note:**

When the OPERA Multi-Property Reservation Cloud Service is active, new comp transaction codes are created by selecting the **Template** tab. Once created, you can copy a comp transaction code to specific properties using the **Copy** action. See [Copying Configuration Codes to Multiple Properties](#) for more information.

2. Click **New** and complete the following fields:
  - a. **Property.** Enter or confirm the property.
  - b. **Code.** Enter a numeric code to represent the new comp transaction code.
  - c. **Description.** Enter a description of the comp transaction code. The description appears in Billing and outputs on folios.
  - d. **Manage Translation.** (Available when the **Multi Language** function is active in the **General** group in OPERA Controls.) Select this link to add translated descriptions to print translated folios for foreign guests / companies.
  - e. **Subgroup .** Select a subgroup for the transaction code. Subgroup selection determines whether the transaction code is considered sales (revenue and non-revenue), payment, or wrapper based on the transaction group linked to the subgroup.

 **Note:**

Transaction codes that belong to the same subgroup are grouped together for the same date on the Billing screen. When printing folios, the styles are: 1, 9, 10, 11, 14, 16, 15, or 19.

- f. **Group.** The transaction group. This field automatically populates once the subgroup is selected.
- g. **Transaction Type.** Select a transaction type. Transaction types are used to cluster similar transaction codes. This field is optional, but certain reports (Financial Transactions with Generates and Financial Transactions by Folio No.) print financial information based on the transaction code type. Available options are Lodging, Food and Beverage, Telephone, Minibar, Tax, Non-Revenue, Others, or blank.
- h. **Tax Code.** When you select a Tax transaction type, this field is enabled (1-20) to define up to 20 tax bucket values for the tax type transaction code. Use these buckets to group various tax transactions into one total on the footer of the folio and in reports. For example: all GST transaction codes would have tax code = 1.
- i. **Fiscal Transaction Code.** This tells the local fiscal application how to format charges for this transaction code when building the fiscal printer XML files.
- j. **Minimum Amount.** The minimum amount allowed under the new comp transaction code. If the minimum is not met, a warning message appears.
- k. **Maximum Amount.** The maximum amount allowed over the new comp transaction code. Enter amounts during a manual posting. If the maximum is exceeded, a warning message appears.

- l. Accounting Code.
- m. Quantity Code.
- 3. **Options.** In this section, complete any of the following optional fields or selections:
  - a. **Revenue Group.** Select this check box if this transaction code is revenue. If deselected, the charges posted to the transaction code are treated as non-revenue.
  - b. **Include in Deposit/CXL Rule.** (Available if either the **Deposit Handling** application function or the **Cancellation Handling** application function is active in the **Cashiering** group in OPERA Controls.) When selected, the transaction code is included in the calculation of deposit and/or cancellation rule fees. You can use this feature to include or exclude costs such as packages, generates, and fixed charges associated with a reservation when calculating deposit requests and cancellation penalties.
  - c. **Generates Inclusive.** Select this check box if generated charges (such as taxes or service charges) are included in the base amount posted. For example, a minibar charge could be tax inclusive, so when posting a 40.00 charge (and generates are set up), the guest would see \$40.00 on the folio; however, internally the tax generate would be broken out (\$35.00 minibar, \$5.00 tax). If unchecked, tax generates are calculated from the base amount posted, and then posted separately as itemized, exclusive charges (taxes) on the folio.
  - d. **Check Number Mandatory.** Select this check box if a check number must be entered when making a posting against this transaction code.
  - e. **Comp Payments** (available with the OPERA Comp Accounting Cloud Service subscription). Select if this payment type is available for settlement of comp windows 101-108. A payment type without this option selected cannot be used to settle comp windows 101-108.
  - f. **Print Receipt.** Select this option to print a receipt of the transaction when this comp transaction code is used.
- 4. **Associated Transaction Codes.** In this section, select the transaction codes you want to associate with the comp transaction code by selecting one or more codes in the **Available** pane and clicking the arrow button to move them to the **Selected** pane. You can also filter the list of available codes by entering a code in the **Filter** field and clicking **Go**.
- 5. Click **Save** or click **Save and Add Generates** to configure add-on charges for the comp transaction code. Generates are automatically calculated charges, such as taxes and service charges, that are added to a guest's bill when transactions are posted using this comp transaction code.

#### Editing Comp Transaction Codes

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the comp transaction code and click the row-level **vertical ellipsis**.
4. Select **Edit**.
5. Update the configuration and click **Save**.

#### Deleting Comp Transaction Codes

1. Select or confirm the **Property**.

2. Enter search criteria and click **Search**.
3. In the search results, select the comp transaction code and click the row-level **vertical ellipsis**.
4. Select **Delete**.

## Comp Types

### Gaming

#### Prerequisites for Comp Types

Comp Types enable you to configure codes for ranking guests based on your business requirements. For example, you might use this feature to identify guest loyalty members according to their gaming needs or expertise. You can also associate Comp Types to comp windows for specific reservations via the Reservation Routing Instructions screen.

**Figure 13-5** Comp Types screen

The screenshot shows the 'Comp Types' screen in Oracle Financials. The breadcrumb trail is 'Home / Financial / Comp Accounting / Comp Types'. The search form includes the following fields:

- Property**: A text input field with a magnifying glass icon. A red asterisk indicates it is a required field.
- Code**: A text input field. A red asterisk indicates it is a required field.
- Description**: A text input field. A red asterisk indicates it is a required field.
- Sequence**: A dropdown menu with a minus sign on the left and a plus sign on the right.

At the bottom right of the form, there are 'Cancel' and 'Save' buttons.

## Prerequisites for Comp Types

### OPERA Controls

**Group:** Comp Accounting

**Parameter:** Comp Types

### OPERA Cloud Tasks

**Group :** Financial Admin

**Comp Accounting :** Comp Types

- New/Edit Comp Types
- Delete Comp Types

## Configuring Comp Types

#### Prerequisites for Comp Types



### Adding Comp Types

1. From the **Opera Cloud Administration** menu, select **Financial**, select **Comp Accounting**, and select **Comp Types**.
2. Click **New** and complete the following fields:
  - a. **Property**. Enter or select a Property.
  - b. **Code**. Enter a code to identify the Comp Type.
  - c. **Description**. Enter a description for the Comp Type.
  - d. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save**.

### Editing Comp Types

1. From the **Opera Cloud Administration** menu, select **Financial**, select **Comp Accounting**, and select **Comp Types**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. Update the configuration and click **Save**.

### Deleting Comp Types

1. From the **Opera Cloud Administration** menu, select **Financial**, select **Comp Accounting**, and select **Comp Types**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete** and confirm the deletion.

## Comp Revenue Buckets

### Gaming

When the Oracle Hospitality OPERA Comp Accounting Cloud Service is active, you can configure comp revenue buckets that contain the comp revenue statistics for a guest's comp transactions. You can also associate one or more comp transaction codes to a comp revenue bucket and set up comp revenue buckets for each property as well as copy them to other properties.

To access the **Comp Revenue Buckets** feature, select the **Administration** menu, select **Financial**, select **Transaction Management**, and then select **Revenue Bucket Codes**.

## Configuring Comp Revenue Buckets

The Revenue Bucket Codes screen enables you to search for, create, edit, and delete revenue bucket codes of the Comp bucket type.

### Adding Comp Revenue Bucket Codes

1. Select the **Administration** menu, select **Financial**, select **Transaction Management**, and then select **Revenue Bucket Codes**.
2. Click **New** and complete the following fields:
  - a. **Property**. Select or confirm the property.
  - b. **Bucket Type**. Select the **COMP** bucket type for the comp revenue bucket code.

 **Note:**

Comp transaction codes and standard transaction codes must be included in a Billing revenue bucket type for the charges to these transaction codes to appear on the Billing Summary screen.

- c. **Code**. Enter a code that identifies the comp revenue bucket.
  - d. **Description**. Enter the description of the comp revenue bucket code.
  - e. **Bucket Value**. Enter an optional value for the comp revenue bucket code.
3. In the **Transaction Codes** panel, select the comp transaction codes you want to include in this comp revenue bucket:
    - a. Enter the comp transaction code in **Available** filter or select codes from the list and click **Go**.
    - b. Highlight the comp transaction codes in the **Available** pane that you want to include in this comp revenue bucket.
    - c. Click the arrow button to move the selected transaction codes to the **Selected** pane.
  4. Click **Save** to save and exit or click **Save and Continue** to save this Comp Revenue Bucket code and add another one.

### Editing Comp Revenue Bucket Codes

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the comp revenue bucket code and click the row-level **vertical ellipsis**.
4. Click **Edit**.
5. Update the configuration and click **Save**.

### Deleting Comp Revenue Bucket Codes

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the comp revenue bucket code and click the row-level **vertical ellipsis**.
4. Click **Delete**.

### Editing Comp Revenue Bucket Types

Since it is an OPERA System Inserted Data (SID) value, you can only edit the description for the Comp Revenue Bucket Type. Therefore, you cannot delete it and you can only update the description.

1. Select the **Administration** menu, select **Financial**, select **Transaction Management**, and then select **Revenue Bucket Types**.
2. Select or confirm the **Property**.
3. Enter search criteria and click **Search**.
4. In the search results, select the comp revenue bucket type and click the row-level **vertical ellipsis**.
5. Click **Edit**.
6. Update the **Description** field and click **Save**.

## Setting up Pre Stay Charging Rules

The Pre Stay Charging feature controls whether your property allows guests to charge expenses to their reservation account before check in. You can limit Pre Stay charging to reservations with specific payment types and reservation types.

1. From the Administration menu, select **Enterprise**, select **OPERA Controls**, and select the **Cashiering Group**.
2. In the Functions section, set **Pre Stay Charges** to Active.
3. Set **Default Pre Stay Charges on Reservation** to On to default the Pre Stay Charging option on the reservation's Privileges screen.
4. Set **Only Post if Reservation is on Queue** to On to enable pre-stay privileges only if the reservation is on queue and waiting to be checked in.
5. Enter the **Days Prior to Arrival** value to limit the number of days before the reservation arrival date that charges can be posted to the reservation account; leave NULL for unlimited.
6. Select the **Reservation Payment Types** to limit pre-stay posting privileges to reservations with payment method equal to these payment types; leave NULL to allow/permit all payment types.
7. Select **Reservation Types** to limit pre-stay posting privileges to reservations with these reservation types; leave NULL to allow/permit all reservation types.

## Setting up Post Stay Charging Rules

The Post Stay Charging feature controls whether your property allows guests to charge expenses to their reservation account after checkout. You can limit Post Stay charging to reservations with specific payment types and reservation types.

1. From the Administration menu, select **Enterprise**, select **OPERA Controls**, and select the **Cashiering Group**.
2. In the Functions section, set **Post Stay Charges** to Active.
3. Set **Default Post Stay Charges on Reservation** to On to default the Post Stay Charging check box on the reservation Payment Instructions window.
4. Set **Open Folio** to On.
5. Enter the **Open Folio Closing Preference**. This determines when an open folio needs to be closed. If set to Sameday, you cannot leave the billing screen with an open folio. If set to Unrestricted, you are allowed to leave the billing screen with a folio in an open status.
6. Select the **Reservation Payment Types** to limit post-stay posting privileges to reservations with payment method equal to these payment types; leave NULL to allow/permit all payment types.
7. Enter a **number of days** in the Zero Balance Open Folio Close Days field. This setting determines the number of days after checkout that an open folio with a zero balance will be closed automatically during End of Day.

## Rate Management

Rate Management provides all the tools you need to effectively define and manage the rate structures for your hotel. Some of the things you can set up in Rate Management include rate codes, rate classes, rate categories, display sets, rate strategies, and yield management integration.

## About City Tax Function

The City Tax function calculates the tax and charges guests based on different sets of rules for each city's requirement. For a reservation to qualify for the city tax posting, define the Purpose of Stay field on the reservation with a value that has the description field starting with an asterisk (\*) on its configuration.

The City Tax is posted to each reservation based on gross or net room revenue amounts, purpose of stay, percentage, and flat amount depending on the city's regulations. You can set up the City Tax package as Included in Rate, Add to Rate - Separate Line, or Add to Rate - Combined Line.

The following fields are available within the setup:

- Purpose of Stay Start (you must configure Purpose of Stay codes with a description matching the value entered if using this option).

- Purpose of Stay (you must configure Purpose of Stay codes matching codes entered if using this option).
- Predefined amount ranges (you must configure City Tax Ranges using this option).
- Net rate amount (rate amount to consider for calculation after taxes are deducted).
- Gross rate amount (rate amount to consider for calculation before taxes are deducted).
- Percentage of the applicable rate amount.
- Number of children (if child rate buckets are configured).
- Based on different package attributes such as Included in Rate, Add to Rate - Separate Line, or Add to Rate - Combined Line.
- City Tax qualified packages (any package that is configured with a lodging transaction code).
- Special Calculation Rule (where the city tax is calculated by the number of people in the room, and posted based on the number of adults in the room).

### Purpose of Stay

Configure the Purpose of Stay code in Administration > Reservation Management>Purpose of Stay to activate the City Tax functionality on reservations.

In the Description field, enter the value that will identify the purpose of stay code and activate the generic City Tax package code. Enter the value in the first position of the Purpose of Stay description and insert a single quote at the beginning and at end of the value/description.

For example, if the value is 1 and the description is City Tax Guest, enter '1City Tax Guest' to enable the City Tax calculation. If you enter 'City Tax Guest1', the city tax will not calculate.

If not using a specific value for Purpose of Stay to calculate the City Tax, leave this field blank. The default value of an asterisk (\*) will be used if this field is blank.

The Purpose of Stay Start can be characters, numbers, or alphabetical letters. If using alphabetical letters, use upper case letters in both the Purpose of Stay Start field and the first position of the Purpose of Stay Description field.

### City Tax Ranges

Tax ranges are defined at the property level by selecting Administration>Financial>Rate Management>City Tax Ranges. The City Tax Ranges screen enables you to configure the settings.

The applicable city tax is posted depending on the range in which the rate amount falls. The following is an example for the amount ranges configuration:

- 0.00-10.0 = 0.00
- 10.01-25.00=0.50
- 25.01-50.00=1.00
- 50.01-100.00=2.00
- 100.01-150.00=3.00
- Each additional 50.00 increased by 1.00

When creating City Tax Ranges, provide the following information:

- Property (mandatory): Enter or confirm the property name.

- Amount From (mandatory). The beginning value of the amount range.
- Amount To. The end value of the amount range.
- Tax Amount (mandatory). The applicable tax amount required by authorities.
- Interval Amount. This defines the intervening amounts, such as, for every 50.00 EUR tax, increase by 1 EUR.

The City Tax function (CITY\_TAX) is available within the Posting Attributes Formula field in Package Codes. The function calculates the city tax based on the Purpose of Stay defined on the Additional Details screen on the reservation.

### City Tax Package Code Setup

The City Tax is set up as a Package Code within Administration > Financial > Rate Management. In the formula field, select City\_Tax from the list of values for the following fields:

- Purpose of Stay Start
- Purpose of Stay
- Amount Ranges
- Room Net Gross
- Percentage
- Special Calculation Rule (Special Calculation Rule for Dresden)
- Child One (Available if Child Rates are active)
- Child Two (Available if Child Rates are active)
- Child Three (Available if Child Rates are active)
- Packages To Include

Enter field information in single quotes, except for the Percentage field.

## Package Codes

### Prerequisites for Package Codes

Package setup involves defining package elements, which are additional products or services included in the rate or sold in addition to the rate. You can link package elements to rate codes to create pre-defined package rates. Or, you can add package elements directly on blocks or reservations to create ad-hoc package entitlements for reservations.

Package elements have rules that define the calculation of their price as well as the frequency of their posting; the **item price** for the package item is auto-posted to guest ledger account during End Of Day, based on the frequency specified. When the **Item Inventory** function is active it is also possible to associate inventory items to a package item so that when selling the package rate or selling the package item separately via the reservation the associate inventory items are also applied to the reservation. This is useful for associating inventory items such as extra bed and cribs to reservations and at the same time posting a charge for their supply via the package element.

Optionally, with the **Advanced Package** function active, package elements can be configured with an **allowance amount** as well as **item price**. For package items with

an allowance amount defined the actual sales charge is either posted manually in OPERA Cloud or posted by an integrated system such as a point of sale (POS) workstation or an in-room video when consumed. With package allowances, a credit is posted to package ledger either during check or during each night audit and the sales charges posted to the package ledger to offset the credit - as a result the charge for package element does not appear on the guest folio. For allowances based package items, OPERA Cloud deducts the **item price** from the rate code rate amount. When multiple allowance based items are linked to a rate code the nett accommodation revenue for the reservation is the rate amount - sum (item price) for all package items included in the rate.

**Table 13-5 Example - Package Rate Breakdown**

Honeymoon	Item Price	Allowance	Calculation Rule
Rate Amount	\$540		
Dinner	\$45	\$70	Per Adult
Breakfast	\$20	\$40	Per Adult
Champagne	\$40	\$60	Flat Amount
Nett Accommodation	\$370		Based on 2 Adults

Allowance based package items also support consumption in multiple revenue centers via the setup of alternate outlets - specifying the alternate sales transaction codes permitted for the package item.

For example, a breakfast package element could be consumed in the restaurant or as a room service breakfast.

- Posted amount equal to or less than the allowance amount are posted to package ledger.
- Posted amounts exceeding the allowance amount are posted to the guest ledger account as an overage.
- Allowances not consumed or under consumed are posted to a "package profit" revenue transaction code to the package ledger, based on the item price.
- Allowance amounts exceeding the item price are automatically adjusted by a posting to "package loss" revenue transaction code to the package ledger.

Examples of allowance based package elements would be dinner or breakfast, where the sales charges for each would be post via a POS solution when the guest consumes their dinner or breakfast.

If the guest does not consume their entitlement OPERA Cloud posts the revenue to 'package profit' to balance the package ledger.

The charge for the package rate is posted to Guest Ledger using a system (non-revenue) transaction code referred to as 'Package Wrapper' - this transaction code is defined by linking a transaction code [About Transaction Codes](#) to a transaction group of type Wrapper. For package rates both the accommodation transaction code and the package wrapper transaction code must be selected on the Financials panel of the rate code [About Rate Codes](#).

Table 13-6 Example - Ledger Transactions

Honeymoon	Guest Ledger	Package Ledger	Allowance	Sales Revenue	Notes
Dinner Allowance			-\$90	\$140	On Check-in
Champagne Allowance			-\$40	\$60	On check-in
Dinner			\$140		\$140 Posted from POS
Dinner Loss			-\$50		-\$50 End of Day
Champagne			\$60		\$60 Posted from POS
Champagne - Loss			-\$20		-\$20 End of Day
Honeymoon Package	\$540		-\$370		Package Wrapper
Accommodation			\$370		\$370 End of Day
Breakfast Allowance			-\$40	\$80	End of Day (Next Day =Y)
Breakfast - Profit			\$40		\$40 Breakfast not consumed
					On Check-out
Totals	\$540		\$0		\$540

## Configuring Package Codes

### [Prerequisites for Package Codes](#)

#### Adding Package Codes

1. From **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Package Code**.
2. Click **New** and complete the following:
  - a. **Package Code Definition**
    - i. See [Package Code Definition](#).
  - b. Click **Save**.
  - c. **Transaction Details**
    - i. See [Configuring Package Code Transaction Details](#)
  - d. Click **Save**.
  - e. **Posting Attributes**
    - i. See [Configuring Package Code Post Attributes](#)
  - f. Click **Save**.



- g. **Package Pricing**
    - i. See [Configuring Package Code Pricing Schedule](#)
  - h. Click **Save**.
3. Click **Save** or **Save and Add More Details** to go to Package Code presentation page and make further updates.

### Editing Package Codes

1. From the **OPERA Cloud Administration** menu, select **Rate Management**, and then select **Package Code**.
2. Enter search criteria, click **Search**.
3. Select a package code and click the **vertical ellipsis**, select **Edit**.
4. Select a details link to update the respective details.

**Table 13-7 Package Details Links**

Package Details	
<a href="#">Package Code Definition</a>	<a href="#">Package Code Post Attributes</a>
<a href="#">Package Code Pricing Schedule</a>	<a href="#">Package Code Transaction Details</a>

### Deleting Package Codes

#### Note:

Package codes cannot be deleted if the package is attached to a rate code; the package must first be un-associated from the rate code. Package codes cannot be deleted if the package is attached to a package group, the package must first be deselected from the package group. Package codes cannot be deleted if dependent transactional data exists; if a package code is referenced in blocks or reservations (past or future) the code cannot be deleted. Package codes attached to a canceled or no show reservation where the departure date is in the future cannot be deleted.

1. From the **OPERA Cloud Administration** menu, select **Rate Management**, and then select **Package Code**.
2. Enter search criteria, click **Search**.
3. From search results, select a package code and click the **vertical ellipsis**, select **Delete**.
4. Click **Delete** to confirm.

### Copying Package Codes

You can use the copy action to clone a package code within the same property, or copy package codes to other properties when the OPERA Multi-Property Reservation Cloud Service is active



**Note:**

Change to a Hub location to copy package codes to other properties. See [Changing Your Location in Multi-Property Operations](#).

1. From the **OPERA Cloud Administration** menu, select **Rate Management**, and then select **Package Code**.
2. Click the **vertical ellipsis** and select **Copy**.
  - a. **Source.:** Select the source property.
  - b. **Package Code(s):** Select one or more package codes from the list.
  - c. **Package Pricing:** Select to also copy the package pricing to the destination properties.
  - d. **Target Properties:** Select one or more properties from the list.
3. Click **Save**.
  - a. **Copy Package Code As:** Enter a code for new (cloned) package (same property).
  - b. **Copy Description As:** Enter a description for new (cloned) package (same property).
4. Click **Copy and Continue**.
5. On the Confirmation panel, Status shows **Complete** and Status message as **Copy Template Code(s)** was successful.
6. Click **Print** to generate a report.

## Prerequisites for Package Codes

### OPERA Controls

**Group:** Rate Management

**Function:**

- Advanced Packages (Allowances) - Optional
- Item Inventory - Optional

### Opera Cloud Tasks

Rate Management

- Package Codes
  - New/Edit Package Codes
  - Delete Package Codes

## Configuring Package Code Definition

### Editing Package Code Definition

1. From the **OPERA Cloud Administration** menu, select **Rate Management**, and then select **Package Code**.
2. Enter search criteria, click **Search**.
3. From search results, select a package code and click the **vertical ellipsis**, select **Edit**.
4. Click **Package Definition**.
5. Click **Edit**.
  - a. **Property**: Enter or select the property.
  - b. **Package Code**: Enter a code for the package item (maximum 8 characters)
  - c. **Begin Sell Date**: Enter or select a begin sell date if limited availability of package
  - d. **End Sell Date**: Enter or select an end sell date if limited availability of package
  - e. **Short Description**. Enter a short description (title)
  - f. **Description**: Enter a description.
  - g. **Forecast Code**: Select a package forecast from the list. For more information, see [Configuring Package Forecast Groups](#) .
  - h. **Arrangement Code**: Select a package arrangement (folio grouping) from the list.
6. Click **Save**.

## Configuring Package Code Post Attributes

### Editing Package Code Posting Attributes

1. From **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Package Codes**.
2. Enter search criteria and click **Search**.
3. Select the package code, click **vertical ellipsis** and select **Edit**.
4. Click **Posting Attributes**.
5. Click **Edit**.
  - a. **Posting Type**
    - i. **Included in Rate**: No separate charge appears on the guest folio or reservation. The item price is deducted from the room rate amount.
    - ii. **Add To Rate - Separate Line**: If selected, the item price is posted additional to the room rate amount and printed as a separate charge on the folio.
    - iii. **Add To Rate - Combined Line**: If selected, the item price is added to the rate amount and combined with the accommodation charge on the folio (increases the room rate by the item price).

- b. **Valid Start Time:** Enter the valid start time during which the allowance defined in the package element is valid. If you leave the fields blank, the allowance is valid all day
- c. **Valid End Time:** Enter the valid end time during which the allowance defined in the package element is valid. If you leave the fields blank, the allowance is valid all day
- d. **Calculation Rule:** Select a value from the list of values to indicate the calculation rule for this package. This field is used to determine how the package amount should be calculated. You have the following options:
  - i. **Flat Rate (item price posted as flat rate, regardless of number of guests).** Flat Rate is per sharer reservation; each share-with reservation will be charged the flat rate amount.
  - ii. **Per Person (item price times multiplies by (number of adults plus number of children)).**
  - iii. **Per Adult (item price times multiplied by the number of adults).**
  - iv. **Per Child (item price multiplied by the number of children):** With the selection of this calculation rule and when the Rates Defined by Buckets OPERA Controls is Active, packages can be setup with different amounts per child bucket on the Package Pricing.
  - v. **Per Room:** The Per Room calculation is applied to the room. If a reservation is shared, instead of applying the package per share reservation, it posts only once for the room.
- e. **Posting Rhythm:** Select a posting rhythm to determine the frequency of the package posting. . Most posting rhythms are based off of the actual arrival date of the reservation. For more information, see [Package Posting Rhythms](#).
- f. **Formula:** Select from list internal functions used to calculate item price (used for country-specific tax package items).
- g. **Sell Separate:** Select check box when the package item can be linked directly to a reservation via the packages field. When adding a package directly to a reservation, the room rate field will show the main rate code rate and indicated to the right is the room rate including the packages added to the reservation. If this check box is not selected, the this package is only available via selection in a rate code. (Available when the Packages Sold Separately OPERA Control is active)
- h. **Post Next Day:** Select to specify this package element allowance will be consumed the following day. For example, a breakfast allowance created during end of day, but carried forward to the following day for consumption. (Available when the Advanced Packages OPERA Control is active.)
- i. **Forecast Next Day:** Select to have these package elements forecasted on the next day, irrespective if the Post Next Day check box is selected or not. Packages configured as Post Next Day only without this check box checked will not be forecasted for the next day automatically on the Package Forecast Report.
- j. **Tickets:** Select to indicate that the package is a ticketing package item. (Available when Ticket Packages OPERA Control is active and integrated with a ticketing solution) NOTE: When a package is setup as a Tickets Package, the Posting Rhythm can only be Post Every Night, Post Arrival Night, or Ticket Posting. A Ticket Package can be setup to Sell Separate and Add Rate

Separate Line, even when the Posting Rhythm is not set to Ticket Posting. This enables the ticket package to be included in the Rate Information as part of the total cost of the stay.

- k. **Catering.**: Available when the Catering Events OPERA Control is active, this option should be checked for all PMS packages that typically are also represented by a catering event (or partially represented by a catering event). For example, a Group Breakfast that may be included in the room rate, but for which also a catering event gets created if the group takes the breakfast as a unit (e.g., in a catering function space).
  - l. **Item Inventory**: (Available when the Item Inventory OPERA Control is active). Choose item(s) to be included in the package. Selected items will be added to the reservation and deducted from inventory.
    - i. Click **New**.
      - **Item.**: Select an item from the list.
      - **Quantity**. Enter a quantity to assign and deduct from inventory
    - ii. Click **Save**.
    - iii. Click **vertical ellipsis** and select **Delete** to delete.
    - iv. Click **vertical ellipsis** and select **Edit** to edit.
6. Click **Save**.

## Configuring Package Code Pricing Schedule

### Adding Package Code Pricing Schedule

1. From **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Package Code**.
2. Enter search criteria and click **Search**.
3. Select the package code, click **vertical ellipse** and select **Edit**.
4. Click **Pricing Schedule**.
5. Click **Add** and enter the following details:
  - a. **Start Date**: Enter the start date for the price schedule or use the calendar tool to select dates. Date ranges for pricing records cannot overlap. By default, the package code is valid for a ten-year period starting on the date it is configured.
  - b. **End Date**: Enter the end date for the price schedule or use the calendar tool to select dates. Date ranges for pricing records cannot overlap. By default, the package code is valid for a ten-year period starting on the date it is configured.
  - c. **Price**: Enter the item price. This amount will be posted to the transaction code selected in Transaction Details panel.
  - d. **Allowance**: If the package element is configured as an allowance, enter the amount of the allowance. This is the maximum amount which the guest can consume (eg in an outlet ) and post to their reservation account. The charge is posted to the package ledger against the allowance. Any over-consumption is split and posted to the guest ledger using the **Overage** transaction code if specified. . The allowance amount cannot be less than the item price.

- e. **Min Nights:** Enter a minimum number of nights for this price schedule. (See Package Pricing and Availability Attributes).
  - f. **Max Nights:** Enter a maximum number of nights for this price schedule. (See Package Pricing and Availability Attributes).
  - g. **Min Guests:** Enter a minimum number of guests for this price schedule. (See Package Pricing and Availability Attributes).
  - h. **Max Guests:** Enter a maximum number of guests for this price schedule. (See Package Pricing and Availability Attributes).
6. Click **Save**.

### Editing Package Code Pricing Schedule

1. From **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Package Code**.
2. Enter search criteria and click **Search**.
3. Select the package code, click **vertical ellipse** and select **Edit**.
4. Click **Pricing Schedule**.
5. Click **Edit**.
6. Update details.
7. Click **Save**.

### Package Pricing and Availability Attributes

When the Package pricing and availability attributes OPERA Control is active and the Redemption check box is not selected on the Package definition, Minimum and Maximum value fields can be specified for the number of Nights and Persons for each package pricing schedule.

When configuring package pricing schedules using the Package Pricing and Availability Attributes, keep in mind the following rules:

- Both the Min. and Max fields for both the Nights and Guests must have values defined for them. Only the Min and Max values for either the Nights or Guests cannot be specified.
- The Min and Max values cannot be left blank if a value has been defined for one or more of the fields. A numeric value must be entered. All of the fields can remain blank.
- The Min/Max range for either Nights or Guests can be the same as long as the other has its range
- There must be 1 record for each date range that has no Min/Max Nights and Min/Max Persons defined and this record will serve as a default when a reservation does not qualify to receive pricing based on any of the other package details sets that are based on Min/Max Nights and Min/Max Persons for the reservation date range. OPERA Cloud will automatically create such record when configuring package pricing.
- Validation for a reservation will be completed on a combination of the additional attributes.
  - The Stay Date falls between the Start Date and End Date of the package.

- No of Nights fall between the Min/Max Nights value range.
- No of Persons fall between the Min/Max value range.

 **Note:**

When package pricing is configured, each record must have at least one of the aspects i.e.; Date Range, Min/Max Night range and Min/Max persons range, different so that every package pricing record can be uniquely identified and there is no complete overlap. While configuring package pricing records, if OPERA Cloud identifies that the record overlap occurs based on either Date Range, Min/Max Night range or Min/Max persons range, you will be prompted if automatic adjustment should take place and if you select Yes, then the current record being added will be saved and existing overlapping record will be removed.

## Configuring Package Code Transaction Details

### Editing Package Code Transaction Details

1. From the **OPERA Cloud Administration** menu, select **Rate Management**, and then select **Package Code**.
2. Enter search criteria, click **Search**.
3. From search results, select a package code and click the **vertical ellipsis**, select **Edit**.
4. Click **Transaction Details**.
5. Click **Edit**.
  - a. **Transaction Code**: Select a sales charge transaction code from the list; the item price will be posted to this charge code.
    - i. **Tax Inclusive**: Select to indicate the item price is inclusive of taxes.
  - b. **Package Allowance**: Select the indicate this package item is to generate an allowance rather than post the actual sales charge. (Available when the Advanced Packages OPERA Controls is active).
    - i. **Package Profit**: Select a transaction code to post any package profit (unconsumed allowances).
    - ii. **Package Loss**: Select a transaction code to post any package loss (fully consumed allowances).
    - iii. **Overage**: Select a sales charge transaction code from list that will be used to post the amount that is consumed over the allowance amount of the package element (set in the Package Pricing panel). If this field is left blank, any overage is posted to the main transaction code to which the allowance was posted.
      - i. **Tax Inclusive**: Select to indicate the item price is inclusive of taxes.
    - iv. **Alternates**: Select transaction codes that can be used as alternatives to the main package transaction code (in the Code field) for this package. For example, the package may be for restaurant breakfast food (transaction code 2000) and room service breakfast (transaction code 3000 ) listed as an Alternate transaction code, allowing the guest to consume the same amount for room service breakfast without penalty.

- c. **Currency:** Select the currency for this package. Allowance packages and non-allowance packages set up in one currency cannot be attached to rate codes, reservations, and blocks configured in another currency. (Available when the multi-currency OPERA Control is active).
6. Click **Save**.

## Package Posting Rhythms

The Package Posting Rhythms can be configured from Create a New Package Code - Posting Attributes.

In the Posting Rhythms drop down list, the default selection is Post Every Night. You may make another posting rhythm choice by selecting a different option button. Some of the selections may open up fields for you to define particular features for that posting rhythm.

**Table 13-8 Description of the Restrictions effecting the stay dates**

Posting Rhythm Choice	Description
Post Every Night	Post this package charge every night of the stay.
Post on Arrival Night	Post this package charge only on arrival night. When a package that has this posting rhythm configured is attached to a reservation and a begin date is specified to be different than the arrival date, the user will be prompted with a message that states, "The package does not have posting rhythm which falls in the date range selected" and the package will not be attached to the reservation.
Post on Every X Nights Starting Night Y	Post this package charge every X nights, beginning the Y night of stay. You are prompted to enter the start night (e.g., night 1, night 2, night 3, etc.) and how often the posting should be repeated.
Post on Certain Nights of the Week	You are prompted to check mark the days of the week to determine the days to post this package charge.
Post on Last Night	Post this package charge on the last night of the stay only.
Post Every Night Except Arrival Night	Post this package charge on all nights of the stay except the arrival night.
Post Every Night Except Last	Post this package charge on all nights of the stay except the last night.
Do not Post on First and Last Night	Post this package charge on all nights of the stay except the first and last nights of the stay.
Custom Posting Schedule (Based on Stay)	This user defined schedule lets you enter a posting rhythm over a 14-day period, starting with the arrival date, by assigning the day (number) within a guest stay for posting this package price. For example, if you check mark boxes 3, 5, and 7, OPERA will post on the third, fifth and seventh day of the stay and will repeat this posting schedule after the 14th day through the remainder of the stay.



**Table 13-8 (Cont.) Description of the Restrictions effecting the stay dates**

Posting Rhythm Choice	Description
Custom Posting Schedule (Based on Night)	<p>This user defined schedule lets you enter a posting rhythm over a 14 day period. The start and end of the posting period is determined as follows:</p> <ul style="list-style-type: none"> <li>• If the package is attached to a rate code: The period starts with the date when the rate code to which the package is attached becomes effective for the stay. The period ends with the date of the last night for that rate code (or the last night of the stay if the rate code remains in effect until the departure date).</li> <li>• If the package is attached separately to the reservation: The Begin Date specified on the reservation when the package was attached is the start date for the period. The End Date specified on the reservation when the package was attached is the end date for the period. If no Begin Date and/or End Date are specified when the package is attached to the reservation, the Begin Date is assumed to be the arrival date and the End Date is assumed to be the departure date of the reservation, irrespective of when the package is attached to the reservation.</li> </ul>
Floating Allowance per Stay	Allow the allowance to be consumed at anytime during the guest stay.

## Package Groups

A package group is a collection of package elements that you define as a single unit and link to a rate code or sell separately on a reservation. Package groups allow commonly associated elements to be defined as a single unit that can be attached to a rate code or to a reservation. An example might be a Bed and Breakfast package which encompasses a room and breakfast service for a set rate.

Each package code, or element, is set up separately and a package group would then be configured with all of the selected package elements. The package group can then be added to the specific rate code or to reservations, rather than having to select multiple package elements every time. This approach has been designed to provide you with a powerful system which can handle simple or complex package combinations. Packages have a wide range of configuration options that will drive the way OPERA posts packages and tracks allowances based on each property's needs.

Packages can be attached to either a rate code, to a reservation, or to a rate code and a reservation both. They are not sold directly. Changing the package group configuration would impact all linked rate codes, which simplifies the ongoing maintenance.

An example would be a package group for a breakfast allowance and parking charge that you link to multiple rate codes to create various rates offering breakfast and parking entitlements.

## Configuring Package Groups

1. To search for the Package Group:

- a. From **OPERA Cloud Administration** menu, select **Financial, Rate Management**, and then **Package Groups**.
  - b. Under Search criteria, the default property is displayed in Property field. If the default property is not displayed, click to search for the Property.
  - c. Click **Search**. The property details appear in the table below.
  - d. Click **Reset** to go back to the previous information.
2. To create a New Package Group:
- a. From **OPERA Cloud Administration** menu, select **Financial, Rate Management**, and then **Package Groups**.
  - b. On the Package Groups screen, click the vertical ellipsis and then click **New**.
  - c. On the Manage Package Groups screen, enter details in the mandatory fields marked \* and click **New**. Attach Packages screen appears.
  - d. Select a **Package Code** from the table displayed and click **Attach**.  
The attached package appears in the Package Codes table .
3. To edit Package Groups:
- a. From **OPERA Cloud Administration** menu, select **Financial, Rate Management**, and then **Package Groups**.
  - b. Click the vertical ellipsis to delete, view or edit an existing Package Group. On the Manage Package Group screen, all the details appear for the particular package that you select.
  - c. The fields for Property, Code, and Sell Separate are disabled. You have the option to edit the Description and Short Description fields.
4. On the Package Code panel, click **New** to create a new package group. A list of package codes appear on the Attach Package screen.
- a. Select a Package Code and click **Attach**. The new attached Package Code appears in the Options table on the Manage Package Group screen.
  - b. Click the vertical ellipsis to delete an existing Package group.

## Configuring Package Forecast Groups

Package Forecast Groups are referenced by the Package Forecast Report which provides a forecast number of breakfasts, lunches, dinners, cocktails, tennis lessons, green fees, etc., per day. The report does not display each package element, but rather each package forecast group. This allows you to have multiple package elements combined to make one package forecast group.

Defining the package forecast groups separately gives you tremendous flexibility in the way they are used and combined.

- A rate code is based on a particular combination of forecast groups, such as a tennis package or a theater package.
- A package forecast group may be added to a number of rate codes to automatically post an associated transaction, such as tax. When the charge for the element changes, it needs to be changed only in the package element definition, and then all rate codes are automatically updated.

- Several package forecast groups may have the same name, so that related items can be posted as one. For example, the federal tax, state tax, and city/county tax can each be defined as a package forecast group all with the name TAX. It is then entered only once on each rate code.

Package Forecast Groups are referenced in [package configuration](#).

### Adding Package Forecast Groups

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Package Forecast Groups**.

 **Note:**

When the OPERA Multi-property Reservation Cloud Service is active, package forecast groups are created by clicking the **Template** tab. Once created, you can copy the configuration to specific properties using the **Copy** action. For more information, see [Copying Configuration Codes to Multiple Properties](#).

2. Click **New** and complete the following:
  - a. **Code**: Enter a code for the package forecast group.
  - b. **Description**: Enter a description for the package forecast group.
  - c. **Sequence**: Enter or select a display sequence.
3. Click **Save**.

### Editing Package Forecast Groups

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Package Forecast Groups**.
2. Enter search criteria, then click **Search**.
3. From search results, click the row level **Vertical Ellipsis** for the Package Forecast Group and select **Edit**.
  - a. Update the configuration.
  - b. **Inactive**: Select checkbox to make the code inactive.
4. Click **Save**.

### Deleting Package Forecast Groups

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Package Forecast Groups**.
2. Enter search criteria, then click **Search**.
3. From search results, click the row level **Vertical Ellipsis** for the Package Forecast Group and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Rate Classes

OPERA Cloud rate structure is divided into **Rate Class**, **Rate Category**, **Rate Code**. You must define one or more rate classes, a rate class is then associated to each [Rate Category](#).

Rate classes can be used to query rates from [Look to Book](#) sales screen. Examples of rate classes could be Negotiate, Wholesale, Discounted etc.

### Adding Rate Classes

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Classes**.

 **Note:**

When the multi-property service is active, new Rate Classes are created by selecting the Template tab. Once created, you can copy Rate Classes to specific properties using the Copy action.- [Copying Configuration Codes to Multiple Properties](#).

Click **New** and enter the following details:

- a. **Property:** Enter or select the property.
  - b. **Code:** Enter a code for the rate class.
  - c. **Description:** Enter a description for the rate class.
  - d. **Begin Date:** Enter a begin date.
  - e. **End Date:** Enter an end date.
  - f. **Sequence:** Enter a display sequence.
2. Click **Save**.

### Editing Rate Classes

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Classes**.
2. Enter search criteria, click **Search**.
3. Click the **Vertical Ellipse**, select **Edit**.
4. Update details.
5. Click **Save**.

### Deleting Rate Classes

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Classes**.
2. Enter search criteria, click **Search**.
3. Click the **Vertical Ellipse**, select **Delete**.
4. Click **Delete** to confirm.

## Configuring Rate Categories

Rate Codes are associated with a rate category in order to group similar rate codes to a common rate category. For example, the rate codes LGOV1, LGOV2, FGOV1, FGOV2 could be grouped into a rate category GOVT for all Government Department rates. All package rates codes could be associated with a rate category for Packages.

Rate categories can be used to query rates from [Look to Book](#) sales screen. [Rate restrictions](#) can also be set at the Rate Category level, affecting all rate associated with the rate category.

Rate category are then associated to a [rate class](#).

### Adding Rate Categories

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Categories**.

 **Note:**

When the multi-property service is active, new Rate Categories are created by selecting the Template tab. Once created, you can copy Rate Categories to specific properties using the Copy action.- [Copying Configuration Codes to Multiple Properties](#).

2. Click **New** and enter the following details:
  - a. **Property**: Enter or select the property.
  - b. **Code**: Enter a code for the rate class.
  - c. **Description**: Enter a description for the rate class.
  - d. **Rate Class**: Select a rate class from the list.
  - e. **Begin Date**: Enter a begin date.
  - f. **End Date**: Enter an end date.
  - g. **Sequence**: Enter a display sequence.
3. Click **Save**.

### Editing Rate Categories

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Categories**.
2. Enter search criteria, click **Search**.
3. Click the **Vertical Ellipse**, select **Edit**.
4. Update details.
5. Click **Save**.

### Deleting Rate Categories

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Categories**.
2. Enter search criteria, click **Search**.
3. Click the **Vertical Ellipse**, select **Delete**.
4. Click **Delete** to confirm.

## Configuring Rate Seasons

### Prerequisites for Rate Seasons

OPERA Cloud allows rate seasons to be defined for a range of dates. For example, Summer rate season from June 1st to September 1st is to identify the peak season where your property charges higher rates. When configuring rate codes you can select a rate season to automatically populate the start/end dates. Dates for rate seasons cannot overlap each other.

### Adding Rate Seasons

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Seasons**.
2. Click the vertical ellipsis and then click **New** and complete the following fields:
  - a. **Season Code:** Enter a code for the season. For example - SUM20
  - b. **Description:** Enter a description for the season. For example - Summer 2020
  - c. **Begin Date:** Enter or select the start date of the season
  - d. **End Date:** Enter or select the end date of the season
  - e. **Rate Code:** Select a rate code from the list to limit this rate season to a specific rate code. For more information, see [About Rate Codes](#)
3. Click **Save**.

#### Note:

With an active multi-property subscription, new Rate Seasons can only be created by clicking the **Template** tab. Once created, you can copy the configuration to specific properties using the Copy action. For more information, see [Copying Configuration Codes to Multiple Properties](#).

### Editing Rate Seasons

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Seasons**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis** and select **Edit**.
4. Make the desired changes.
5. Click **Save**.

### Deleting Rate Seasons

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Seasons**.
2. Enter search criteria and click **Search**.

3. In the search results, select the code and click the **vertical ellipsis** and select **Delete**.
4. To confirm, click **Delete**.

## Prerequisites for Rate Seasons

### OPERA Controls

**Group:** Rate Management

**Function:** Rate Seasons

### OPERA Cloud Tasks

**Group:** Financial Admin

**Task:** Rate Management

- Rate Seasons

## Configuring Display Sets

### Prerequisites for Configuring Display Sets

You can create Display Set codes so that reservation agents can find rate codes based on this special grouping of rates. Example of Display Sets could be such groupings as Best Available, Corporate, Discount, Promotional, Package etc

When creating rate codes you can select the applicable display set for the rate code. If no display set is selected for one or more rate codes, these rates will be grouped and displayed under a **No Display Set** grouping in Look To Book.

The Default [Display Set OPERA Control](#) determines which set of rates displays by default in Look to Book result.

### Adding a Display Set

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Display Sets**.
2. Click **New** and enter the following details:
  - a. **Code:** Enter a code for the display set.
  - b. **Description:** Enter a description for the display set.
    - i. **Manage Translation:** Click to open the multi-language descriptions screen and configure a translated description for each language.
  - c. **Sequence:** Enter a display sequence in lists.
3. Click **Save**

### Editing a Display Set

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Display Sets**.
2. Enter search criteria and click **Search**.
3. Select the display set in search result, click the **Vertical Ellipse** and select **Edit**.
  - a. Update details.

- b. Inactive:** Select the make the display set inactive. Inactive codes will not display in list for selection
4. Click **Save**

#### Deleting a Display Set



#### Note:

If the display set is selected in rate code(s) it cannot be deleted.

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Display Sets**.
2. Enter search criteria and click **Search**.
3. Select the display set in search result, click the **Vertical Ellipse** and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Configuring Display Sets

### OPERA Cloud Tasks

#### Rate Management

- Display Sets
- New/Edit Display Sets
- Delete Display Sets

## About Rate Codes

Rate Codes form the core of OPERA's reservation and rate process. Rate codes are used to define the various prices for each room type over a particular date range or rate season.

Rate codes can be configured in multiple currencies. For overseas agents, where contracts may be negotiated in US dollars, a separate rate code in US dollars can be added that will be converted to local currency using a predefined exchange rate. The conversion to local currency can be defined as fixed at check in, fixed at time of reservation, current date, or fixed at block.

Rate codes are also used to support property packages that include food, beverage, leisure or other elements. By associating package elements with a rate code, it is possible to build a package of entitlements for a guest staying on the rate.

## Base Rates

### [Prerequisites for Base Rates](#)



## Overview

When the **Base Rates** function is active, the pricing schedule for a rate code can be derived from another (master) rate code, called the Base Rate. The rate code that derives its pricing schedule from the base rate is called the dependent or derived rate and is indicated as a dependent rate in the rate code configuration.

For example, you could consider the RACK rate as a Base Rate and configure derived rates based on the pricing schedule of RACK (such as 10% less than the rack rate).

Up to 75 dependent rate codes can be derived from a given base rate code.

When you select a Base Rate code from the Base Rate list of values, the pricing schedule auto-populates for the current rate code (making the current rate code a dependent rate code). Any changes to the pricing schedule in the base rate automatically affect the pricing schedule in all derived rate codes.

The Amount and Rounding fields enable you to vary the pricing schedule for the derived rate code by a flat or percentage amount increase or reduction on the base rate. When a rate code is based on another rate, its pricing schedule is restricted from update because the Base Rate automatically controls it. This feature is useful when you have negotiated rates with a certain percentage off the property's RACK rate code. If you have multiple negotiated rates, all with different percentages of RACK, it is easy to manage rate changes. When the RACK pricing schedule changes, the pricing schedule of rates based on it automatically update.

### Note:

Dependent rate codes can have packages added to their rate header, but not to their pricing schedule. For example, if Rate Code B is a derived rate code based on Rate Code A, packages can be added to Rate Code B's rate header, but not to its pricing schedule.

## Base Rate Extra Person Calculation

Base rate calculations are applied to extra adult and child rate amounts when the **Base Rate Extra Person Calculation** parameter is **On** in the Rate Management group in OPERA Controls. When the parameter is **Off**, the extra adult or child amount is not discounted by the amount set on the derived rate code. All amounts are calculated based on the status of the parameter at the time the rate is created or updated. Changes to the parameter affect all pricing schedules created from that point forward (previously created pricing schedules are not dynamically updated when changing the parameter. When an existing rate is modified, the status of the parameter is checked and the rate amounts are calculated and updated accordingly.

### Example 13-1 Example 1: Base Rate Extra Person Calculation parameter is Off

**Table 13-9 Initial Base Rate Pricing**

Number of Persons	Amount
1 Adult	100
2 Adults	200

**Table 13-9 (Cont.) Initial Base Rate Pricing**

Number of Persons	Amount
Extra Adult	50

**Table 13-10 Derived Rate Pricing Results**

Number of Persons	Base Rate Amount	Base Rate Calculation	Derived Rate Amount	Derived Rate Calculation
1 Adult	100	100	75	100-25
2 Adults	200	200	150	200-50
3 Adults	250	200 + 1 Extra Adult @ 50	200	150 + 1 Extra Adult @ 50*
4 Adults	300	200 + 2 Extra Adults @ 50	250	150 + 2 Extra Adults @ 50*
5 Adults	350	200 + 3 Extra Adults @ 50	300	150 + 3 Extra Adults @ 50*



**Note:**

The Extra Adult amount is not discounted when the **Base Rate Extra Person Calculation** parameter is **Off**.

**Example 13-2 Example 2: Base Rate Extra Person Calculation parameter is On**

**Table 13-11 Derived Rate Pricing Results**

Number of Persons	Derived Rate Amount	Derived Rate Calculation
1 Adult	75	100 -25
2 Adults	150	200 -50
3 Adults	187.50	250 -62.50*
4 Adults	225	300 -75*
5 Adults	262.50	350 -87.50*



**Note:**

When the **Base Rate Extra Person Calculation** parameter is **On**, the rate amount equals the calculated Rate Code A (Base Rate) amount minus the 25% Derived Rate discount.

## Prerequisites for Base Rates

### OPERA Controls

**Group:** Rate Management

**Functions:** Base Rates

- Base Rate Extra Person Calculation

## Dynamic Base Rates

### [Prerequisites for Dynamic Base Rates](#)

#### Overview

Dynamic Base Rates automatically calculate and display derived pricing during a rate availability search (as opposed to the pricing being stored and fetched when Base Rate functionality is used) in the same way the Base Rate calculates and shows them. However, the pricing schedule for Dynamic Base Rates appear the same as a standard rate's details.

For example, a rate code ABC could be dynamically derived from the rate code RACK with RACK defined as a Daily Rate. When viewing the Rate Code configuration for RACK, the Daily Rate screen is available. When viewing the rate details for ABC (the rate code dynamically derived from RACK), the standard static rate code's pricing schedule is available and not the Daily Rate Code's pricing schedule.

#### Dynamic Base Rate from a Derived Rate

A Dynamic Base Rate's rate code can be derived from a rate code that is itself a dependent rate code.

For example, assume a base rate code RACK (Amount = 100 for 1 adult), and a rate code CORP is a dependent rate code with pricing derived from RACK (Amount = -10%). Rate code ABC is then configured as a Dynamic Base Rate with pricing derived from CORP (with flat Amount = -5.00). Rate queries would show RACK = 100, CORP = 90, and ABC = 85.

#### Compare with Rate Details

For a more complex rate structure, Dynamic Base Rates can be simultaneously used with both regular static rates and the calculated dynamic based rate amounts by selecting **Compare with Rate Details** on the Rate Code Type panel. When this option is enabled, the system compares the static pricing in the Rate Code configuration and the pricing calculated by the Dynamic Base Rate's rate code calculations, conducts a comparison of the two rate amounts, and then shows the lowest rate per day in the Look to Book search results.

For example, the Dynamic Base Rate calculation returns the rate amount of 90.00 for room type DLX on 01/01. This rate code (because **Compare with Rate Detail** is selected) looks at the rate amount defined for a DLX on 01/01. Assuming this is 125.00, OPERA Cloud compares the 125.00 to the calculated value of 90.00 and returns the lower of the two values, 90.00, in the Look to Book search results. However, if the rate amount defined for DLX was 85.00, OPERA Cloud would compare the Dynamic Base Rate calculation of 90.00 against the 85.00 and return the lower of the two rates, 85.00, in the Look to Book search.

By not selecting the **Compare with Rate Details** option, rate amounts defined in the Rate Code Configuration are not used when conducting the rate calculations based on the defined Dynamic Base Rate's rate code.

 **Note:**

With the Dynamic Base Rate functionality, you must enter at minimum a single rate detail. This defines the room types for which this dependent rate is available and also the 1 Adult rate amount used by external systems.

### Combing Base and Dynamic Base Rates

You can also use both Base Rates and Dynamic Base Rates for a single rate code.

The following example explores this option. Assume the following rate codes:

- RACK (Base Rate)
- ABC is a discounted rate code (Dynamic Base Rate)
- ABC-RACK (with Base Rate and Dynamic Base Rate defined)

When viewing the rate code configuration for ABC-RACK, the rate code RACK is selected as the Base Rate code and rate code ABC as its dependent Dynamic Base Rate code. The **Compare with Rate Details** option is selected so that derived pricing is considered.

When viewing ABC-RACK, a view only screen appears for the pricing schedule with its derived price taken from the Base Rate calculation.

When you search availability for ABC-RACK's pricing, OPERA Cloud dynamically fetches the rate amount from the Dynamic Base Rate's rate code (that is, ABC), returns its value, and performs the Dynamic Base Rate calculation (flat or percentage) with rounding. For this example, let's assume this returned dynamic calculation returns a rate amount of 129.99. Because the **Compare with Rate Details** option is selected, OPERA Cloud next looks at its stored values for the rate code and pulls the corresponding rate amount for the room type for the date. The pricing seen in the Rate Code configuration is determined from the rate calculation of the Base Rate. In this example, let's assume this amount is 125.25. The 129.99 is compared to the 125.25, and the lower of the two amounts, 125.25, appears within the Look to Book results.

### Tiered Rates and Dynamic Base Rates

When the Dynamic Base rate code is flagged as a tiered rate code in the Rate Code Type panel, the Base Rate LOV only shows other rate codes marked as tiered rate codes for selection as the Base Rate. Assuming **Compare with Rate Detail** is not selected when the Dynamic Base rate code is selected for a Look to Book rate query, the price that appears is the rate calculated from the base rate for the appropriate length of stay.

## Prerequisites for Dynamic Base Rates

### OPERA Controls

**Group:** Rate Management

**Function:** Base Rates

**Function:** Dynamic Base Rates

## Configuring Advanced Daily Rates

### [Prerequisites for Advanced Daily Rates.](#)

An Advanced Daily Rate behaves like a regular [Daily Rate](#) except that the pricing schedule is derived from the Daily Base Rate. Reservations made for an Advanced Daily Rate have rate amounts that can vary for each night of the stay. Rate amounts are calculated based on the Daily Rate level available for each stay night.

The Advanced Daily Rate configuration process:

1. **Configure an Advanced Daily Base Rate:** These are the rate templates, and changes to the Advanced Daily Base rate are reflected in the Advanced Daily Rate codes. Each Advanced Daily Base rate configured is a separate rate level. Using the Advanced Daily Base rates, you can configure as many rate levels as needed. When the Advanced Daily Rate is configured, it references the Advanced Daily Base rate levels as its base rates.
2. **Configure an Advanced Daily Rate:** When you select the Advanced Daily Rate, Rate Detail tab, the Daily Rate entry screen appears. On the Daily Rate Entry screen, you can set up the rate details for the rate code by selecting a date range and applying an Advanced Daily Base rate code (level) for each date.

Up to 50 rate codes can be designated as 'Advanced Daily Rates'. The "Advanced Daily Rates" rate type checkbox gets disabled once 50 rate codes have been configured.

### **Adding Advanced Daily Base Rate (Rate Level)**

You must create multiple Advanced Daily Base rate codes to set the rate levels by using the [Configuring Rate Codes](#) presentation page.

1. From the OPERA Cloud Administration menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Search and select a rate code or create a new rate code.
3. From the rate code Rate Code Details, click **Rate Code Type**.
4. To identify the rate code as Advanced Daily Base rate, select the **Advanced Daily Base** check box.
5. Click **Save**.
6. Configure the pricing schedule based on the [Configuring Daily Rates Pricing Schedule](#) .

### **Adding Advanced (Derived) Daily Rate**

Create Advanced Daily Base rate codes from the new [Configuring Rate Codes](#) presentation page.

1. From the OPERA Cloud Administration menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Click **New**.
3. Enter a **Rate Code**, enter **Start Sell Dates** and **End Sell Dates**, and enter a description of the rate code.

4. Select **Room Types** from the list.
5. Select a **Rate Category** from the list.
6. Select a **Transaction Code**.
7. In the Rate Code Type panel, select **Daily Rates** and **Advanced Daily Rate**.
8. Click **Save and Go to Presentation**.

#### Set Pricing Schedule

1. Select **Pricing Schedules** link to navigate to or open the Pricing Schedule panel
2. Enter search criteria to view pricing schedule for enter Start Date, End Date, Room Class and/or room type, click **Search**.

Set Daily Rates by Date Range. You can set rates for a range up to 365 days in one update process.

1. **Apply From.** Enter or select the start date for the pricing update.
2. **Apply To.** Enter or select the end date for the pricing update
3. **Room Types.** Select the room types to which the daily rate pricing are to apply.
4. **Rate Level.** Select an Advanced Daily Base Rate from the list for each date.

 **Note:**

Leaving the Rate Level field blank clears the rate for the selected room types and date range.

5. **Days of Week.** Select the days of the week (Sunday, Monday, Tuesday, etc.) to which the daily rate are to be applied (within the defined date range).
6. Click **Apply Rate Changes**.
7. Set Daily Rates by Inline Edit (Table). Thirty-one dates are listed vertically per page.
  - a. **Rate Level.** Select an Advanced Daily Base Rate from the list.
  - b. **Clear Rates.** Select the check box to clear the rates for the room types displayed in search result.
8. Click **Apply Rate Changes**.

### Prerequisites for Advanced Daily Rates

#### OPERA Controls

**Group:** Rate Management

**Functions:** Daily Rates

- Advanced Daily Rates

#### OPERA Cloud Tasks

**Group:** Financial Admin

**Task:** Rate Management

## Rate Codes

- New/Edit Rate Codes
- Delete Rate Codes
- New/Edit Pricing Schedules
- Delete Pricing Schedules
- Edit Rate Code Type

## Configuring Rate Code Rate Information

Rate code information is displayed in [Look to Book sales screen](#) when details of a rate code is accessed.

When the multi-language OPERA Control is active, rate information can be added in multiple languages for rates distributed across multiple properties / countries.

**Editing Rate Code Rate Information**

1. From the **Administration** menu, select **Financial**, then **Rate Management**, and then **Rate Codes**.
2. Enter or select the property and click **Search**.
3. From search results, select the rate code and click **the vertical ellipsis**, and then select **Edit**.
4. On the Rate Code presentation page click the **Rate Information** details link..
5. Click **Edit** and enter the following details:
  - a. **URL:** Enter a website address if rate information is available externally
  - b. **Short Information:** Enter the rate information that you want to make available in **Look to Book** when the Display Rate Short Information OPERA Control is active.
    - i. **Manage Translation:** Click to open the multi-language descriptions screen and configure short information for each language.
  - c. **Long Information:** Enter the rate information that you want to make available in **Look to Book** when the Display Rate Long Information OPERA Control is active. (maximum of 2000 characters).
    - i. **Manage Translation:** Click to open the multi-language descriptions screen and configure long information for each language.
    - ii. Click **Insert Template Text** to insert the Long Information template.
6. Click **Save**.

## Advanced Dynamic Base Rates

[Prerequisites for Advanced Dynamic Base Rates](#)

## Overview

The Advanced Dynamic Base Rate enables you to create a rate derived from another rate (a Base Rate) or derived from both a Base Rate and a BAR Based rate. This rate structure provides flexibility by enabling you to configure the rate as either a flat amount or a percentage. In addition, you can choose to apply the BAR rate amount to the Advanced Dynamic Rate calculation and you can optionally select a rounding method. Advanced Dynamic Base Rate also offers the ability to compare the rate configuration details with other Base Rate amounts.

### Example 13-3 Example 1

- ADBR (Advanced Dynamic Base rate) = to be determined
- BASE1 (BASE rate) = \$100.00
- BAR1 (BAR rate) = \$80.00

Rate configuration for ADBR with only **Apply Bar** selected:

**Table 13-12 Rate Code Setup**

Base Amount	BAR Base Amount	Apply BAR	Compare with Rate Details
\$10.00 (Flat)	10%	Yes	No

**Table 13-13 Look To Book Rate Availability Result**

Rate Code	Nights	Adults	Amount
ADBR	1	1	\$88.00

The BAR (BAR1) rate amount (with 10% added) was returned for the ADBR rate amount.

Rate configuration for ADBR with both **Apply BAR** and **Compare with Rate Details** options selected:

**Table 13-14 Rate Code Setup**

Base Amount	BAR Base Amount	Apply BAR	Compare with Rate Details
\$10.00 (Flat)	10%	Yes	Yes

**Table 13-15 Look To Book Rate Availability Result**

Rate Code	Nights	Adults	Amount
ADBR	1	1	\$88.00

The lower of the two rate amounts (between the BASE1 and BAR1) was returned for the ADBR rate code.



**Example 13-4 Example 2**

- ADBR (Advanced Dynamic Base rate) = to be determined
- BASE1 (BASE rate) = \$50.00
- BAR1 (BAR rate) = \$80.00

Rate configuration for ADBR with both **Apply BAR** and **Compare with Rate Details** options selected:

**Table 13-16 Rate Code Setup**

Base Amount	BAR Base Amount	Apply BAR	Compare with Rate Details
\$10.00 (Flat)	10%	Yes	Yes

**Table 13-17 Look To Book Rate Availability Result**

Rate Code	Nights	Adults	Amount
ADBR	1	1	\$60.00

The BASE (BASE1) rate amount (with \$10.00 added) was returned for the ADBR rate amount. This was the lower of the two rate amounts (between the BASE1 and BAR1).

Rate configuration for ADBR with only **Apply BAR** selected:

**Table 13-18 Rate Code Setup**

Base Amount	BAR Base Amount	Apply BAR	Compare with Rate Details
\$10.00 (Flat)	10%	Yes	No

**Table 13-19 Look To Book Rate Availability Result**

Rate Code	Nights	Adults	Amount
ADBR	1	1	\$88.00

The BAR (BAR1) rate amount with 10% added was returned for the ADBR rate amount.

## Prerequisites for Advanced Dynamic Base Rates

**OPERA Controls**

**Group:** Rate Management

**Functions:** Advanced Dynamic Base Rates

**Functions:** Base Rates

**Functions:** Best Available Rates

**Functions:** Dynamic Base Rates

## Best Available Rates (BAR)

### Prerequisites for Best Available Rates (BAR)

Best Available Rates (BAR) are the best rates available per room type for a property. When Best Available Rates (BAR) are configured for a property, the best rates available for the property appear on the Look To Book Sales screen's rate availability display based on the specified date range and BAR criteria searched.

### Overview of BAR Types

Once you activate **Best Available Rates** for your property, the application setting **Best Available Rate Type** becomes available. This setting enables you to choose one of three types of BAR rates to determine how your property handles Best Available Rates (BAR). Only one of the following options can be selected for the BAR type:

- **Best Available Rates by Day** — You can configure up to 25 rate codes per day and room type for your property. This Best Available Rate returns four best available rate codes out of the 25 rate codes configured for the stay date, by room type, per availability search. If this setting is selected, you cannot activate the Dynamic Best Available Rates (DBAR) function for your property.
- **Best Available Rates by LOS** — The best available rate is determined based on the length of stay. This enables you to configure one rate code per length of stay per day. The rate search returns that rate code for the given search criteria, based on the arrival date and length of stay, and returns only one rate amount per room type as the best available rate. If this setting is selected, you cannot activate the Dynamic Best Available Rates (DBAR) function for your property.
- **Best BAR by Day** — Out of all best available rates, only the best rate code shows. You can configure BAR based rate codes to calculate the rate amount based on the best BAR rate code's amount. The availability search automatically groups all BAR rates by room type for the date and the lowest available rate for the selected room type shows. Each room type can have a different rate code. Selecting Best BAR by Day makes BAR Based functionality available on the Rate Code Configuration screen.



#### Note:

When a Best Available Rate type is selected, assuming an alternate type was previously configured, rates for the previous type are removed from rate availability viewing.

### BAR Configuration Process

Once the Best Available Rates function is activated, you must select the BAR type to use at your property. This is done by selecting it in the Best Available Rate Type setting in OPERA Controls as explained above.

Next, you must select the actual rate codes to use for the BAR type. These rate codes are created through the Rate Code Configuration screen by selecting the **Administration** menu, selecting **Financial**, selecting **Rate Management**, and then

selecting **Rate Codes**. From the Rate Code Configuration screen, you can select the **Best Available Rate** option under Rate Code Type.

 **Note:**

When selecting rate codes for use as a BAR type, all the selected rate codes must be configured with the same currency. A rate code with a different currency is not returned during rate availability queries.

### Configuration Guidelines for Rate Codes used as BAR

You can use both new and existing rate codes for Best BAR (BBAR) rates, but you must follow these guidelines:

- A BBAR rate code cannot be based on itself.
- All BBAR rate codes should have the same currency for the system to consider them when returning available room types and their lowest rates.
- All BBAR-based rate codes (those calculated and reduced using the BAR base rate, such as negotiated rates) should have the same currency as the BBAR rate code.
- BBAR based rate codes and BBAR rate codes cannot be configured into Blocks because the block price is static and closing or opening rate codes based on hurdles is dynamic in the system.

## Prerequisites for Best Available Rates (BAR)

### OPERA Controls

**Group:** Rate Management

**Functions:** Best Available Rates

- Best Available Rate Type

## Dynamic BAR Based Rates

### [Prerequisites for Dynamic BAR Based Rates](#)

Dynamic BAR Based Rates are rate codes dependent on and derived from Dynamic Best Available Rates (DBAR). For example, you could configure a corporate, negotiated rate called ABC and base it on the DBAR rate code of DBAR2. When you perform a rate search for guests with the negotiated ABC rate attached to their profile, using the ABC rate code and Dynamic BAR as search filters, the ABC rate is automatically returned with the discounted amount for the DBAR2 rate code according to the negotiated rate agreement.

Rates for the Dynamic BAR Based rate are calculated dynamically and are not entered in the Rate Code Configuration. When the **Dynamic BAR Based** option is selected under the Rate Code Type in the Rate Code Configuration, OPERA Cloud compares against the Best Available BAR for the stay dates checked during the rate availability search. An internal condition is used to compare rate details between the Dynamic BAR Based rate set and the calculated rate value. The lower of the two values is returned in the rate search results.

### Example 13-5 Example

- If the Dynamic Best Available Rates (DBAR) rate set has a rate detail for 1 adult at \$100 and the calculated value from the DBAR rate is \$120, it returns \$100.
- If the DBAR based rate set has a rate detail for 1 adult at \$150, and the calculated value from the DBAR rate is \$120, it returns \$120.

### General Guidelines

The following guidelines apply when using Dynamic BAR Based rates:

- DBAR rate codes serve as the base rates for Dynamic BAR Based rates.
- Negotiated rates can be added to rate codes that are BAR or BAR Based.

### Process Overview

- DBAR rate codes must serve as the base rates and should already be configured for your property.
- Create a new rate code for your property derived from the DBAR rate code. Configure this new rate code from the **Administration** menu by selecting **Financial**, selecting **Rate Management**, and then selecting **Rate Codes**.
- Select the **Dynamic BAR Based** option under the Rate Code Type section on the Rate Code Configuration screen.

### Dynamic Best Available Rates (DBAR)

Dynamic Best Available Rates (DBAR) enable you to manage and provide the lowest rates per day to customers at your property. When DBAR is configured, the lowest prices appear based on the availability for stay dates, room type, and length of stay. Additionally, reduced rates derived from these DBAR rate codes can also be configured for different customer types, such as corporate guests or guests belonging to a membership program. These reduced rates are calculated dynamically and appear when guests with these rate codes attached to their profiles inquire about availability.

During the DBAR configuration process, you create rate codes and assign rate levels to them. Levels are assigned for various lengths of stay (LOS). For example, a rate code might be available for an arrival date (Dec. 31) for one night. This could be assigned Level 1. A different rate level, of Level 2, could be assigned to another rate code for the same arrival date (Dec. 31) for a length of stay of two nights. Another rate level, designated as Level 4, could be assigned to another rate code for the arrival date of Dec. 31, but for a length of stay of four nights. When you search for an arrival date, room type, and length of stay at your property, the lowest rates appear in the search results, according to the established Rate Level with the rate code.

Rate codes can also be classified together and configured into groups. For example, you can configure groups for rate codes associated with the government, a corporation, or for rates calculated dynamically with DBAR functionality. Each rate code can be attached to only one group regardless of the property. Also, a Rate Level and Rate Group combination is unique, whereas no two Rate Codes can have the same Rate Group and Level defined.

**Example 13-6 Example of DBAR Rate Codes and Dependent Rate Codes****Table 13-20 DBAR Rate Codes and Dependent Rate Codes (Dynamic BAR Based rate codes)**

Beginning Date	Length of Stay	Room Type	Level	Group	DBAR Rate Code	DBAR Rate Amount	Dependent Rate Code (-10% based on DBAR)	Dependent Rate Amount (-10% based on DBAR amount)
1/19	1	A1B	1	DBAR	DBAR1	700.00	CORP_RA TE	630.00
1/19	2	A1B	2	DBAR	DBAR2	800.00	CORP_RA TE	720.00
1/19	3	A1B	3	DBAR	DBAR3	500.00	CORP_RA TE	450.00
1/19	4	A1B	4	DBAR	DBAR4	300.00	CORP_RA TE	270.00

## Prerequisites for Dynamic BAR Based Rates

**OPERA Controls****Group:** Rate Management**Functions:** Best Available Rates

- Best Available Rate Type

## Best BAR by Day

[Prerequisites for Best BAR by Day](#)**Overview**

Best BAR by Day is a type of Best Available Rate (BAR) you can configure for your property. For the Best BAR by Day, you can set up to 25 rate codes per day and room type for your property. During the rate availability search, OPERA returns four best available rate codes out of the 25 rate codes configured for the stay date and automatically groups all Best BAR rates by room type (displaying the lowest available rate for a room type).

A line in the availability grid shows the available room types and their lowest rates. In the Rate Availability screen, the Best BAR rate appears for each room type, based on the day of arrival. Each room type can have a different rate code.

With this rate type, you can also configure rate codes based on the Best BAR Rate Code's amount, such as for negotiated rates.

Best BAR by Day works well with Yield Management systems as it opens and closes rate codes dynamically, based on price, without the need to manually open or close BAR rate codes.

## Prerequisites for Best BAR by Day

### OPERA Controls

**Group:** Rate Management

**Functions:** Best Available Rates

- Best Available Rate Type Setting

## BAR Based Rates

Best Available Rates (BAR) are the best rates available per room type for a property. You can create a rate code that is a BAR type and use it as a base code on which to base other rate codes. These dependent rate codes derived from the BAR rate code are called BAR Based rates.

### [Prerequisites for BAR Based Rates](#)

#### General Guidelines

The following guidelines apply when using BAR Based rates:

- A rate code marked as BAR Based must be of the same currency as the rate codes marked as BAR.
- Negotiated rates can be added to rate codes that are BAR or BAR Based.
- A rate code marked as BAR Based cannot also be marked as a BAR rate code.
- A rate code cannot be selected as a BAR Based rate and at the same time be selected as a Dynamic Base Rate's rate code.
- A rate code cannot be selected as a BAR Based rate and at the same time be selected as a Advanced Dynamic Base Rate's rate code.
- If the **Show Add Separate Line Pkgs to Rates on Rate Query** application parameter in the Rate Management group is **On**, OPERA Cloud ignores packages configured as Add Rate Separate Line when calculating BAR Based rate codes. For example, BAR3 is configured for 100. BAR3 has Add Rate Separate Line packages totaling 65. WEBDEAL is configured as -10% of BAR with its own Add Rate Separate Line packages totaling 50. When running an availability check through the Look to Book screen, WEBDEAL is 140 (calculated as 100 - 10% +50). The 65 Add Rate Separate Line package on BAR3 is ignored.
- When you book reservations using the Best BAR or a dependent rate (derived from the Best BAR), OPERA Cloud records the BAR rate code and the amount of the first night for tracking purposes.

#### Process Overview

BAR rate codes serve as the base rates for your BAR Based rates and should already be configured with the **BAR** option selected under the Rate Code Type on the Rate Code Configuration screen.

Once you have BAR rate codes configured, create a new rate code for your property derived from the Best BAR rate code. Configure this new rate code from the **Administration** menu by selecting **Financial**, selecting **Rate Management**, and then selecting **Rate Codes**. When setting up the rate code, you must verify the **Best Available Rate** option is not selected under the Rate Code Type. Instead, select the **BAR Based** option, which is available when the **Best Available Rate Type** setting is **Best BAR By Day**. With this setting, OPERA Cloud determines the Best BAR rate code and amount based on the stay dates selected.

Under Rate Code Type, enter the amount you want added or deducted from any BAR Based rate in the **Amount** field.

For example, when a profile has a corporate rate associated with it and you want to deduct 25.00 off the lowest, Best BAR price, you would enter -25. Select if this is based on a **Flat** rate or a **Percentage**. To apply rounding, select the method in the **Rounding** field. During the rate availability search, the system checks for the Best BAR rate code for the room type and stay dates. It then calculates and shows the price of that rate code, based on the search criteria you entered. For example, assume the Best BAR price for the arrival date and the room type is 125.00. With the corporate rate now configured as BAR Based, the system automatically deducts 25.00 from the Best BAR price for that guest profile and calculates the price for the room at 100.00.

## Prerequisites for BAR Based Rates

### OPERA Controls

**Group:** Rate Management

**Functions:** Best Available Rates

- Best Available Rate Type

## BAR Applied to Rate Detail

### [Prerequisites for BAR Applied to Rate Detail](#)

#### Overview

You can configure an Advanced Dynamic Base Rate with its calculated rate detail amount (for the date, room type, and number of persons) derived from the comparable Best Available Rate (BAR). For example, you could set up its rate detail to be 10% off the BAR for a specific date, room type, and number of persons.

When the **BAR Applied to Rate Detail** parameter is active, the **Apply BAR** check box becomes available on the Rate Code Type panel in the Rate Code Configuration. To indicate the rate details for the Advanced Dynamic Base Rate are BAR based, you must select **Apply BAR**.

As with standard Advanced Dynamic Base Rates, the Base Rate is the rate code on which the rate details for the current rate code are derived. Rounding also behaves the same as with standard Advanced Dynamic Base Rates. However, when **Compare with Rate Details** is selected on the Rate Code Type panel, the rate amount calculated on the rate detail (using the Advanced Dynamic Base Rate's base rate code) is compared to the amount calculated using the BAR rate (for the same date, number of persons, and room type). The Look to Book search returns the lower of the two rates.

For scenarios on how the BAR Applied to Rate Detail feature is used, consider the following examples:

#### Example 13-7 Example 1

For this example, assume the following rate code setup:

- BFST (BAR) is configured for 12/01, room type DLX, 2 persons, amount = 175.00
- ADVDYNAMIC (Advanced Dynamic Base Rate) is configured with a CORP base rate for 12/01, all room types, 2 persons, the CORP base rate = 150.00
- **Compare with Rate Detail** is selected for ADVDYNAMIC

On the ADVDYNAMIC rate detail, a -10 **Base Amount** is coupled with a **Flat Base Type** for 12/01 to 12/31. **Apply BAR** is selected.

The reservation agent performs an availability check on ADVDYNAMIC for 12/01, 2 persons, and DLX room type through the Look to Book screen. The rate amount returned is 140.00 because the BFST (BAR) rate -10 = 165.00, which is greater than the Advanced Dynamic Base Rate 's CORP base rate -10 (150.00 -10 = 140.00).

#### Example 13-8 Example 2

For this example, assume the following rate code setup:

- BFST (BAR) is configured for 12/01, room type DLX, 2 persons, amount = 175.00
- ADVDYNAMIC (Advanced Dynamic Base Rate) is configured with CORP base rate for 12/01, all room types, 2 persons, the CORP base rate = 150.00
- **Compare with Rate Detail** is NOT selected for ADVDYNAMIC

On the ADVDYNAMIC rate detail, a -10 **Base Amount** is coupled with a **Flat Base Type** for 12/01 - 12/31. **Apply BAR** is selected.

The reservation agent performs an availability check on ADVDYNAMIC for 12/01, 2 persons, and DLX room type through the Look to Book screen. The rate amount returned is 165.00 because the BFST (BAR) rate -10 = 165.00 and a comparison with a calculation using the Advanced Dynamic Base Rate 's CORP base rate was not made.

#### Example 13-9 Example 3

When the **BAR Applied to Rate Detail** application parameter is active, the **BAR Details Display Option** application parameter becomes available in the Rate Management group. When this parameter is active and **Apply BAR** is selected, the **BAR Base Amount**, **BAR Base Type**, and **Rounding** fields appear on the Rate Code Type panel.

When you populate these fields, their details only apply to the Start/End Date range that is specified.

For this example, assume the following rate code setup:

- GPLAIN (BAR) is configured for 12/01, room type DLX, 1 person, amount = \$100.00
- GBAR (BAR) is configured for room type DLX and the amount = 90.00
- GBARADV (Advanced Dynamic Base Rate) is configured with the GPLAIN rate code



On the GBARADV rate detail, +10 **Base Amount** with **Flat Base Type**, **Apply BAR** selected, and +5 **BAR Base Amount** with **Flat BAR Base Type**.

The reservation agent performs an availability check on GBARADV for 12/01, 1 person, and DLX room type through the Look to Book screen. The rate amount returned is 95.00 because the Advanced Base Rate of 110.00 (100.00+10) is higher than the Best Available Rate 95.00 (90.00+5).

## Prerequisites for BAR Applied to Rate Detail

### OPERA Controls

**Group:** Rate Management

**Functions:** Best Available Rates

**Functions:** Advanced Dynamic Base Rates

- Best Available Rate Type

**Parameters:** BAR Applied to Rate Detail

## Configuring Rate Codes

Prior to creating rate codes ensure you have completed the configuration of

- [Market Codes](#)
- [Source Codes](#)
- [Rate Categories](#)
- [Transaction Codes](#)
- [Room Types](#)
- [Display Sets](#)

For package rate codes ensure you have also completed the configuration of

- [Package Codes](#)
- [Package Groups](#)

Various types of rates can be configured

Rate Codes	Description
Standard Rate	Enabled the entry of pricing schedules per seasons or date range for each room type.
Daily Rates	Enables entry of price per day for each room type. A maximum of 50 daily rate / advanced daily rate codes can be configured per property. See <a href="#">Configuring Daily Rates</a>

Rate Codes	Description
Advanced Daily Base.	Advanced Daily Rate behaves like a regular Daily Rate except that the pricing schedule is derived from this Daily Base rate. Reservations made for an Advanced Daily rate have rate amounts that can vary for each night of the stay. Rate amounts are calculated based on the Daily Rate level available for each stay night. A maximum of 50 daily rates / advanced daily rate codes can be configured per property. See <a href="#">Configuring Advanced Daily Rates</a>
Tiered Rates	Tiered Rates enabled the configuration of pricing schedules per length of stay for each room type. See <a href="#">Working with Tiered Rates</a>
Base (Derived) Rate	Enables the pricing schedule to be derived from another (base) rate code. Any changes in the base rate's pricing schedule will automatically affect pricing on all derived rate codes. 75 rate codes can be derived from a base rate code. See <a href="#">Base Rates</a>
Dynamic Base (Derived) Rate	Dynamic Base Rates calculate and display derived pricing during a rate and availability search. Dynamic Base Rates can be used with both standard rate pricing and the calculated dynamic base rate pricing simultaneously. The <b>Compare with Rate Details</b> option can be selected to force OPERA Cloud to compare the static rate code pricing and the dynamically calculated pricing and display the lowest price per day during the availability search in Look to Book. See <a href="#">Dynamic Base Rates</a>
Best Available Rate (BAR)	Allows configuration of rate codes that are selected for Best Available Rate comparison. There are 3 types of BAR rates that can be set up in OPERA Cloud: <ul style="list-style-type: none"> <li>• Best Available Rates by Day</li> <li>• Best Available Rates by LOS -</li> <li>• Best BAR by Day</li> </ul> See <a href="#">Best Available Rates (BAR)</a>
Best Available Rate Based Rate	Allows for configuration of pricing schedules based on the Best Available Rate . See <a href="#">BAR Based Rates</a>
Advanced Dynamic Base Rate	An Advanced Dynamic Base Rate allows you to create a rate based on another rate (a base rate) or based on both a base rate and a BAR Based rate. This rate structure provides greater flexibility on the rate details level by allowing you to configure the rate as either a flat amount or a percentage. It offers the ability to compare Rate Details with other Base Rate amounts. See <a href="#">Advanced Dynamic Base Rates</a>

### Adding Rate Codes

1. From the Administration menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Click **New** and complete the following
  - a. **Rate Code Definition**. See [Configuring Rate Code Definition](#)
  - b. **Financial Details**. See [Configuring Rate Code Financial Details](#)

- c. **Rate Code Type.** See [Configuring Rate Code Type](#)
- d. **Rate Sell Controls and Distribution.** See [Configuring Rate Sell Controls and Distribution](#).
- e. Packages
  - i. Click **New** to add package items to include in the rate code.
    - i. Select one or more package items or package groups.
  - ii. Click **Attach**
  - iii. Click vertical ellipse and select **Edit** to update a package item
  - iv. Click vertical ellipse and select **Delete** to delete a package item
  - v. See [Configuring Rate Code Package Inclusions](#)
3. Click **Save** or **Save and Goto Presentation** to continue with the rate code configuration and add a pricing schedule

### Editing Rate Codes

1. From the Administration menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. From search results, select the rate code and click vertical ellipsis, select **Edit**.

#### Note:

All rate code detail links are available to view and update related rate code details. See the Rate Code Detail Links table below.

Rate Code Details	Profile Details	Billing
<a href="#">Approval Notes</a>	<a href="#">Negotiated Profiles</a>	<a href="#">Financial Details</a>
<a href="#">Pricing Schedule</a>	<a href="#">Restrictions</a>	<a href="#">Routing Instructions</a>
<a href="#">Rate Code Definition</a>		
<a href="#">Rate Code Type</a>		
<a href="#">Rate Access Exclusion</a>		
<a href="#">Rate Code Packages</a>		
<a href="#">Rate Controls and Distribution</a>		
<a href="#">Rate Code Information</a>		

### Deleting Rate Codes

A rate code cannot be deleted if any of the following apply

- The rate code is a base rate which has at least one derived rate code. Base rates are available when the Base RatesATES OPERA Control is active.
- The rate code is selected in a reservation for a future date, a reservation that is Due In or In House, or a reservation that is checked out on the current business date.

- The rate code is selected in a block with an end date greater than the current business date.
- 1. From the Administration menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
- 2. Enter search criteria and click **Search**.
- 3. From search results, select the rate code and click vertical ellipsis, select **Delete**.
- 4. Click **Delete** to confirm.

## Configuring Rate Code Type

### Editing Rate Code Type

1. From the Administration menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. From search results, select the rate code and click vertical ellipsis, select **Edit**.
4. On the Rate Code presentation page click the **Rate Code Type** details link.
5. Click **Edit**
  - a. **Standard Rate**. Select to configure a standard rate code with pricing schedules by date range per room type.
  - b. **Best Available Rate**. Allows for configuration of rate codes that are selected for Best Available Rate comparison. (Available when the Best Available Rate OPERA Control is active)
  - c. **Daily Rates**. Select the configure a Daily Rate code. Allows for configuration of rate amounts per day. (Available when the Daily Rates OPERA Control is active)
  - d. **Advanced Daily Base**. Select this check box if the rate is an Advanced Daily Base rate. In the pricing schedule each Advanced Daily Base rate will be configured as a separate rate level. Using the Advanced Daily Base rate, you can configure as many rate levels as needed. When Advanced Daily Rates are configured, these will use these Advanced Daily Base rate levels as its base rates. (Available when the Advance Daily Rates OPERA Control is active)
  - e. **Advance Daily Rate**. An Advanced Daily Rate behaves like a regular Daily Rate with the exception that its pricing schedule is populated by indicating the Daily Base Rate for each date instead of manually entering the pricing schedule. (Available when the Advance Daily Rates OPERA Control is active)
  - f. **Tiered Rate**. Allows for configuration of rate amounts based on length of stay periods. (Available when the Rate Tiers OPERA Control is active).
  - g. **Base Rate**. Allows for configuration of rate amounts derived from another rate code (Available when the Base Rates OPERA Control is active)
  - h. **Best Available Rate Based Rate**. Allows for configuration of rate amounts derived from the Best Available Rate (Available when the Best Available Rates OPERA Control is active)
  - i. **Dynamic Base Rate**. Allows for configuration of rate amounts as base and standard rates. It provides the ability to compare between the two for the

lowest rate to be displayed in the sales screen. (Available when the Dynamic Base Rate OPERA Control is active).

- j. **Advanced Dynamic Base Rate.** Allows for configuration of rate amounts comprised of base rate or standard rates by date range. (Available when the Advanced Dynamic Base Rate OPERA Control is active).
6. Click **Save**.

## Configuring Rate Code Financial Details


### Editing Rate Code Financial Details

1. From the Administration menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. From search results, select the rate code and click vertical ellipsis, select **Edit**.
4. Click **Financial Details** and complete the following
  - a. **Transaction Code.** Select the accommodation revenue transaction code.
    - i. When the Revenue Posting by Room Type/Room Class OPERA Control is active select an accommodation transaction code per room type. See [Configuring Multi Transaction Code Rate Codes](#).
    - ii. **Tax (Generate) Inclusive.** Click the indicate that the pricing schedule rate amounts are inclusive of taxes. If unchecked taxes are posted additional to the price.
  - b. **Package Transaction Code.** Select the package wrapper transaction code ; if configuring a package rate code (inclusive of package items)
  - c. **Commission Code.** Select a commission code from the list. This commission code overrides the commission code selected in a Travel Agent profile.
  - d. **Commission %.** Enter a commission percentage (up to 99.99) which is used by GDS systems to determine the commission that is applicable when booking this rate code. (This value has no effect on the calculation of commissions in OPERA Cloud)
  - e. **Currency Code.** Select a currency code from the list. Pricing schedules will be loaded in this currency. (Available when the Multi-currency OPERA Control is active)
    - i. **Exchange Type.** Select an exchange type from the list (Available when alternate currency code is selected) to determine what exchange rate should be used for accommodation charges
      - i. **Fixed at Check In.** Exchange rate fixed at check in date
      - ii. **Fixed at Reservation.** Exchange rate fixed at reservation creation date
      - iii. **Current Date.** Exchange rate for current business date / posting date
      - iv. **Fixed at Block.** Exchange rate fixed at date when block is opened for pickup.
  - f. **Folio Text.** Enter text to display on guest folio for rate code posting. Text entered here overrides the accommodation transaction code description.
    - i. **Manage Translations.** Click to add translation for folio text for when generating folio in the profile language.

- g. **Deposit Maturity.** Select a value from the list to indicate when any deposit payment should transfer to guest ledger. (Available when the Advance Deposit Maturity and Allocation OPERA Control is active)
  - h. **Print Rate.** Select to default the print rate checkbox on reservations booked for this rate code. The reservation Print Rate flag controls the output of the rate amount on stationery such as folio and confirmation.
  - i. **Suppress Rate.** Select to have the rate amount displayed with strike-through formatting in OPERA Cloud, for example ~~US300.00~~. Used for confidential rates that must not be quoted to a caller. Available when the Suppress Rate OPERA Control is active.
  - j. **Discount.** Select to allow the rate amount to be discounted on a reservation on ad-hoc basis. Discount Amount, Discount Percentage and Discount Reason fields are enabled in reservation stay details when this rate code is selected.
  - k. **Day Use.** Select to indicate the rate code is for 0 night stays.
  - l. **Complimentary.** Select to indicate the rate code is for complimentary stays. OPERA Cloud will track reservations booked with a complimentary rate for statistical purposes.
  - m. **House Use.** Select to indicate the rate code is for internal/administration stays. OPERA Cloud will track reservations booked with a house use rate for statistical purposes.
  - n. **Negotiated.** Select checkbox to indicate that this rate code is only available as a negotiated rate that must be associated with a guest, company, source or travel agent profile. Available when the Negotiated Rates OPERA Control is active. For more information, see [Managing Profile Negotiated Rates](#)
  - o. **Day Type.** Select the enable day type pricing schedule adjustments. (Available when the Day Types OPERA Control is active). See [Configuring Day Types](#)
5. Click **Save**.

## Configuring Rate Code Negotiated Profiles

### Adding a Profile to a Negotiated Rate Code

1. From the Administration menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. From search results, select the rate code and click vertical ellipsis, select **Edit**.
4. On the Rate Code presentation page click the **Negotiated Profiles** details link.
5. Click **New**.
  - a. **Name.** Enter Guest or Sales Account name and click  to search
  - b. **Start Date.** Enter the start date of the negotiated rate
  - c. **End Date.** Enter the end date of the negotiated rate
  - d. **Sequence.** Enter a display sequence

- e. **Profile Discounts.** (Available when the Profile Discounts OPERA Control is active)
  - i. Click vertical ellipse and select **Add**
    - i. **Start Date:** The start date of the rate discount
    - ii. **End Date:** The end date of the rate discount
    - iii. **Amount:** Enter the discount amount or percentage
    - iv. **Amount/Discount:** Flat or Percentage
    - v. **Days of Week:** Select the days of the week where the discount is applicable within the date range
  - ii. Click **Save**.
6. Click **Save**.

#### Editing a Profile on a Negotiated Rate Code

1. From the Administration menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. From search results, select the rate code and click vertical ellipsis, select **Edit**.
4. On the Rate Code presentation page click the **Negotiated Profiles** details link.
5. Enter search criteria and click **Search**
6. Select the profile and click vertical ellipse and select **Edit**.
7. Update details
8. Click **Save**.

#### Deleting a Profile on a Negotiated Rate Code

1. From the Administration menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. From search results, select the rate code and click vertical ellipsis, select **Edit**.
4. On the Rate Code presentation page click the **Negotiated Profiles** details link.
5. Enter search criteria and click **Search**.
6. Select the profile and click vertical ellipse and select **Delete**.
7. Click **Delete** to confirm

## Managing Rate Code Approval

### [Prerequisites for Managing Rate Code Approval](#)

Rate Code Approval is a workflow for the review, approval and "publication" of rate codes.

Users are able to create and edit rate codes (with packages, pricing schedules, restrictions, channel, etc.) and another user, with rate code approval authority, must review the new / changed rate code configuration and either approve or reject the changes.

The result is that rate codes in UNAPPROVED, CHANGED UNAPPROVED or REJECTED status are not displayed or available for sale in OPERA Cloud (directly or via Availability requests to OPERA Cloud).

Business Events are only triggered for rate codes when changed to APPROVED status or updated once in APPROVED status.

A user with the Rate Code Approval task assigned to their roles is able to configure rate codes immediately in APPROVED status.

A user without the Rate Code Approval task assigned to their roles can:

- Create rate codes in **New Unapproved** status.
- Edit **Unapproved** or **Rejected** rate codes.
- Edit **Approved** rate codes - status will update to **Changed Unapproved**.
- Create, edit or delete approval notes; this can be a free form notes to act as a communication method between rate creators and users with authority to approve the rate.
- Submit changes on **Rejected** rate codes for approval.

#### Approving Rate Codes

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. **Property**: Enter or select the Property.
3. **Approval Status**. Select a approval status from the list (New Unapproved, Changed Unapproved).
4. Enter other criteria.
5. Click **Search**.
6. Select the rate code, click **Vertical Ellipse** and select **Edit**.
7. Click **I Want to...** and select **Approve Rate Code**.
8. To add Approval notes, see **Managing Approval Notes** below.

#### Rejecting Rate Codes

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. **Property**: Enter or select the Property.
3. **Approval Status**. Select a approval status from the list (New Unapproved, Changed Unapproved).
4. Enter other criteria.
5. Click **Search**.
6. Select the rate code, click **Vertical Ellipse** and select **Edit**.
7. Click **I Want to...** and select **Reject Rate Code**.
8. To add Approval notes, see **Managing Approval Notes** below.



### Updating Rejected Rate Codes

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. **Property**: Enter or select the Property.
3. **Approval Status**. Select a approval status from the list (New Unapproved, Changed Unapproved).
4. Enter other criteria.
5. Click **Search**.
6. Select the rate code, click **Vertical Ellipse** and select **Edit**.
7. Update the configuration of the rate code
8. To add Approval notes, see **Managing Approval Notes** below.
9. Click **Save**.

### Managing Approval Notes

#### Adding Approval Notes

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. **Property**: Enter or select the Property.
3. **Approval Status**. Select a approval status from the list (New Unapproved, Changed Unapproved).
4. Enter other criteria.
5. Click **Search**.
6. Select the rate code, click **Vertical Ellipse** and select **Edit**.
7. Click **Approval Notes**.
8. Click **New** and enter approval notes.
9. Click **Save** or Click **Save and Continue** to add another note.

#### Editing Approval Notes

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. **Property**: Enter or select the Property.
3. **Approval Status**. Select a approval status from the list (New Unapproved, Changed Unapproved).
4. Enter other criteria.
5. Click **Search**.
6. Select the rate code, click **Vertical Ellipse** and select **Edit**.
7. Click **Approval Notes**.
8. Select the approval note, click **Vertical Ellipse** and select **Edit**.
9. Update notes.

10. Click **Save**.

#### Deleting Approval Notes

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. **Property**: Enter or select the Property.
3. **Approval Status**. Select a approval status from the list (New Unapproved, Changed Unapproved).
4. Enter other criteria.
5. Click **Search**.
6. Select the rate code, click **Vertical Ellipse** and select **Delete**.
7. Click **Delete** to confirm.

### Prerequisites for Managing Rate Code Approval

#### OPERA Controls

**Group**: Rate Management

**Functions**: Rate Code Approval

#### OPERA Cloud Tasks

**Group**: Financial Admin

**Task**: Rate Management

Rate Codes

- Approve Rate Codes

### Configuring Rate Code Restrictions

#### Prerequisites for Rate Code Restrictions

Rate Code restrictions allow you to setup restrictions for the availability of a rate code based on a date range, specific days of the week, restriction type, and inventory level. Rate code restrictions can also be managed through [Manage Rate Restrictions](#) or automatically [using rate strategy](#) rules.

#### Adding Rate Code Restrictions

1. From the Administration menu, select Financial, select Rate Management, and then select Rate Codes.
2. Enter search criteria and click **Search**.
3. From search results, select the rate code , click the vertical ellipsis and select **Edit**.
4. On the Rate Code presentation page click the **Restrictions** link.
5. Click **New** and complete the following:
  - a. **Start Date**: Enter or select restriction start date. This date cannot be greater than five years from the current business date.

- b. **End Date:** Enter or select the restriction end date. This date cannot be greater than five years from the current business date.
  - c. **Days of the Week:** All check boxes are pre-selected by default. Click the check box to remove the check mark for the days you do not want the restriction to be applied. For example, if a date range is for the entire month, but you do not want it to apply on Saturdays and Sundays, remove the check marks from the Saturday and Sunday check boxes.
  - d. **Restriction Type:** Select a restriction type to apply to the rate code. The restriction types available depend on the Restriction Types OPERA Control.
    - i. For more information, see [Restrictions](#).
  - e. **Inventory:** Select the inventory level for the rate restriction.
    - i. **House:** Select to indicate that the restriction applies at the house (property) level.
    - ii. **Room Class:** Select the room classes from list to which this restriction applies. (Available when the Room Class OPERA Control is active).
    - iii. **Room Types:** Select the room types from list to which this restriction applies.
6. Click **Save** or **Save and Continue** to save and create another rate restriction detail.

### Editing Rate Code Restrictions



#### Note:

Only dates and days of the week can be modified. Delete the restriction and add new restriction if other changes are needed.

1. From the Administration menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. From search results, select the rate code record, click the row level **vertical ellipsis**, and select **Edit**.
4. On the Rate Code Configuration screen in the Rate Code Overview section, click the **Restrictions** link.
5. Select the restriction in the calendar or list view.
6. Click vertical ellipse and select **View**.
7. Update details.
8. Click **Save**.

### Deleting Rate Code Restrictions

1. From the Administration menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. From search results, select the rate code record, click the row level **vertical ellipsis**, and select **Delete**.

4. On the Rate Code Configuration screen in the Rate Code Overview section, click the **Restrictions** link.
5. Select the restriction in the calendar or list view.
6. Update details.
7. Click vertical ellipse and select **Delete**.
8. Click **Delete** to confirm.

#### **Clearing All Rate Code Restrictions for Selected Date**

To clear all restrictions for a specific date:

1. From the Administration menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. From search results, select the rate code , click the vertical ellipsis and select **Edit**.
4. On the Rate Code presentation page click the **Restrictions** link.
5. Select the date in the calendar or list view.
6. Click **Vertical Ellipse** click **Clear All**.
7. Confirm by clicking Clear All again in the confirmation dialog.

#### **View Rate Code Restrictions Changes**

View a log of all changes to rate restrictions:

1. From the Administration menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. From search results, select the rate code , click the vertical ellipsis and select **Edit**.
4. On the Rate Code presentation page click the **Restrictions** link.
5. Click the vertical ellipsis and select **Changes Log**.
6. Enter search criteria and click **Search**.

## Prerequisites for Rate Code Restrictions

### **OPERA Controls**

**Group:** Inventory Management

**Parameters:** Restrictions

- Setting: Rate Category Restrictions
- Setting: Rate Code Restrictions
- Setting: Restriction Types

## Configuring Multi Transaction Code Rate Codes

### [Prerequisites for Configuring Multi Transaction Code Rate Codes.](#)

The multi-transaction code rate code feature supports the selection of different room revenue transaction codes for individual room types or room classes. The functionality might be useful, for example, in situations where your property is divided into business units, and the lodging revenue for each unit needs to be tracked separately.



#### Note:

You can use either room classes or room types to associate transaction codes to a specific rate code, but not both simultaneously. Lodging revenue generated on one reservation and routed to another room is posted to the transaction code linked to the room type or room class of the originating reservation and not that of the receiving reservation.

1. From the Administration menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. If planning to edit an existing rate code, use the search function and select a rate code for editing. From search results, locate a rate code, click the row level vertical ellipsis, and select **Edit**.
3. In the Financials panel, click **Edit** and then select either **Room Type** or **Room Class**.
4. In the Transaction Codes By Room Type / Room Class dialogue:
  - a. Select either **Room Type** or **Room Class**.
  - b. Search and select an accommodation charge transaction code and click **Select**.
  - c. Click **OK**.
  - d. Repeat the transaction code selection for each room type.
5. Click **OK**.
6. You can click Edit Details to change your Room Types or Room Class transaction code selections.
7. Click **Save** if done or click **Save and Go To Presentation**.

### Prerequisites for Configuring Multi Transaction Code Rate Codes

#### OPERA Controls

**Group:** Rates

**Parameter:** Revenue Posting by Room Type/Room Class

## Configuring Daily Rates

### [Prerequisites for Configuring Daily Rates.](#)

Daily rates allow you to change the price schedule for each room type on a daily basis. This allows you to work with rates at a more detailed level by raising or lowering the pricing schedules for future dates "on the fly". Whether or not a yield management system is integrated with OPERA Cloud rates can be managed according to your daily needs. Up to 50 rate codes can be designated as 'Daily Rates'. Daily rates can coexist with other traditional date range based rate codes..

Daily Rates can also be used with another feature called Daily Rates with Dynamic Base Rates. Daily Rates with Dynamic Base Rates provide dynamic calculations of daily rates. Through a different set up and configuration, OPERA Cloud makes the pricing schedule calculation and applies the lowest daily rate for the guest's stay, based on availability. For more information, see [Dynamic Base Rates](#).

You can designate up to 50 rate codes as Daily Rates. The **Daily Rates** rate type checkbox gets disabled after you configure 50 rate codes.

### Adding Daily Rate

1. Create daily rate codes by using the [Configuring Rate Codes](#) presentation page.
2. To identify the rate code as 'Daily Rate,' select the Daily Rates check box on the Rate Code Type panel.
3. Select the **Pricing Schedule** panel. For more information, see [Configuring Daily Rates Pricing Schedule](#).

## Prerequisites for Configuring Daily Rates

### OPERA Controls

**Group:** Rate Management

**Functions:** Daily Rates

### OPERA Cloud Tasks

**Group:** Financial Admin

**Task:** Rate Management

- Rate Codes
- New/Edit Rate Codes
- Delete Rate Codes
- New/Edit Pricing Schedules
- Delete Pricing Schedules
- Edit Rate Code Type

## Configuring Daily Rates Pricing Schedule

Use Pricing Schedules to set the pricing for each room type and date. Daily Rates pricing can be setup for the period defined in the Daily Rates Max Days OPERA Control, starting from the current business date.

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.

2. Enter search criteria and click **Search**.
3. From search results, select the rate code, click the **Vertical Ellipsis**, and select **Edit**.
4. On the Rate Code presentation screen, click **Pricing Schedules**. The Pricing Schedule panel displays 1 Adult and 2 Adults by default.
5. Click **View Options** to add an Extra Adult or an Extra Child and click **Apply**.

### Setting Daily Rates by Date Range

The Set Daily Rates for a Date Range dialog enables you create, replace or apply mass updates to pricing based on the room type, room class, days of the week, and date range entered.

1. From the **Pricing Schedules** panel, click **Set Rate Range**.
2. Enter the following details to set the pricing schedule for the room class / room type and date range required.
  - a. **Room Class:** Select the room class(es) to which the daily rate pricing is to apply. (Available when the Room Class function is enabled)
  - b. **Room Type:** Select the room types to which the daily rate pricing are to apply. All room types selected in the [Rate Code Definition](#) panel, including pseudo rooms, are available.

 **Note:**

Included a 0.00 price for the PM pseudo room type in the event the Daily Rate code is sold in business blocks.

- c. **Start Date:** Enter or select the start date for the pricing update.
  - d. **End Date:** Enter or select the end date for the pricing update.
  - e. **Create/Replace:** Select to create or replace (overwrite) the existing pricing schedule with the new rate amounts.
  - f. **Add/Subtract:** Select to incrementally update the existing pricing schedule.
  - g. **Select days of the week:** Select the days of the week to include within the date range you set. Deselect check boxes to exclude days within the date range.
  - h. **1 Adult:** Enter the 1-person occupancy rate amount you want to apply for the date range.
  - i. **2 Adults:** Enter the 2- person occupancy rate amount you want to apply for the date range.
  - j. **Extra Adult:** Specify an extra adult charge to add to the rate for reservations with more than two adults. This extra charge is applied during the booking.
  - k. **Extra Child:** Specify an extra child charge to add to the rate for reservations that have a child accompanied by an adult. This extra charge is applied to the rate during the booking.
3. Click **Set Daily Rates**.

### Setting Daily Rates by Inline Edit

The Daily Rate calendar displays all room types and their rate amounts from the Start date you searched. You can update individual rate amounts for a specific date, room type, adult and extra adult, or child directly in the calendar. Click the navigation arrows < > on the calendar header to advance or revert the dates by seven days.

1. From the Pricing Schedules panel, click **Edit**. The rate amount fields for 1 Adult, 2 Adult, Extra Adult, and Extra Child are enabled for editing.
2. Enter or update pricing as required.
3. Click **Save Changes**.

### Deleting Daily Rates by Inline Edit

1. From the Pricing Schedules panel, click **Edit**. The rate amount fields for 1 Adult, 2 Adult, Extra Adult, and Extra Child are enabled for editing.
2. Delete the price in cell (update to a null value).
3. Click **Save Changes**.

## Configuring Rate Code Pricing Schedules

Pricing Schedules define the price for one or more room types for a specified season or date range. You can also select one or more package items for a pricing schedule if it is required for offering a special entitlement for specific room types / date ranges only. For example - you may wish to include Champagne in the rate only for the Executive Suite - the package item is therefore added at the pricing schedule level and not for the entire rate code (all room types).

### Adding Rate Code Pricing Schedule

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. In the search results, select a rate code and click the **Vertical Ellipse**, click **Edit**.
4. On the **Rate Code** presentation screen, click **Pricing Schedules**.
5. On the **Pricing Schedules** panel, click **Search** to view the existing **Pricing Schedules**.
6. Click **New** to enter new pricing schedule enter the following details as mentioned in the **Table - Manage Pricing Schedule Fields and Description**.
7. If applicable, in the **Packages** panel click **Add** to search for an existing **Package Code** to add to this specific pricing schedule. Select one or more package code from the list and click **Attach** to add the package items to the price schedule.



 **Note:**

If package elements have already been added to the rate code header and the same package element is added to the rate code pricing schedule, the room rate would then adjust for the two package elements (same item sold twice on the rate). The packages visible in the list are those packages with a start and end date that encompass the dates for the pricing schedule being created.

### Editing Rate Code Pricing Schedule

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. In the search results, select a rate code and click the **Vertical Ellipse**, click **Edit**.
4. On the **Rate Code** presentation screen, click **Pricing Schedules**.
5. On the **Pricing Schedules** panel, click **Search** to view the existing **Pricing Schedules**.
6. Select the schedule to update and click **Vertical Ellipse**, click **Edit**.
7. Update pricing schedule per the **Table** below.
8. Click **Save**.

### Deleting Rate Code Pricing Schedule

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. In the search results, select a rate code and click the **Vertical Ellipse**, click **Edit**.
4. On the **Rate Code** presentation screen, click **Pricing Schedules**.
5. On the **Pricing Schedules** panel, click **Search** to view the existing **Pricing Schedules**.
6. Select the schedule to delete and click **Vertical Ellipse**, click **Delete**.

### Copying a Rate Code Pricing Schedule

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. In the search results, select a rate code and click the **Vertical Ellipse**, click **Edit**.
4. On the **Rate Code** presentation screen, click **Pricing Schedules**.
5. On the **Pricing Schedules** panel, click **Search** to view the existing **Pricing Schedules**.
6. Select the schedule to copy and click **Vertical Ellipse**, click **Copy**.
7. Update new schedule per the **Table** below.
8. Click **Save**.

### Splitting Rate Code Pricing Schedule

Use this option to split a date range from the highlighted pricing schedule date range and then specify separate pricing schedule for the new date range. The **Start Date** of the new pricing schedule must be on or after the start date of the selected pricing schedule and the **End Date** of the new pricing schedule must be on or before the end date of the selected pricing schedule.

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. In the search results, select a rate code and click the **Vertical Ellipse**, click **Edit**.
4. On the **Rate Code** presentation screen, click **Pricing Schedules**.
5. On the **Pricing Schedules** panel, click **Search** to view the existing **Pricing Schedules**.
6. Select the schedule to split and click **Vertical Ellipse**, click **Split**.
7. Enter **Start Date**, **End Date** and pricing as required per the **Table** below.
8. Click **Save**.

**Table 13-21 Manage Pricing Schedule Fields and Description**

Field	Description
Dates	<p>Season Code      Season codes are used to define a starting date and ending date for the highlighted pricing schedule. The pricing schedule can only be sold if the arrival and departure dates of a guest's reservation fall within that time frame. If a season is entered, the Start and End Date fields automatically fill with the defined season's begin and end date. If the Season field is not used in a new pricing schedule, you have the ability to change both the start and end dates.</p> <p>Start Date      Required field. The begin date that the pricing schedule is available. You can change dates for the pricing schedules, provided they do not overlap with another pricing schedule set with any of the same room types. If previously selecting a season code, the Start Date is already populated for you.</p> <p>End Date      Required field. The ending date that the highlighted pricing schedule is no longer available. If a season code has been entered, the End Date field is already populated for you.</p> <p>Days of the Week check boxes      Days of the week for which the specified pricing schedule may be sold. Mark the applicable days for each pricing schedule for the dates defined. The check boxes automatically default with each day marked for convenience.</p>
Amounts	The Amounts section is for defining the rate amounts for room types based on the number of adults and/or children occupying the room.
Adults	1 Adult - 5 Adults. Flat or added rate amounts for 1- 5 adults for the highlighted pricing schedule. You can add to the pricing schedule amounts, change, or delete the pricing schedule amounts at any time.

**Table 13-21 (Cont.) Manage Pricing Schedule Fields and Description**

Field	Description
Children in Own Room in cases	<p>OPERA supports rates for children who are staying in a room with an adult or who are staying in a room alone without an adult. In cases where children are staying in a room with an adult, the Extra Child rate is used to determine the amount added to the adult rate.</p> <ul style="list-style-type: none"> <li>Children on Own: These rates are for children occupying the room without an adult.</li> <li>Extra Child: When there are children staying in the room with an adult, the rate for each child is determined by the child's age. The Extra Child rate is also used for children staying in their own room if no applicable "unaccompanied child" rates have been specified. For example, if 4 children are staying in their own room and rates for 1 Child, 2 Children, and 3 Children have been specified, but not a rate for 4 Children, the rate would be the rate for 3 Children plus the rate for 1 Extra Child.</li> </ul>
Attributes	<p>The Attributes section assists the user in noting additional information for the pricing schedule.</p> <p>Market Code. Although a market code may have been defined in the Rate Code Definition, the user may have a situation where a different market code is required for a specified period of time. Enter the market code associated with the pricing schedule for the rate code. If a market code is defined on the rate code definition and on the rate schedule, the market code specified on the rate schedule overrides the rate code definition market code when auto-populating a reservation.</p> <p>Source Code Source code associated with the pricing schedule for the rate code. If a source code is defined on the rate code definition, the source code on the pricing schedule overrides it.</p> <p>Room Types Select the room types that are to be available for the pricing schedule set. The attached room types available for each pricing schedule displayed are automatically populated in this field once selected. You can add a new room type, provided that this room type does not yet have pricing schedules within the specified date range. You can also delete a room type from an existing pricing schedules. The room types available for a pricing schedules are the room types specified on the rate code definition.</p>

**Table 13-21 (Cont.) Manage Pricing Schedule Fields and Description**

Field	Description
Packages	<p>The Packages field is where package elements can be added or deleted to the active pricing schedules. If package elements have already been assigned to the rate code and then another package element has been added to the rate code's pricing schedules set, the room rate would then include the two package elements, provided the reservation stay dates fell into the date range for that pricing schedule set.</p> <p>The packages visible are those packages for which a package start and end date that encompass the currently highlighted pricing schedule for the rate code.</p> <p>For same day or next day packages, you cannot delete a package that is currently being used by an inhouse reservation from the Pricing Schedule panel.</p>

## Configuring Rate Code Sell Controls and Distribution

The available sell controls are based on the [Inventory Management OPERA Controls](#) .

### Editing Rate Code Sell Controls and Distribution

1. From the **Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. From search results, select the rate code and click the **vertical ellipsis**, select **Edit**.
4. On the Rate Code, presentation page click the **Rate Controls** details link.
5. Click **Edit**.
  - a. **Min Occupancy**: Enter the minimum number of persons required on the reservation for this rate code to be available
  - b. **Max Occupancy**: Enter the maximum number of persons allowed on the reservation for this rate code to be available.

#### Note:

Minimum and Maximum Occupancy are verified only during the initial booking process; once the reservation has been made, changes to occupancy are not verified against the minimum and maximum occupancy set on the rate code.

- c. **Min Stay Through**: Enter a value to define a minimum length of stay for the rate code.
- d. **Max Stay Through**: Enter a value to define the maximum length of stay for the rate code.

- e. **Min Advanced Booking (Days):** Enter a value to define the minimum number of days in advance of the arrival date a reservation must be booked.
  - f. **Max Advanced Booking (Days):** Enter a value to define the maximum number of days in advance of the arrival date a reservation must be booked.
  - g. **Rate Floor:** Enter a minimum rate amount for pricing schedules setup for this rate code. (Available when the Rate Floor OPERA Control is active).
  - h. **Yieldable:** Select **Yes** or **No** from the list to determine if the rate code is Yieldable (Available when a Yield Management Integration Cloud Service is active).
    - i. **Yield As:** Select a yieldable rate code. Rate Codes flagged as **Yieldable** and **Yield As**, reference the yieldable status of the rate code selected in this field.
    - ii. **Yield Market:** Some yield systems don't base the hurdle on rate codes but rather on markets, Select the yield market would have that hurdle applied.
    - iii. Refer to [Yield Management](#).
  - i. **Channel Allowed:** Select to make this rate code available through your booking channels. Select **Distribute** to open the Channel Distribution screen and publish the rate.
    - i. **Restriction Update:** Used when integrated with an external channel management System. Select this to send restriction updates to the channel management system in real-time.
    - ii. **Market:** Select the market code to be used for reservations received from the channel management system for this rate code.
    - iii. **Rate Update:** Used when integrated with an external channel management system. Select this to send rate code/pricing schedule updates to the channel management system in real-time.
  - j. **Upload to Oracle Distribution:** Select to indicate this rate code is to upload to Oracle Distribution platform.
6. Click **Save**.

## About Occupant Threshold Pricing

### [Prerequisites for Occupant Threshold Pricing](#)

With Occupant Threshold Pricing, fixed values can be setup based on the number of Adults, Children, and/or Occupants for one or more room types. Once any of these variables is exceeded for a reservation, the fixed amount specified is added to the price , per Occupant, Adult, Children or any combination as defined.

The following fields can be used independently of each other or used in combination to define the occupant threshold.

- **Adults:** Enter the maximum threshold number of adults per room and the amount to charge if the adult threshold number is exceeded.
- **Children:** Enter the maximum threshold for the number of children per room and the amount to charge if the child threshold number is exceeded.
- **Occupants:** Enter the maximum threshold number for the number of occupants per room and the amount to charge if the occupancy threshold number is exceeded.

 **Note:**

When the Base Rate Extra Person Calculation OPERA Control is active, Base Rate rules will then apply to the threshold amounts for Base Rates only. From a Dynamic Base Rate and Advance Dynamic Based Rates point of view, threshold amounts will not be included in the calculation when calculating pricing for these two rate types.

### Occupant Threshold Pricing Example

Rate Code : SPECIAL

#### Pricing Schedule

Room Types : APT2, APT3

Adult - \$100.00

Child - \$100.00

#### Occupancy Thresholds

Adults : Threshold = 3 / Amount = \$20.00

Children : Threshold = 3 / Amount = \$10.00

Occupants : Threshold = 4 / Amount = \$50.00

#### Reservation

Nights = 1

Rate Code = SPECIAL

Room Type = APT3

The following lists the prices calculated based on the number of occupants for the reservation :

Adults	Children	Price	Calculation
1	1	\$100.00	Below all thresholds
2	2	\$100.00	Below all thresholds
3	3	\$200.00	Exceeds Occupancy threshold - an additional \$50.00 added for each occupant over the threshold of 4 \$100.00+\$50.00+\$50.00

Adults	Children	Price	Calculation
4	4	\$330.00	Exceeds Adult threshold of 3 - an additional \$20.00 added for every adult over the threshold Exceed Child threshold of 3 - an additional \$10.00 added for every child over the threshold Exceeds Occupancy threshold of 4 - an additional \$50.00 for every occupant over the threshold $\$100.00 + \$20.00 + \$10.00 + \$50.00 + \$50.00 + \$50.00$
5	5	\$460.00	Exceeds Adult threshold of 3 - an additional \$20.00 added for every adult over the threshold Exceed Child threshold of 3 - an additional \$10.00 added for every child over the threshold Exceeds Occupancy threshold of 4 - an additional \$50.00 for every occupant over the threshold $\$100.00 + \$20.00 + \$20.00 + \$10.00 + \$10.00 + \$50.00 + \$50.00 + \$50.00 + \$50.00 + \$50.00$

**Note:**

When the Child Rates By Defined Buckets OPERA Control is active and prices have been specified for these child age buckets, then these prices will also be included in the calculation of the occupant threshold pricing.

## Prerequisites for Occupant Threshold Pricing

### OPERA Controls

**Group:** Rates

**Function:** Occupant Threshold Pricing Method

## Configuring Rate Code Package Inclusions

### Adding Packages to a Rate Code

1. From the Administration menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. From search results, select the rate code and click vertical ellipsis, select **Edit**.
4. On the Rate Code presentation page click the **Rate Code Packages** details link.

5. Click **New** and complete the following
  - a. Enter search criteria and click **Search**.
  - b. Select one or more package items.
  - c. Click **Attach**.

#### Editing Packages on a Rate Code

1. From the Administration menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. From search results, select the rate code and click vertical ellipsis, select **Edit**.
4. On the Rate Code presentation page click the **Rate Code Packages** details link.
5. Select the package item, click the vertical ellipse and select **Edit**.
  - a. **Begin Sell Date**. Enter or select the start date for the rate code package item
  - b. **End Sell Date**. Enter or select the end date for the rate code package item
  - c. **Description**. Enter a description of the package item
  - d. **Posting Attributes**
    - i. See [Configuring Package Code Posting Attributes](#).
  - e. **Package Pricing Exceptions**
    - i. Click **New** and complete the following
      - i. **Start Date**. Enter or select a start date for the pricing.
      - ii. **End Date**. Enter or select an end date for the pricing.
      - iii. **Price**. Enter an item price (add to rate or included in rate).
    - ii. Click **Save**.
  - f. Click **Save**.

#### Deleting Packages on a Rate Code

1. From the Administration menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. From search results, select the rate code and click vertical ellipsis, select **Edit**.
4. On the Rate Code presentation page click the **Rate Code Packages** details link.
5. Select the package item, click the vertical ellipse and select **Delete**.
6. Click **Delete** to confirm

## Configuring Rate Code Access Exclusion

Use Rate Code Access Exclusion to excluded users at selected Hub(s) from managing reservations with this rate code.



### Adding Rate Code Access Exclusion

1. From the Administration menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. From search results, select the rate code and click vertical ellipsis, select **Edit**.
4. On the Rate Code presentation page click the **Rate Access Exclusion** details link.
5. Click **New**.
  - a. **Hub**. Select a hub(s) from the list
  - b. **Begin Date**. Enter or select the start date for this exclusion .
  - c. **End Date**. Enter or select the end date for this exclusion .
  - d. **Hide from Availability Screen**. Select this check box to prevent the rate code from being displayed in Look to Book to users at the select Hub(s) .
  - e. **Allow Modify Reservation**. Select this check box to allow a reservation to be modified by users at the selected Hub location
  - f. **Allow Create Reservation**. Select this check box to allow a reservation to be created by users at the selected Hub location.
  - g. **Allow Cancel Reservation**. Select this check box to allow a reservation to be canceled by users at the selected Hub location.
6. Click **Save**.

### Editing Rate Code Access Exclusion

1. From the Administration menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. From search results, select the rate code and click vertical ellipsis, select **Edit**.
4. On the Rate Code presentation page click the **Rate Access Exclusion** details link.
5. Select the rate code exclusion, click the vertical ellipse and select **Edit**.
  - a. Update details
  - b. **Inactive**. Select to inactivate this exclusion rule.
6. Click **Save**.

### Deleting Rate Code Access Exclusion

1. From the Administration menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. From search results, select the rate code and click vertical ellipsis, select **Edit**.
4. On the Rate Code presentation page click the **Rate Access Exclusion** details link.
5. Select the rate code exclusion, click the vertical ellipse and select **Delete**.
6. Click **Delete** to confirm

## Configuring Rate Code Definition

### Editing Rate Code Definition

1. From the Administration menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. From search results, select the rate code and click vertical ellipsis, select **Edit**.
4. On the Rate Code presentation page click the **Rate Definition** details link.
5. Click **Edit** and complete the following:
  - a. **Property**. Enter or select the property
  - b. **Rate Code**. Enter a code for the rate code (maximum 8 alpha-numeric characters). This code is displayed in Look to Book and the reservation stay details.
  - c. **Start / End Sell Dates**. Enter the date range during which you can make a booking for this rate code; this defines the date range the rate is displayed in Look to Book (not to be confused with the stay dates / pricing schedule dates)
  - d. **Privileged Rate Code**. Select to lock down the rate code and prevent other users from editing or deleting it. When this option is selected, all fields on the Rate Setup screen will be read-only to users without the PRIVILEGED RATES UPDATE task granted (Available when the Rate Ownership OPERA Control is active)
  - e. **Privileged Rate Restriction**. Select to lock down rate restrictions for this rate code and prevent other users from setting restrictions. Users without the PRIVILEGED RESTRICTIONS UPDATE task granted will not be able to edit or delete rate restrictions for this rate code. Rate codes with this check box selected will not be available for selection from the [Rate Availability](#) and will not be available for selection from the [Rate Code Restrictions](#).
  - f. **Protection Type**. Select a value from the list. See [Rate Code Protection](#)
  - g. **Description**. Enter a name/description of the rate code. The description is displayed in Look to Book based on the Display Rate Description OPERA Control
    - i. **Manage Translations**. Click to add translation for rate description for when generating confirmation in the profile language
  - h. **Room Types**. Select one or more room types from the list. This field may already be populated if the **Auto populate** check box is selected in room type configuration. See [Configuring Rooms](#)
  - i. **Rate Category**. Select a rate category from the list. See [Configuring Rate Categories](#)
  - j. **Market**. Select a default market code for new reservations from the list. See [Configuring Market Codes](#)
  - k. **Source**. Select a default source code for new reservations from the list. See [Configuring Source Codes](#)
  - l. **Display Set**. Select a display set from the list. See [Configuring Display Sets](#)

- m. **Sequence.** Enter a display sequence for the rate code
6. Click **Save**.

## Age Buckets

Child Rates By Defined Buckets function lets you set separate rates based on the number of children when the children are staying in the room without an adult. Rates can be set for one child, two children, three children, and four children. When the number of children staying in a room with or without an adult is greater than the number for which separate rates have been specified, an Extra Child rate is applied.

The handling of children rates depends on whether the Rate Management - Child Rates By Defined Buckets OPERA controls is set to Active or Inactive. If the Rate Management - Child Rates By Defined Buckets OPERA controls is set to inactive, the extra child rate is used.

When there are children staying in the room with an adult, the rate for each child is determined by the child's age.

The child age buckets are also used when there are children staying in the room without an adult and the number of children is greater than the number for which "Children on Own" rates are specified. In this case that the rate for any extra children is determined by the age bucket to which the youngest child in the entire group belongs. For example, if four children, ages 3, 4, 7, and 11 years are staying in their own room, and rates for 1 Child, 2 Children, and 3 Children have been specified, but not a rate for 4 Children, the rate would be the rate for 3 Children plus the rate for one child 0-5 years, because the youngest child is 3.

### Excluding Child Age Buckets from Threshold Calculations

When the Rate Management > Occupant Threshold Pricing Method - Child Rates By Defined Buckets OPERA controls are set to Active, child age buckets can be excluded from the occupant threshold calculations. Selecting the Exclude check box next to a child age bucket excludes the bucket from being used to determine if a threshold has been excluded.

Following are some examples on how this functionality works:

#### Example 1

- Reservation Guests: 2 Adults, 3 Children - 1 in each bucket
- Pricing Schedule Value: 1 child free per every 3 children booked per room
- Charges Result: 2 Adults and 2 Children will be charged for the stay, but the child in Rate Bucket 1 will not be charged

#### Example 2

- Reservation Guests: 2 Adults, 8 Children - 1 in Rate Bucket 1, 1 in Rate Bucket 2, 6 in Rate Bucket 3
- Pricing Schedule Value: 1 child free per every 4 children booked per room
- Charges Result: 2 Adults and 6 Children will be charged for the stay, but 1 child in Rate Bucket 1 and 1 child in Rate Bucket 2 will not be charged.

## Rate Code Posting Rhythm

The Posting Rhythm block appears when the Rate Management - Rate Code Posting Rhythm in OPERA controls is Active.

When configuring Package Code, in the Posting Attributes panel, the posting rhythm is used to determine the frequency of the package posting. OPERA provides a variety of posting rhythms. Most posting rhythms are based off of the actual arrival date of the reservation.

When configuring the Advanced Posting Rhythms, you can configure dates when a guest is eligible for free nights based on the length of stay of the reservation. For example, a promotion may be offered for the month of June where guests who stay 7 nights will receive 2 free nights. Multiple posting rhythms can be defined per rate code, however there cannot be overlapping dates.

## Configuring Posting Rhythms

The posting rhythm feature is not intended for use with daily rates.

### Posting Rhythm and Dependent Rates

The Posting Rhythm field defaults to the Base Rate configuration, when you configure a Dynamic Base Rate or an Advanced Dynamic Base Rate on the Rate Code Configuration screen. You can configure the Posting Rhythm functionality from **Rate Code Configuration > Financial > Posting Rhythms**.

1. On the Rate Code Configuration screen, in the Financial panel, click vertical ellipsis and then click **Edit**.
2. Select the **Posting Rhythm** type from the Posting Rhythm drop down list.
  - a. If you select **Post Every X Nights from the Posting Rhythm** drop down list, entering a number for this specific posting rhythm will define the nights in which to post the discounted rate, giving the guest a promotional discount rate. For example, if you enter a 3 into this field, and the guest is staying for 3 nights, the room charge for the third night will post with the discounted rate on the guest folio.
  - b. If you select **Do Not Post Every X Night**, you can enter a number for the specific posting rhythm which will define how many days a guest must stay before the rate amount will post as 0.00, giving the guest a promotional free night. For example, if you enter a 3 into this field, and the guest is staying for 3 nights, the room charge for the third night will post as 0.00 on the guest folio.
3. Click **Post Packages** check box.

This check box appears when you have defined a value for the Do Not Post Every XX Nights field. Select this check box if, on the "free" night, you want to post charges for packages that are included in the rate code and packages attached to the reservation.

#### Note:

When the check box is unchecked, the system will not post any associated packages with this posting rhythm. When this check box is checked, the system will post any associated packages with this posting rhythm. Any associated packages will post as they currently do today it can be inclusively or exclusively.

## Configuring Advanced Rate Code Posting Rhythms

### Prerequisites for Configuring Advanced Rate Code Posting Rhythms

With the Advanced Rate Code Posting Rhythm OPERA Control enabled you can configure **Buy X Nights, Get Y Nights Free** promotional rate codes.

For each rate you define a required length of stay in order to receive free night(s). Multiple posting rhythm rules can be defined for a rate code, however there cannot be overlapping dates. For example, a promotion may be offered for the month of June where guests who stay 7 nights will receive 2 free nights. Additionally, you can choose to repeat the posting rhythm within a stay for multi-segment reservations and/or repeat within the sell segment.

OPERA Cloud will recognize when the free night(s) occur during the reservation and ensures no accommodation revenue is posted.

Package items selected on the rate code or sold separately in the reservation will continue to post; for zero rate **free nights** this will result in negative room revenue for package items included in the rate.

### Adding a Rate Code Advanced Posting Rhythm Rule

1. From the **Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. From search results, select the rate code and click **Vertical Ellipsis**, select **Edit**.
4. Select the **Financials** link.
5. Select the **Posting Rhythms** tab.
6. Click **New** and enter the following details:
  - a. **Code**: Enter a code to identify the posting rhythm rule. This field is read-only once the posting rhythm rule has been saved.
  - b. **Description**: Enter a description of the posting rhythm.
  - c. **Begin Sell Date**: Enter or select the start date.
  - d. **End Sell Date**: Enter or select an end date.
  - e. **Required Paid Nights**: Enter the number of nights required to receive free nights. The value must be between 1 and 99.
  - f. **Eligible Free Nights**: Enter the number of free nights after achieving the required number of paid nights. The value must be between 1 and 99.
  - g. **Repeat Within Stay for Multi-Segment**: Select to allow more than a single redemption of an advanced rate code posting rhythm offer during the entire stay.
  - h. **Repeat Within Sell Segment**: Select to allow more than a single redemption of an advanced rate code posting rhythm offer within a specific sell segment within the entire reservation
7. Click **Save**.

### Editing a Rate Code Advanced Posting Rhythm Rule

1. From the **Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. From search results, select the rate code and click **Vertical Ellipsis**, select **Edit**.
4. On the Rate Code presentation page, click the **Financials** link.
5. Select the **Posting Rhythms** tab.
6. Select the Posting Rhythm rule to update, click the vertical ellipse and select **Edit**.
7. Update details.
8. Click **Save**.

### Deleting a Rate Code Advanced Posting Rhythm Rule

1. From the **Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. From search results, select the rate code and click **Vertical Ellipsis**, select **Edit**.
4. On the Rate Code presentation page, click the **Financials** link.
5. Select the **Posting Rhythms** tab.
6. Select the Posting Rhythm rule to update, click the vertical ellipse and select **Delete**.
7. Click **Delete** to confirm.

## Prerequisites for Configuring Advanced Rate Code Posting Rhythms

### OPERA Controls

**Group:** Rate Management

**Parameter:** Advanced Rate Code Posting Rhythm



#### Note:

Cannot be used in conjunction with Rate Code Posting Rhythm OPERA Control

## Configuring Rate Code Default Routing Instructions

### Prerequisites for Rate Code Default Routing Instructions

When a rate code is selected (sold) for a reservation and a profile of the specified profile type (Agent, Company, Contact) is also linked to the reservation, OPERA Cloud can prompt you to attach the rate code default routing instructions to the reservation. If you reply Yes, sales charges for the specified transactions codes are automatically

routed to a separate folio window in the reservation Billing screen with the linked profiles selected as the payee.

### Managing Rate Code Default Routing

1. From the **Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Codes**.
2. Enter search criteria and click **Search**.
3. From search results, select the rate code and click vertical ellipsis, select **Edit**.
4. On the Rate Code presentation page click the **Routing Instructions** details link.
5. Click **Edit** and complete the following:
  - a. **Profile Type**: Select the profile type from list that is eligible to accept charges for the chosen transaction codes
  - b. **Instructions**: Select the routing codes or sales charge transaction codes that you want to route to a separate Billing folio window.
    - i. In the Search panel search for routing codes and/or transaction codes, click **Search**.
    - ii. Select one or more **Routing Codes** or **Transaction Codes** from the **Available** list and then click > to move to the selected panel.
    - iii. Repeat as needed.
6. Click **Save**.

### Hierarchy of Routing Instructions

It is possible that a reservation could be associated with a source, a contact, an agent, a company, and a rate code, each of which has its own associated routing instructions. In this case, the user will be prompted to select default routing instructions in the following order:

1. The **SOURCE** profile linked to the reservation.
2. The **AGENT** profile linked to the reservation.
3. The **COMPANY** profile linked to the reservation.
4. The **CONTACT** profile linked to the reservation.
5. The **RATE CODE** selected for the reservation.

### Hierarchy of Routing Instructions for Profiles with Auto-Populate Routing Selected

When the Auto Populate check box is selected for the [Profile Default Routing Instructions](#), then the following hierarchy is used:

1. Check the **RATE CODE** has a profile type to be automatically attached to the reservation. If there is then, use this as the routing instruction on the reservation.
2. If not **RATE CODE**, else check if there is an automatic routing instruction attached to the **SOURCE** profile. If there is then, use this as the routing instruction on the reservation.
3. If not **SOURCE**, else check if there is an automatic routing instruction attached to the **AGENT** profile. If there is then, use this as the routing instruction on the reservation.
4. If not **AGENT**, else check if there is an automatic routing instruction attached to the **COMPANY** profile. If there is then, use this as the routing instruction on the reservation.
5. If not **COMPANY**, else check if there is an automatic routing instruction attached to the **CONTACT** profile.

6. If not **CONTACT**, else check if there is a routing instruction on the promotion codes.

## Prerequisites for Rate Code Default Routing Instructions

### OPERA Controls

**Group:** Cashiering

**Functions:** Routing

## Rate Ownership

Rate Ownership Handling is most useful if an organization wants to identify rates that are managed by the property versus rates managed centrally.

The Rate Ownership Handling parameter is intended for environments where the property management and central reservations system reside in the same database. When activated, the Rate Ownership Handling parameter displays the Central and Property ownerships on the Rate Code Protection screen. Protection levels for these two rate sources can be applied using the Edit function.

### Prerequisites for Rate Ownership

Property and Central ownerships are available only when the parameter for Rate Ownership is active. A rate has only one type of ownership, such as Custom or Property.

**Table 13-22 Four Levels of Rate Ownership**

Types	Description
Property	Property Protection applies to all rate codes that are flagged as owned by Property. The Property Protection is available for editing when the parameter for Rate Ownership Handling is active. By default, all fields are editable for users with the applicable tasks granted to their user role. When a field or jump in Property Protection is marked for Protection, users with the task of Override Property Rate Protection are able to update the selected jump or field.
Custom	Custom Protection applies to all rate codes that are generated in OPERA and whose ownership is not set to Central or Property. The Custom Protection is available for editing and by default allows for all fields to be editable by users with the applicable tasks granted to their user role. When a field or jump in Custom Protection is marked for protection, only users with the task for Override Custom Rate Protection are able to update the configuration for the selected field or jump.
Central	Central Protection applies to all rate codes flagged as owned by Central. The Central Protection is available for editing when the parameter for Rate Ownership Handling is active. By default, all fields are editable for users with the applicable tasks granted to their user role. When a field or jump in Central Protection is marked for Protection, users with the task for Override Central Rate Protection are able to update the selected jump or field.



**Table 13-22 (Cont.) Four Levels of Rate Ownership**

Types	Description
External	External Protection applies to any rate codes generated outside of OPERA. These rates codes can be created in an external Central Reservations System or Revenue Management system and then inserted in OPERA. For External Protection, all fields and jumps are flagged as protected since these rates are typically managed outside of the OPERA system. External Protection is not available for editing.

## Working with Tiered Rates

### Prerequisites for Rate Tiers

Tiered Rates gives you the ability to configure and sell rates by Length of Stay or Tiers.

Between 2 and 5 rate tiers can be configured for your property in [Rate Management OPERA Controls](#). As the tiers are configured, the next tier set automatically defaults to the start day of +1 from the end day of the last tier. For example, if tier 1 is configured from 1 -5 days. Tier 2 automatically starts from day 6 by default and you cannot edit it unless the first tier end date is altered.

The extended-stay concept of Rate Tiers is usually "the longer the guest stays, the lower the rate the guest pays".

Example: A guest with a reservation stay within Tier 1 only (1 -5 nights) would pay a rate of \$180 per night; whereas a reservation that extends into the second length of stay tier (6-15 nights) would pay a rate of \$160 per night, commencing from the first night of the stay.

You can close or open the availability of certain tiers by placing a Min. Stay Through restriction or a Max Stay Through restriction at the Rate Definition level. Any restriction placed at the Rate Definition level is applicable to all pricing schedules, and thus tiers within that rate code.

Example: If Tier 1 equals 1-5 nights, and a 3-night Min. Stay Through restriction is set at the Rate Definition level, OPERA Cloud does not allow you to sell one-night stays and two-night stays for that rate code but will allow you to sell three-night stays and greater for that rate code.

### Configuring Tiered Rates

To create a tiered rate code, you must check the **Tiered Rates** check box on the [Rate Code Type](#) panel.

The configured tiers are displayed in the [Pricing Schedules](#) panel. For example, if 2 stay tiers are configured, only 2 tiers are visible in the Pricing Schedules panel. You can add the tier pricing schedules either by date ranges or seasons.

 **Note:**

When creating the pricing schedule for tiered rates, the Market, Source and Package fields do not appear on the Pricing Schedules panel; this is to ensure that the compiling of statistics and posting of package allowances is correct and imbalances do not occur.

 **Note:**

OPERA Cloud prevents you from changing an existing standard rate to a tiered rate. Therefore, all rates that have at least one standard Pricing Schedule configured will cause the Tiered Rates check box on the Rate Code Type panel to be unavailable for selection.

The Base Rate fields (available when Base Rate OPERA Control is active) are removed for a rate code that is flagged as a Tiered Rate

OPERA prevents you from changing an existing Rate from standard to tiered. Therefore, all rates that have at least one standard Pricing Schedule configured can cause the Tiered Rates check box on the Rate Code Type panel to be unavailable for selection.

The Base Rate fields (available when base rate is active for the property) are removed for a rate code that is flagged as a Tiered Rate Code. When a tiered rate is associated to a Block, OPERA uses the lowest tier for revenue forecasting.

## Prerequisites for Rate Tiers

### **OPERA Controls**

**Group:** Rate Management

**Functions:** Rate Tiers

### **OPERA Cloud Tasks**

**Group:** Financial Admin

**Task:** Rate Management

## Configuring Rate Code Protection

### [Prerequisites for Configuring Rate Code Protection](#)

Rate Code Protection prohibits you from changing certain attributes of a rate code. You can flag attributes as protected and limit who can make changes to the configuration.

Only user roles granted Override Custom Rate Protection, Override Property Rate Protection, Override Central Rate Protection tasks have the ability to update the protected attribute.

### Editing Rate Code Protection

1. From the **Administration** menu, select **Financial**, then **Rate Management**, and then **Rate Code Protection**.
2. Enter or select the property and click **Search**.
3. Click **Edit**.
4. Expand the screen/field name sections.
5. **Rate Ownership**: Select check boxes to nominate who has the ability to make rate code changes.
  - a. **Custom**: Nominate these attributes as editable for rate codes that are created within OPERA Cloud and not flagged as owned by Property or Central.
  - b. **External**: Nominate these attributes as editable for rate codes that are managed by an external system.
  - c. **Property**: Nominate these attributes as editable for rate codes that are flagged as Property ownership (Available when the Rate Ownership Handling OPERA Control is active).
  - d. **Central**: Nominate these attributes as editable for rate codes that are flagged as Central ownership (Available when the Rate Ownership Handling OPERA Control is active).
6. Click **Save**.

## Prerequisites for Configuring Rate Code Protection

### OPERA Controls

**Group**: Rate Management

**Parameters**: Rate Ownership Handling (optional)

### OPERA Cloud Tasks

**Group**: Financial Admin

**Task**: Rate Management

Rate Protection

- Edit Rate Protection

## Configuring Promotion Groups

Promotion groups provide a way to group multiple promotion programs around a common theme. For example, you might create a promotion group called Summer Program and then create separate promotion codes for special rates or amenities to offer to guests during the summer months. You must create promotion groups prior to creating promotion codes.

### Creating Promotion Groups

1. From **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Promotion Groups**.

 **Note:**

When the multi-property service is active, new Promotion Groups are created by selecting the Template tab. Once created, you can copy Promotion Groups to specific properties using the Copy action. See [Copying Configuration Codes to Multiple Properties](#) for more information.

2. Click **New** and enter the following details:
  - a. **Promotion Group (Code)**: Enter a code for the Promotion group.
  - b. **Promotion Group Name**: Enter a name for the Promotion group.
  - c. **Program Type**: Enter the type of promotion group (e.g., radio, TV, Internet/ Web, email, etc.).
  - d. **Description**: Enter a description of the promotion group.
3. Click **Save** or **Save and Continue** to add another Promotion Group.

#### Editing Promotion Groups

1. From **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Promotion Groups**.
2. Enter search criteria and click **Search**.
3. From search results, select a **Promotion Group** and click on the **Vertical Ellipses**.
4. Click **Edit**.
5. Update configuration.
6. Click **Inactive** to mark inactive.
7. Click **Save**.

#### Deleting Promotion Groups

1. From **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Promotion Groups**.
2. Enter search criteria and click **Search**.
3. From search results, select a **Promotion Group** and click on the **Vertical Ellipses**.
4. Click **Delete**.
5. Click **Delete** to confirm.

## Configuring Promotion Codes

### [Prerequisites for Promotion Codes](#)

Promotion Codes are used to configure, track promotional campaigns. Various rate codes can be linked to a promotion code which are displayed to reservation agents in [Look To Book](#) when filtering room and rate availability based on a promotion search. When the **Hide Promotion Rates** OPERA Control is active, rate codes linked to a

promotion code are not displayed in Look to Book sales screen when the promotion is not selected for the availability search.

Prior to configuring promotion codes ensure you have configured [Promotion Groups](#) and [Rate Codes](#).

### Adding Promotion

1. From the **Administration** menu, select **Financial**, select **Rate Management**, and then **Promotion Codes**.

#### Note:

With an active multi-property cloud service, promotion codes can only be created by clicking the **Template** tab. Once created, you can copy the configuration to specific properties using the Copy action. Refer to [Copying Configuration Codes to Multiple Properties](#).

2. Click **New** and enter the following details:
  - a. **Property**: Confirm or select the property.
  - b. **Promotion Code**: Enter an alphanumeric code for the promotion; this code cannot be changed once the promotion code is saved.
  - c. **Description**: Enter the description of the promotion.
    - i. **Manage Translation**: Allows you to add translations
  - d. **Promotion Group**: Select the [Promotion Group](#) from list that the promotion belongs to, refer to .
  - e. **Category**: Enter a category for the highlighted promotion code. You may enter any information, such as the membership program or level.
  - f. **Booking Start Date**: Define the selling start date to determine the time frame this promotion code is active (Available only for reservation promotion codes).
  - g. **Booking End Date**: Define the selling end date to determine the time frame this promotion code is active (Available only for reservation promotion codes).
  - h. **Check in Time**: Enter the allowed check in time.
  - i. **Check out Time**: Enter the allowed checkout time.
  - j. **Stay Start Date**: Define the Start stay dates for which this promotion code may be used.
  - k. **Stay End Date**: Define the End stay dates for which this promotion code may be used.
  - l. **Upgrade Allowed**: Select this checkbox if the promotion signifies a room upgrade.
  - m. **Update Outside Booking Dates**: Select this check box to allow edit of a reservation after the booking end date has passed.
  - n. **Long Description** Enter a long description of the promotion.
  - o. **Instructions**: Enter instructions for reservation agent. This information is available from the Promotion Details screen.

- p. **Information:** Enter details that further describe the promotion code. This information is available from the Promotion Details screen.
- q. **Rate Codes**
  - i. Select Rate Codes for the promotion.
  - ii. Click **New**.
  - iii. Make your choice from the rate codes list that appears.
  - iv. Click **Select**.
  - v. Repeat to add another rate code.
  - vi. To delete a rate code, click **Vertical Ellipse**, click **Delete**.
  - vii. Click **Delete** to confirm.
- 3. Click **Save**.

#### Editing Promotion

1. From the **Administration** menu, select **Financial**, select **Rate Management**, and then **Promotion Codes**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, click the row level **Vertical Ellipsis** for the Promotion Code and select **Edit**.
4. Make the desired changes.
5. Click **Save**.

#### Deleting Promotion

1. From the **Administration** menu, select **Financial**, select **Rate Management**, and then **Promotion Codes**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, click the row level **Vertical Ellipsis** for the Cancel Penalty and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Promotion Codes

#### OPERA Controls

**Group:** Rate Management

**Functions:** Promotions Module

**Parameter:** Hide Promotion Rates

#### Opera Cloud Tasks

**Group:** Financial Admin

**Task:** Promotion Codes

- New/Edit Promotion Codes

## Configuring a Promotion Code with Comp Routing Instructions

### Prerequisites for Promotion Codes with Comp Routing Instructions

#### Adding Promotion Codes with Comp Routing Instructions

1. From the **Administration** menu, select **Financial**, select **Rate Management**, and then select **Promotion Codes**.
2. Click **New** and select the **Property** tab. Enter the following details:

 **Note:**

Comp Routing Instructions can only be added to a promotion code at the property level, not at the template level.

- a. **Property.** Confirm or select the property.
- b. **Promotion Code.** Enter an alphanumeric code for the promotion. You cannot change this code once the promotion code is saved.
- c. **Description.** Enter a description of the promotion.
  - i. **Manage Translations.** Select to translate the description into another language.
- d. **Promotion Group.** Select the **Promotion Group** to which this promotion code belongs. For more information, see [Configuring Promotion Groups](#).
- e. **Category.** Enter a category for the highlighted promotion code. You may enter any information, such as the membership program or level.
- f. **Booking Start Date.** Define the selling start date to determine the time frame this promotion code is active (Available only for reservation promotion codes).
- g. **Booking End Date.** Define the selling end date to determine the time frame this promotion code is active (Available only for reservation promotion codes).
- h. **Check in Time.** Enter the allowed check in time.
- i. **Check out Time.** Enter the allowed checkout time.
- j. **Stay Start Date.** Define the Start stay dates for which this promotion code may be used.
- k. **Stay End Date.** Define the End stay dates for which this promotion code may be used.
- l. **Upgrade Allowed.** Select this option if the promotion signifies a room upgrade.
- m. **Update Outside Booking Dates.** Select this check box to allow edit of a reservation after the booking end date has passed.
- n. **Long Description .** Enter a long description of the promotion.
- o. **Instructions.** Enter instructions for the reservation agent. This information is available from the Promotion Details screen.
- p. **Information.** Enter details that further describe the promotion code. This information is available from the Promotion Details screen.

- q. **Attached Rate Codes.** Use this section to search for rate codes and attach them to this promotion code.
    - i. Click **New**.
    - ii. Make your choice from the rate codes list that appears.
    - iii. Click **Select**.
    - iv. Repeat to add another rate code.
    - v. To delete a rate code, click the **vertical ellipsis** and select **Delete**.
    - vi. Click **Delete** to confirm.
  - r. **Promotion Routing Instruction.** Use this section to attach comp routing instructions to the promotion code.
    - i. Click **New** to add a comp routing instruction. See [Managing Comp Routing Instructions](#) for details.
    - ii. **Authorizer Name.** Click the **vertical ellipsis** and select **New** to add an authorizer for the comp routing instruction. See [Comp Authorizers and Authorizer Groups](#) for more information.
4. Click **Save** or click **Save and Continue** to save and add another code.

## Prerequisites for Promotion Codes with Comp Routing Instructions

### Licenses / Subscriptions

Oracle Hospitality OPERA Comp Accounting Cloud Service

### OPERA Controls

**Group:** Cashiering

**Function:** Routing

**Group:** Rate Management

**Function:** Promotions Module

The following parameter impacts the workflow related to Promotion Codes with Comp Routing:

**Group:** Comp Accounting

**Parameter:** Authorizer PIN Required

## Hurdle Rates

Revenue Management (yield) solutions calculate the actual hurdle rates which OPERA Cloud compares against. The revenue management software receives data from OPERA Cloud and evaluates the changes that have occurred in OPERA Cloud. Based on these changes as well as historical data, the revenue management solution determines hurdle rates, which are updated in OPERA Cloud; these hurdle rates are used to determine the rate code/room type availability at the time of making a reservation.



Hurdle Rates represent the monetary hurdle value calculated by the revenue management solution after considering the information received from OPERA Cloud. This is the value that must be reached for OPERA Cloud to display a rate code/room type on the rate grid. Hurdle rates are sometimes referred to as bid prices or opportunity costs. All values will be in your property's base currency.

## Configuring Hurdle Rates

Before any consideration is made concerning hurdle rates OPERA Cloud first checks its own rate availability controls to determine whether the rate code is open or closed and visible in rate availability . OPERA Cloud completes the following checks to determine whether or not a rate code is available:

- The Rate Code Start Sell and End Sell dates are valid.
- Pricing schedule for at least one room type is available for this rate code.
- During a Look To Book query, OPERA cloud checks if the proposed reservation falls within the boundaries of these two fields, Max Rooms Sold and Actual Rooms Sold.
- OPERA Cloud's normal rate availability status still applies and therefore the dates must at least be open.

### Adding Hurdle Rates

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Hurdle Rates**.
2. Click **New**.
3. Enter the required information.

Fields	Description
Property	Property for which hurdle rate needs to be added.
Hurdle Date	Date when this hurdle rate is effective.
Room Type	Select and choose the room type for this hurdle rate.
Delta	Represents a monetary value, which is added to the hurdle rate for each additional room sold up to the ceiling. If the hurdle rate is set at \$80.00 and the delta is \$1.00, for the first room sold the rate value needs to be \$80.00 or more. For the second room the rate value needs to be \$81.00, for the third \$82.00 and more up to the Ceiling at which time no additional delta values are added.
Ceiling	Enter the number of rooms to be sold to which the delta value should be added. For example: <ul style="list-style-type: none"> <li>• Hurdle is \$90.00</li> <li>• Delta is \$5.00</li> <li>• Ceiling is 3 <ul style="list-style-type: none"> <li>– The first reservation must achieve the hurdle value of \$90.00.</li> <li>– The second reservation must achieve the hurdle value of \$95.00.</li> <li>– The third reservation must achieve the hurdle value of \$100.00.</li> <li>– The fourth reservation must achieve the hurdle value of \$105.00.</li> </ul> </li> </ul> <p>All subsequent reservations must achieve the hurdle value of \$105.00 until maxsold is reached, at which point the date is restricted.</p>

Fields	Description
Max Rooms Sold	Enter the maximum number of rooms to be sold in the room types linked to the yield category.
Actual Rooms Sold	Enter the actual number of rooms to be sold in the room types linked to the yield category.

4. Click **Save**.

#### Editing Hurdle Rates

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Hurdle Rates**.
2. Select the hurdle rate, click the **vertical ellipsis** and select **Edit**.
3. Update configuration.
4. Click **Save**.

## Yield Management

OPERA Cloud supports integration with partner revenue management (yield) solutions for the update of Hurdle, Overbooking and Restriction details.

## Yield Adjustment Codes

Yield Adjustment Codes enable you to configure the yield adjustments that can be applied to a rate before it is compared to a hurdle rate when determining rate availability.

#### Adding Yield Adjustment Codes

When the OPERA Multi-Property Reservation Cloud Service is active, new Yield Adjustment Codes are created by selecting the **Template** tab. Once created, you can copy Yield Adjustment Codes to specific properties using the **Copy** action. Refer to [Copying Configuration Codes to Multiple Properties](#) for more information.

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Yield Adjustment Codes**.
2. Click **New** and complete the following
  - a. **Property:** Search and select the property.
  - b. **Code:** Enter code up to 10 characters.
  - c. **Description:** Enter the description up to 25 characters.
  - d. **Type:** Select valid types are Per Stay, Per Night, Per Person Per Night, and Per Person Per Stay.
  - e. **Amount:** The amount field displays currency in the search table that is being used for the Yield Adjustment.
  - f. **Currency:** Search and select the currency.
3. Click **Save** or **Save and Continue**.

### Editing Yield Adjustment Codes

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Yield Adjustment Codes**.
2. Enter search criteria and click **Search**.
3. In the search results, click the **vertical ellipsis** and then select **Edit**.
4. Update the configuration
5. Click **Save**.

### Deleting Yield Adjustment Codes

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Yield Adjustment Codes**.
2. Enter search criteria and click **Search**.
3. In the search results, click the **vertical ellipsis** and then select **Delete**
4. Click **Delete** to confirm the deletion.

## Yield Categories

Yield categories are groupings of like or similar rooms that are presented to customers in OPERA based on either the target market or pricing structure at the property. All room types for the property are automatically assigned to the default yield category Standard. These room types can be left in the default Standard yield category, or you can create new categories to better manage your property's demand and pricing. Along with yield categories, hurdle steps will have to be configured to define the exact hurdle amounts (price slices) that will be forecasted for all yieldable room types in a property.

### Adding Yield Categories

When the OPERA Multi-Property Reservation Cloud Service is active, new Yield Categories are created by selecting the **Template** tab. Once created, you can copy Yield Categories to specific properties using the **Copy** action. Refer to [Copying Configuration Codes to Multiple Properties](#) for more information.

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Yield Categories**.
2. Click **New** and complete the following
  - a. **Property**: Search and select the property.
  - b. **Yield Category**: Enter the yield category.
  - c. **Description**: Enter the description.
3. Click **Save** or **Save and Continue**.

### Editing Yield Categories

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Yield Categories**.
2. Enter search criteria and click **Search**.
3. In the search results, click the **vertical ellipsis** and then select **Edit**.

4. Update the configuration
5. Click **Save**.

#### Deleting Yield Market Type

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Yield Categories**.
2. Enter search criteria and click **Search**.
3. In the search results, click the **vertical ellipsis** then select **Delete**
4. Click **Delete** to confirm the deletion.

## Yield Market Type

Yield Market Types can be used to implement a system of multiple hurdles. When a hurdle rate is sent to OPERA, the yield market types feature allows a different yield market type to be associated with each hurdle rate set for the given date. One yield market type might, for example, be called Entitlement, and it might be assigned to a hurdle rate that is lower (say 195) than a second hurdle rate (200) configured with a yield market type called Non- entitlement.

#### Adding Yield Market Type

When the OPERA Multi-Property Reservation Cloud Service is active, new Yield Market Types are created by selecting the **Template** tab. Once created, you can copy Yield Market Type to specific properties using the **Copy** action. Refer to [Copying Configuration Codes to Multiple Properties](#) for more information.

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Yield Market Type**.
2. Click **New** and complete the following
  - a. **Property**: Search and select the property.
  - b. **Code**: Enter Yield Market Type code .
  - c. **Alternative Market Code**: Search and select the Alternative Market Code.
  - d. **Description**: Enter the description.
3. Click **Save** or **Save and Continue**.

#### Editing Yield Market Type

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Yield Market Type**.
2. Enter search criteria and click **Search**.
3. In the search results, click the **vertical ellipsis** and then select **Edit**.
4. Update the configuration
5. Click **Save**.

#### Deleting Yield Market Type

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Yield Market Type**.

2. Enter search criteria and click **Search**.
3. In the search results, click the **vertical ellipsis** then select **Delete**
4. Click **Delete** to confirm the deletion.

## Configuring Rate Strategies

Rate strategies enables you to configure rules that automatically set rate restrictions according to occupancy levels or the number of times a specific rate category or rate code is sold.

Typically when configuring a rate strategy rule to close or set **Length of Stay Restrictions** on a rate when X% occupancy is reached , you would also configure a corresponding rate strategy rule to open or remove the LOS restriction on the rate when Y% (lower) occupancy is reached.

The restriction types available are determined by the Restriction Types OPERA Control.

Rate strategies run continually as a background process and overrides any manually set rate restrictions for overlapping restriction date periods. For more information on Rate Restrictions, see [Restrictions](#).

### Examples:

- Configure a rule so when occupancy reaches 65%, all rate codes in the Discount rate category are closed. You would set **When Occupancy Reaches** = 65 then **Status** = Close. Conversely configure a rule with condition **When Occupancy** = 65 then **Status** = Open.
- Configure a rule for the sale of the Employee discount rate code "STAFF". You can configure a rate strategy rule to ensure that only 3 reservations (rooms) are sold per day for the STAFF rate code. You would set **When Times Sold Reaches** = 3 and **Status** = Close. Conversely configure a rule with condition **When Times Sold is Less** than 3 then **Status** =Open.

### Adding Rate Strategy Rules

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Strategies**.
2. Click **New** and enter the following details:
  - a. **Property**: Enter or select the property.
  - b. **Sequence**: Use the sequence number to control the order in which strategies will be executed by OPERA Cloud. When multiple strategies apply in a given scenario (e.g., for a specific rate category, rate code and date combination) the strategy with the highest sequence number will be executed first.
  - c. **Condition**
    - i. **Condition**: Select a condition from the list.
      - **If Occupancy Reaches/If Occupancy Is Less**: These two conditions use the % occupancy level of the property to execute the rate strategy rule.
      - **If Times Sold Reaches/If Times Sold Is Less**: These two conditions execute a strategy based on an integer for number of times a rate is sold (booked).

- ii. **Value:** Enter the value for the condition
  - iii. **Dates to Restrict From:** Enter or select the start date to set the restriction.
  - iv. **Dates to Restrict To:** Enter or select the end date to set the restriction.
  - v. **Days of Week:** Select specific days of the week within the restriction date range.
  - vi. **Consider Sell Limits:** Select to ensure OPERA Cloud will consider the sell limits set to determine occupancy %. (Enabled when the Sell Limits OPERA Control is active).
  - vii. **Consider Out of Order Rooms:** Select to ensure OPERA Cloud will take into consideration the out of order rooms in determining occupancy %.
- d. Restriction
- i. **Restriction Type:** Select the restriction type from list. For more information, see [Restrictions](#).
  - ii. **Rate Category/Code:** Select the rate category or rate code(s) this rule applies to (Rate Code selection is enabled when the Rate Code Restrictions OPERA Control is active; Rate Category selection is enabled when the Rate Category Restrictions OPERA Control is active)
    - **None:** Rule is for all rate code/categories.
  - iii. **Room Type/Class:** Select the room type(s) or room class. This rule applies to Room Class selection is enabled when then Room Class OPERA Control is active.
    - **None:** Rule is for entire property.
- e. Evaluation Dates (Execution Dates)
- i. **By Date:** Enter start and end dates when the rule should execute and evaluate the rule.
  - ii. **By Advanced Days:** Use these fields to define the number of days in advance of the Restriction To/From Dates that OPERA Cloud must start to monitor .

3. Click **Save**.

### Editing Rate Strategy Rules

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Strategies**.
2. Enter search criteria and click **Search**.
3. From search results, select the rule, click **Vertical Ellipse** and click **Edit**.
4. Update the rule.
5. Click **Save**.

## Deleting Rate Strategy Rules



### Note:

Deleting a rate strategy rule does not "undo" any restrictions already set by the rate strategy processor when the rule was active.

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Rate Strategies**.
2. Enter search criteria and click **Search**.
3. From search results, select the rule, click **Vertical Ellipse** and click **Delete**.
4. Click **Delete** to confirm.

## Property Calendar

### Prerequisites for Property Calendar

You can use the Property Calendar to manage the calendar events and setup day type rate adjustments for selected dates.

- Day types are used to increase or decrease the pricing of nominated rate codes; by either a flat amount or a multiplying factor.
- Calendar events identify local area events which may have an impact on your property operations and occupancy levels.

See Using the [Property Calendar](#).

## Prerequisites for Property Calendar

### OPERA Controls

**Group:** Reservations

**Parameter:** Property Calendar

**Group:** Rate Management

### OPERA Cloud Tasks

- Property Calendar
- New/Edit Property Calendar
- Delete Property Calendar

## Searching the Property Calendar

To search a property calendar:

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Property Calendar**. Property Calendar can be accessed from **OPERA Cloud > Bookings > Reservation Workspace** also.
2. In Search criteria, click to search for the Property, if you are logged in at a HUB level. If you are logged in at a Property level, the property gets displayed by default.
3. Select a **Date and Day**.
4. Click the icon to search for Room Class and Room Type, and then click **Search**. Room Class is available only when Room Class OPERA controls is active.
5. Click **Reset** to go back to the previous settings.
6. In the calendar table:
  - a. Click the calendar icons to select **Day, Week, Month, List**. They are the calendar components that represent general application setting for Weekdays, Weekends, Events, and Day types. Directional buttons display the view that you select. For example, if you select the year view, the buttons show the previous calendar year or the next calendar year. If the view is Day then the forward button show the user to next day calendar. If the view is Week, the forward button show the next week calendar and so on.
  - b. Numbers within the dates: By default, the number shown inside each date block indicates House availability for that date and matches the Maximum Availability on the Property Availability screen. House availability is calculated as: Total Physical Rooms - Out of Order Rooms + Overbooked Rooms - Total Deduct Rooms.

For the current or future dates, click this number to display the Property Availability screen. The number of available rooms is also shown for the last 30 days. For earlier dates, however, this number might not fully reflect the actual maximum availability because it does not consider fluctuations caused by conditions such as guests extending their stays, walk-ins, or early departures. Statistical reports should be run for a more reliable picture of availability for past dates. House availability covers all room types.
7. On the Property Availability screen, to display availability for a specific room type or room class:
  - a. From the **Display By** drop-down list, select a **Room Type** or **Room Class**.
  - b. Click the icon to select the Room Type or Room Class and then click **Search**.
  - c. You have the option of selecting the number of days from the drop-down list to view the Availability. For example, if you select 1, you can view the availability status for 1 day. If you select 5, you can view the availability status for 5 days.
  - d. Click **View Options**. In the View Options window, you can Select or Deselect multiple options at House or Room Type Levels.
  - e. Click **OK** to save the selection.
  - f. Click **I Want To...** to create a Block, New Reservation or Walk in Reservation.
8. To edit the room availability:
  - a. In the House or Room Types panel, click the number that represents available number of rooms.
  - b. In the Set Available Rooms window, select a **Level**.



- c. Enter the **Begin Date** and **End Date** and then select the number of days in a week.
- d. Set available rooms in **Available Rooms** field and click **Save**.

## Configuring (Calendar) Event Codes

Calendar events are used to identify activities and events in the local area that may affect occupancy and in turn impact rate strategy and yield management decisions.

Events could be local festivals, sporting events, concerts and so on. OPERA Cloud support tracking of these events and when they occur via the Property Calendar. For more information, see [Property Calendar](#) and displays this information on and displays the details on the Look To Book sales screen and Room Diary. For more information, see [Using the Room Diary](#).

### Adding (Calendar) Event Codes



#### Note:

When the multi-property service is active, new Event Codes are created by selecting the Template tab. Once created, you can copy Event Codes to specific properties using the Copy action. For more information, see [Copying Configuration Codes to Multiple Properties](#)

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Event Codes**.
2. Click **New** and complete the following fields:
  - a. **Property**: Select or confirm the Property code.
  - b. **Code**: Enter an abbreviate Code for the event.
  - c. **Description**: Enter a Description for the event.
  - d. **Sequence**: Enter a number that determines the position of the code in lists.
  - e. **Blackout**: Select to identify this event code as Blackout dates.
3. Click **Save**.

### Editing Event Codes

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Event Codes**.
2. Select or confirm the property.
3. Enter the search criteria and click **Search**.
4. In the Search results, select the code and click the **vertical ellipsis**.
5. Click **Edit**.
6. Update the configuration.

Select Inactive to mark the event code inactive. Inactive Event Codes do not appear in search results.

7. Click **Save**.

### Deleting Event Codes

1. From the **Administration** menu, select **Financial**, select **Rate Management**, and then select **Event Codes**.
2. Select or confirm the property.
3. Enter the search criteria and click Search.
4. In the Search results, select the code and click the **vertical ellipsis**.
5. Click **Delete**.
6. Confirm deletion by clicking **Delete**.

## Configuring Day Types

### Adding Day Types

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Day Types**.

 **Note:**

When the Multi-property add-on Cloud service is active, you can copy Day Types from the Template to the properties. After you copy codes to a property, you can edit the codes as necessary.

For more information, see [Copying Configuration Codes to Multiple Properties](#)

2. On the vertical ellipsis, click **New**. On the Day Types screen, mandatory fields are marked with an \*.

Fields	Description
Property	Property for which the Day Types are to be configured.
Code	An abbreviation to be used to represent the day type, for example, CORP, DISC, NODISC, 10% D.
Description	The day type code description, for example, Corporate Day Type, Discount, No Discounts, Ten percent discount.
Multiplier	Multiplication factor for rate codes exercised on the associated day type. The number that is entered in the multiplier field will be multiplied to the pricing schedules amount for those rate codes that have the Day Type check box marked in the Rate Code Type. If the pricing schedules amount for the rate code was \$100, and this rate code was attached to this day type, the rate amount that would display for the rate code would be \$200 if the multiplier field was defined as 2. (\$100 multiplied by 2 = \$200). The same would happen for each rate code that had been attached to the day type.
Adder	Addition amount for rate codes exercised on the associated day type.
Display Color	The color that identifies a specific day type on the Property Calendar.

Fields	Description
Sequence	Number entered here determines display order for the item in lists. Items having no sequence number appear following sequence numbered items in alphabetical order.

3. Click **Save**.

### Editing Day Types

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Day Types**.
2. In the Search results table, click the vertical ellipsis and select **Edit**.
3. Enter or modify the information in mandatory fields and click **Save**.

#### Note:

The changes for the modified Day Types appear in the table.

### Deleting Day Types

1. From the **OPERA Cloud Administration** menu, select **Financial**, select **Rate Management**, and then select **Day Types**.
2. In the Search results table, click the vertical ellipsis and select **Delete**.
3. Click **Delete** to confirm.

## Prerequisites for Day Types

### OPERA Controls

**Group:** Rate Management

**Function:** Day Types

### OPERA Cloud Tasks

**Group:** Financial Admin

**Task:** Rate Management

Configure Day Types

- Create Day Types
- Edit Day Types
- Delete Day Types

## End of Day (Night Audit) Procedures

[Prerequisites for Interim / Final Procedures and Reports.](#)

You can add or edit optional procedures to execute during the End of Day process and setup the reports you need to generate.

With the Income Audit OPERA Control active you are required to setup the optional procedures and reports for both the interim End of Day , where the business date remains open, and the final End of Day. For more information, see [Managing Income Audit](#)

Each optional procedure and report can be configured to execute as frequently as you need: daily, weekly, monthly or just once per year.

## Prerequisites for Interim / Final Procedures and Reports

### OPERA Controls

**Group:** End of Day

**Functions:** Income Audit (optional)

- **Setting:** Income Audit Cashier Setting

### OPERA Cloud Tasks

**Tasks:** Routine Management

- End of Day Procedures
  - New/Edit Procedures
  - Delete Procedures
- End of Day Reports
  - New/Edit Reports
  - Delete Reports

## Configuring Interim / Final Procedures and Reports

When the Income Audit OPERA Control is active you have the option to configure Interim Procedures and Reports as well as Final Procedures and Reports; this is available to exclude procedures from the interim End Of Day and ensure the procedure only executes once the business date is closed and the final End of Day is run.



### Note:

Click **Vertical Ellipse**, click **Show Inactive** to list inactive optional procedures; to reactivate click **Vertical Ellipse**, and select **Activate**.



### Note:

Mandatory procedures are displayed with  and cannot be edited.

### Adding End of Day Procedures

1. From the Administration menu, select **Financial** select **Routine Management** and then select **End Of Day Interim Procedures and Reports** or **End of Day Final Procedures and Reports**.
2. Select property and click **Search**.
3. Select the **Interim/Final Procedure** tab.
4. Click **New** and complete the following:
  - a. **Name:** Enter a name for the procedure.
  - b. **Procedure Name:** Enter the procedure name. For more information, see [Mandatory and Optional End of Day Sequence Procedures](#).
  - c. **Sequence:** Enter a sequence for the procedure.
  - d. **Frequency:** Select the frequency for the procedure.
    - i. **Daily:** Run this procedure daily.
    - ii. **Weekly:** Run this procedure once per week; select the Day of the Week to run.
    - iii. **Monthly:** Run this procedure once per month; select the day during the month or End Of Month to run on the final calendar date in the month.
    - iv. **Yearly:** Run this procedure one per year, select the DD/MM.
  - e. Click **Save**.

### Editing End of Day Procedures

Only optional procedures can be updated.

1. From the Administration menu, select **Financial** select **Routine Management** and then select **End Of Day Interim Procedures and Reports** or **End of Day Final Procedures and Reports**.
2. Select property and click **Search**.
3. Select the **Interim/Final Procedure** tab.
4. Select the procedure in the result, click **Vertical Ellipse** and click **Edit**.
  - a. **Inactive:** Click to mark this procedure as inactive; this procedure will not execute in the future.
  - b. Update details.
5. Click **Save**.

### Adding End of Day Reports

1. From the Administration menu, select **Financial** select **Routine Management** and then select **End Of Day Interim Procedures and Reports** or **End of Day Final Procedures and Reports**.
2. Select property and click **Search**.
3. Select the **Interim/Final Procedure** tab.
4. Click **New** and complete the following:
  - a. **Report Details**

- i. **Report Type:** Select Oracle Report.
- ii. **Internal Name** (Report Name): Select the report from the list. For more information, see [Report Descriptions](#).
- iii. **Sequence:** Enter a sequence for the report
- iv. **Display Name:** Enter the procedure name
- v. **Parameter Form:** Select **Existing** and select the parameter form for the selected Report Name. For example, **res1** parameter form for the **RES\_DETAIL** report. Ensure you select the correct parameter form for the report selected.



**Note:**

Enter the internal name into the search, click **Search** to find the matching parameter form.

**b. Reports Parameters**

- i. Setup the report parameters: filters, display options, sort order etc for the report

**c. Destination**

- i. **Spool Name:** Enter a filename for the report.
- ii. **File Format:** Select a output format for the report.
- iii. **Destination:** Select one of the following destination:
  - i. **None:** Select to generate the report to file only; the report can be viewed and downloaded at a later time. For more information, see [Managing End of Day Reports](#).
  - ii. **Email:** Select to generate the report and transmit via email.
  - iii. **Email / Print:** Select to generate the report and transmit via email and print the report.
  - iv. **Copies:** Select the number of copies to generate.

**iv. Frequency**

- i. **Daily:** Generate this report daily.
- ii. **Weekly:** Generate this report once per week; select the Day of the Week to run.
- iii. **Monthly:** Generate this report once per month; select the day during the month or **End Of Month** to run on the final calendar date in the month.
- iv. **Yearly:** Generate this report once per year, select the DD/MM.

**v. Watermark**

- i. Select a watermark option for the report. For more information, see [Working with Watermarks](#).
- d. Click **Save** or **Save and Continue** to add another report.

### Editing End of Day Reports

1. From the Administration menu, select **Financial** select **Routine Management** and then select **End Of Day Interim Procedures and Reports** or **End of Day Final Procedures and Reports**.
2. Select property and click **Search**.
3. Select the **Interim/Final Procedure** tab.
4. Select the report in the list and click **Vertical Ellipse** and select **Edit**.
  - a. **Inactive**: Select to inactive this report.
  - b. Update details as required.
5. Click **Save**.

## Mandatory and Optional End of Day Sequence Procedures

The End of Day Routine consists of a series of steps. Of the steps there is the sequence that processes procedures and reports during the End of Day Routine. You can print an unlimited number of reports. Furthermore, you can determine which procedures or reports are to be executed on which days. After you have selected the End of Day Sequence option, OPERA displays the current End of Day Mandatory Procedures that run at the property during the End of Day Routine. All procedures are displayed, but only the Optional Procedures are editable. End of Day Interim Procedures and Reports is enabled when Income Audit controls is Active.

The following Mandatory or Optional procedures are run during the End of Day sequence based on the configuration of your property. ( End of Day - Income Audit)

**Table 13-23 Mandatory or Optional Procedures**

List Name	Procedure Name	Mandatory/Optional	Description
Reservation No Shows	reservation.no_show	Mandatory	Processes no-shows. Reclassifies all reservations from Due Ins to No Shows when the reservation's expected day of arrival has passed. For example, if the business date has rolled from April 4 to April 5, 2018, all April 4 Due Ins will be reclassified as No Shows.

**Table 13-23 (Cont.) Mandatory or Optional Procedures**

List Name	Procedure Name	Mandatory/Optional	Description
Synchronizing Front Office Statuses	Synchronizing Front Office Statuses	Mandatory	Synchronizes (matches) the number of persons and room status (occupied/vacant) in the room table with the number of persons and room status from the reservations table. The reservations table is the controlling table.
Updating Room Statuses	hkpkg.update_room_status_proc	Mandatory	The night audit procedure hkpkg.update_room_status_proc will update all No Show rooms to the room status selected here. If no status is selected, then the room status of the no show assigned rooms will not be changed. If a reservation with an assigned room number cancels on the expected day of arrival, the reservation too shall adhere to this set room status.
Creating Guest ledger	refresh_fin_summary.refresh_re sv_summary	Mandatory	Updates each guest's reservation balance.
Generate Reservation Statistics	update_statistics.update_statistic s_main	Mandatory	Updates each guest's stay statistics, such as, number of rooms, number of guests, room revenue, and promotion code.
Populating Trial Balance	refresh_fin_summary.populate_t rial_balance	Mandatory	Populates a summary table of the day's transactions for each transaction code for the Trial Balance report.
Populate Folio Tax Summary	refresh_fin_summary.populate_f olio_tax	Mandatory	TBD



**Table 13-23 (Cont.) Mandatory or Optional Procedures**

List Name	Procedure Name	Mandatory/Optional	Description
Generating Reservation Statistics	update_statistics.update_statistics_main	Mandatory	Updates each guest's stay statistics, such as, number of rooms, number of guests, room revenue, and promotion code.
Calculating Historical Information	pms_prform00.update_profile_resv_statistics	Mandatory	Update profile statistics.
Purge	Purge	Mandatory	This procedure searches and automatically deletes resolved maintenance requests which are greater than 60 day.
Membership Trans & Points	Membership_P.Create_daily_membership_tran	Mandatory	Creates daily membership transactions and calculate points (only when the General Export OPERA Control is Active).
Generate Data-Export	Generate_Export_NA_Data	Optional	Export data. The procedure is not visible if the General Export OPERA Control is Inactive. When an Export File has a status of EXPORT PENDING, it means that the file generation process was not completed or not even started. COMPLETED is displayed if the data export was created without any errors. If EXPORT PENDING is displayed, then the user typically goes back into the night audit, and the process to generate the export files is restarted before going to the next step.
Populate Audit Box	Refresh_Fin_Summary.Populate_audit_box	Optional	Populates Audit box

**Table 13-23 (Cont.) Mandatory or Optional Procedures**

List Name	Procedure Name	Mandatory/Optional	Description
Back Office Export	bof_package.export_bof_data	Optional	Back Office export when using Back Office.
Cancel Waitlist Reservations	delete_waitlist	Optional	Cancels all waitlist reservations for the previous business date.
Purge Resolved Room Maintenance Requests	hk_maint.purge_room_maintenance	Optional	This procedure searches and automatically deletes resolved maintenance requests that are greater than 60 days.
Populate the temporary store table for Processing Commissions	insert_resv_commissions	Optional	Searches for reservations with travel agent commissions attached, and places all commissionable reservations into a temporary table, and calculates commissions.
Process Awards Timeout Messages	pms2crs_interactive_events.process_awds_timeout_messages	Optional	Processes awards timeout messages.
Allotment Cutoff	pms_grgrid.night_allotment_cutoff	Optional	Searches for all allotments whose cutoff date matches the previous business date. If an allotment's cutoff date matches the previous business date all unreserved rooms will be released back to general inventory.
Delete Messages	pr_b_del_msg_on_checkout	Optional	Deletes traces and messages for checked out guests.
Execute Rate Strategies	rate_strategy_pkg.set_rate_strategy	Optional	If rates strategies have been established, then this procedure will execute those rate strategies.

Table 13-23 (Cont.) Mandatory or Optional Procedures

List Name	Procedure Name	Mandatory/Optional	Description
A/R Aging	update_invpurgedtl_bucket	Optional	If the property is running the OPERA AR function, then run this procedure to update the property's accounts receivable (A/R) amounts and related A/R aging information.
Authorization Credit Card	Night_Audit_Authorization	Optional	At check in, a property usually seeks credit card authorization for a certain dollar amount (estimate of the amount of charges to be settled upon check out) for each reservation. If stay charges approach the property's initial estimate, this procedure will attempt to authorize a higher credit limit. If the authorization is not given (for whatever reason) an exception report can be produced allowing the property to contact the guest the next day to rectify the situation.
Past Arrival Waitlisted Reservations become turnaways	Turnaway_waitlist	Optional	Cancels all waitlist reservations for the previous business date.

**Table 13-23 (Cont.) Mandatory or Optional Procedures**

List Name	Procedure Name	Mandatory/Optional	Description
Credit Card Offline Settlements Processed	cc_offline_settlements	Optional	Similar to the night audit credit card authorization procedure, 3 attempts will be made and if these attempts are not successful, the procedure will show as FAILED and the night audit will continue as normal. But if less than 3 failures are received, then the procedure will show as COMPLETED and will continue as normal.
Assign Tax Registration No to In House Reservations	eod_misc.assign_tax_reg_no	Mandatory	Enabled when the Generate Tax Registration Number OPERA Control is active. A registration number is assigned to each Arrival reservation and appears in the Registration Number field in Reservation Stay Details panel. The registration number is sequentially assigned to arrivals.

## About Transaction Codes

Transaction codes are used for posting payment and sales charges to deposit, guest, package and city ledgers. Transaction codes are also required for internal, system postings.

- Sales charge transaction codes are required to post revenue and non-revenue charges to guest, package, and city ledgers.
- Payment transaction codes are required to post payment to deposit, guest, or city ledgers and would include cash, check, all credit card types, and other payment types such as bank EFT transfers.
- The Wrapper transaction code is a single transaction code used to post the package rate amount to guest ledger; this amount is credited in the package ledger where the itemized package charges are then posted.

Consider numbering your transaction codes in a logical order to keep the auditing simple. For example, all room related charges could be in the 1000 group; food and beverage related charges in the 2000 group, and so on. You should always allow for future growth as your requirements change by leaving openings in the transaction code sequence.

Transaction codes are not fixed until they are used in a posting, so you are able to change them until you are satisfied. After posting transaction codes to a ledger, you are unable to change or delete the transaction code.



**Note:**

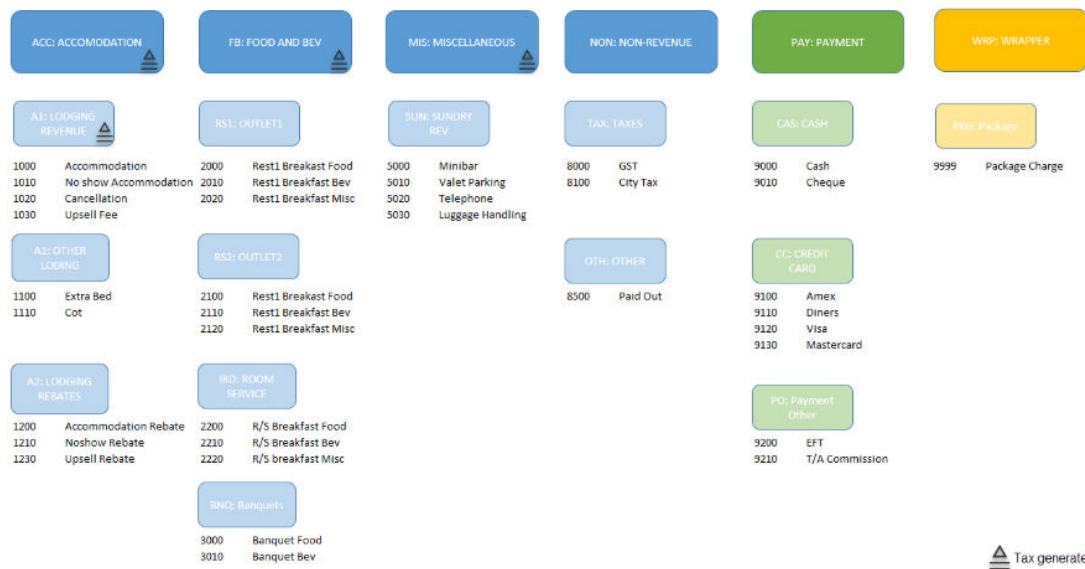
You cannot delete transaction codes if they are attached to an application setting, even if the transaction code has not been associated with an actual charge. A transaction code can, for example, be associated with deposit payments (Cashiering>Deposit Ledger Transaction Code) or with packages (Rate Management> Default Package Transaction Code), among others. Also, when the Reservations > Reservation Upgrade application function must be set to active, and a transaction code is attached to an upsell, the actual transaction code cannot be removed from OPERA Cloud until the transaction code is no longer linked to the upsell.

For each sales charge transaction code, you can define other transactions that should calculate and post automatically each time the transaction code is posted (these are called generates). Generates are used to handle the calculation and posting of included or additional taxes on sales charges. Refer to “Generates Configuration.”

Transaction codes are grouped into transaction subgroups which in turn are grouped into transaction groups. This hierarchy is used for reporting and also to easily configure the tax generates at the subgroup or group level, rather than on all individual transaction codes.

The transaction group configuration determines whether all linked transaction codes are sales (revenue) charge codes, payment codes, or a wrapper (package) code.

**Figure 13-6 Transaction Codes**



For each sales charge transaction code, it is also possible to define a different transaction code to be used when adjusting postings. For example, transaction code 1000 (Room Revenue) should only be posted during the End of Day routine. Any adjustments for Room Revenue should be posted against transaction code 1050 (Adjust – Room Revenue). When you set up transaction code 1000, enter 1050 in the adjustment transaction code area. When a cashier posts an adjustment against transaction code 1000, the system would actually post the adjustment to transaction code 1050. When posting an adjustment for a previous day, the adjustment is recorded for today's date. The use of additional adjustment codes can greatly assist with the balancing of outlet postings automated through an interface.

## Configuring Transaction Codes

### Adding Transaction Codes



#### Note:

When the OPERA Multi-Property Reservation Cloud Service is active, new transaction codes are created by selecting the Template tab. Once created, you can copy transaction to specific properties using the Copy action. See [Copying Configuration Codes to Multiple Properties](#) for more information

1. From the Administration menu, select **Financial**, select **Transaction Management**, and then select **Transaction Codes**.
2. Click **New** and complete the following
  - a. **Code**. Enter a numeric code; maximum of six digits.
  - b. **Description**. Enter a description for the transaction code (appears in Billing and on the folio)
    - i. **Manage Translation**. Click to open the multi-language screen and configure a translated description for each language (appears on folio when the Multi-language OPERA Control is active; based on profile language)
  - c. **Subgroup**. Select a transaction sub-group from the list. This selection determined whether the transaction code is 'sales', 'payment' or 'wrapper' based on the associated group configuration.
  - d. **Transaction Type**. Select a transaction type from the list. Transaction types are used to group similar transaction codes in reports. This field is optional; however, certain reports (**Financial Transactions with Generates** and **Financial Transactions by Folio No.**) print financial information based on the transaction code type. Available options are **Lodging, Food and Beverage, Telephone, Minibar, Other Revenue, Tax, Non-Revenue** or blank.
    - i. **Tax Code**. Enter a tax bucket for tax type transaction codes; use these buckets to group various tax transactions into one total on the folio footer and in reports. (Enabled when Transaction Type = Tax)
  - e. **Adjustment Code**. Select a (separate) transaction code to use when posting an adjustment to charges posted on this transaction code.

- f. **Default Price.** Enter a default price for sale charge transaction codes. The price will populate to the amount field when posting a charge in Billing or Accounts Receivable.
- g. **Minimum Amount.** Enter a minimum charge amount. If the minimum is not met, a warning message appears when posting a charge.
- h. **Maximum Amount.** Enter a maximum charge amount. If the maximum is not met, a warning message appears when posting a charge.
- i. **Accounting Code.** Enter a GL accounting code for the transaction code.
- j. **Quantity Code.** Enter a default quantity to post.
- k. **Payment Details.** Enabled for payment transaction codes; based on sub-group selected
  - i. **Payment Type**
    - **Credit Card.** Select this option if the payment transaction code is a credit card transaction code.
    - **Cash.** Select this option if the payment transaction code is a cash transaction code
    - **Check (Cheque).** Select this option if the payment transaction code is a check transaction code
    - **Other.** Select this option if the payment transaction is none of the above (Examples: Bank Deposit, T/Agent Commission, Direct Bill Transfer, Merchant Commission)
  - ii. **Processing Type** (for credit card transaction codes)
    - i. **EFT (OPI).** Select this option if the credit card payment transaction code is processed by an integrated payment partner.
    - ii. **Manual.** Select this option if the credit card payment transaction code is manual managed in Accounts Receivable.
      - i. **AR Account.** Select the accounts receivable account to use for the current payment transaction code. This determines the AR account to which all credit card postings are transferred. For example, you might specify an AR account if you want to transfer a specific type of credit card payments (for example, American Express) to an AR account to enable tracking the remittance by the credit card merchant.
  - iii. **CC Commission.** Commission percentage to be paid to the credit card merchant for transaction handling.
- l. **Options**
  - i. **Revenue Group.** Select this check box if this sales transaction code is revenue. If unchecked the charges posted are treated as non-revenue.
  - ii. **Paid Out.** Select this check box if the transaction code is used for posting cash payout. Payout transaction codes must be linked to a sales charge transaction group via the subgroup.
  - iii. **Cashier Payments.** Select this checkbox to enable the payment transaction code in Billing 'cash' windows 1-8 (Guest Ledger).
  - iv. **Include in Dep/Cxl.** Select this checkbox to include the transaction code in the calculation of deposit and/or cancellation rule fees. You can use this feature to include / exclude costs such as packages, tax generates, and fixed charges

associated with a reservation when calculating deposit requests and cancellation penalties.

- v. **Round Factor.** See [About Rounding Factors](#) (Available when the Rounding Factor OPERA Control is active).
- vi. **Membership.** Select this check box if the transaction code can be used towards membership points. The check box enables selection of this transaction code in the [Membership Transaction Groups](#) configuration.
- vii. **Generates Inclusive.** Select this checkbox if the amount posted is inclusive of all tax generates. In not selected tax generates will posted additional to the amount posted.
- viii. **AR Payments.** Select this checkbox to enable the payment transaction code in Accounts Receivable (City Ledger).
- ix. **Check Number Mandatory.** Select this check box if a check number must be entered when posting cahrges using this transaction code
- x. **Manual Posting.** Select this checkbox to enable manual posting in Billing and Accounts Receivable; if not selected charges can only be posted from an integrated systems such as POS, PBX or Video or automatically during End of Day (ie Accommodation).
- xi. **Deposit Payments.** Select this checkbox to enable the payment transaction code in deposits (Deposit Ledger). (Available when the Deposit Handling OPERA Control is active). .
- xii. **Service Type.** Select G- Goods or S- Services from list (enabled when the Service Type OPERA Control is active for Wrapper and Sales charge transaction codes).
- xiii. **Comp Payment.** Select this checkbox if this payment transaction code is available for settlement of comp windows 101-108 in Billing. (Available when the OPERA Comp Accounting Cloud Service is active). .

3. Click **Save**

#### Editing Transaction Codes

1. From the Administration menu, select **Financial**, select **Transaction Management**, and then select **Transaction Codes**.
2. Enter search criteria and click Search
3. Select the transaction code, click the vertical ellipsis and select **Edit**.
  - a. Update configuration
  - b. **Inactive.** Click to inactivate the transaction code. Inactive codes are not available for future use but retained for historical purposes.
4. Click **Save**

#### Deleting Transaction Codes

1. From the Administration menu, select **Financial**, select **Transaction Management**, and then select **Transaction Codes**.
2. Enter search criteria and click Search
3. Select the transaction code, click the vertical ellipsis and select **Delete**.
4. Click **Delete** to confirm.



## About Transaction Diversion

### Prerequisites for Transaction Diversion

Transaction diversion is a process whereby postings against selected transaction codes can be automatically diverted to a pseudo room based on the membership type and level, or the VIP level associated with the reservation. Transaction diversion rules determine the conditions under which the posting will be diverted. For example, a transaction diversion rule could state that charges for Internet access are to be diverted to pseudo room 9020 for reservations that have a Platinum level Priority Club membership attached. Transaction diversion rules apply at the property level and are not applied to individual reservations.

You should be aware:

- The transaction diversion rule is validated only on the initial posting of the transaction, not upon transfer / adjust / split / refresh / routing, etc.
- When transaction diversion applies to a reservation, transaction diversion rules will be applied to postings before routing.
- When generates (such as taxes) apply to a charge made to a reservation, and that charge is covered by transaction diversion, the generates will be diverted to the applicable pseudo room along with the charge to the main transaction code.
- Transaction codes will display only revenue transaction codes excluding tax, package wrapper, package profit/loss and internal transaction codes. Routing codes will not be displayed here for selection.
- It is not recommended that transaction codes that are defined for package elements be selected for transaction diversion rules. Nevertheless, if these transaction codes are included in a transaction diversion rule, and the package charge is posted to a reservation, the complete package charge is posted directly to the guest room. If you post a charge directly against the same transaction code, the posting will be diverted. However, where a package allowance applies to the package that includes the element having the diverted transaction code, no consumption against the allowance is recorded.
- If for some reason the target pseudo room defined for a transaction diversion rule is not checked in at the time a qualifying posting is made, the posting will follow the normal process and be charged to the guest room. The Reference field on the Transaction Details screen will include a notation similar to the following: "Attempted trans. diversion (room number) not checked in." This notation will also appear on the guest's folio next to the charge that has been posted to the guest's room. If you prefer that the notation not appear on the folio, place the Reference notation inside square brackets. For example: [Attempted trans. diversion #9002 not checked in.]
- A charge that has already been automatically diverted to a pseudo room can be transferred back to the guest room or any other room using normal charge transfer functionality.
- Transaction diversion does not apply to passer-by postings because there is no reservation to which a membership or VIP level can be attached.
- In the event there are routing instructions for a transaction code on the target room, the charge will be routed per normal routing functionality.
- If at any point a transaction diversion rule is changed, existing postings per that rule are not modified, but all future postings will be affected.

- All the transaction diversion rules must be a unique combination of VIP level or membership type/level, transaction code, and pseudo room.

When viewing the diverted posting on the target room's Billing screen, the Billing screen Reference field will contain details pertaining to the room number and guest name from which the charge was diverted.

If a transaction is eligible for diversion but is not diverted due to the target room not being checked in, the Reference field will contain details as such.

 **Note:**

The sequence number of the rules determines the priority of which pseudo room the charge will be diverted to in the event there is a situation where the same transaction code is attached to a membership type or level and VIP code, and the reservation has this same membership type or level and VIP code. When the posting is made, OPERA will always validate against the diversion rules starting with the rule having sequence number 1 and continue to subsequent rules; whichever rule is satisfied first, and the posting will be diverted to the defined pseudo room for that rule, provided the pseudo room is checked in. If the pseudo room is not checked in, the charge remains on the original guest folio.

In case of a POS check that could possibly contain multiple transaction codes, each of the transaction codes needs to be validated separately for transaction diversion.

If there are multiple memberships attached to the reservation (for example, a loyalty and FF membership), and there are transaction diversion rules for both membership types for the same transaction code, then when posting, OPERA looks at the rule with the lowest sequence number (that is, the highest priority) and posts to the associated Posting Master (PM) room.

## Prerequisites for Transaction Diversion

### OPERA Controls

**Group:** Cashiering

**Function :** Transaction Diversions.

### OPERA Cloud Tasks

#### Financial Admin

- Transaction Diversions
  - New/Edit Transaction Diversions
  - Delete Transaction Diversions

## Configuring Transaction Diversion

## Adding Transaction Diversions Rules

1. From the Administration menu, select **Financial**, select **Transaction Management**, and then select **Transaction Diversion Rules**.
2. Click **New** and complete the following.
  - a. **Property**: Confirm or select the property
  - b. **Level**: Select a level from the list
    - i. **Property**: Rule applies to all reservations at the property.
    - ii. **Reservation**: Rule applies to selected reservation(s)
  - c. **Code**: Enter the code that identifies the transaction diversion rule. Up to 20 alphanumeric characters can be entered.
  - d. **Description**: Enter the description for the transaction diversion rule.
  - e. **Rule Type**: Select the rule type
    - i. **VIP**: (Available when the VIP OPERA Control is active)
      - i. **VIP Level**: Select a value from the list
      - ii. Membership.
        - i. **Membership Type**: Select the membership type from the list.
        - ii. **Membership Level**: Select a membership level from the list (optional).
    - f. **Transaction Codes**: Click to search for and select the transaction codes. The list of transaction codes does not include package wrapper, generate transaction codes, package profit and package loss transaction codes, and OPERA Cloud system transaction codes.
    - g. **Room**: Search for and select the pseudo room reservation to which postings for this transaction diversion rule will be diverted.
    - h. **Sequence**: Enter a unique sequence number that determines the priority this transaction diversion rule has when OPERA Cloud must decide which pseudo room charges will be diverted to in the event that the same transaction code is attached to a membership rule and a VIP rule, both of which apply to the same reservation.
    - i. **Thresholds (optional)**
      - i. **Based on**: Select a value from the list
        - i. **Count**: Diversion occurs after a number of postings. Each posting may be more Qty > 1.
        - ii. **Minutes**: Diversion occurs based on the minutes attribute of the posting time.
        - iii. **Quantity**: Diversion occurs after a quantity is posted. Each posting may be more Qty > 1.
      - ii. **Minimum Required**: Enter the Counts, Quantities, or Minutes value that must be posted before diversion takes effect
      - iii. **Calculation**: Select a value from the list
        - i. **Per Day**: The Minimum Required and Complimentary values apply to each day of the stay
        - ii. **Per Stay**: The Minimum Required and Complimentary values apply to the entire stay

- iv. **Complimentary.** The Diversion Rule will be executed based on the complimentary value, after the Minimum Required number satisfied. For example: if Count is set to Minimum Required = 3 and Complimentary = 5, the following result will occur: OPERA Cloud will post 3 counts of charge for any of the selected transaction codes to the reservation folio; the diversion will begin when the 4th count of the charge is posted; OPERA Cloud will divert 5 counts of the charges to the designated PM reservation.

3. Click **Save**.

### Editing Transaction Diversions Rules

1. From the Administration menu, select **Financial**, select **Transaction Management**, and then select **Transaction Diversion Rules**.
2. On the Transaction Diversion Rules screen, search for and select the required transaction diversion rule that you want to edit and then click on the vertical ellipses.
3. Enter search criteria and click **Search**.
4. Select the diversion rule, click the vertical ellipsis and then click **Edit**.
  - a. Update the configuration as needed.
  - b. **Inactive:** Select checkbox to inactive the rule.
5. Click **Save**.

### Deleting Transaction Diversions Rules

1. From the Administration menu, select **Financial**, select **Transaction Management**, and then select **Transaction Diversion Rules**.
2. Enter search criteria and click **Search**.
3. Select the diversion rule, click the vertical ellipsis and then click **Delete**.
4. Click **Delete** to confirm.

## Revenue Buckets Overview

### Prerequisites for Revenue Buckets

Revenue buckets allow you to group the various revenue, non-revenue and payment transaction codes transaction codes configured at your property into buckets. Rather than displaying or outputting totals per transaction code, revenue buckets display or output the summarized total per bucket. The following buckets types are seeded on provisioning for the following uses:

- **BILLING:** Revenue summary in Billing
- **PROFILE:** Revenue and payment buckets in a profile's stay revenue details
- **DEFAULT:** Revenue and payment buckets for exports files generated
- **COMP:** Revenue buckets for Comp Accounting transaction codes; used to consolidate charges in reports and exports **Gaming**

See [Guest Stay Statistics](#) for more information.

## Comp Revenue Buckets

### Gaming

When the Oracle Hospitality OPERA Comp Accounting Cloud Service is active, you can configure comp revenue buckets that contain the comp revenue statistics for a guest's comp transactions. You can also associate one or more comp transaction codes to a comp revenue bucket and set up comp revenue buckets for each property as well as copy them to other properties.

To access the **Comp Revenue Buckets** feature, select the **Administration** menu, select **Financial**, select **Transaction Management**, and then select **Revenue Bucket Codes**.

## Prerequisites for Revenue Buckets

### OPERA Controls

**Group:** Profile

**Function:** Profile Revenue Buckets.

## Configuring Revenue Buckets

When the Oracle Hospitality OPERA Comp Accounting Cloud Service is active comp transaction codes (see Comp Transaction Codes [Comp Transaction Codes](#) can be assigned to revenue buckets of the bucket type 'COMP'.

**Gaming** When the Oracle Hospitality OPERA Comp Accounting Cloud Service is active, [comp transaction codes](#) can be assigned to revenue buckets of the bucket type 'COMP'.

### Adding Revenue Buckets

1. From the **Administration** menu, select **Financial**, select **Transaction Management** and then select **Revenue Bucket Codes**.
2. Click **New** and complete the following:
  - a. **Property:** Select or confirm the property.
  - b. **Bucket Type:** Select the bucket type from the list. See [Configuring Revenue Bucket Types](#).
  - c. **Code:** Enter a code for the bucket.
  - d. **Description:** Enter a description for the bucket .
  - e. **Bucket Value:** Enter an optional bucket value.
  - f. In the **Transaction Codes** panel, select the transaction codes you want to include in this revenue bucket:
    - i. Enter the transaction code in Available filter or select codes from the list and click **Go**.
    - ii. Highlight the transaction codes in the **Available** panel that you want to include in this revenue bucket.
    - iii. Click **>** to move the selected transaction codes to the **Selected** panel.
  - g. Click **Save** or **Save and Continue** to add another revenue bucket.

3. Click **Save**.

#### Editing Revenue Buckets

1. From the **Administration** menu, select **Financial**, select **Transaction Management** and then select **Revenue Bucket Codes**.
2. Enter search criteria and click **Search**.
3. Select the bucket code, click the vertical ellipsis and select **Edit**.
4. Update the configuration.
5. Click **Save**.

#### Deleting Revenue Buckets

1. From the **Administration** menu, select **Financial**, select **Transaction Management** and then select **Revenue Bucket Codes**.
2. Enter search criteria and click **Search**.
3. Select the bucket code, click the vertical ellipsis and select **Delete**.
4. Click **Delete** to confirm

#### Copying Revenue Buckets

[Copying Configuration Codes to Multiple Properties](#)

## Configuring Revenue Bucket Types

In addition to the seeded revenue bucket types, additional bucket types can be configured for generic fiscal payload/FLIP functionality.

#### Adding Revenue Bucket Types

1. From the **Administration** menu select **Financial**, select **Transaction Management** and then select **Revenue Bucket Types**.
2. Click **New** and complete the following:
  - a. **Property**: Enter or select the property.
  - b. **Code**: Enter the code for the revenue bucket type.
  - c. **Description**: Enter a description for the revenue bucket type.
  - d. Click **Save** or **Save and Continue** to add another.

#### Editing Revenue Bucket Types

1. From the **Administration** menu select **Financial**, select **Transaction Management** and then select **Revenue Bucket Types**.
2. Enter search criteria and click **Search**.
3. Select the revenue bucket type, click the vertical ellipsis and select **Edit**.
4. Update the configuration.
5. Click **Save**.

### Deleting Revenue Bucket Types

1. From the **Administration** menu select **Financial**, select **Transaction Management** and then select **Revenue Bucket Types**.
2. Enter search criteria and click **Search**.
3. Select the revenue bucket type, click the vertical ellipsis and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Routing Codes

### Prerequisites for Routing Codes

For each reservation, OPERA Cloud has up to 8 separate "cash" billing windows (1-8) to which charges can be posted. When the OPERA Comp Accounting Cloud Service is active an additional 8 billing windows are available (101-108) for comp charges. Charges can be automatically transferred to one of these billing windows using routing instructions.

Routing Codes allows you to group transaction codes into meaningful units in order to simplify the process of setting up charge [routing instructions on reservations](#) and default [routing on profiles](#).

**Table 13-24 Routing Codes Example**

Routing Code	Description	Transaction Codes
PH	Phone	3000, 3010, 3020
RT	Room & Tax	1000, 1010, 1020, 1030, 1040
FD	Food	2000, 2010, 2020, 2030, 2040, 2050
BV	Beverage	2005, 2015, 2025, 2035, 2045, 2055
FB	Food and Bev	2000, 2010, 2020, 2030, 2040, 2050, 2005, 2015, 2025, 2035, 2045, 2055

### Adding Routing Codes

1. From the Administration menu, select **Financial**, select **Transaction Management**, and select **Routing Codes**.
2. Click New and complete the following.
  - a. **Code.** Enter a code for the routing code.
  - b. **Description.** Enter a Description of the code.
  - c. **Apply To.** Select the default days of the week.
  - d. **Routing Limits.** Select the default Routing Limits. Routing Limits impose a limit on the total value of transactions that can be routed. (Available when the Routing Limits OPERA Control is active)
    - i. **Amount:** specify a maximum amount for this routing instruction. The limit accepts the total amount you can route for any one reservation using this routing instruction. No limit is set if you leave the Limit field blank.
    - ii. **Percentage:** select this to route a percentage of the transactions associated with the routing instruction. For example, enter 10 in this field to route 10% of each

transaction. Generates such as taxes and service charges are also split by the designated percentage.

- iii. **Covers:** specify a default number of covers to auto-populate in the Covers field on the Routing Instructions screen when this routing code is selected. Covers indicate the number of charges or transaction codes the routing code covers. When charges via an interface are made against any of the transaction codes included in the routing code, OPERA Cloud divides each charge by the number of covers specified by the interface. If the number of POS covers is greater than or equal to the number of covers on the routing instruction, the per-cover charge is multiplied by the number of covers on the routing instruction and that amount is routed. If the number of POS covers is less than the number of covers on the routing instruction, the charge is not routed.
  - e. **Apply (Limit) Per Day.** Select the check box to generate a separate routing instruction for each day of the stay. This may be useful, for example, when you want the routing limit to apply to each day of the stay rather than to the entire stay or to a range of dates.
  - f. **Transaction Codes.** Select the transaction codes to include in the routing code.
    - i. From the **Available** panel search and select the transaction code(s) to associate with the new routing code (hold down the Ctrl key to select multiple transaction codes).
    - ii. Click > to move the selected codes to the **Selected** panel.
    - iii. You can filter the Available list or the Selected list of transaction codes by entering a transaction code in the Filter field and clicking Go.
3. Click **Save**.

### Editing Routing Codes

1. From the Administration menu, select **Financial**, select **Transaction Management**, and select **Routing Codes**.
2. Enter search criteria for routing codes and click **Search**.
3. In the search results, select the routing code and click the vertical ellipsis and select **Edit**.
4. Update the routing code configuration
5. Click **Save**.

### Deleting Routing Codes

1. From the Administration menu, select **Financial**, select **Transaction Management**, and select **Routing Codes**.
2. Enter search criteria for routing codes and click **Search**.
3. In the search results, select the routing code and click the vertical ellipsis and select **Delete**.
4. Click **Delete** to confirm.



## Copying Routing Codes

When the OPERA Multi-Property Reservation Cloud Service is active you can copy routing codes to other properties from a [hub location](#).

To copy routing codes to another property, the transaction codes included in the routing code must exist at the "target" property.

See [Copying Configuration Codes to Multiple Properties](#)

## Prerequisites for Routing Codes

### OPERA Controls

**Group:** Cashiering

**Functions:** Routing

**Functions:** Routing Limits

### OPERA Cloud Tasks

Financial Transactions

Routing Codes

- New/Edit Routing Codes
- Delete Routing Codes

## Configuring Transaction Code Groups

Transaction groups are required for defining the transaction code type for transaction codes linked to the group via a subgroup. You can define tax generates at the group level per property; all transaction codes linked to the group will inherit the generates in the group.

### Adding Transaction Code Groups

1. From the Administration menu, select **Financial**, select **Transaction Management**, and then select **Transaction Groups**.

#### Note:

With an active multi-property subscription, new Transaction Groups can only be created by clicking the **Template** tab. Once created, you can copy the configuration to specific properties using the Copy action. For more information, see [Copying Configuration Codes to Multiple Properties](#).

2. Click the vertical ellipsis and then click **New** and complete the following fields:
  - a. **Revenue**. Defines the group as Sales (revenue and non-revenue) Charges.
  - b. **Payment**. Defines the group as Payment.
  - c. **Wrapper**. Defines the group as Wrapper (package). Only 1 group is required.

- d. **Code** : Enter an alpha-numeric code.
- e. **Description** : Enter a description of the transaction code group.
- f. Optionally enter a display sequence for the code when displayed as a list.

Click **Save**.

### Editing Transaction Code Groups

1. From the Administration menu, select **Financial**, select **Transaction Management**, and then select **Transaction Groups**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis** and select **Edit**.
4. Make the desired changes.
5. Click **Save**.

### Deleting Transaction Code Groups

1. From the Administration menu, select **Financial**, select **Transaction Management**, and then select **Transaction Groups**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis** and select **Delete**.
4. To confirm, click **Delete**.

## Configuring Transaction Code Subgroups

Transaction codes are linked to a subgroup, a transaction subgroup is then linked to a transaction-group. For each transaction group, you must have at least one transaction subgroup. Tax generates can be defined at the subgroup level per property and will be inherited by all transaction codes linked to the subgroup.

### Adding Transaction Code Subgroups

1. From the Administration menu, select **Financial**, select **Transaction Management**, and then select **Transaction Subgroups**.
2. Click the vertical ellipsis and then click **New** and complete the following fields:
  - a. **Code** : Enter an alpha-numeric code.
  - b. **Description** : Enter a description of the transaction code group.
  - c. **Transaction Group** : Select a transaction group from the list.

You must link the subgroup to a transaction group. After you link to a group, the Type field value will display the group's transaction code type: Revenue (Sales), Payment, or Wrapper.

- d. Optionally, enter a display sequence to determine or order of this subgroup when it appears in a list.
3. Click **Save**.

### Editing Transaction Code Subgroups

1. From the Administration menu, select **Financial**, select **Transaction Management**, and then select **Transaction Subgroups**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis** and select **Edit**.
4. Make the desired changes.
5. Click **Save**.

### Deleting Transaction Code Subgroups

1. From the Administration menu, select **Financial**, select **Transaction Management**, and then select **Transaction Subgroups**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis** and select **Delete**.
4. To confirm, click **Delete**.

## Tax Generates

Generates are rules used to calculate and post additional charges, such as service charges and taxes, when a particular sales charge transaction code is posted to guest, package or AR ledgers.

Generates can be configured in various ways

- Calculate as a percentage of the charge.
- Post a flat amount each time the charge (any amount) is posted.
- Calculate using a predefined function (Country specific).
- Calculated per tax type, which refer to the specific reservation or profile to determine the generate rule(s) to process.

The **Generates Inclusive** checkbox on each sales charge [transaction code](#) determines if the generated charges are posted additionally and separately to the base charge amount (referred to as Exclusive Tax), or included in the base charge amount (referred to as Inclusive tax). If a negative charge is posted (for example a rebate), then negative generated charges also post according to the generate rules.

You can setup Generates on a [transaction code group](#), [transaction code subgroup](#) or individual sales charge transaction codes. If all charges are subject to the same type of tax at the same tax rate, then the generate can be configured on the transaction group and inherited by all transaction codes linked back to the transaction group via subgroups. If tax only applies to some charges, then the tax generate can be configured on sub-groups or individual transaction codes. When a generate is configured at the group level and a different generate is configured on a subgroup, the transaction codes linked to subgroup inherit both the generates. You can add as many generates to a transaction code, transaction group, or transaction subgroup as necessary.

Furthermore, you can use the result of one generate calculation as the basis for calculating subsequent generates. For example, assume you want to calculate a tax based on the total that results from the posted charge amount plus a service charge amount. In this scenario,

the total posted amount resulting from the addition of the service charge can be stored in a subtotal "bucket" for calculation of the tax. If you plan to use subtotals in this way, the order in which you create generate rules is important to ensure subtotals from one generate calculation are available for the next calculation. Three subtotal "buckets" are available: Subtotal 1, Subtotal 2, and Subtotal 3. To store the result of a generate calculation in one of these buckets for use in a later generate calculation, select the appropriate Subtotal options. The value of a specific Subtotal bucket is cumulative if the following generate calculations also store their results in the same Subtotal bucket. The base amount of the posting is held in each bucket that has been flagged to include the transaction amount. If the bucket has not been flagged to include the transaction amount, the starting amount for that bucket is zero.

When the Advanced Generates OPERA Control is active you can setup additional options for Generates; such as Days to Stop Posting and Adjustment options.

When the Tax Types OPERA Control is active you setup Generate rules for each [tax type](#) specified on profiles or reservations; tax type Generate rules support tax exemption and tax concession.

 **Note:**

You cannot configure Generates for transaction codes linked back to a Transaction Group configured as Payment or the transaction code linked back to a transaction group configured as Wrapper.

## Configuring Generates

### Adding Non-Tax Type Generates

You can configure generates for individual transaction codes, a transaction subgroup or a transaction group.

 **Note:**

The Generates panel is not enabled for transaction codes linked to a Wrapper Group or a Payment Group.

1. From the Administration menu, select **Financial**, then **Transaction Management**, and then select one of the following: Transaction Codes, Transaction Groups, or Transaction Subgroups.
2. Enter search criteria and click **Search**.
3. Select the transaction code, transaction group, or transaction subgroup for which to create generates, click the vertical ellipsis and select **View**.
4. Navigate to the **Generates** panel and click **New**.
  - a. **Generate Code**. Select the charge transaction code to be generated and posted.
  - b. Select the **Generate Type**.
    - i. **Non-Tax Type**. Select to setup a regular Generate

- c. Select the Posting Rule Details:
  - i. **Percentage:** Select if the generate is a percentage of the transaction charge amount. In the Calculation On field, select the down arrow and select the value against which the percentage should be applied. Usually the percentage is applied to the base amount of the posting. However, you can also select the value stored in Subtotal 1 (S1), Subtotal 2 (S2), or Subtotal 3 (S3) if you are calculating a Generate on result of another Generate .
    - i. **Percentage.** Enter a percentage
    - ii. **Calculation On.** Select a bucket holding the amount on which to calculate the Generate (Base, S1, S2, S3). This is used to calculate tax on tax.
    - iii. **Use Tax Bracket.** Select to use a tax bracket
  - ii. **Amount:** Select if the generate is a flat amount.
    - i. **Amount.** Enter a flat amount
  - iii. **UDF Function:** (Predefined Function): Select if the generate is calculated based on a predefined function .
    - i. **UDF Function.** Select a predefined function from the list.
- d. **Add Calculated Amount to.** Select to store the results of a calculation in a "bucket" for use by a subsequent generate calculations. The value of a specific Subtotal bucket will be cumulative if later generate calculations also store their results in the same Subtotal bucket. The base amount of the posting is held in each bucket flagged to include the transaction amount.
- e. **Advance Generate Handling.** (available when the Advanced Generates OPERA Control is active):
  - i. **Do not post after (n) days:** Enter a value after which the generate will stop posting.
  - ii. Adjustment Options.
    - **During End of Day.** Automatically adjust any posting with this transaction code used as the generate on the nth day, during the End of Day Process. When an adjustment is made for this adjustment type, OPERA Cloud automatically inserts a Checkout alert for you. The message indicates an adjustment has been completed for this guest. If the Do Not Post After Days field is set to 30 and the adjustment type is set to During End of Day, the adjustment will only be made for any posting of that generate within those 30 days. Stopping of generates will take place during the End of Day Sequence on the day after the stop days when the adjustment level type is During End of Day. If the generate indicates Do Not Post After Days of 30 the generate will not post during the End of Day Sequence on the 31st day.
    - **Prompt at Checkout.** If the Checkout button is selected in the Billing screen, or if an Early Departure is performed, you are prompted accordingly. OPERA also tracks the adjustments that are already made. That way you do not receive the message to adjust twice if there is nothing to adjust. During the checkout process when you select the Checkout button, if the generate is marked as Prompt at Checkout, the Adjust Generates screen appears with the prompt, The following generates have been evaluated for adjustment. Please select/unselect and press OK to continue. Mark the generates you want to adjust in the X column and select the OK button. The adjustment prompt appears before the Payment screen is displayed or the checkout

process is completed. If the guest bill is 0.00, and there are adjustments, the prompt displays before the guest checkout process starts.

- **No Adjustment.** The adjustment is not made automatically, and you will not be prompted with a message during checkout. This is the default type.

5. Click **Save**.

### Adding Tax Type Generates

Available when the Tax Type OPERA Control is active. Tax types enable you to setup unique Generate calculation rules for each [tax type](#)

To setup tax exemption, select 'Do Not Post' for the posting rule for the specific tax type..



#### Note:

The Generates panel is not enabled for transaction codes linked to a Wrapper Group or a Payment Group.

1. From the Administration menu, select **Financial**, then **Transaction Management**, and then select one of the following: Transaction Codes, Transaction Groups, or Transaction Subgroups.
2. Enter search criteria and click **Search**.
3. Select the transaction code, transaction group, or transaction subgroup for which to create generates, click the vertical ellipsis and select **View**.
4. Navigate to the **Generates** panel and click **New**.
  - a. **Generate Code.** Select the charge transaction code to be generated and posted.
  - b. Select the **Generate Type**.
    - i. **Tax Type.** Select to setup Generates per tax type
  - c. Select a Tax Type Rule then click the vertical ellipsis and select **New**
  - d. Posting Rule Details:
    - i. **Percentage:** Select if the generate is a percentage of the transaction charge amount.
      - i. **Start Date.** Enter a start date for the generate to commence
      - ii. **Percentage.** Enter a percentage
      - iii. **Calculation On.** Select a bucket holding the amount on which to calculate the Generate (Base, S1, S2, S3). This is used to calculate tax on tax.
      - iv. **Use Tax Bracket.** Select to use a tax bracket
    - ii. **Amount:** Select if the generate is a flat amount.
      - i. **Amount.** Enter a flat amount

- iii. **UDF Function** (Predefined function): Select if the generate is calculated based on a predefined function .
    - i. **UDF Function.** Select a predefined function from the list.
  - iv. **Do Not Post:** Do not calculate or post a generated charge (exempt from the tax/charge)
  - e. **Add Calculated Amount to.** Select to store the results of a calculation in a "bucket" for use by a subsequent generate calculations. The value of a specific Subtotal bucket will be cumulative if later generate calculations also store their results in the same Subtotal bucket. The base amount of the posting is held in each bucket flagged to include the transaction amount.
  - f. **Advance Generate Handling** (available when the Advanced Generates OPERA Control is active):
    - i. **Do not post after (n) days:** Enter a value after which the generate will stop posting.
    - ii. Adjustment Options.
      - **During End of Day.** Automatically adjust any posting with this transaction code used as the generate on the nth day, during the End of Day Process. When an adjustment is made for this adjustment type, OPERA Cloud automatically inserts a Checkout alert for you. The message indicates an adjustment has been completed for this guest. If the Do Not Post After Days field is set to 30 and the adjustment type is set to During End of Day, the adjustment will only be made for any posting of that generate within those 30 days. Stopping of generates will take place during the End of Day Sequence on the day after the stop days when the adjustment level type is During End of Day. If the generate indicates Do Not Post After Days of 30 the generate will not post during the End of Day Sequence on the 31st day.
      - **Prompt at Checkout.** If the Checkout button is selected in the Billing screen, or if an Early Departure is performed, you are prompted accordingly. OPERA also tracks the adjustments that are already made. That way you do not receive the message to adjust twice if there is nothing to adjust. During the checkout process when you select the Checkout button, if the generate is marked as Prompt at Checkout, the Adjust Generates screen appears with the prompt, The following generates have been evaluated for adjustment. Please select/unselect and press OK to continue. Mark the generates you want to adjust in the X column and select the OK button. The adjustment prompt appears before the Payment screen is displayed or the checkout process is completed. If the guest bill is 0.00, and there are adjustments, the prompt displays before the guest checkout process starts.
      - **No Adjustment.** The adjustment is not made automatically, and you will not be prompted with a message during checkout. This is the default type.
5. Click **Save**.
  6. Repeat for each Tax Type Rule

## Editing Generates



### Note:

If only the view action is available, the generate is inherited from another level and cannot be edited

1. From the Administration menu, select **Financial**, select **Transaction Management**, and then select one of the following: **Transaction Codes**, **Transaction Groups**, or **Transaction Subgroups**.
2. Enter search criteria and click **Search**.
3. Select the transaction code, transaction group, or transaction subgroup for which to create generates, click the vertical ellipsis and select **View**.
4. Navigate to the **Generates** panel.
5. Select the Generate then click the vertical ellipsis and select **Edit**.
6. Update details.
7. Click **Save**.

## Deleting Generates



### Note:

If only the view action is available, the generate is inherited from another level and cannot be edited

1. From the Administration menu, select **Financial**, select **Transaction Management**, and then select one of the following: **Transaction Codes**, **Transaction Groups**, or **Transaction Subgroups**.
2. Enter search criteria and click **Search**.
3. Select the transaction code , transaction group or transaction sub-group then click the vertical ellipsis and select **View**.
4. Navigate to the **Generates** panel.
5. Select the Generate then click the vertical ellipsis and select **Delete**.
6. Click **Delete** to confirm.

## Testing Generate Calculations

1. From the Administration menu, select **Financial**, select **Transaction Management**, and then select one of the following: **Transaction Codes**, **Transaction Groups**, or **Transaction Subgroups**.
2. Enter search criteria and click **Search**.
3. Select the transaction code, transaction group or transaction sub-group then click the vertical ellipsis and select **View**.



4. Navigate to the Generates panel.
5. Click the vertical ellipsis and select **Calculate Posting**.
  - a. Enter **Posted Amount**.
  - b. Select a **Tax Type** from the list (Available when the Tax Type OPERA Control is active).
  - c. Select a **Room type** from the list.
  - d. Click **Search**.
  - e. The Generate calculations are displayed for the values entered; check the result.

#### Tax Inclusive Example

- Total Base / Transaction amount -> 50.00
- Inclusive Tax 1 (6.0%) -> 2.67
- Inclusive Tax 2 (6.5%) -> 2.89
- Net Amount -> 44.44

For the example above, OPERA Cloud calculates the amounts like this:

1. 50.00 (Tax1 6.0%, Tax2 6.5%)
2.  $50.00/1.125$  (add 6.0% + 6.5% =>12.5%; to get the inclusive amount, divide by 1.125) = 44.44444444 (base amount)
3.  $(44.44444444 * 1.06) - 44.44444444$  => 2.66666666667
4.  $(44.44444444 * 1.065) - 44.44444444$  => 2.88888888889
5.  $44.44444444 + 2.66666666667 + 2.88888888889$  => 50.00

## About Rounding Factors

In certain jurisdictions around the world, monetary amounts must be rounded by a standard factor due because of the discontinued use of lower denomination coins. To meet this requirement, OPERA Cloud provides a rounding factor feature that allows properties to automatically apply a designated rounding factor to monetary amounts.

Rounding factors are applied to payment type transaction codes that you designate for rounding. This flexibility allows you to handle situations where one payment method is not rounded, such as EFT credit card payments, while another payment method is rounded, such as cash payments.

- When the rounding multiple code is of Payment type, the rounding is posted to the account and applied as a payment to the last invoice.
- When the rounding multiple code is of Revenue/Consumption type (revenue producing transaction code), the rounding is posted to the invoice. For multiple invoices, the rounding is posted to the last invoice in the list. The rounding posting can then be seen in the invoice details screen.

The OPERA Controls Cashiering>Rounding Factor allows you to set the rounding factor to use. Available factors are 5, 10, 50, and 100.

#### **Rounding Multiple Code Setting Using Consumption Transaction Code Type**

- The transaction code must be marked as Revenue Group.

- After making a rounding difference posting to this transaction code, you cannot edit the transaction code in configuration.

### Rounding Multiple Code Setting Using Payment Transaction Code Type

- The transaction code must be marked as Others payment type using the Transaction Type drop-down on the Transaction Code setup screen.
- Note, after assigning a transaction code to the Rounding Multiple Code setting, before any posting is made using this transaction code, you can edit the transaction code. OPERA Cloud will not prompt as in the case of a consumption code; however, the following attributes cannot be selected: AR Account, Cashier / AR / Deposit, Payout, Revenue Group, Round Factor, or Membership. If there are any posting against this transaction code, OPERA Cloud will prompt as such and prevent making any changes.

 **Note:**

Postings against the Rounding Multiple Code transaction code using a Payment transaction code type are included in the Miscellaneous Payments Cashier Report.

### Round Factor Payment Transaction Codes

Rounding factors are applied to the Payment type (Payment Group) transaction codes that you designate for rounding. This flexibility allows you to handle situations where one payment method is not rounded (for example, EFT credit card payments) while another payment method is rounded (for example, cash payments).

To designate that a payment type is to be rounded, select the Rounding Factor check box on the Transaction Codes Edit screen. (This option is available only when the Cashiering>Rounding Factor application parameter is set to Y. It is only available on Payment type transaction codes.)

When a payment is made using the transaction code marked as Round Factor, the rounded amount will be returned as the payment amount.

### Feature Behavior

At settlement (Check Out, Early Departure, Quick Check Out) or payment posting, OPERA Cloud applies the rounding factor (as appropriate for the payment method being used) before displaying the Amount field in the Payment screen.

The rounding difference is posted only if the balance due is an amount that needs to be rounded and is being fully paid off, for example, 25.22 is rounded to 25.20 for a bill being paid in full.

 **Note:**

Payments posted in foreign currency are not subject to rounding.

If the payment method is (or is changed to) a payment method that does not use the rounding factor, OPERA Cloud displays the unrounded payment amount. When rounding is applied, the Billing screen displays the rounded difference along with the rounded payment.

 **Note:**

When performing folio settlement and posting partial payments using various payment methods, if the last amount due is .02 or .01, OPERA Cloud will automatically post a rounding difference irrespective of the payment methods used earlier. For example: If a billing window has a balance of .01 or .02, selecting Payment or Settlement will post the rounding difference automatically. This applies to Passerby, AR, POST IT, and so on.

The rounding difference posting cannot be edited / deleted / transferred by itself/ adjusted/ split. If the payment that posted a rounding difference is moved, the rounding difference posting also moves with it.

The folio that is generated will show the rounded amount and amount paid, as applicable for the payment method being used. The Total\_Rounding merge code may be added to the folio footer to show the net rounding applied to the charges shown on the folio.

Other areas where the rounding factor is applied include:

- Passerby payments
- Post It payments
- Currency exchange
- End of Day processing automatic checkout payments
- Payouts

In Accounts Receivable, the invoice will be modified to cover any rounding difference due to the payment method, thereby avoiding mismatches between the amount owed and the payment. For example, assume the Rounding Multiple is 5 and cash payments are subject to rounding. If an invoice has a total of 133.44 owed, and the payer makes a cash payment, the invoice amount is automatically rounded to 133.45 at the time the Payment screen opens. The cash payment of 133.45 closes the invoice. If EFT credit card payments are not rounded, the invoice amount and the payment remain as 133.44.

The currency exchange receipts display the rounding difference amount if any are posted when performing currency exchange.

A merge code for displaying the rounding factor amount is provided for sample payment and sample deposit receipts.

See related topic – OPERA Controls

## Configuring Payment Methods

Payment Methods allow you define the payment methods accepted at your property and are referenced in reservations and routing payment instructions. OPERA Cloud also allows you to define credit limit assigned to each payment method and other features related to payment methods.

On the payment method screen, you can add new payment types and edit existing payment types.

 **Note:**

Prior to creating payment types ensure transaction codes are created for each payment type.

### Adding Payment Methods

1. Select the **Administration** menu, select **Financial**, select **Transaction Management** and then select **Payment Methods**.
2. On the Payment Methods screen, click **New**. In the Manage Payment Method:
  - a. Select or confirm the **Property**.
  - b. Enter the **Code**. The code entered here is displayed as a selection when the agent is prompted for a payment method while making a reservation and when checking in the guest. This code is also presented at check out, along with the credit card number and expiry date. If you are using an EFT interface, Oracle recommends using the credit card check code as the payment method code when defining credit cards here.
  - c. Enter a **Description**. Describe the payment method used. For example, credit card name.
  - d. Select a **Transaction Code**. This code is from the defined transaction codes that belong to a transaction code group that is configured for payment.
  - e. For all credit card payment types, search and select the **Credit Card Type** from the list; this field determines the credit card validation to be used.
  - f. Enter the Credit Limit. Enter the amount you want to assign as the credit limit for the payment method. The amount you assign to each payment method is used to produce the Credit Limit Report. This report lists all guests whose current balance is greater than the credit limit assigned to the payment method on their folio. It is advisable to set these limits below your established floor limits for each method of payment so a guest appears on the credit limit report before he or she actually exceeds the established credit limit for the payment method selected. This way, you have adequate time to get approval from the credit card company for more credit.
  - g. Enter the **Merchant Number**. Certain credit card interfaces (mainly in Europe) need this field populated. Enter the contract number established between the property and the credit card company to which the card belongs.
  - h. When the Credit Card Surcharge parameter is set to Active in OPERA Controls:
    - i. **Surcharge Percentage**: For credit card payment types enter the percentage to charge the guest for using a particular credit card. This percentage will be added to the total amount that the guest is using the credit card to pay for.
    - ii. **Surcharge Minimum**: For credit card payment types enter the minimum threshold payment amount before the credit card surcharge percentage is to be added.
  - i. Select the **Sequence**. The number you enter here determines the position of the payment method type code in the list of payment methods. Payment method types that do not have a sequence number appear in alphabetical order following those codes that have a sequence number assigned.

- j. Select the **No Post** check box to indicate that all reservations made with this code as the payment type are to be marked as a No Post reservation by default. If a reservation is set as a No Post reservation, then each time a posting is made for that guest account, the system presents the following message: **This guest has a No Post flag, would you like to post anyway?**
- k. Select **Reservation**. Select this check box to allow the payment type to appear as a payment option from the Reservation screen.
- l. In the **Card Information** panel, enter the following details:
  - i. **Card Length**. Enter the total number of characters used in the credit card number for this card type
  - ii. **Card Prefix**. If applicable, enter the common numbers that always precede the user's unique credit card number for this credit card brand. If the brand includes multiple prefixes, separate the prefix entries with a comma.
  - iii. **Validation Rule**. Select a validation rule from the list. Select the method to use for initial verification - Mod 7, Mod 10, User Defined, or No Validation.
  - iv. In the BIN range grid, enter the Card Range From and Card Range To numbers that define the BIN number ranges of valid credit card numbers that begin with each card prefix you specified in Card Prefix.
    - i. Click **New** to add a row.
    - ii. Click Vertical Ellipse and click **Delete** to delete a row
  - v. Click **Save**.

#### Editing Payment Methods

1. Select the **Administration** menu, select **Financial**, select **Transaction Management** and then select **Payment Methods**.
2. Enter search criteria and click **Search**.
3. In the search results, select payment method and click the vertical ellipses and select **Edit**.
4. In the **Manage Payment Method** panel, edit the required information. Property, Code and Transaction Code fields are not editable in this panel.
5. In the **Card Information** panel, edit the required information and click **Save**.

#### Deleting Payment Methods

1. Select the **Administration** menu, select **Financial**, select **Transaction Management** and then select **Payment Methods**.
2. Enter search criteria and click **Search**.
3. In the search results, select payment method and click the vertical ellipses and select **Delete**.
4. In the **Manage Payment Method** panel, delete the required information. Property, Code and Transaction Code fields are not editable in this panel.
5. In the **Card Information** panel, delete the required information and click **Save**.

### Copying Payment Methods

When the multi-property service is active, new Payment Methods are created by selecting the Template tab. Once created, you can copy Payment Methods to specific properties using the **Copy** action. See [Copying Configuration Codes to Multiple Properties](#) for more information.

## Configuring Transaction Code Protection (Ownership)

### [Prerequisites for Transaction Code Protection.](#)

Transaction Code Protection enables you to configure a Transaction Code for Property Ownership or Central Ownership. This feature is useful for a property that would like to limit what values can be changed on Transaction Codes as well as which users are allowed to make those changes.

The Transaction Code Protection screen shows the fields and checkboxes configured for Property and/or Central Ownership in the property.

### Adding Transaction Code Protection

1. From the **Administration** menu, select **Financial**, select **Transaction Management**, and then select **Transaction Code Protection**.
2. Enter or select a **Property** to search for Transaction Code Protection configuration and click **Search**.
3. Click **Edit** to modify the ownership of a Transaction Code field or checkbox.
4. Under Transaction Code Ownership, select the checkboxes under the **Property** column if you want property ownership of the transaction code or select the checkboxes under **Central** if you want ownership to be central. You can also select the checkboxes for both **Property** and **Central** for each transaction code.
5. Click **Save**.

## Prerequisites for Transaction Code Protection

### OPERA Controls

**Group:** Cashiering

**Functions:** Transaction Code Ownership

### OPERA Cloud Tasks

**Group:** Financial Admin

**Tasks:** Financial Transactions

Transaction Code Protection

- Edit Transaction Code Protection

**Group:** Financial Admin

**Tasks:** Financial Transactions

## Transaction Codes

- Override Property Protection
- Override Central Protection

## Configuring Articles

### Prerequisites for Managing Articles

One transaction code can sometimes serve as an umbrella for multiple items or articles, which can be posted using that transaction code. For example, a single mini bar food transaction code might cover potato chips, crackers, peanuts, pretzels, and so on.

By using articles, you can specify an individual article number for each of the food items and specify a default price, just as you can for transaction codes. Instead of posting a lump sum to the mini bar food transaction code, you have an option to post each individual article, its quantity and price. In the example above, rather than posting 7.75 to mini bar food, you can post 5.00 for two bags of peanuts and 2.75 for potato chips. Two separate charges to the mini bar food transaction code appear on the guest's bill (one for 5.00 and one for 2.75).

Articles can also be configured to display in Post-It, which provides you with a point-of-sale interface on desktops, tablets and mobile phones for posting charges to a cart and processing the settlement. Display colors can be used to differentiate and group articles appearing in Post-It; for example, food items displayed in green and beverage items displayed in blue. For more information on Charge-It, see [Charging Purchases Using Post It](#).

### Adding Articles

1. Select the **Administration** menu, select **Financial**, select **Transaction Management** and then select **Articles**.
2. Click **New** and enter the following details:
  - a. **Property:** Select or confirm the property.
  - b. **Code:** Enter a numeric code for an article. Codes must be at least 2 characters in length. A maximum of 8 digits.
  - c. **Transaction Code:** Select a transaction code from the list to link article to sales charge transaction code to post article charge.
  - d. **Description:** Enter a description .
  - e. **Price:** Enter a default price. When a posting is made using this article, the amount specified in this field automatically appears in the Posting screen Amount column. It is also the price displayed in Charge-It.
  - f. **Available in Post It:** Select this check box to display this article in Charge-It. The Display Color and UPC fields become editable when you select this option.
    - i. **Display Color:** Select the display color from the list of colors.
    - ii. **UPC:** Enter a Universal Product Code barcode value . Manually enter a numeric value or scan item with barcode scanner to populate the field. This value must be unique for each article and is typically 12 digits. Within Charge-It the barcode on items can be scanned in order to post the article to the cart.

- g. **Sequence:** Enter a sequence. If no sequence number is assigned to an article, it is displayed in alphabetical order by Description following those article codes that have a sequence number.

3. Click **Save**.

#### Editing Articles

1. Select the **Administration** menu, select **Financial**, select **Transaction Management** and then select **Articles**.
2. Enter search criteria and click **Search**.
3. Select the article, then click the **vertical ellipsis** and select **Edit**.
  - a. Update article configuration
  - b. **Inactive:** Select this check box to inactive the article; inactive articles are no longer displayed in list or Post It.
4. Click **Save**.

#### Deleting Articles

1. Select the **Administration** menu, select **Financial**, select **Transaction Management** and then select **Articles**.
2. Enter search criteria and click **Search**.
3. Select the article, then click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Configuring Articles

#### OPERA Controls

**Group:** Cashiering

**Function:** Articles

#### OPERA Cloud Tasks

Financial Transactions

- Articles
  - New/Edit Articles
  - Delete Articles

## About Revenue Type Mapping

#### [Prerequisites for Configuring Revenue Type Mapping](#)

Revenue Type Mapping configuration is used when generating the proforma invoice and in [Event Posting](#). When the proforma invoice is generated, the revenue type mapping provides the ability to calculate the postings (including tax generates) configured in the mapping as well as on the actual transaction code, which provides a more accurate estimate of charges. In Event Posting, the revenue type mapping



determines which transaction codes are used based on the event type, space, catering only value, and revenue type.

## Prerequisites for Configuring Revenue Type Mapping

### OPERA Controls

**Group:** Events

**Functions:** Catering Events

### OPERA Cloud Tasks

**Group:** Financial Admin

**Tasks:** Financial Transactions

Revenue Type Mapping

- New/Edit Revenue Type Mapping
- Delete Revenue Type Mapping

## Configuring Revenue Type Mapping

Revenue Type Mapping configuration is used when generating the proforma invoice and in Event Posting.

When generating the proforma invoice, the revenue type mapping enables the calculation of postings (including tax generates) configured in the mapping and on the actual transaction code, which provides a more accurate estimate of charges.

In Event Posting, the revenue type mapping determines which transaction codes are used based on the event type, space, catering only value, and revenue type.

### Adding Revenue Type Mapping

1. From the Administration menu, select **Financial**, select **Transaction Management**, and select **Revenue Type Mapping**.
2. Click **New** and complete the following:
  - a. **Property.** Enter or select the property.
  - b. **Revenue Type.** Select a revenue type from a list of types such as food, beverage, audio/visual equipment, and so on.
  - c. **Transaction Code.** Select a transaction code from a list of configured event transaction codes. Only transaction codes configured for Manual Posting are available.
  - d. **Event Type.** Select an event type from the list. Taking the revenue type mapping down to the event type level enables the hotel to break out the revenue on a transaction code level by event type. For example, you can have a transaction code for Banquet Breakfast and a separate code for Banquet Lunch.
  - e. **Space.** Select a space from a list of configured function spaces at the property. While not mandatory, this mapping might be valuable. For example, if the event takes place in a restaurant space, the hotel might want to charge the revenue to a different transaction code or revenue center.

- f. **Catering Only.** Select a suitable option:
  - i. **Yes.** Indicates a catering-only revenue type cross reference (cross reference applies when Catering Only is selected on the business block).
  - ii. **No.** Indicates a revenue type cross reference that is not catering-only (cross reference applies when Catering Only is not selected on the business block).
  - iii. **Both.** Indicates the revenue cross reference is applicable to both types of business blocks.
- g. **Service Charge Details.** If the transaction code already has a service charge configured as a generate, service charge details are not required here. Adding it in both places causes a duplicate service charge on the posting.
  - i. **Percentage.** Enter a percentage to apply a service charge as a percentage of the charges.
  - ii. **Transaction Code.** Select a service charge transaction code from the list.
  - iii. **Calculation Method.** Select **Net** to calculate the service charge on the net charge. Select **Gross** to calculate the service charge on the gross charge.
- h. Click **Save** or click **Save and Continue** to add another Revenue Type Mapping.

#### Editing Revenue Type Mapping

1. From the Administration menu, select **Financial**, select **Transaction Management**, and select **Revenue Type Mapping**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **revenue type mapping**, click the **vertical ellipsis**, and select **Edit**.
4. Update the configuration.
5. Click **Save**.

#### Deleting Revenue Type Mapping

1. From the Administration menu, select **Financial**, select **Transaction Management**, and select **Revenue Type Mapping**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **revenue type mapping**, click the **vertical ellipsis**, and select **Delete**.
4. Click **Delete** to confirm.

#### Viewing Transaction Codes

1. From the Administration menu, select **Financial**, select **Transaction Management**, and select **Revenue Type Mapping**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **revenue type mapping**, click the **vertical ellipsis**, and select **View Transaction Code**.
4. See [Adding Transaction Codes](#).

### Viewing Service Charge Transaction Codes

1. From the Administration menu, select **Financial**, select **Transaction Management**, and select **Revenue Type Mapping**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **revenue type mapping**, click the **vertical ellipsis**, and select **View Service Charge Transaction Code**.
4. See [Adding Transaction Codes](#)

Related Topics:

[Copying Revenue Type Mapping](#)

## Copying a Revenue Type Mapping

The copy function lets you copy a Revenue Type Mapping record to other Event Types and/or Spaces. If any of the selected Event Types or Spaces would create a duplicate record, the copy is not allowed.

1. From the Administration menu, select **Financial**, select **Transaction Management**, and select **Revenue Type Mapping**.
2. Select a **Property**, enter any additional search criteria, and click **Search**.
3. From your search results, select a **Revenue Type Mapping** record, click the **vertical ellipsis**, and select **Copy**.
4. In the Copy Revenue Type Mapping dialog, select **Event Type**, or **Space**, or **Catering Only**.
  - a. If you select Event Type, select the **Event Type** from the search list.
  - b. If you select Space, select the **Functional Space** from the search list.
  - c. If you select Catering Only, select the **catering Transaction Code** from the search list.
5. Click **Save**.

## Credit Card Types

### [Prerequisites for Credit Card Types.](#)

Credit Card Types are two-character values that represent a specific type of card, such as a Master Card or Visa. Credit Card Types are available for selection when you create a payment method for a credit card or other type of card.

Multiple Credit Card Types exist by default and are automatically available during property creation. You cannot delete these default Credit Card Types and can only edit the sequence value.

However, you can create additional Credit Card Types. You can also delete the Credit Card Types you create as well as edit the description and sequence values.

## Prerequisites for Credit Card Types

### OPERA Cloud Tasks

**Group:** Financial Admin

**Tasks:** Financial Transactions

Credit Card Types

- New/Edit Credit Card Types
- Delete Credit Card Types

## Configuring Credit Card Types

### Adding a Credit Card Type

1. From the **Administration** menu, select **Financial**, select **Transaction Management**, and then select **Credit Card Types**.
2. Click **New**.
3. Complete the following fields:
  - a. **Property**. Enter or select a property for the Credit Card Type.
  - b. **Code**. Enter a code to identify the Credit Card Type, such as MC for Master Card.
  - c. **Description**. Enter a description of the Credit Card Type.
  - d. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
4. Click **Save**.

### Editing a Credit Card Type

1. From the **Administration** menu, select **Financial**, select **Transaction Management**, and then select **Credit Card Types**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, select the row level **vertical ellipsis** and select **Edit**.
4. Make the desired changes.
5. Click **Save**.

### Deleting a Credit Card Type

1. From the **Administration** menu, select **Financial**, select **Transaction Management**, and then select **Credit Card Types**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, select the row level **vertical ellipsis** and select **Delete**.

4. Click **Delete** to confirm.

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## Booking Administration

### Reservation Alerts

#### Prerequisites for Alerts

OPERA Cloud offers three kinds of alert messages.

- **Reservation Alert Messages** that you can manually set up on individual reservations.
- **Global Alerts** that generate automatically for all reservations that meet the alert condition.
- **Welcome Offer Alerts** that generate automatically for all reservations that meet the alert condition.

You can configure alerts to appear in the application or print directly to an email addressable printer. Also, configured alerts can trigger in any of the following areas (events): at check in, at check out, at edit of in house reservations, and when you open the reservation to make updates.

### Configuring Reservation Alert Messages

Reservation alerts provide information that appears on reservations during check in, check out, or any time you open the reservation of an in-house guest.

Alert messages are referenced in Global Alert rule-based alert configuration or used in the manual setup of Alerts on a reservation.

#### Adding Alert Messages



#### Note:

When the OPERA Multi-Property Reservation Cloud Service is active, new Alert Messages are created by selecting the **Template** tab. Once created, you can copy Alert Messages to specific properties using the **Copy** action. Refer to [Copying Configuration Codes to Multiple Properties](#) for more information.

1. From the **Administration** menu, select **Booking**, select **Alerts**, and then select **Alert Messages**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter a code for the alert message
  - b. **Description**: Enter the alert message.

3. Click **Save**.

### Editing Alert Messages

1. From the **Administration** menu, select **Booking**, select **Alerts**, and then select **Alert Messages**.
2. Enter search criteria and click **Search**.
3. Locate the code in the search results and click the **Vertical Ellipses** for that code, and then select **Edit**.
4. Edit the description or sequence.
5. Click **Save**.

### Deleting Alert Messages

1. From the **Administration** menu, select **Booking**, select **Alerts**, and then select **Alert Messages**.
2. Enter search criteria and click **Search**.
3. Locate the code in the search results and click the **Vertical Ellipses** for that code, and then select **Delete**.
4. Click **Delete** to confirm.

## Global Alert (Rule) Definitions

Global alerts are rule-based alerts for reservations. Global alerts can be configured to appear in the application (in a pop-up or more subtly in a notification area) or generate directly to a printer somewhere in the property. You configure global alert definitions in the Administration Booking menu.

Unlike standard alerts manually added to reservations, global alerts are dynamic in nature, based on rules. The global alert generates only when a reservation meets the conditions set up for the alert rule; these conditions are based on attributes from either the reservation or the linked profile. You can set up global alerts to trigger in any of the following areas (events): at check in, at check out, at edit of in house reservations, and/or whenever the reservation is opened for update.

You also set up alert notifications to appear either on-screen or to print directly to an email-addressable printer. When configuring a printed alert, a customizable alert template is selected that defines the layout of the alert to be printed.

Global alert rules eliminate the need for users to manually add alerts to individual reservations for commonly required use-cases. Each Global Alert rule therefore consists of the following:

- **WHO:** Reservation & Profile Filter Condition
- **WHAT:** Alert Message
- **WHEN:** Trigger event – Reservation Edit, Check in, In house or Check out
- **WHERE:** Notification type – Screen or Printer

For example, you could configure a rule to display a message regarding long-term parking on-screen at check in when the Nights field is greater than or equal to 7. Or, you might configure a rule to print an alert to the printer in room service instructing staff

to deliver a fruit basket at check-in when the reservation specials field contains codes for a fruit basket.

You must set up at least one Condition under which the global alert appears. The condition consists of an Attribute and an Operator that you select. You can edit, delete, or add multiple conditions.

## Configuring Global Alert Rules

### Adding Global Alert Rules

1. From the **Administration** menu, select **Booking**, select **Alerts**, and then select **Global Alert Definitions**.
2. In the Global Alert Definitions screen, click **New**.
3. In the Manage Global Alert Definition screen, enter the following details:
  - a. **Step 1 : Set Alert Definition**
    - i. **Property:** Select or confirm the property.
    - ii. **Code:** Select an alert message from the list see [Configuring Reservation Alert Messages](#). The message text define for the alert code appears in the **Description** field below where it can be updated.
    - iii. **Area:** Select when to generate the alert message.
      - Check-In
      - Check-Out
      - In-House
      - Reservation

#### Note:

When you select Check-In or Check-Out areas a **Stop Check-In** or **Stop Check-Out** check box appears. Select this check box to validate the condition defined in this Alert rule and stop the check-in or check-out process if the condition is true. This can be used to check for mandatory fields that are NULL in the reservation or linked profile and halt the check-in or check-out.

- iv. **Notification Options** : Select where to generate the alert message.
  - **Screen Notification:** Select this check box to generate alert notification to the user on-screen when the alert criteria are satisfied. This check box is selected by default.
  - **Printer Notification:** Select this check box to generate alert notification by printing a selected alert report at the designated email-addressable printer.
    - **Printer:** When the Print Notification option is selected, you must also select the printer. This printer must already be configured with Use Alert Printing selected on Printer setup. See [Configuring Printers](#).



- **Report:** You must also select a customized alert template. If no alert template is selected, the alphabetically first alert template auto-populates the report field. See [Stationery Report Groups](#).
- **Description:** Populates with the alert message text for the selected alert code. This message text can be edited.

#### b. Step 2 : Set Filter Conditions

Here, you can define the filter condition to specify to which reservations and linked profile the alert applies. When you complete all the steps and select the **Add** button; the condition statement you composed appears in the text box in the lower part of the screen. If necessary you can construct complex conditions that contain multiple (and possibly nested) statements.

Following is a description of the basic steps for building a set of conditions.

- i. Click **Add**: Select a field from the list that will be used as a filter for the condition. The field list contains fields from the reservation record and the primary linked profile record typically the guest's profile.
- ii. Select an **Operator**:
  - **Dates:** After, Before, Business Date, Is Between, Is Equal To, Is Equal to Business Date, Is Equal to Business Date +1.
  - **Time or Number Amounts:** Greater Than or Equal To, Is Between, Is Empty, Is Equal To, Is Not Empty, Is Not Equal To, Less Than or Equal To.
  - **Text Items:** Contains Multiple Values (exact match), Greater Than or Equal To, Is Between, Is Empty, Is Equal To, Is Not Empty, Is Not Equal To, Less Than or Equal To, Not Contains Multiple Values (exact match), Not Partially Contains Within (multiple values), Not Partially Contains at Beginning, Partially Contains Within (multiple values), Partially Contains at Beginning.
- iii. Specify a **Value(s)**: depending on the operator chosen select one or matching values.

Repeat these steps to add additional criteria if they are required, selecting either the **AND** or **OR** operator from the list:

- with the AND logical operator the Global Alert rule is only executed if ALL filter criteria specified are met.
- With the OR logical operator the Global Alert rule is executed if either or the entire filter criteria is met.

To nest statements click **ADD()** to place the condition in parentheses - these are evaluated first.

4. Click **Save**.

#### Editing Global Alert Rules

1. From the **Administration** menu, select **Booking**, select **Alerts**, and then select **Global Alert Definitions**.
2. Enter search criteria and click **Search**.
3. In the search results, select the **Alert code** then click the vertical ellipsis, and select **Edit**.

4. Update the configuration
5. Click **Save**.

#### Deleting Global Alert Rules

1. From the **Administration** menu, select **Booking**, select **Alerts**, and then select **Global Alert Definitions**.
2. Enter search criteria and click **Search**.
3. In the search results, select the **Alert code** then click the vertical ellipsis, and select **Delete**.
4. Click **Delete** to confirm

#### Alert Printing

Alerts can be displayed on screen and/ or printed to an [email-addressable printer](#). When you select the Printer Notification check box, you are required to specify the destination printer and select the customized alert template to be printed.

Merge codes available on the Alert template include:

- Alert Area
- Last Name
- First Name
- Room Number
- Alert Description
- Date/Time (Current at time of printing)
- Arrival Date
- Departure Date

## Configuring Welcome Offer Alerts Rules

#### Prerequisites for Alerts

Welcome offers provide guests with certain options to select on check in, based on the Welcome Offer Options OPERA Control.

#### Valid options:

- **eCoupons**: Select eCoupons to add to a reservation. See [Managing Reservation eCoupons](#).
- **Items**: Select item inventory to add to the reservation. See [Reservation Item Inventory](#).
- **Post It**: Select an article from the Post It screen, post and settle to a PM room. See [Charging Purchases Using Post It](#).

Welcome Offer Alert rules determine under which conditions the Welcome Offer is presented during check in. See [Arrivals - Managing Welcome Offers](#)

#### Adding Welcome Offer Alerts

1. From the **Administration** menu, select **Booking**, select **Alerts**, and then select **Global Alert Definitions**.

2. Click **New** and enter the following details:
  - a. In the **Set Alert Definition** section, complete the necessary alert definition fields:
    - i. **Property**: Enter or select the property.
    - ii. **Code**: Select the alert code for the welcome offer.
    - iii. **Description**: The description of the message to be displayed, by default upon check in.
    - iv. **Welcome Offer**: Select check box to indicate a Welcome Offer alert.
    - v. **Area**: Value defaults to Check in and the field is disabled.
    - vi. **Notification**: The Screen check box is automatically selected (Welcome Offer alerts can't be printed; print option is disabled).
  - b. In the **Set Filter Conditions** section:
    - i. Click **Add**
      - Set up the conditions that need to be satisfied for the Welcome Offer Alert to display.
      - See [Configuring Global Alert Rules](#).
    - ii. Click **OK**.
3. Click **Save**.

#### Editing Welcome Offer Alerts

1. From the **Administration** menu, select **Booking**, select **Alerts**, and then select **Global Alert Definitions**.
2. Enter search criteria and click **Search**.
3. Select the welcome offer alert, then click the **vertical ellipsis** and select **Edit**.
4. Update the configuration.
5. Click **Save**.

#### Deleting Welcome Offer Alerts

1. From the **Administration** menu, select **Booking**, select **Alerts**, and then select **Global Alert Definitions**.
2. Enter search criteria and click **Search**.
3. Select the welcome offer, then click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Alerts

### OPERA Controls

**Group**: Reservations

**Functions**: Alerts

**Parameter**: Welcome Offer

**Setting:**

- Welcome Offer Payment Transaction Code
- Welcome Offer Posting Master
- Welcome Offer Options

**OPERA Cloud Tasks**

## Reservation Management

- Manage Alerts
  - New/Edit Alerts
  - Delete Alerts

## Block Management Overview

Following are the configuration types and their description:

Configuration Types	Description
Booking Types	You can associate a booking type with a business block to categorize business blocks for reporting purposes. For example, business blocks might be associated with a wedding, a commercial exhibition, a tour, a conference, or so on, and it may be useful to view block revenues and other information segregated by these types.
Cancellation Reasons	A business block cancellation reason is required when you change a block's status to Cancelled.
Lost Reasons	A business block lost reason is required when you change a block's status to Lost.
Conversions	A block conversion gives sales managers a way to assign a likelihood of conversion to blocks.
Destination Codes	Destination codes are used to identify competitors or alternate properties where a client has decided to book when a block status turns to Cancelled or Lost.
Rankings	A block ranking gives sales managers a way to assign a priority to blocks.
Rate Override Reasons	Rate Override Reasons are required when a rate code is applied to a block, but a user manually overrides the rate amount on the room grid. When this option is used, you must also select an override reason.
Refused Reasons	This configuration allows you to create codes that specify why a block was refused. A block refused reason is required when you change a block's status to Refused.
Reservation Methods	This configuration allows you to indicate how reservations are expected to be picked up for the block. In many cases it will be done via rooming lists, but reservation pick-up could also be handled via individual guest calls, a convention bureau, or others.

---

Configuration Types	Description
Wash Schedules	<p>Properties often set aside rooms for block reservations. As the block date approaches, you can reduce the number rooms in the block by transferring a number or percentage of them to general house availability. Block wash schedules enable this transfer. The End of Day final procedure activates the scheduled transfers. You can schedule the room transfers by date and by a percentage or a set number of rooms. When creating or editing wash schedules:</p> <ul style="list-style-type: none"><li>• Attach schedules to a block prior to the block's cutoff date.</li><li>• Configure only one details record per wash schedule for each day prior to arrival.</li><li>• Set the Block Wash Schedule in Routine Management to Active.</li></ul>

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## Configuring Booking Types

### Adding Booking Types

You can set up booking types for business blocks to categorize them for custom reporting purposes. For example, you might categorize a block as a wedding, a commercial exhibition, a tour group, a conference, or so on.

1. Select the Administration menu, select **Booking**, select **Block Management**, and then select **Booking Types**.
2. Click **New**.
3. Enter a **Code** to identify the business block booking type.
4. Enter a **Description** of the business block booking type.
5. Enter a **Sequence** number to indicate the position of this block booking type in list of displayed values.
6. Click **Save**.

### Editing Booking Types

1. In the Booking Types screen, click **Search**. You can enter a Code or a Description to narrow your search.
2. In the search results, select the **code**, click the **vertical ellipsis**, and select **Edit**.
3. Update the configuration and click **Save**.

### Deleting Booking Types

1. In the Booking Types screen, click **Search**. You can enter a Code or a Description to narrow your search.
2. In the search results, select the **code**, click the **vertical ellipsis**, and select **Delete**.
3. Confirm your decision and click **Delete**.

## Configuring Block Cancellation Reasons

Cancellation reason codes are used to specify why a block was canceled. A block cancellation reason is required when you change a block status to Canceled.

Cancellation reasons is a global configuration shared by all properties when the OPERA Cloud Multi-Property Reservation Cloud Service is active.

### Adding a Block Cancellation Reason

1. From the **Administration** menu, select **Booking**, select **Block Management**, and then select **Cancellation Reasons**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code for reservations that are canceled (for example, WEATHER or FLIGHT).
  - b. **Description**. Enter a description that clarifies a canceled reservation code (for example, weather conditions, flight cancellation, and so on).
  - c. **Display Seq**. Enter a number that controls the position of the code in listings. Codes not assigned a sequence number are listed in alphabetical order following codes with an assigned sequence.
3. Click **Save** or click **Save and Continue** to add another cancellation reason.

### Editing a Block Cancellation Reason

1. From the **Administration** menu, select **Booking**, select **Block Management**, and then select **Cancellation Reasons**.
2. Enter search criteria and click **Search**.
3. In the search results, select the **code**, click the **vertical ellipsis**, and select **Edit**.
4. Update the configuration.
5. Click **Save**.

### Deleting a Block Cancellation Reason

1. From the **Administration** menu, select **Booking**, select **Block Management**, and then select **Cancellation Reasons**.
2. Enter search criteria and click **Search**.
3. In the search results, select the **code**, click the **vertical ellipsis**, and select **Delete**.
4. Select **Delete** to confirm.

## Configuring Conversions

### Prerequisites for Configuring Conversions

Block conversion enables sales managers to assign a likelihood of conversion to blocks. The conversion rating is selected on the Block Overview panel and appears on the [Using Group Rooms Control](#) screen and on the [Function Diary](#). The conversion rating also appears in reports including the Group Rooms Reservation Sheet and the Business Block Short List reports.

### Adding a Block Conversion

1. Select the **Administration** menu, select **Booking**, select **Block Management**, and then select **Conversions**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code (up to 10 characters) for the conversion rating.
  - b. **Description**. Enter a text description of the conversion rating.
  - c. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save**.

### Editing a Block Conversion

1. Enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Edit**.

 **Note:**

Only the **Description** or **Sequence** can be edited.

4. **Inactive**. Select to mark this code inactive. Inactive codes are not available for selection from lists in OPERA Cloud. The code remains for historical and statistical purposes only.
5. Update the configuration and click **Save**.

### Deleting a Block Conversion

1. Enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Delete** and confirm the deletion.

## Prerequisites for Configuring Conversions

### Licenses / Subscriptions

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

### OPERA Controls

**Group:** Blocks

**Parameter:** Conversion

### OPERA Cloud Tasks

**Group:** Booking Admin

**Tasks:** Block Management

Block Conversion

- New/Edit Block Conversion
- Delete Block Conversion

## Configuring Destination Codes

Destination codes are used to identify competitors or alternate properties where a client has decided to book when a business block status turns to Cancelled or Lost.

### Creating Destination Codes

1. Select the Administration menu, select **Booking**, select **Block Management**, and then select **Destination Codes**.
2. Click **New**.
3. Enter a **Code** that will identify the reason for the cancellation.
4. Enter a **Description** of the code, such as price too high or date changed.
5. Enter a **Sequence** number to indicate the position of this destination code in a list of displayed values.
6. Click **Save**.

### Editing Destination Codes

When editing an existing block cancellation reason, you cannot modify the code.

1. In the Destination Codes screen, click **Search**. You can enter a **Code** or a **Description** to narrow your search.
2. In the search results, select the **code**, click the **vertical ellipsis**, and select **Edit**.
3. Update the configuration and click **Save**.

### Deleting Destination Codes

1. In the Destination Codes screen, click **Search**. You can enter a **Code** or a **Description** to narrow your search.
2. In the search results, select the **code**, click the **vertical ellipsis**, and select **Delete**.
3. Confirm your decision and click **Delete**.

## Configuring Lost Reason Codes

Lost Reason codes specify why a business block was lost. A lost reason is required when you change the status of a business block to Lost.

### Adding Lost Reason Codes

1. Select the Administration menu, select **Booking**, select **Block Management**, and then select **Lost Reasons**.



2. Click **New**.
3. Enter a **Code** that will identify the reason for the cancellation.
4. Enter a **Description** of the code, such as price too high or date changed.
5. Enter a **Sequence** number to indicate the position of this lost reason code in a list of displayed values.
6. Click **Save**.

### Editing Lost Reason Codes

When editing an existing block cancellation reason, you cannot modify the code.

1. In the Lost Reasons screen, click **Search**. You can enter a **Code** or a **Description** to narrow your search.
2. In the search results, select the **code**, click the **vertical ellipsis**, and select **Edit**.
3. Update the configuration and click **Save**.

### Deleting Lost Reason Codes

1. In the Lost Reasons screen, click **Search**. You can enter a **Code** or a **Description** to narrow your search.
2. In the search results, select the **code**, click the **vertical ellipsis**, and select **Delete**.
3. Confirm your decision and click **Delete**.

## Configuring Rankings

### Prerequisites for Block Ranking

Block ranking enables sales managers to assign a priority to blocks. The ranking value is selected on the Block Overview panel and appears on the [Using Group Rooms Control](#) screen and on the [Function Diary](#). Ranking also appears in reports including the Group Rooms Reservation Sheet and the Business Block Short List reports.

### Adding a Block Ranking

1. Select the **Administration** menu, select **Booking**, select **Block Management**, and then select **Rankings**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code (up to 10 characters) for the ranking.
  - b. **Description**. Enter a text description of the ranking.
  - c. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save**.

### Editing a Block Ranking

1. Enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.

3. Click **Edit**.

 **Note:**

Only the **Description** or **Sequence** can be edited.

4. Update the configuration and click **Save**.

#### Deleting a Block Ranking

1. Enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Delete** and confirm the deletion.

## Prerequisites for Block Ranking

#### Licenses / Subscriptions

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

#### OPERA Controls

**Group:** Blocks

**Parameters:** Block Ranking

#### OPERA Cloud Tasks

**Group:** Booking Admin

**Tasks:** Block Management

Block Ranking

- New/Edit Block Ranking
- Delete Block Ranking

## Configuring Rate Override Reasons

Rate override reasons are used to justify overriding rates on the business Block Room Grids when the application parameter Blocks>Allow Rate Editing with Rate Code is set to Y.

Selecting the Rate Override flag on the Room Grids screen allows you to manually update rates by occupancy on the grid even if a rate code is referenced in the business block.

When using this option, you must select a rate override reason.

#### Adding Rate Override Reasons

1. Select the Administration menu, select **Booking**, select **Block Management**, and then select **Rate Override Reasons**.
2. Click **New**.

3. Enter a **Code** that will identify the rate override reason.
4. Enter a **Description** of the code.
5. Enter a **Sequence** number to indicate the position of this rate override reason code in a list of displayed values.
6. Click **Save**.

#### Editing Rate Override Reasons

When editing an existing block cancellation reason, you cannot modify the code.

1. In the Rate Override Reasons screen, click **Search**. You can enter a **Code** or a **Description** to narrow your search.
2. In the search results, select the **code**, click the **vertical ellipsis**, and select **Edit**.
3. Update the configuration and click **Save**.

#### Deleting Rate Override Reasons

1. In the Rate Override Reasons screen, click **Search**. You can enter a **Code** or a **Description** to narrow your search.
2. In the search results, select the **code**, click the **vertical ellipsis**, and select **Delete**.
3. Confirm your decision and click **Delete**.

## Configuring Refused Reasons Codes

Refused reasons specify why a business block was refused. A block refused reason is required when you change the status of a business block to Refused.

#### Adding Refused Reasons Codes

1. Select the Administration menu, select **Booking**, select **Block Management**, and then select **Refused Reasons**.
2. Click **New**.
3. Enter a **Code** that will identify the reason the block was refused.
4. Enter a **Description** of the code, such as insufficient budget or conflicting booking.
5. Enter a **Sequence** number to indicate the position of this refused reason in a list of displayed values.
6. Click **Save**.

#### Editing Refused Reasons

When editing an existing block cancellation reason, you cannot modify the code.

1. In the Refused Reasons screen, click **Search**. You can enter a **Code** or a **Description** to narrow your search.
2. In the search results, select the **code**, click the **vertical ellipsis**, and select **Edit**.
3. Update the configuration and click **Save**.

### Deleting Refused Reasons

1. In the Refused Reasons screen, click **Search**. You can enter a **Code** or a **Description** to narrow your search.
2. In the search results, select the **code**, click the **vertical ellipsis**, and select **Delete**.
3. Confirm your decision and click **Delete**.

## Configuring Reservation Methods

### Prerequisites for Reservation Methods

Reservation methods are selected on the Business Block details screen and appear in the Block Search to indicate how reservations are expected to be picked up for the block.

In many cases, reservation pickup is done via entry of a rooming list, but reservation pickup could also be handled via individual guest calls, a convention bureau, or external system.

### Adding a Reservation Method

1. Select the **Administration** menu, select **Booking**, select **Block Management**, and then select **Reservation Methods**.
2. Click **New** and complete the following fields.
  - a. **Code**. Enter a code for the Reservation Method.
  - b. **Description**. Enter the text that describes the Reservation method.
  - c. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save**.

### Editing a Reservation Method

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. Update the configuration and click **Save**.

### Deleting a Reservation Method

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete**.

## Prerequisites for Reservation Methods

### OPERA Controls

**Group:** Blocks

**Settings:** Room List Reservation Methods

## Configuring Sales Allowances

### Prerequisites for Configuring Sales Allowances

The Sales Allowance sets the max amount of rooms that the hotel sales office can sell, aside from what the hotel in general is selling. The allowance given will be evaluated whenever group bookings are made and a warning issued whenever the amount of deduct-inventory group rooms exceeds the Sales Allowance. The allocated sales allowance per day is evaluated whenever group bookings are updated (change of status, shift dates, copy to new) and a warning issued whenever the number of deduct-inventory rooms exceeds the Sales Allowance for the applicable dates of the business block. Only certain blocks will be affected by the Sales Allowance, based on the user designation in the **Act As** field in user configuration, for more information see [Managing Users](#), and the **Block Origin for Sales Allowance** block setting in OPERA Controls.

The Overbook Sales Allowance user task can be granted to roles to permit sales staff to override the sales allowance limit and continue with the group block creation.

Sales Allowance lets you:

- Define a number of rooms to allow for a configured date range.
- Select the days of the week affected by the sales allowance within the date range.
- Define cutoff days for the date range.
- Enable an increase or a decrease in the entered number of rooms and date range.
- Access Sales Allowance if your user role has the Sales Allowance configuration task.
- Exceed the Sale Allowance if your role has the Override Sales Allowance user task.

### Loading Sales Allowances

Use the Load option to create or update sales allowances. If you are creating a new sales allowance, you can skip the Search function and click Load.

1. From the Administration menu, select **Booking**, select **Block Management**, and then select **Sales Allowance**.
2. Enter or confirm the **Property**, enter a **Start Date** and **End Date**, and click **Search**. Search results show configured sales allowances start dates and cutoff dates, plus the following columns of information:
  - a. **Allowance:** The number of rooms allowed for group reservations during the date range.
  - b. **Available:** The current number of rooms available out of the sales allowance.

- c. **Booked**: the number of rooms currently booked out of the sales allowance.
      - d. **Overbooked**: the number of rooms overbooked above the sale allowance.
    3. From search results, click **Load** and enter or select the following:
      - a. **Property**. Select or confirm the property.
      - b. **Start Date**. Beginning date that the sales allowance is valid.
      - c. **End Date**. The last day that the sales allowance is valid.
      - d. **Increase/Decrease**. Select the check box to enable increasing or decreasing the existing sales allowance quantity. Enter a minus sign (such as -10) before the number to decrease the quantity. Otherwise, the number is added to the pre-existing quantity.
      - e. **Sales Allowance**. Number of room nights to allocate as the sales allowance for the specified dates (note: the value cannot be greater than the total number of inventory rooms).
      - f. **Cutoff Days**. The number of days the allowance is in effect before it is cut off. The cutoff date must be within the specified date range.
      - g. **Days of the Week**. Select the days of the week in which the sales allowance is valid.
    4. Click **Save**.

#### Deleting Sale Allowances

You can delete sales allowance records unless the rooms are allocated to blocks. A message appears if the rooms are allocated.

1. From the Administration menu, select **Booking**, select **Block Management**, and then select **Sales Allowance**.
2. To search for sales allowances, enter or confirm the **Property**, enter a **Start Date** and **End Date**, and click **Search**.
3. From search results, select a **sales allowance** and click **Delete**. If rooms are allocated during the date range, you are prevented from deleting the record. A warning message appears.
4. Click **Delete**.

## Prerequisites for Configuring Sales Allowances

#### Licenses / Subscriptions

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

Or

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition

#### OPERA Controls

**Group:** Blocks

**Functions:** Sales Allowance

### OPERA Cloud Tasks

**Group:** Booking Admin

**Tasks:** Block Management

Sales Allowance

- New/Edit Sales Allowance
- Delete Sales Allowance

## Block Wash Schedules

By using a Block Wash Schedule it possible to automatically reduce the number of rooms in a Block by either a percentage or a fixed amount at a specific schedule.

Block Wash templates allow you to configure wash schedule codes and a wash schedule. A wash code can then be selected when setting up a wash schedule for a specific Block to automate the setup of the wash schedule. See [Managing Block Wash Schedule](#).

## Prerequisites for Block Wash Schedule

### OPERA Controls

**Group:** Blocks

**Setting:** Wash Schedule

### OPERA Cloud Tasks

**Group:** Bookings

**Tasks:** Manage Blocks

Block Wash Schedule

- New/Edit Wash Schedule
- Delete Wash Schedule

## Configuring Block Wash Schedules

### Adding a Block Wash Schedule

1. From the **Administration** menu, select **Block Management**, and then select **Wash Schedule**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code to identify the Block Wash Schedule.
  - b. **Description**. Enter the text that describes the Block Wash Schedule.
3. In the Schedule Details panel, click **New** and complete the following fields:

- a. **Days prior to arrival.** Enter the number of days prior to arrival to determine when the system performs the wash.
  - b. **Wash by number of rooms.** Select to determine the number of rooms to return to house inventory based on occupancy levels and enter the occupancy levels.
  - c. **Wash by %.** Select to determine the percentage of rooms to return to house inventory and enter the percentage.
4. Click **Save**.

#### Editing a Block Wash Schedule

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. Update the configuration and click **Save**.

#### Deleting a Block Wash Schedule

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete**.

## Block Status

All groups or blocks have a status that is attached to the block header. This status code reflects the groups' status in terms of inquiry, contract sent, contract pending, confirmed, open for pickup, canceled, etc. With each status, different options can be included, and the next available status or a status cycle can be set.

The status type of the status code determines if blocked rooms are deducted from inventory, for example, (a Definite status code) not deducted from inventory or if the blocked rooms should be returned to availability, for example, (a Cancel status code).

## Configuring Block Status Codes

Status codes are used in Blocks and Events to determine their status. Both Blocks and Events progress through a series of statuses and as such a block (and event) status flow must also be configured. See [Configuring Status Code Flow](#).



#### Note:

Block Status and Block Status Flow are global configuration in multi-property operations. A maximum of 20 status codes can be configured.



## Adding Block Status Codes

1. From the **Administration** menu, select **Booking**, select **Block Status**, and then **Status Codes**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter a code that is used to define the status.
  - b. **Description**: Enter a description for the status.
  - c. **Sequence**: Enter a sequence that indicates the order the status code. The sequence order is important for when you setup the Block Status Flow. Only status codes with a higher sequence value can be selected as a 'next status'.
  - d. **Room Status Type**: Select a room status type from the list:
    - i. **Inquiry**: Indicates the initial status of a group. This is status does not deduct from the inventory.
    - ii. **Non Deduct Inventory**: Does not deduct from the inventory of guest rooms or function spaces.
    - iii. **Deduct Inventory**: Deducts inventory from the guest rooms or function spaces.
    - iv. **Actual**: Actual is deducted from inventory if the **OPERA Controls > Blocks > Turn Booking** into Actual Upon is set to **Arrival**, Actual is non deduct if the **OPERA Controls > Blocks > Turn Booking** into Actual Upon is set to **Departure**.
    - v. **Waitlist**: This status type is only used to Waitlist catering events when **OPERA Controls > Events > Events Waitlist** is active (available with Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition or Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition). When creating the Waitlist status code both the Room and Catering Status Type should be set to Waitlist. There can be only one status code having Waitlist and this status code is not used in Status Flow.
    - vi. **Cancel**: This status returns the block inventory to the hotel for both guest rooms and function spaces.
  - e. **Catering Status Type**: Select a catering status type to use with the status code (Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition or Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition):
    - i. **Inquiry**: Indicates the initial status of a group. This is status does not deduct from the inventory.
    - ii. **Non Deduct Inventory**: Does not deduct from the inventory of guest rooms or function spaces.
    - iii. **Deduct Inventory**: Deducts inventory from the guest rooms or function spaces.
    - iv. **Actual**: Actual is deducted from inventory if the **OPERA Controls > Blocks > Turn Booking** into Actual Upon is set to **Arrival**, Actual is non deduct if the **OPERA Controls > Blocks > Turn Booking** into Actual Upon is set to **Departure**.

- v. **Waitlist:** This status type is only used to Waitlist catering events when OPERA Controls > **Events** > **Events Waitlist** is active (available with Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition or Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition). When creating the Waitlist status code both the Room and Catering Status Type should be set to Waitlist. There can be only one status code having Waitlist and this status code is not used in Status Flow.
  - vi. **Cancel:** This status returns the block inventory to the hotel for both guest rooms and function spaces.
  - f. **Default Reservation Type:** Select a reservation type to be used for this status code. The reservation type and status code must have the same deduct/no deduct status. For more information, see [Reservation Types](#)
  - g. **Reason Type:** Select a return inventory reason type from the list. This option is enabled when the Return Inventory check box is selected.
    - i. **Cancellation**
    - ii. **Lost**
    - iii. **Refused**
  - h. **Color:** Select a display color to associate with the status code. The status code's defined color will identify the event status on the [Function Diary](#) and the [Group Rooms Control](#).
  - i. **Starting:** Select this check box to indicate this status code is a starting status. Blocks and events can commence in this status
  - j. **Return Inventory:** Select the check box to indicate the block in this status code will have their room allocation returned to house availability.
  - k. **Allow Pickup:** Select the check box to indicate the block will be open for pickup (reservation rooming list entry) when in this status.
  - l. **Diary:** Select this check box to show events in this status within the [Function Diary](#) .
  - m. **Log Catering Changes:** Select this check box to track event changes to event log once events are in this status.
3. Click **Save**.

### Editing Block Status Codes

1. From the **Administration** menu, select **Booking**, select **Block Status**, and then **Status Codes**.
2. Enter search criteria and click **Search**.
3. Select the Status Code, then click the **vertical ellipsis** and select **Edit**.
4. Update details.
5. Click **Save**.

### Deleting Block Status Codes

You cannot delete status codes used in Blocks, Events or configured as part of the Block Status Flow.

1. From the **Administration** menu, select **Booking**, select **Block Status**, and then **Status Codes**.

2. Enter search criteria and click **Search**.
3. Select the Status Code, then click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Status Code Flow

The status flow is where the progression of how the status codes are cycled is set up.

1. From the **Administration** menu, select **Booking > Block Status** and then **Status Code Flow**.
2. On the Status Code Flow screen, select a **Status Code** and click **Search**.
3. In the Search table, click the vertical ellipses and then click **Edit**.
4. On the Manage Status Code Flow screen, in the **INQ Inquiry** panel, select the check box for **Next Available Status Codes**, click the progression arrow and move the selected statuses to **Selected Next Status Codes**.
5. Click **Save**.

### **Note:**

Only status codes that are of a higher sequence than the current status code can be selected as follow-on.

## Booking Rules and Schedules

Booking Rules and Schedules enables you to configure a variety of options related to reservation booking rules, such as deposit and cancellation policies and reservation types. The available options are dependent on the active controls at your property.

### Cancel Penalties (Cancellation Penalty Rules)

#### Prerequisites for Cancel Penalties

Cancel Penalties (Cancel Penalty Rules) define the penalty amount to be charged if a reservation is canceled. The amount can be a flat amount, a percentage of the rate, a percentage of the first night's rate, or it can be based on the number of nights.

Cancel Penalties also define the number of days or date prior to the arrival date that the reservation can be canceled without penalty. The date can be associated with a time (for example, 5:00 PM) before which the reservation must be canceled to avoid penalty.

Cancellation rules can be associated to a reservation type, to a rate code, or to a combination of reservation type and rate code through the setup of Cancel Penalty Schedules. Rules scheduled for the reservation type and/or rate code automatically populate to the reservation at the time the reservation is created.

In addition, you can select a cancellation rule (as well as non-rule-based cancellation requirements) for a reservation by selecting the Deposit / Cancellation details link on

the reservation. The Reservation Deposits and Cancellations topic has more information on reservation deposits and cancellations.

Only one cancellation rule can apply to a reservation at a time, even if the reservation type, rate code, and reservation itself each has its own rule attached.

 **Note:**

When the Cancellation Penalty Rule is configured as a percentage of revenue ensure the applicable sales charge [transaction codes](#) have the **Include in Dep/Cxl.** check box selected.

## Prerequisites for Cancel Penalties

### OPERA Controls

**Group:** Cashiering

**Functions:** Cancellation Handling

### OPERA Cloud Tasks

**Group:** Booking Admin

**Tasks:** Booking Rules and Schedules

Cancellation Penalties

- New/Edit Cancellation Penalties
- Delete Cancellation Penalties

## Configuring Cancel Penalties

### Adding a Cancel Penalty

1. From the **Administration** menu, select **Booking**, select **Booking Rules and Schedules**, and then select **Cancel Penalties**.
2. Click **New** to create a new cancel penalty. Complete the following fields:

 **Note:**

When the OPERA Multi-property Reservation Cloud Service is active, new cancel penalties can only be created by clicking the **Template** tab. Once created, you can copy the configuration to specific properties using the Copy action. For more information, see [Copying Configuration Codes to Multiple Properties](#).

- a. **Code.** Enter the cancellation rule code that appears on the reservation.
- b. **Description.** Enter the description of the cancellation code.

- c. **Type.** Select the method used to compute the penalty. Select from the following types:
    - **Flat** - The penalty amount is the exact amount of the cancellation charge in the property currency.
    - **Percent** - The penalty amount is a percentage of the entire stay's room rate plus any fixed charges, packages, and generates associated with the rate. For example, if the Penalty Amount is 50, the guest will pay a charge of 50% of the total stay room rate. If the room rate is \$300 a night for 3 nights, the guest pays \$450 (0.50 x \$900). Notice that "of Stay" appears following the field when **Percent** is selected.
    - **Percentage of Nightly Rate** - The penalty amount is based on the percentage of the first night's room rate. Schedule the time period when this rule is effective. When a cancellation is made, the cancellation schedule generates the correct values in the appropriate currency.
    - **Nights** - The penalty amount is determined by the guest's room rate plus any fixed charges, packages, and generates associated with the rate for this number of nights. For example, assume the guest is planning to stay 3 nights. If the Penalty Amount is 1, and the nightly room rate is \$150, the cancellation charge would be \$150 (\$150 x 1 nights).
    - **Non-Cancelable** - The reservation cannot be canceled.
  - d. **Amount.** Enter the Cancel Penalty Amount. The meaning of this field varies depending on the Type (computation method) used for this rule.
  - e. **Days Before Arrival.** Enter the number of days before the arrival date up to which the reservation can be canceled without penalty.
  - f. **Before Time.** Enter the time before which the guest must cancel to avoid penalty (used in conjunction with the days Before Arrival value). For example, if the Before Arrival is 5, and the Before Time is 6:00 PM, the guest must cancel before 6:00 PM five days prior to the arrival date to avoid the cancellation penalty. The configured time appears on the cancellation message when canceling a reservation.
  - g. **Seq.** Enter the sequence number that determines the position of this rule in the Cancellation Penalty Rules LOV.
3. Click **Save** or **Save and Continue** to add more rules.

### Editing a Cancel Penalty

1. From the **Administration** menu, select **Booking**, select **Booking Rules and Schedules**, and then select **Cancel Penalties**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, click the row level **vertical ellipsis** for the Cancel Penalty and select **Edit**.
4. Make the desired changes.
5. Inactive. Select to make the Cancel Penalty Rule inactivate. Inactive cancellation penalty rules are no longer available for selection in Cancellation Penalty Schedules.
6. Click **Save**

### Deleting a Cancel Penalty

1. From the **Administration** menu, select **Booking**, select **Booking Rules and Schedules**, and then select **Cancel Penalties**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, click the row level **vertical ellipsis** for the Cancel Penalty and select **Delete**.
4. Click **Delete** to confirm.

## Cancel Penalty Schedules

### Prerequisites for Cancel Penalty Schedules.

Cancellation penalty schedules enable you to impose cancellation charges or penalties when a reservation is cancelled within a specified period before the arrival date.

You can specify the cancellation rule along with the begin date and end date that define the period during which the schedule is in effect. Duplicate schedules for the same effective period are not permitted.

You can also configure credit ratings for use with cancellation schedules. Guests and callers who make reservations with your property will have deposit rules applied to their reservation based on the credit rating indicated on their profile.

## Prerequisites for Cancel Penalty Schedules

### OPERA Controls

**Group:** Cashiering

**Functions:** Cancellation Handling

### OPERA Cloud Tasks

**Group:** Booking Admin

**Tasks:** Booking Rules and Schedules

Cancellation Penalties Schedules

- New/Edit Cancellation Penalties Schedules
- Delete Cancellation Penalties Schedules

## Configuring Cancel Penalty Schedules

### Adding a Cancel Penalty Schedule

1. From the **Administration** menu, select **Booking**, select **Booking Rules and Schedules**, and then select **Cancel Penalty Schedules**.
2. Click **New** and complete the following fields:
  - a. **Property.** Confirm or enter the property for the cancel penalty schedule.

- b. **Begin / End Date.** Define the effective period for the cancel penalty schedule by selecting its start date and end date. Duplicate rule schedules cannot have overlapping effective periods. For example, assuming you have two cancellation penalty schedules for the FLAT cancellation rule, and both are applied to the AARP rate code and the 6 PM reservation type. One rule schedule cannot have effective dates of 06-01 through 07-31 if the other already has effective dates of 07-15 through 08-15.
  - c. **Rule.** Choose a [cancel penalty](#) rule from the list to apply to this schedule.
  - d. **Rate Code.** Choose the rate codes to which this schedule applies. When creating a new rule schedule, this is a multi-select list of values. If a rate code is selected, block code or credit rating cannot be selected for the rule schedule.
  - e. **Block Code.** Choose the block codes to which this schedule applies. When creating a new rule schedule, this is a multi-select list of values. If a block code is selected, rate code or reservation type or credit Rating cannot be selected for the rule schedule.
  - f. **Reservation Type.** Choose the reservation types to which this schedule applies. When creating a new rule schedule, this is a multi-select list of values. If a reservation type is selected, block code or credit Rating cannot be selected for the rule schedule.
  - g. **Credit Rating.** Choose a **Credit Rating** to limit this cancellation schedule to reservations with a credit rating as indicated on their profile. When creating a new rule schedule, this is a multi-select list of values. If a credit rating is selected, block code or rate code or reservation type cannot be selected for the rule schedule.
  - h. **Season Code.** Choose a **Season Code** to limit this schedule to a specific [rate season](#).
  - i. **Seq.** Enter the sequence number that determines the position of this rule schedule in a list of values.
  - j. **Override.** Select if you want this rule to override all others that might apply to a date or range of dates.
3. **Save** or click **Save and Continue** to add more cancel penalty schedules.



**Note:**

When multiple criteria are selected separate schedules are created for each combination.

- Rate Code
- Reservation Type
- Credit Rating
- Block Code

### Editing a Cancel Penalty Schedule

1. From the **Administration** menu, select **Booking**, select **Booking Rules and Schedules**, and then select **Cancel Penalty Schedules**.

2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, click the row level **vertical ellipsis** for the schedule and select **Edit**.
4. Make the desired changes.
5. **Inactive**. Select to make this rule schedule inactive.
6. Click **Save**.

#### Deleting a Cancel Penalty Schedule

1. From the **Administration** menu, select **Booking**, select **Booking Rules and Schedules**, and then select **Cancel Penalty Schedules**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, click the row level **vertical ellipsis** for the schedule and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Deposit Rules

Deposit Rules provide a way to manage the deposit requirements for reservations, blocks, and related events. They specify deposit amounts or percentages and when deposits must be paid.

Deposit rules can be associated to a reservation type, to a rate code, or to a combination of reservation type and rate code through the setup of [Deposit Schedules](#). Rules scheduled for the reservation type or rate code will automatically populate to the reservation at the time the reservation is created.

In addition, you can select a deposit rule (as well as non-rule-based deposit requirements) for a reservation or a block by selecting the [Deposit / Cancellation](#) details link on the reservation.

Only one deposit rule may apply to a reservation at a time, even if the reservation type, rate code, and reservation itself each has its own rule attached. The rate code rule takes precedence over any other type of rule, followed by the reservation type rule, and finally, the rule attached to the reservation itself.

#### Note:

When the OPERA Multi-property Reservation Cloud Service is active, new Deposit Rules are created by selecting the **Template** tab. Once created, you can copy Deposit Rules to specific properties using the **Copy** action. See [Copying Configuration Codes to Multiple Properties](#) for more information.

#### Adding a Deposit Rule

1. From the **Administration** menu, select **Booking**, select **Booking Rules and Schedules**, and then select **Deposit Rules**.
2. Click **New** and enter the following details:
  - a. **Property**: Enter or select the property.



- b. **Deposit Rule:** Enter characters or numbers to identify the new deposit rule.
  - c. **Description.** Enter a text description of the rule.
  - d. **Type.** Select a deposit type.
  - e. **Amount.** Enter a deposit amount based on the deposit type.
  - f. **Type of Charges.** (Available if either **Simple Events** or **Catering Events** is active in OPERA Control.) Select the type of charge. For example, when selecting **Catering** or **ALL**, the Projected Catering Revenue from the block is used for the deposit calculation. When **None** is selected, the deposit rule can be applied to any type of revenue: Rooms, Catering, or All.
  - g. **Before Arrival.** Enter a number of days to indicate when the deposit is due before the arrival.
  - h. **After Booking.** Enter a number of days to indicate when the deposit is due after the booking.
  - i. **Sequence.** Enter the sequence number that determines the position of this rule in a list of values.
3. Click **Save** to save and exit, or **Save and Continue** to save and add a new deposit rule.

#### Editing a Deposit Rule

1. From the **Administration** menu, select **Booking**, select **Booking Rules and Schedules**, and then select **Deposit Rules**.
2. Select or confirm the Property.
3. Enter search criteria and click **Search**.
4. In the search results, select the code and then click the **vertical ellipsis** and select **Edit**.
5. Select **Inactive** if you want to make the rule code inactive.
6. Update the configuration.
7. Click **Save**.

#### Deleting a Deposit Rule

1. From the **Administration** menu, select **Booking**, select **Booking Rules and Schedules**, and then select **Deposit Rules**.
2. Select or confirm the Property.
3. Enter search criteria and click **Search**.
4. In the search results, select the code and then click the **vertical ellipsis** and select **Delete**.
5. Click **Delete** to confirm.

## Prerequisites for Reservation Deposit Rules

### OPERA Controls

**Group:** Cashiering

**Function:** Deposit Handling

- Advanced Deposit Maturity and Allocation

## Deposit Rule Schedules

[Prerequisites for Deposit Rule Schedules.](#)

Deposit rule schedules provide a way to manage the advance deposit requirements for reservations. You can specify deposit rule along with the begin date and end date that define the period during which the schedule is in effect. Duplicate schedules for the same effective period are not permitted.

You can also configure credit ratings for use with deposit schedules. Guests and callers who make reservations with your property will have deposit rules applied to their reservation based on the credit rating indicated on their profile.

## Prerequisites for Deposit Rule Schedules

### OPERA Controls

**Group:** Cashiering

**Functions:** Deposit Handling

### OPERA Cloud Tasks

**Group:** Booking Admin

**Tasks:** Booking Rules and Schedules

Deposit Rules Schedules

- New/Edit Deposit Rule Schedules
- Delete Deposit Rule Schedules

## Configuring Deposit Rule Schedules

### Adding a Deposit Rule Schedule

1. From the **Administration** menu, select **Booking**, select **Booking Rules and Schedules**, and then select **Deposit Rules Schedules**.
2. Click **New** and complete the following fields:
  - a. **Property.** Confirm or enter the property for the deposit rule schedule.
  - b. **Begin / End Date.** Define the effective period for this rule schedule by selecting its start date and end date. Duplicate rule schedules cannot have overlapping effective periods. For example, assuming you have two deposit rule schedules for the FLAT deposit rule, and both are applied to the AARP rate code and the 6 PM reservation type. One rule schedule cannot have effective dates of 06-01 through 07-31 if the other already has effective dates of 07-15 through 08-15.
  - c. **Rule.** Choose the cancellation rule to which this deposit rule schedule applies.

- d. **Rate Code.** Choose the rate code to which this deposit rule schedule applies. When creating a new rule schedule, this is a multi-select list of values. If a rate code is selected, block code or credit rating cannot be selected for the rule schedule.
  - e. **Block Code.** Choose the block codes to which this deposit rule schedule applies. When creating a new rule schedule, this is a multi-select list of values. If a block code is selected, rate code or reservation type or credit Rating cannot be selected for the rule schedule.
  - f. **Reservation Type.** Choose the reservation type to which this deposit rule schedule applies. When creating a new rule schedule, this is a multi-select list of values. If a reservation type is selected, block code or credit Rating cannot be selected for the rule schedule.
  - g. **Credit Rating.** Select a credit rating from the list to limit this deposit rule to reservations, based on the credit rating as indicated on their profile. When creating a new rule schedule, this is a multi-select list of values. If a credit rating is selected, block code or rate code or reservation type cannot be selected for the rule schedule.
  - h. **Season Code.** Select a season code from the list to limit this schedule to a specific [rate season](#).
  - i. **Seq.** Enter the sequence number that determines the position of this rule schedule in a list of values.
  - j. **Override.** Select if you want this rule to override all others that might apply to a date or range of dates.
3. **Save** or click **Save and Continue** to add more deposit rule schedules.

 **Note:**

When multiple criteria are selected separate schedules are created for each combination.

- Rate Code
- Reservation Type
- Credit Rating
- Block Code

### Editing a Deposit Rule Schedule

1. From the **Administration** menu, select **Booking**, select **Booking Rules and Schedules**, and then select **Deposit Rules Schedules**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, click the row level **vertical ellipsis** for the schedule and select **Edit**.
4. Make the desired changes.
5. **Inactive.** Select to make this rule schedule inactive.
6. Click **Save**.

### Deleting a Deposit Rule Schedule

1. From the **Administration** menu, select **Booking**, select **Booking Rules and Schedules**, and then select **Deposit Rules Schedules**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, click the row level **vertical ellipsis** for the schedule and select **Delete**.
4. Click **Delete** to confirm.

## Reservation Types

### Prerequisites for Reservation Types .

When making a reservation, a reservation type (also called a guarantee code) must be selected for the reservation to identify if the reservation is to deduct a room from inventory. Typical reservation types for standard reservations are 6:00 PM Hold, Guaranteed by Credit Card, Guaranteed by Company, and so on. For tentative reservations, typical reservation types are Deposit Expected or Confirmation Expected,

Non deduct reservations are not included in the availability calculations by default, but they can be included if you select the **Non-deduct Rooms Sold** and the **Available Rooms with Non-deduct (Rooms Sold)** view options when you access the [Property Availability](#).

Group blocks and travel agent (block) allotments must also be assigned reservation types. This provides several different combinations to cover guaranteed / deduct blocks, non-guaranteed / non-deduct blocks, or non-deduct allotments with deduct reservations.



#### Note:

Checked In is a pre-configured and required reservation type and cannot be deleted.

## Prerequisites for Reservation Types

### OPERA Cloud Tasks

**Group:** Booking Admin

**Tasks:** Booking Rules and Schedules

Reservation Types

- New/Edit Reservation Types
- Delete Reservation Types

## Configuring Reservation Types

### Adding a Reservation Type

1. From the **Administration** menu, select **Booking**, select **Booking Rules and Schedules**, and then select **Reservation Types**.
2. Click **New** and complete the following fields:
  - a. **Reservation Type.** Enter a code for the reservation type. Make this code informative for the user. For example, if the reservation type is to be "Guaranteed until 6:00 pm," you might enter '6PM.' When editing an existing reservation type, you cannot change this code.
  - b. **Description.** Enter a description for the reservation type (for example, "Guaranteed until 6:00 pm").
  - c. **Manage Translation.** Select this link to enter translations of the message text into other languages.
  - d. **Sequence.** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
  - e. **Address.** (Required) Select to indicate an address is required for reservations made using this reservation type.
  - f. **Deposit.** (Required) Select if a deposit is required when making a reservation for this reservation type. This check box is provided for informational purposes only. Deposit requirements must be set by deposit rule schedules.
  - g. **Arrival Time.** (Required) Select to indicate a mandatory arrival time is required for reservations made using this reservation type.
  - h. **Deduct Inventory.** Select to indicate the reservation type will deduct a room from the inventory count when a reservation is made using this reservation type. If deselected, the reservation type is non-deduct, meaning a room will not be deducted from the inventory count.
  - i. **Phone Number.** (Required) Select to specify a phone number is required for reservations made using this reservation type.
  - j. **Credit Card.** (Required) Select to specify a credit card is required for reservations made using this reservation type.
3. Click **Save**.

### Editing a Reservation Type

1. From the **Administration** menu, select **Booking**, select **Booking Rules and Schedules**, and then select **Reservation Types**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, click the row level **vertical ellipsis** for the reservation type and select **Edit**.
4. Make the desired changes.

 **Note:**

Select **Inactive** to mark the code as inactive. Inactive reservation types are excluded from reservation type lists of values.

5. Click **Save**.

### Deleting a Reservation Type

1. From the **Administration** menu, select **Booking**, select **Booking Rules and Schedules**, and then select **Reservation Types**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, click the row level **vertical ellipsis** for the reservation type and select **Delete**.
4. Click **Delete** to confirm.

## Reservation Type Schedules

### [Prerequisites for Reservation Type Schedules.](#)

Reservation Type Schedules enable you to schedule reservation types by associating a rate code, date range, or season code with the reservation type. When a reservation type is linked with a rate code, you can only select the linked reservation type while shopping with that rate code. Guest and booker credit ratings can also be associated with a reservation type.

## Prerequisites for Reservation Type Schedules

### OPERA Cloud Tasks

**Group:** Booking Admin

**Tasks:** Booking Rules and Schedules

Reservation Type Schedules

- New/Edit Reservation Type Schedules
- Delete Reservation Type Schedules

## Configuring Reservation Type Schedules

### Adding a Reservation Type Schedule

1. From the **Administration** menu, select **Booking**, select **Booking Rules and Schedules**, and then select **Reservation Type Schedules**.
2. Click **New** and complete the following fields:
  - a. **Begin Date / End Date.** Define the effective period for this reservation type schedule by selecting its start date and end date. Begin date defaults to the business date. Duplicate reservation type schedules cannot have overlapping effective periods. For example, assuming you have two reservation type schedules for the reservation type

6PM, and both are applied to the RACK rate code. One rule schedule cannot have effective dates of 06-01 through 07-31 if the other already has effective dates of 07-15 through 08-15. When multiple reservation types are selected while adding a rule, a separate rule record is created for each selected reservation type.

- b. **Rate Code.** Choose the rate code to which this reservation type schedule applies. When creating a new rule schedule, this is a multi-select list of values. If a rate code is selected, credit rating cannot be selected for the schedule.
  - c. **Reservation Type.** Choose the reservation type to which this rule schedule applies. When creating a new rule schedule, this is a multi-select list of values. Once the schedule is saved, this field becomes a single-select list of values when editing the rule schedule.
  - d. **Credit Rating.** (Available when **Credit Ratings** is active in OPERA Controls). Choose a **Credit Rating** to associate this rule to the credit rating according to the start and end dates and other parameters. Guests and bookers who make reservations with this property will have these reservation type schedules applied, based on their credit rating as indicated on their profile. When creating a new rule schedule, this is a multi-select list of values. If a credit rating is selected, rate code cannot be selected for the schedule.
  - e. **Season.** (Available when **Rate Seasons** is active in OPERA Controls). Select the **Season Code** to be assigned to this rule. Rate seasons are defined for a range of dates. The date range automatically completes the Begin Date and End Date fields.
  - f. **Sequence.** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
  - g. **Override.** Select if you want this rule to override all others that might apply to a date or range of dates. Select this option to take advantage of special events or holidays where one rule might supersede all others.
3. Click **Save**.



#### Note:

When multiple criteria are selected separate schedules are created for each combination.

- Rate Code
- Credit Rating

### Editing a Reservation Type Schedule

1. From the **Administration** menu, select **Booking**, select **Booking Rules and Schedules**, and then select **Reservation Type Schedules**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, click the row level **vertical ellipsis** for the code and select **Edit**.

Make the desired changes.

 **Note:**

Select Inactive to mark the code as inactive. Inactive reservation type schedules are excluded from reservation type schedules lists of values

4. Click **Save**.

#### Deleting a Reservation Type Schedule

1. From the **Administration** menu, select **Booking**, select **Booking Rules and Schedules**, and then select **Reservation Type Schedules**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, click the row level **vertical ellipsis** for the code and select **Delete**.
4. Click **Delete** to confirm.

## Catering Codes

Prerequisites for Catering Codes [Prerequisites for Catering Codes](#)

The Catering Codes screen lets you set up standard codes for use in events, such as menu items and servings, along with their descriptions and language translations.

## Prerequisites for Catering Codes

### Licenses / Subscriptions

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

Or

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition

### OPERA Controls

**Group:** Events

**Functions:** Event Resources

### OPERA Cloud Tasks

**Group:** Booking Admin

**Task:** Resource Management

Catering Codes

- New/Edit Catering Codes
- Delete Catering Codes

## Configuring Menu Item Containers



Menu Item Containers describe how individual menu items are sold (for example, per piece, per dozen, or each) when they are not included in the price of the menu. The description prints on reports such as the Banquet Event Order (BEO) and Proforma Invoice. The Menu Item Containers are assigned to menu items using the Menu Item Configuration screen. For more information, see [Resource Management](#)

### Adding Menu Item Containers

1. From the Administration menu, select **Booking**, select **Catering Codes**, and then select **Menu Item Container**.
2. Click **New** and complete the following fields:
  - a. **Code**: Enter a code for the Menu Item Container.
  - b. **Description**: Enter a description of the menu item container.
  - c. **Manage Translation**: Select to open the multi-language descriptions screen and configure a translated descriptions for each language.
  - d. **Sequence**: Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save**.

### Editing Menu Item Containers

1. From the Administration menu, select **Booking**, select **Catering Codes**, and then select **Menu Item Container**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **Menu Item Container**, click the **vertical ellipsis**, and select **Edit**.
4. Make changes to the **Description**, **Manage Translation**, or **Sequence**.
5. Click **Save**.

### Deleting Menu Item Containers

You can delete a Menu Item Container only if it is not assigned to a Menu Item.

1. From the Administration menu, select **Booking**, select **Catering Codes**, and then select **Menu Item Container**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **Menu Item Container**, click the **vertical ellipsis**, and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Servings

The Serving screen enables you to modify the descriptions for how menus are sold. Menus are sold per person or per table. Use the Menu configuration screen to assign Servings menu items. For more information, see [Resource Management](#)

### Editing Servings

1. From the Administration menu, select **Booking**, select **Catering Codes**, and then select **Serving**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **Serving**, click the **vertical ellipsis**, and select **Edit**.
4. Update the following:
  - a. **Description**: Enter a Description for the serving.
  - b. **Manage Translation**: Select to open the multi-language descriptions screen and configure a translated description for each language.
  - c. **Sequence**: Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with an assigned sequence.
5. Click **Save**.

## Marketing Management

Marketing Management enables you to create codes that identify markets, market groups, cities and regions, sell messages, and similar information. You can attach these codes to reservations and other screens to track the origins of your reservation business.

## Configuring Marketing Cities

Use Marketing City codes to define where marketing cities are located in relation to your property.



### Note:

When the OPERA Multi-Property Reservation Cloud Service is active, new Marketing Cities are created by selecting the Template tab. Once created, you can copy Marketing Cities to specific properties using the Copy action. Refer to [Copying Configuration Codes to Multiple Properties](#) for more information.

### Adding a Marketing City Code

1. Select the **Administration** menu, select **Booking**, select **Marketing Management**, and then select **Marketing Cities**.
2. Click **New** and complete the following fields:
  - a. **Property**. Search for and select a property or confirm the property.
  - b. **Marketing City**. Enter the name of the city in the surrounding area near the property.
  - c. **Description**. Enter a description for the city.
  - d. **Region Code**. Enter a marketing region. For more information, see [Configuring a Marketing Region](#).

- e. **Distance.** Enter the distance to the center of the marketing city from the property (for example, 1 mile, 5 miles, 10 miles, and so on).
  - f. **Driving Time.** Enter the approximate length of time to travel to the marketing city by car or bus (for example, 10 minutes, 1 hour, 1/2 day).
  - g. **Distance Type.** Enter the measurement type for the distance to the marketing city (for example, miles, kilometers, and so on).
  - h. **Direction.** Enter the general direction of the marketing city in relation to the property (for example, North, South, East, or West).
3. Click **Save**.

#### Editing a Marketing City Code

1. Enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Edit**.
4. **Inactive.** Select to mark this code inactive. Inactive codes are not available for selection from lists in OPERA Cloud. The code remains for historical and statistical purposes only.
5. Update the configuration and click **Save**.

#### Deleting a Marketing City Code

1. Enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Delete** and confirm the deletion.

## Configuring Market Codes

A market code is required in each reservation and group block and is used track the room nights and revenue generated by each reservation for statistical purposes.

When defining these codes, you must assign the appropriate market group to each market code. When booking a reservation, you must select the appropriate market code by either entering the market code or selecting a rate code with the market code linked to it (the market code is automatically populated for you). Based on the market segmentation codes, OPERA Cloud can produce daily, month-to-date, and year-to-date statistics of revenue, number of guests, number of rooms occupied, and average room rate. Again, these market codes must be linked to a market group. In addition, monthly revenue budgets can be entered for each of the market codes.



#### Note:

When the OPERA Multi-Property Reservation Cloud Service is active, new Marketing Codes are created by selecting the Template tab. Once created, you can copy Marketing Codes to specific properties using the Copy action. See [Copying Configuration Codes to Multiple Properties](#) for more information.

### Adding a Market Code

1. Select the **Administration** menu, select **Booking**, select **Marketing Management**, and then select **Market Codes**.
2. Click **New** and complete the following fields:
  - a. **Property**. Search for and select a property or confirm the property.
  - b. **Market Code**. Enter an alpha-numeric code to be used for the market code (for example, FGOV, SGOV, GA, GC, CO, HS, CORP, LCORP, and so on).
  - c. **Description**. Enter a description of the market code (for example, Federal Government, State Government, Group Association, Corporate Group, Complimentary, House Use, Corporate, Local Corporate, and so on).
  - d. **Manage Translations**. (Available when the **Multi Language** function under the **General** group is active.) Select to open the multi-language descriptions screen and configure a language translation for the description.
  - e. **Market Group**. Select the Market Group to which the market code belongs.  
For more information, see [Configuring Market Groups](#).
  - f. **Color**. Assign a display color code to any or all market codes to differentiate between reservations for each market segment on the Room Diary or Telephone Operator screens. In OPERA Controls, the **Reservation Color Definition** setting under the Reservations group must be set to **MARKET CODE**.
  - g. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to save and exit or click **Save and Continue** to save this code and add another.

### Editing a Market Code

1. Enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Edit**.
4. **Inactive**. Select to mark this code inactive. Inactive codes are not available for selection from lists in OPERA Cloud. The code remains for historical and statistical purposes only.
5. Update the configuration and click **Save**.

### Deleting a Market Code

1. Enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Delete** and confirm the deletion.

## Configuring Market Groups

You can group market codes into categories or market groups that correspond to your property's marketing strategy. This segmentation provides both statistics and financial reporting at the group level as well as at the code level.

OPERA Cloud produces statistical reports showing room revenue, number of nights, average room rate, food and beverage revenue, and other revenue based on the market code referenced in each reservation record. Market Groups are used to group and summarize statistical data from various linked market codes.

Typical market groups are Corporate, Government, Wholesale, Package, and Discount. Using this example, you would create specific market codes (for example, Local Company, National Company, and International Company) under the Corporate main group. Revenue and room nights are attributed to each market code and can be totaled at the market group level.

 **Note:**

When the OPERA Multi-Property Reservation Cloud Service is active, new Marketing Groups are created by selecting the Template tab. Once created, you can copy Marketing Groups to specific properties using the Copy action. See [Copying Configuration Codes to Multiple Properties](#) for more information.

### Adding a Market Group

1. Select the **Administration** menu, select **Booking**, select **Marketing Management**, and then select **Market Groups**.
2. Click **New** and complete the following fields:
  - a. **Property**. Search for and select a property or confirm the property.
  - b. **Market Group**. Enter an alpha-numeric code to be used for the market group (for example, CORP, GOVT, WHLS, and so on).
  - c. **Description**. Enter a description of the market code (for example, Corporate, Government, Wholesale, and so on).
  - d. **Manage Translations**. (Available when the **Multi Language** function under the **General** group is active.) Select to open the multi-language descriptions screen and configure a language translation for the description.
  - e. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
  - f. **Rank**: Enter a number that would prioritize the Market Group reservation when competing with other reservations. Rank in Market group is incorporated for guest importance. The Rank is not mandatory, can have duplicates and non-sequential. 1 is considered the highest rank (Available when the AI Room Assignment OPERA Control is active).
  - g. **AI Upgrade**: Select to enable reservations with a market code linked to this market group as eligible for complimentary room type upgrade in case of room type overbooking (Available when the AI Room Assignment OPERA Control is active).
3. Click **Save**.

### Editing a Market Group

1. Enter search criteria and click **Search**.

2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Edit**.
4. **Inactive**. Select to mark this code inactive. Inactive codes are not available for selection from lists in OPERA Cloud. The code remains for historical and statistical purposes only.
5. Update the configuration and click **Save**.

#### Deleting a Market Group

1. Enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Delete** and confirm the deletion.

## Configuring Marketing Region

You can configure Marketing Region codes and then associate them with Marketing Cities. This provides the ability to designate smaller areas within your property's area as "marketing regions," as opposed to the larger geographical regions. You can search for properties within the smaller marketing region when making reservations.

#### Note:

When the OPERA Multi-Property Reservation Cloud Service is active, new Marketing Regions are created by selecting the Template tab. Once created, you can copy Marketing Regions to specific properties using the Copy action. See [Copying Configuration Codes to Multiple Properties](#) for more information.

#### Adding a Marketing Region

1. Select the **Administration** menu, select **Booking**, select **Marketing Management**, and then select **Marketing Regions**.
2. Click **New** and complete the following fields:

#### Note:

In a multi-property operation, Marketing Region codes are configured in the template and then copied to properties. This ensures consistent configuration across all properties.

- a. **Code**. Enter an alpha-numeric code to represent the marketing region.
- b. **Description**. Enter a description for the marketing region.
- c. **Manage Translations**. (Available when the **Multi Language** function under the **General** group is active.) Select to open the multi-language descriptions screen and configure a language translation for the description.
- d. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.

3. Click **Save** to save and exit or click **Save and Continue** to save this code and add another.

### Editing a Marketing Region

1. Enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Edit**.
4. Update the configuration and click **Save**.

### Deleting a Marketing Region

1. Enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Delete** and confirm the deletion.

### Copying Marketing Region Codes

When the OPERA Multi-Property Reservation Cloud Service is active, new Marketing Region codes are created by selecting the Template tab. Once created, you can copy Marketing Region codes to specific properties using the Copy action. See [Copying Configuration Codes to Multiple Properties](#) for more information.

## Configuring Origin Codes

OPERA Cloud maintains origin of business statistics, which enables you to track reservations by setting up origin codes (the originating media source for the reservation). Just as market codes can be grouped into market groups for reporting purposes, origin codes are attached to reservation records to track how reservations come into the property. Each property or property chain determines the breakdown of the origin information it requires (for example, mail, telephone, fax, central reservations, travel agency, GDS, and so on).



### Note:

When the OPERA Multi-Property Reservation Cloud Service is active, new Origin Codes are created by selecting the Template tab. Once created, you can copy Origin Codes to specific properties using the Copy action. See [Copying Configuration Codes to Multiple Properties](#) for more information.

### Adding an Origin Code

1. Select the **Administration** menu, select **Booking**, select **Marketing Management**, and then select **Origin Codes**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter the origin code used to assign to an origin (for example, PH, FX, WI, INT, and so on).
  - b. **Description**. Enter text that describes the origin code (for example, telephone, fax, walk-in, Internet, and so on).

- c. **Manage Translations.** (Available when the **Multi Language** function under the **General** group is active.) Select to open the multi-language descriptions screen and configure a language translation for the description.
  - d. **Sequence.** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to save and exit or click **Save and Continue** to save this code and add another.

### Editing an Origin Code

1. Enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Edit**.
4. Update the configuration and click **Save**.

### Deleting an Origin Code

1. Enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Delete** and confirm the deletion.

### Copying Origin Codes

When the OPERA Multi-Property Reservation Cloud Service is active, new Origin codes are created by selecting the Template tab. Once created, you can copy Origin codes to specific properties using the Copy action. See [Copying Configuration Codes to Multiple Properties](#) for more information.

## Configuring Sell Messages

### [Prerequisites for Configuring Sell Messages](#)



#### [Watch Video](#)

You can setup sell messages to help your reservation and sales agents secure a booking during a customer query. Sell messages contain important date-driven information or can be motivation messages for sales or reservation agents.

For reservation agents appropriate sell messages appear depending on your point in the reservation flow and depending on the selections you make. For example, when on the reservations screen, general sell messages appear. Once a property is selected for the reservation, property-level sell messages appear. In addition, when searching availability, availability-level sell messages appear depending on room-type and rate code selections. When creating block reservations, block-level sell messages appear. When the Always Show Sell Messages OPERA Control is active users will always see sell messages in [reservation presentation](#).

For properties with the Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition active, sell messages can be setup to display in the [Group Rooms Control](#), the [Function Diary](#), and within [Blocks](#).



Sell messages can also be setup in multiple languages and, by default, appear in the language selected in your [user profile](#).

### Adding a Sell Message

1. Select the **Administration** menu, select **Booking**, select **Marketing Management**, and then select **Sell Messages**.
2. Click **New** and complete the following fields:
  - a. **Global / Hub / Property**: Select the level for the Sell Message. (Available when the OPERA Multi-Property Reservation Cloud Service is active).
  - b. **Property**: Search for and select a property or confirm the property.
  - c. **Begin Date / End Date**: Enter the **Start** and **End** dates during which this sell message appears to reservation agents.
  - d. **Language**: Enter or select the language code for the sell message. If a language code is specified, this sell message only appears when the language code matches the language code of the user in their user account.
  - e. **Display Sell Message**: Select the area(s) from the list for the sell message to display.
    - i. Blocks (visible when the Business Block OPERA Control is active).
    - ii. Function Diary (visible when the Catering Events OPERA Control is active).
    - iii. GRC (visible when the Business Block OPERA Control is active).
    - iv. LTB.
    - v. Reservations.
  - f. **Rate Code**: Enter or select the rate code for which this sell message should appear.
  - g. **Block Code**: Enter or select the block code for which this sell message should appear.
  - h. **Room Type**: Enter or select the room type for which this sell message should appear.
  - i. **Sequence**: Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
  - j. **Sell Message**: Enter the sell message to display to users; in the language selected.
3. Click **Save**.

### Editing a Sell Message

1. Select the **Administration** menu, select **Booking**, select **Marketing Management**, and then select **Sell Messages**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **Vertical Ellipsis** and select **Edit**.
4. Update the configuration.

5. Click **Save**.

#### Deleting a Sell Message

1. Select the **Administration** menu, select **Booking**, select **Marketing Management**, and then select **Sell Messages**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **Vertical Ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Configuring Sell Messages

#### OPERA Cloud Tasks

**Group:** Marketing Management

**Tasks:** Sell Messages

Immigration Status

- New/Edit Sell Messages
- Delete Sell Messages

## Configuring Source Codes

Use source codes to manage and track the source of business at your hotel, such as mail, telephone, fax, central reservations, travel agency, and so on. OPERA Cloud maintains the source of business statistics. Just like market codes, source codes are attached to reservation records to track how the reservations come to the property. Source codes are also grouped into source groups for reporting. Every property or property chain determines the breakdown of the source information it requires.

#### Note:

When the OPERA Multi-Property Reservation Cloud Service is active, new Source Codes are created by selecting the Template tab. Once created, you can copy Source Codes to specific properties using the Copy action. See [Copying Configuration Codes to Multiple Properties](#) for more information.

#### Adding a Source Code

1. Select the **Administration** menu, select **Booking**, select **Marketing Management**, and then select **Source Codes**.
2. Click **New** and complete the following fields:
  - a. **Property**. Search for and select a property or confirm the property.
  - b. **Source Code**. Enter an alpha-numeric code to be used for the source code (for example, TEL, FAX, WK, and so on).
  - c. **Description**. Enter a description of the source code (for example, Telephone, Facsimile, Walk in, and so on).

- d. **Manage Translations.** (Available when the **Multi Language** function under the **General** group is active.) Select to open the multi-language descriptions screen and configure a language translation for the description.
  - e. **Source Group.** Select the associated source group to which this source code belongs.  
  
For more information, see [Configuring Source Groups](#).
  - f. **Sequence.** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
  - g. **Inactive.** Select to mark this code inactive. Inactive codes are not available for selection from lists in OPERA Cloud. The code remains for historical and statistical purposes only.
3. Click **Save** to save and exit or click **Save and Continue** to save this code and add another.

#### Editing a Source Code

1. Enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Edit**.
4. **Inactive.** Select to mark this code inactive. Inactive codes are not available for selection from lists in OPERA Cloud. The code remains for historical and statistical purposes only.
5. Update the configuration and click **Save**.

#### Deleting a Source Code

1. Enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Delete** and confirm the deletion.

#### Copying Source Codes

When the OPERA Multi-Property Reservation Cloud Service is active, new Source codes are created by selecting the Template tab. Once created, you can copy Source codes to specific properties using the Copy action. See [Copying Configuration Codes to Multiple Properties](#) for more information.

## Configuring Source Groups

Source Groups enable you to group several different types of source codes for reporting and tracking purposes.

 **Note:**

When the OPERA Multi-Property Reservation Cloud Service is active, new Source Groups are created by selecting the Template tab. Once created, you can copy Source Groups to specific properties using the Copy action. See [Copying Configuration Codes to Multiple Properties](#) for more information.

### Adding a Source Group

1. Select the **Administration** menu, select **Booking**, select **Marketing Management**, and then select **Source Groups**.
2. Click **New** and complete the following fields:
  - a. **Property**. Search for and select a property or confirm the property.
  - b. **Source Group**. Enter an alpha-numeric code to be used for the source group.
  - c. **Description**. Enter a description of the source group.
  - d. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
  - e. **Inactive**. Select to mark this code inactive. Inactive codes are not available for selection from lists in OPERA Cloud. The code remains for historical and statistical purposes only.
3. Click **Save**.

### Editing a Source Group

1. Enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Edit**.
4. **Inactive**. Select to mark this code inactive. Inactive codes are not available for selection from lists in OPERA Cloud. The code remains for historical and statistical purposes only.
5. Update the configuration and click **Save**.

### Deleting a Source Group

1. Enter search criteria and click **Search**.
2. In the search results, select the code and click the **vertical ellipsis**.
3. Click **Delete** and confirm the deletion.

### Copying Source Groups

When the OPERA Multi-Property Reservation Cloud Service is active, new Source groups are created by selecting the Template tab. Once created, you can copy Source groups to specific properties using the Copy action. See [Copying Configuration Codes to Multiple Properties](#) for more information.

# Reservation Management

The reservation components you can configure include things such as guest messages, reservation alerts, and deposit rules.

## Configuring Reservation eCoupons

eCoupons are complimentary items such as drinks / meals etc offered and redeemed by a guest in POS outlets (bar, cafe or restaurant), the charge for which is posted to a specified posting master room reservation. eCoupons are added to a reservations and are visible in the outlet Point Of Sale (POS). In POS , the user is able to settle the charge to the guest's room by selecting the appropriate eCoupons displayed. Therefore, the eCoupons will be counted as used and the charge will be automatically transferred to the designated PM room reservation instead of posting to the guest reservation account. If specific rate codes entitles guests to an eCoupon you can select the rate code(s) so that a reservation is automatically updated with the eCoupon.

### Adding an eCoupon

1. From the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **eCoupons**.
2. Click **New** and enter the following details:
  - a. **Property**: Enter or select the property.
  - b. **eCoupon Code**: Enter a maximum of 8 alphanumeric characters.
  - c. **Description**: Enter a description of the eCoupon. This field allows a maximum of 100 characters.
  - d. **Rate Code**: Select one or more [About Rate Codes](#) , this eCoupon will be automatically added to any reservation with this rate code.
  - e. **Posting Room**: Select the PM rooms applicable for the selected property. The list of values shows all PM rooms regardless of whether they are checked in or not. This Pseudo room must be checked in for the eCoupons related charges to be successfully diverted to it.
  - f. **Default Quantity**: Enter a value from 1 to 99. This field defaults to 1.
  - g. **Sequence**: Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
  - h. **Welcome Offer**: Select to make this eCoupon available as a welcome offer to the guest during check in. (Available when the Welcome Offer OPERA Control is active).
3. Click **Save** to save and exit or click **Save and Continue** to save and add additional eCoupons.

### Editing an eCoupon

1. From the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **eCoupons**.

2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, click the row level **vertical ellipsis** for the code and select **Edit**.
4. Make the desired changes.
5. **Inactive**: Select to make the eCoupon inactivate.
6. Click **Save**.

#### Deleting an eCoupon

1. From the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **eCoupons**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, click the row level **vertical ellipsis** for the code and select **Delete**.
4. Click **Delete** to confirm.

#### Copying eCoupons

When the OPERA Multi-Property Reservation Cloud Service is active you can copy eCoupons to other properties from the [Hub location](#). See [Copying Configuration Codes to Multiple Properties](#).

## Prerequisites for eCoupons

#### OPERA Controls

**Group:** Reservations

**Functions:** eCoupons

#### OPERA Cloud Tasks

Reservation Management

- eCoupons
- New/Edit eCoupons
- Delete eCoupons

## Configuring Pre-Registration Rules

#### [Prerequisites for Pre-Registration Rules](#)

You can define pre-registration rules to identify which reservations qualify for a pre-registered check-in.

#### Adding a Pre-Registration Rule

1. From the Administration menu, select **Booking**, select **Reservation Management**, and then select **Pre-Registration Rules**.
2. Click **New**.
3. Choose a **Rule Type** from the list of values. Allowed rule types are Special, Market Code, Time, Origin, Rate Code, Reservation Type, VIP, and Membership.

- a. **Special.** When selected, the screen lists all available Special Request Codes applicable for the property. You can select one or more **Specials** for which the pre-registered check-in applies.
  - b. **Market Code.** When selected, the screen lists all available Market codes applicable for the property. You can select one or more **Market Codes** for which the pre-registered check-in applies.
  - c. **Origin.** When selected, the screen lists all available Origin codes applicable for the property. You can select one or more **Origin Codes** for which the pre-registered check-in applies.
  - d. **Rate Code.** When selected, the screen lists all available rate codes applicable for the property. You can select one or more **Rate Codes** for which the pre-registered check-in applies.
  - e. **Reservation Type.** When selected, the screen lists all available Reservation Types applicable for the property. You can select one or more **Reservation Types** for which the pre-registered check-in applies.
  - f. **VIP.** When selected, the screen lists all available VIP codes applicable for the property. You can select one or more **VIP Codes** for which the pre-registered check-in applies.
  - g. **Membership.** When selected, you can select one or more **Membership Types**.
  - h. **Time.** When selected, the below fields become available. By default, the rule is based on the Check-In Time. **Allow (n) hours before property check in time:** The hours prior to check-in. Enter the number of hours before the property's official check-in time that the reservation is eligible for pre-registered check-in. The official check-in time for the property is based on the value entered in the **Check-In Time** field on the General Information screen. **Allow (n) hours after property check in time:** The hours after check-in. Enter the number of hours after the property's official check-in time that the reservation is eligible for pre-registered check-in.
4. Select the **Property** for which the rule is applicable.
  5. Select the applicable **Start Date / End Date** for the rule. If an end date is not selected, the rule is applicable for any future date from the Start Date.
  6. Click **Save** to close or click **Save and Continue** to add additional rules.

#### Editing a Pre-Registration Rule

1. From the Administration menu, select **Booking**, select **Reservation Management**, and then select **Pre-Registration Rules**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, click the row level **vertical ellipsis** for the code and select **Edit**. Make the desired changes.
4. Click **Save**.

#### Deleting a Pre-Registration Rule

1. From the Administration menu, select **Booking**, select **Reservation Management**, and then select **Pre-Registration Rules**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.

3. From search results, click the row level **vertical ellipsis** for the code and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Pre-Registration Rules

### OPERA Controls

**Group:** Reservations

**Functions:** Pre-Registration Check In

### OPERA Cloud Tasks

**Group:** Booking Admin

**Tasks:** Reservation Management

Pre-Registration Rules

- New/Edit Pre-Registration Rule
- Delete Pre-Registration Rules

## Configuring Immigration Status

### Prerequisites for Immigration Status

You can specify the immigration status for guests staying at your property. For example : Permanent Resident, US Citizen, Tourist. Once you configure these Immigration Statuses you can add the Immigration Status field to the Reservation Presentation page using [Page composer](#).

### Adding an Immigration Status

1. From the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Immigration Status**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code for the Immigration Status value.
  - b. **Description**. Enter a description for the Immigration Status.
  - c. **Manage Translation**. Select this link to enter translations of the description into other languages.
  - d. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to close or click **Save and Continue** to add additional statuses.

### Editing an Immigration Status

1. From the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Immigration Status**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, click the row level **vertical ellipsis** for the code and select **Edit**.



4. Update the configuration.
5. Click **Save**.

#### Deleting an Immigration Status

1. From the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Immigration Status**.
2. Select or confirm the **Property**, enter optional search criteria, and click **Search**.
3. From search results, click the row level **vertical ellipsis** for the code and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Immigration Status

### OPERA Cloud Tasks

**Group:** Booking Admin

**Tasks:** Reservation Management

Immigration Status

- New/Edit Immigration Status
- Delete Immigration Status

## Auto Attach Elements

### Prerequisites for Auto Attach Elements

Auto attach elements are rules defined to auto-update various fields (elements) on a new reservation entered via the Look to Book Sales screen.

When Reservations > Advanced Discount is active in OPERA Controls, an Advanced Discount element type is enabled for the following base conditions:

- Membership
- Preferences
- Rate Code (rate code must be flagged discountable in rate definition)
- Room Type
- Specials

Select an advanced discount reason code to attach to the reservation based on the condition specified. For example: based on membership = OR, attach the advanced discount code, OR10, to the reservation.

When the Auto Attach rule applies, the Element Type field updates automatically on the reservation.

**Note:**

The Auto-attach Elements function does not apply to reservations made from the rooming list entry.

The fields that are updated on a reservation are determined by the condition defined in the rule, for example:

- Specials updated on a reservation based on membership type.
- Specials updated on a reservation based on rate code.
- Specials updated on a reservation based on room type.
- Traces added to the reservation based on rate code.
- Traces added to the reservation based on room type.
- Packages updated on a reservation based on membership type.

For example, a rule could be configured as follows:

```
IF RATE CODE = 'CORP01'
```

```
then UPDATE SPECIALS with 'FB' (Fruit Basket)
```

## Prerequisites for Auto Attach Elements

### OPERA Controls

**Group:** Reservations

**Functions:** Advanced Discount

**Functions:** Reservation Auto Attach Elements

## Configuring Auto Attachment Rules

### [Prerequisites for Auto Attach Elements](#)

Auto-attach Elements enable properties to automatically update new reservations with selected benefits. For example, a reservation for a VIP reservation might auto-update with a package item for a fruit platter or a trace to housekeeping for special amenities to be placed in the room.

### Adding Auto Attachment Rules

1. Select the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Auto Attachment Elements**.
2. Select **New**.
3. Complete the following fields:
  - a. **Property**. Select or enter a property code.

- b. **Code.** Enter a unique code (identifier) for the rule.

 **Note:**

Different field prompts appear on the screen depending on the **Based On** and **Element Type** values you select.

4. Select the **Based On Conditions** on which to base the auto attach rule.
  - a. Options are: Membership, Rate Code, Preference, Room Type, Adults, Children, Specials, VIP, or Keyword Type.
  - b. Based on the conditions you select, other fields or options appear enabling you to add details to the conditions. For example, if selecting Membership, the Membership Type field and Membership Level selector appear.
5. Select an **Element Type**. Select the field to update on the reservation. The available Element Types will vary depending on the Based On Condition you selected.
6. **Details** (field prompt will vary according to the element type you selected). Select code(s) from the list to update on the selected field (element type) on the reservation – these are the values being attached to the reservation.

 **Note:**

When the Reservations > Advanced Discount is active in OPERA Controls, an Advanced Discount element type and an Advanced Disc Code field are enabled for certain conditions. Select an Advanced Discount code to update on reservations, resulting in a dynamically calculated discount.

7. Click **Save**.

#### Editing Auto Attachment Rules

1. Select the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Auto Attachment Elements**
2. Select or confirm the Property.
3. Enter search criteria and click **Search**.
4. In the search results, select the code and then click on the vertical ellipsis.
5. Select **Edit**.
6. Select **Inactive** if you want to make the rule code inactive.
7. Update the configuration and then click **Save**.

#### Deleting Auto Attachment Rules

1. Select the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Auto Attachment Elements**
2. Select or confirm the Property.
3. Enter search criteria and click **Search**.

4. In the search results, select the code and then click on the vertical ellipsis.
5. Select **Delete**.

## Configuring Reservation Cancellation Reasons

OPERA Cloud requires a reason to be selected for every reservation cancellation. These cancellation reasons are used for individual reservations and are not displayed for block cancellations. See [Configuring Block Cancellation Reasons](#).

Cancellation reasons is a global configuration shared by all properties when the OPERA Cloud Multi-Property Reservation Cloud Service is active.

### Adding a Reservation Cancellation Reason

1. From the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Cancellation Reasons**.
2. Click **New** and enter the following details:
  - a. **Code**. Enter a code for the cancel reason
  - b. **Description**. Enter a description for the cancel reason
    - i. **Manage Translation**. Click to open the multi-language screen and configure a translated description for each language
  - c. **Display Seq**. Enter a number that controls the position of this code in listings. Codes not assigned a sequence number are listed in alphabetical order following codes with an assigned sequence.
3. Click **Save**.

### Editing a Reservation Cancellation Reason

1. From the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Cancellation Reasons**.
2. Enter search criteria and click **Search**.
3. In the search results, select the **code**, click the **vertical ellipsis**, and select **Edit**.
4. Update the configuration.
5. Click **Save**.

### Deleting a Reservation Cancellation Reason

1. From the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Cancellation Reasons**.
2. Enter search criteria and click **Search**.
3. In the search results, select the **code**, click the **vertical ellipsis**, and select **Delete**.
4. Select **Delete** to confirm.

## Configuring Country Entry Points

Country End Points specify where a guest has entered the country (for example, cities or airports). Once codes are configured, you can select the Country Entry Point code from the customized Reservation Stay Details panel in [Reservation Presentation](#).

### Adding Country Entry Points

1. Select the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Country Entry Points**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter the code to identify an entry point.
  - b. **Description**: Enter a description of the entry point.
  - c. **Display Seq**: Enter a number that controls the position of this code in listings.
3. Click **Save**.

### Editing Country Entry Points

1. Select the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Country Entry Points**.
2. Enter search criteria and click **Search**.
3. Select the Country Entry Point, then click the **vertical ellipsis** and select **Edit**.
4. Update the configuration.
5. Click **Save**.

### Deleting Country Entry Points

1. Select the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Country Entry Points**.
2. Enter search criteria and click **Search**.
3. Select the Country Entry Point, then click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Room Assignment Ratings

### [Prerequisites for Configuring Room Assignment Ratings](#)

Room Assignment Ratings are required for the Enhanced Room Assignment feature in OPERA Cloud; you can apply a rating to attributes in order for OPERA Cloud to assign the available rooms in order of importance (by the rated attributes).

You must also assign a desirability rating to each room so that when conducting [Batch \(Auto\) Room Assignment](#), attributes ranked **Most Important** will result in these reservations being ordered first in the process, and those attributes ranked **Least Important** result in reservations being ordered last. Ensuring the most important reservations are allocated the most desirable rooms.

### Editing Room Assignment Ratings

1. From the **Administration** menu, select **Booking**, then select **Reservation Management**, then **Room Assignment Ratings**.
2. Select the required tab.
3. Enter search criteria and click **Search**.
4. Select **Edit**.
  - a. For each entry listed in the result select a **Rating** from the list.
  - b. Repeat the rating selection for all entries listed.
5. Click **Save**.

## Prerequisites for Configuring Room Assignment Ratings

### OPERA Controls

**Group:** Reservations

**Functions:** Enhanced Room Assignment Ratings

### OPERA Cloud Tasks

Reservation Management

- Room Assignment Ratings
- Edit Room Assignment Ratings

## Configuring Discount Reasons

### Prerequisites for Discount Reasons

Discount reasons designate why a discount was made to the scheduled rate amount for a reservation. When a flat or percentage discount is entered on a reservation, OPERA Cloud requires you to select a discount reason.

When the Advanced Discount reservation control is active, an Advanced check box is enabled for you to configure discount reasons. Discount reasons are used in [Auto Attach Element](#) rule configuration to dynamically set a reservation discount amount based on the rules you configure.

### Adding a Discount Reason

1. Select the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Discount Reasons**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter the code you want to assign to a discount reason (for example, ERR, WALK, RG, or MGMT).
  - b. **Description**. Enter a discount reason explanation (for example, agent error, walked guest, repeat guest, management decision, and so on).

- c. **Display Seq.** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.

**Adding Advance Discount Calculation Rules:** Advanced Discount Reasons allow you to configure rule based discounting based on an occupancy range, discount amount, and a calculation rule (% of ADR).

 **Note:**

Advanced Discount Reasons do not appear in the discount field list in Reservation Stay Details.

- a. Click the **Advanced check box** to identify the discount reason as an Advanced discount.
  - b. Click **Add Row** to add new rules.
  - c. Enter the **Max Occupancy** and the **Discount** (% of ADR) per rule:
    - i. The Min Occupancy % auto-populates for the new rule added.
    - ii. Click X to delete a rule.
  - d. Click **Save and Continue** to add another rule.
3. Click **Save**.

#### Editing a Discount Reason

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. Update the configuration.
6. click **Save**.

#### Deleting a Discount Reason

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete**.

## Prerequisites for Discount Reasons

### OPERA Controls

**Group:** Reservations

**Functions:** Advanced Discount

**Functions:** Reservation Discounts

## OPERA Cloud Tasks

**Group:** Booking Admin

**Tasks:** Reservation Management

Discount Reasons

- New/Edit Discount Reasons
- Manage Advanced Discounts
- Delete Discount Reasons

## Configuring Guest Locators

Locator texts define the standard texts available for selection when a user must add a guest locator to an inhouse reservation. You can add a locator to a reservation via the telephone operator or from the reservation details link.

To facilitate the faster entry of locators, you can define standard locator texts so that the GSA/ phone operator only has to select a locator from a list instead of typing the full location each time.

### Note:

When the OPERA Multi-Property Reservation Cloud Service is active, new locators are created by selecting the Template tab. Once created, you can copy locators to specific properties using the Copy action. See [Copying Configuration Codes to Multiple Properties](#) for more information.

### Adding a Locator Text

1. Select the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Guest Locators**.
2. Click **New** to add a new Guest Locator and complete the following fields.
  - a. **Property.** Enter or search for and select a property.
  - b. **Code.** Enter a number to assign to the locator code.
  - c. **Description.** Enter the text that describes the locator.
  - d. **Sequence.** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save**.

### Editing a Locator Text

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.



5. Select **Inactive** if you want to mark the locator code inactive.
6. Update the configuration and click **Save**.

#### Deleting a Locator Text

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete**.

For more information, see [Telephone Operator](#).

## Configuring Guest Messages

Message templates enable you to define standard message texts within OPERA Cloud to ensure consistency in the format of guest messages.

You can configure messages in multiple languages. Messages are added to a reservation by the [telephone operator](#) or directly on a reservation from the Messages details link.



#### Note:

When the OPERA Multi-Property Reservation Cloud Service is active, new guest message texts are created by selecting the Template tab. Once created, you can copy guest message texts to specific properties using the Copy action. Refer to [Copying Configuration Codes to Multiple Properties](#) for more information.

#### Adding Guest Message Formats

1. From the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Guest Messages**.
2. Click **New** and complete the following fields:
  - a. **Property**. Enter or search for and select a property.
  - b. **Code**. Enter the code for the message format (for example, FAX, VISIT, or CALLBACK).
  - c. **Description**. Enter the text of the message. (For example, you could enter the following text: We received a fax for you at the reception. <Visitor Name> came to visit you. <Caller Name> has called. Please call back!)
  - d. **Manage Translations**. Select this link to enter translations of the message text into other languages.
  - e. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save**.

### Editing Guest Message Formats

1. From the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Guest Messages**.
2. Enter search criteria and click **Search**.
3. In the search results, select the message format then click the **vertical ellipsis** then click **Edit**.
4. Update the configuration.
5. Click **Save**.

### Deleting Guest Message Formats

1. From the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Guest Messages**.
2. Enter search criteria and click **Search**.
3. In the search results, select the message format then click the **vertical ellipsis** then click **Delete**.
4. Click **Delete** to confirm.

## Configuring Guest Status

The Guest Status Screen is used to create Guest Status Codes based on your Property's local requirements.

The Guest Status list field can be added to the Reservation Overview Reservation and Stay Details panel of Reservation Presentation using [Customizing or Personalizing a Screen with Page Composer](#)

The Guest Status Codes, such as tourist-cl1 (class1), tourist-cl2, government-cl1, government-cl2 and so on are used to track the registration status of guests in countries such as Croatia and can be included in exports required by local authorities.

### Adding a Guest Status

1. Select the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Guest Status**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code for the Guest Status code.
  - b. **Description**. Enter the text that describes the Guest Status.
  - c. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save**.

### Editing a Guest Status

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.

3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. Update the configuration and click **Save**.

#### Deleting a Guest Status

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete**.

## Configuring Guest Types

The Guest Types Screen is used to create Guest Type Codes, such as Tourist, Delegates, Business Traveler and so on.

The Guest Type list field can be added to the Reservation Overview Reservation and Stay Details panel on the Reservation Presentation page using [Customizing or Personalizing a Screen with Page Composer](#).

#### Adding a Guest Type

1. Select the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Guest Types**.
2. Click **New** to add a new Guest Type and complete the following fields.
  - a. **Code**. Enter a code for the Guest Type.
  - b. **Description**. Enter the text that describes the Guest Type.
  - c. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save**.

#### Editing a Guest Type

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. Update the configuration and click **Save**.

#### Deleting a Guest Type

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete**.

## Configuring Property Move Reasons

When the Oracle Hospitality OPERA Multi-property Cross Reservation Cloud Service is active, reservation agents must select a Property Move Reason when moving a reservation to another property in the Look to Book sales screen. [Booking a Reservation](#).

### Adding a Property Move Reason

1. Select the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Property Move Reasons**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code for the Property Move Reason.
  - b. **Description**. Enter the text that describes the Property Move Reason, for example, sold out, weather, management, or group extended.
  - c. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save**.

### Editing a Property Move Reason

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **Vertical Ellipsis** then select **Edit**.
4. Update the configuration.
5. Click **Save**.

### Deleting a Property Move Reason

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **Vertical Ellipsis** then select **Delete**.
4. Click **Delete** to confirm.

## Configuring Purpose of Stay

### Adding a Purpose of Stay

1. Select the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Purpose of Stay**.
2. Click **New** and complete the following fields.
  - a. **Code**. Enter a code for the Purpose of Stay (for example, BUS, TRAV, LEIS, CONF, or SEM).
  - b. **Description**. Enter the text that describes the Purpose of Stay (for example, Business, Travel, Leisure, Conference, or Seminar).

- c. **Sequence.** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save**.

#### Editing a Purpose of Stay

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. Update the configuration and click **Save**.

#### Deleting a Purpose of Stay

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete**.

## Configuring Room Move Reasons

Room move reasons are used when moving a guest from one room in a property to another room in the same property after the reservation has been checked in.

#### Adding a Room Move Reason

1. Select the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Room Move Reasons**.
2. Click **New** and complete the following fields:
  - a. **Code.** Enter a code for the Room Move Reason.
  - b. **Description.** Enter the text that describes the reason for the room move.
  - c. **Sequence.** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save**.

#### Editing a Room Move Reason

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. Update the configuration and click **Save**.

### Deleting a Room Move Reason

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete**.

## Configuring Trace Texts

When you create traces for reservation, blocks, or AR accounts, you must first set up the standard messages that are available. When you create a trace, these texts can be selected and used as-is, or they can be modified as necessary.



### Note:

When you create a trace text, it must be associated with a department.

### Prerequisites for Trace Texts

#### Adding a Trace Text

1. Select the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Trace Texts**.
2. Click **New** and complete the following fields.
  - a. **Location**. Select either **Global** (available for all properties) or **Property** (available for only the selected property) for the trace text location. If you select **Property**, you must enter or search for and select a property.
  - b. **Department Code**. Enter or search and select the department associated with this trace text.
  - c. **Trace Text**. Enter the text of the trace message. Up to 256 characters can be entered.
  - d. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save**.

#### Editing a Trace Text

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. Update the configuration and click **Save**.

### Deleting a Trace Text

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete**.

## Prerequisites for Trace Texts

### OPERA Controls

**Group:** Accounts Receivables

**Functions:** Traces

**Group:** Blocks

**Function:** Traces

**Group:** Reservations

**Function:** Reservation Traces

## Turnaway Codes

### [Prerequisites for Turnaway Codes](#)

Turnaway Codes enable you to record the number of potential reservations that were "turned away" and could not be confirmed.

For every new reservation aborted in the Look to Book sales screen, OPERA Cloud prompts you for a turnaway reason.

You can classify turnaways as denials or regrets:

- Denials are reasons for turning away customer business on the property-side (for example, sold out, room/rate not available, and so on).
- Regrets are reasons why a guest does not book the reservation (for example, price sensitivity, location, shopping, and so on).

## Prerequisites for Turnaway Codes

### OPERA Controls

**Group:** Look To Book Sales Screen

**Function:** Turnaway Functionality

## Configuring Turnaway Codes

### Adding Turnaway Codes

1. Select the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Turnaway Codes**.
2. Click **New** and complete the following fields:
  - a. **Property**. Enter or search for and select a property.
  - b. **Code**. Enter a code that defines the reason for the turnaway (for example, SO, PR, RT, WL, or BQ).
  - c. **Description**. Enter a description for the turnaway code (for example, Sold out, Price resistance, Room type requested not available, Wrong location, Banquet facilities not available, and so on).
  - d. **Turnaway Type**. Classify the turnaway as either a **Denial** (the property denies business from the guest) or a **Regret** (a guest denies business from the property).
  - e. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save**.

### Editing Turnaway Codes

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. Select **Inactive** to mark a code or record as inactive. If inactive, it is excluded from the display list.
6. Update the configuration and click **Save**.

### Deleting Turnaway Codes

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete**.

## Upgrade Rules

### [Prerequisites for Upgrade Rules](#)

Upgrade Rules enable you to configure the rules for calculating the reservation upgrade amounts. Rules define the date period, lead time, to/from room types and reservation filters, the upgrade pricing calculation and the sales charge transaction code to be used to post the upgrade revenue.



Prior to configuring upgrade rules, ensure you have configured the upgrade room class and [room type hierarchies](#).

You can then upgrade a reservation during the reservation creation, during update or during check-in.



**Note:**

Reservations associated with a block are eligible for upgrade whether or not they have a rate code associated with them.

You cannot upgrade reservations under the following conditions:

- The reservation status is Checked In, Cancelled, No Show, or Waitlist.
- The reservation has a fixed rate. This is only available if the Allow Fixed Rate Reservations parameter is active under the Reservations group in OPERA Controls.
- The reservation is a shared reservation.
- The reservation already has rate discounts applied. This is only available if the Allow Reservation Discounts parameter is active under the Reservations group in OPERA Controls.
- The reservation has multiple rate codes.

## Prerequisites for Upgrade Rules

### **OPERA Controls**

**Group:** Reservations

**Functions:** Fixed Rates

**Functions:** Reservation Upgrade

### **OPERA Cloud Tasks**

**Group:** Booking Admin

**Tasks:** Reservation Management

Upgrade Rules

- New/Edit Upgrade Rules
- Delete Upgrade Rules

## Configuring Reservation Upgrade Rules

Upgrade Rules enable you to configure the rules for calculating the reservation upsell amounts for specific room types and date ranges.

## Adding an Upgrade Rule

1. Select the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Upgrade Rules**.
2. Click **New**.
3. Select either **Room Type** or **Room Class**.
  - a. **Room Type**. Select this tab to create an upsell rule from room type to room type.
  - b. **Room Class**. Select this tab to create an upsell rule from room class to room class (available when the **Room Class** function is active).
4. Complete the following fields:
  - a. **Property**. Enter or search for and select a property for the upgrade rule configuration.
  - b. **Code**. Enter a code that represents the upgrade rule.
  - c. **Description**. Enter a description for the upgrade rule (for example, "Upgrade from Standard to Deluxe King").
  - d. **Start Date / End Date**. Select a start date and an end date for the date range during which the upgrade rule is valid
  - e. **From Room Type / To Room Type**. Select a "from" room type (that is, the original room type requested by the guest) and a "to" room type (that is, the upsell room type).
  - f. **From Room Class / To Room Class**. Select the down arrow and choose a "from" room class (that is, the original room class requested by the customer) and a "to" room class (that is, the upsell room class).
  - g. **Filters**: Select from the following filters:
    - **Rate Codes**. Select the rate codes for which the upsell rule is being created.
    - **Rate Categories**. Select the rate categories for which the upsell rule is being created.

 **Note:**

When considering which rate codes/rate categories to select for the upsell rule, you should base your decision on the rate already being paid by the guest. In other words, if your property is already achieving a higher profit margin on the original rate, your property might allow a discount on the rate for an upsell room type. However, if the guest is already receiving a substantially discounted rate, you might not want to apply the same upsell consideration.

- **Membership Types**. Select the membership types for which the rule is applicable.
- **Membership Levels**. Select the membership levels for which the rule is applicable.
- **Reservation Types**. Select the reservation types for which the rule is applicable.
- **Market Codes**. Select the market codes for which the rule is applicable.

- **Source Codes.** Select the sources for which the rule is applicable.
  - **Channels.** Select the channels for which the rule is applicable.
  - h. Formula.** Select from the following options:
    - **Flat Amount:** Adds the value in the Amount field to the original rate.
    - **% of Difference:** Calculates the difference between the original rate and the upgrade charge, and then the difference percentage is added to the original rate.
    - **% of Original :** Calculates a percentage of the original rate and adds it to the original rate.
  - i. Upgrade By:** Select from the following options:
    - **Amount.** Select to upgrade by amount and then enter the value used to calculate the upgrade amount/percentage. This value is dependent on the selected **Formula**.
    - **Occupancy Levels.** Select to upgrade by occupancy levels and then enter an upgrade amount for each occupancy range percentage (for example, 0 to 50% occupancy or 51 to 100 % occupancy). These levels are defined in OPERA Controls.
  - j. Currency Code.** Enter or select a currency code for the upgrade rule.
  - k. Rounding Rule.** Select a rounding operation for the rule depending on how you want to round the calculated rates. The following options are available:
    - **Up.** Rounds up to the next highest whole number (12% x 110 = 13.20; Rounded up = 14).
    - **Down.** Rounds down to the next lowest whole number (12% x 110 = 13.20; Rounded Down = 13).
    - **None.** Does not round.
    - **Up-Keep Decimal.** Keeps the decimal increments while rounding up to the next highest whole unit (12% x 110 = 13.20; Rounded Up Keep Decimal = 14.20).
    - **Down-Keep Decimal.** Keeps the decimal increments while rounding down to the next lowest whole unit. (12% x 110 = 13.20; Rounded Down Keep Decimal = 13.20)
  - l. Maximum Days in Advance.** Enter the maximum number of days in advance of the reservation arrival date that a reservation can be upgraded using this rule. For example, if this field is set to 10, then the reservation must be booked at least 10 days before the arrival date for the upsell offer to be presented.
  - m. Transaction Code.** Enter or select a transaction code for the upgrade rule.
5. Click **Save** to save and exit or click **Save and Continue** to save this code and add another.

### Editing an Upgrade Rule

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.

5. Update the configuration and click **Save**.

#### Deleting an Upgrade Rule

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete**.

## Waitlist

#### Prerequisites for Waitlist Codes

You can place bookings on a waitlist if the requested room type or rate is not available. When a reservation is created and then moved to the waitlist, the system requires a reason and a priority

Use waitlist reason codes to designate why a reservation is being placed on a waitlist (rate not available, room not available, dates not available, and so on) and use waitlist priorities to determine the priority on waitlist.

## Prerequisites for Waitlist Codes

#### OPERA Controls

**Group:** Reservations

**Functions:** Waitlist

## Configuring Waitlist (Reason) Codes

#### Adding Waitlist Codes

1. Select the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Waitlist Codes**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code that defines the reason for the waitlist.
  - b. **Description**. Enter a description for the waitlist reason code.
  - c. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save**.

#### Editing Waitlist Codes

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.

4. Click **Edit**.
5. Update the configuration and click **Save**.

#### Deleting Waitlist Codes

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete**.

## Configuring Waitlist Priorities

You can give bookings a "waitlist" status if the requested reservation cannot be confirmed. When a reservation is created and then moved to the waitlist, you can set different priorities for confirming these waitlisted reservations.

#### Adding a Waitlist Priority Code

1. Select the **Administration** menu, select **Booking**, select **Reservation Management**, and then select **Waitlist Priorities**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code that represents the waitlist priority (for example, HI, LO, 1, or 2).
  - b. **Description**. Enter a description for the waitlist priority (for example, high priority, low priority, level one, level two, and so on).
  - c. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save**.

#### Editing a Waitlist Priority Code

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. Update the configuration and click **Save**.

#### Deleting a Waitlist Priority Code

1. Select or confirm the **Property**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete**.

## Resource Management

### [Prerequisites for Resource Management](#)

Use Resource Management to configure and manage event related resources such as items, menus, catering revenue types, catering packages/templates, and so on.

## Prerequisites for Resource Management

### Licenses / Subscriptions

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

Or

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition

## Configuring Catering Packages / Templates

### [Prerequisites for Catering Packages / Event Templates](#)

Catering packages and templates are designed to make it easier for you to set up Events. They provide pre-configured resources typically used for Events. Templates and packages are similar except that templates do not include prices.

### Adding a Catering Package / Template

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Package / Template Setup**.
2. Click **New** and complete the following fields:
  - a. **Type**. Select an option based on whether you are creating a catering package or a template:
    - i. **Package** - a group of events with defined resources priced at a flat rate or per person price that remain linked together after you add the package to a block.
    - ii. **Template** - a group of events with defined resources that do not continue linked together and are not priced as a group after you add the template to a block.
  - b. **Code**. Enter a code representing the catering package, such as Daily.
  - c. **Description**. Enter a description of the catering package, such as Daily Meeting Planner Package.
  - d. **Manage Translations**. Select to configure translated description for each language.
  - e. **Duration**. The number of days covered by the package or template. For example, a package might include two days with lunch and dinner on each day.
3. Click **Save and Go To Presentation** to save and open the presentation so that you can complete the catering package configuration.

### Editing a Catering Package / Template

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Package / Template Setup**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **package**, click the **vertical ellipsis**, and select **Edit**.

4. In the Catering Package Details panel, click **Edit**.
5. Make the required changes and click **Save**.

#### Deleting a Catering Package / Template

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Package / Template Setup**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **package**, click the **vertical ellipsis**, and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Catering Packages / Event Templates

### OPERA Controls

**Group:** Events

**Functions:** Event Packages

**Functions:** Event Templates

## Configuring Catering Template Events and Notes

### Adding Events to Catering Templates

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Package / Template Setup**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **package**, click the **vertical ellipsis**, and select **Edit**.
4. In the Events panel, click **New** to add events that should be included in this catering panel. Complete the following fields:
  - a. **Day**. Enter the Day 1 of the catering package indicating when the event will take place within the duration of the package, for example, Day 1, Day 2, and so on.
  - b. **Event Type**. Select the type of event, such as Breakfast, Exhibition, and so on.
  - c. **Event Name**. The name appears automatically based on the Event Type you select.
  - d. **From and To**. Enter the start time and end time of the event.
  - e. **Space**. Enables you to select a function space for the event.
  - f. **Setup Style**. If you select a function space, select a setup style.
5. Click **Save** to continue to the Resources panel.

### Editing Events on Catering Templates

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Package / Template Setup**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **package**, click the **vertical ellipsis**, and select **Edit**.
4. In the Events panel, click the event's row level **vertical ellipsis** and select **Edit**.
5. Make the required changes in the Events panel and click **Save**.
6. To edit resources attached to events, click the panel level **Edit** button, click the **Item drawer** or the **Menus drawer**, select **resources**, and click **Save**.

### Deleting Events from Catering Templates

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Package / Template Setup**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **package**, click the **vertical ellipsis**, and select **Edit**.
4. In the Events panel of Manage Catering Packages and Templates, select the event's row level **vertical ellipsis** and click **Delete**.
5. Click **Delete** to confirm.

### Adding Event Notes

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Package / Template Setup**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **package**, click the **vertical ellipsis**, and select **Edit**.
4. In the Events panel, select the event's row level **vertical ellipsis** and click **Add Note**.
5. Complete the following fields:
  - a. **Type**. Select the appropriate note type.
  - b. **Internal**. Select this check box if the note you are adding is considered Internal. On certain customer facing reports, such as BEO Contract, you have the option to display Internal notes.
  - c. **Title**. This value defaults based on the event type you select. You can modify it here if required.
  - d. **Comments**. Enter the text for this note in the box.
6. Click **Save**.

### Editing Event Notes

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Package / Template Setup**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **package**, click the **vertical ellipsis**, and select **Edit**.
4. In the Events panel, click the **Note** icon on the event.



5. In the Package Event Notes dialog, click the note's **vertical ellipsis** and select **Edit**.
6. Make your changes and click **Save**.

#### Deleting Event Notes

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Package / Template Setup**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **package**, click the **vertical ellipsis**, and select **Edit**.
4. In the Events panel, click the **Note** icon on the event.
5. In the Package Event Notes dialog, click the note's **vertical ellipsis** and select **Delete**.
6. Click **Delete** to confirm.

#### Converting a Regular Event to a Sub Event

You can convert a regular event to a sub event in a catering package/template. When doing so, you must select a master event for the sub event.

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Package / Template Setup**.
2. Select or confirm the **Property**, enter additional search criteria, and click **Search**.
3. From your search results, select the **package/template**, click the **vertical ellipsis**, and select **Edit**.
4. In the Events panel, click the regular event's **vertical ellipsis** and select **Convert to Sub Event**.
5. From the Select a Master Event dialog, select a **Master Event** and click **Save**.

#### Creating a Sub Event on a Catering Package/Event Template Event

You can create a sub event attached to an event. The event you select cannot be a sub event.

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Package / Template Setup**.
2. Enter search criteria and click **Search**.
3. From your search results, click the row level **vertical ellipsis** and select **Edit**.
4. In the Events panel, select the event's row level **vertical ellipsis** click **Create Sub Event**.
5. Complete the following fields:
  - a. **Event Type**. Select the appropriate event type.
  - b. **Event Name**. This value defaults based on the event type you selected. You can modify the event name, if required.
  - c. **From and To**. Enter the start time and end time of the event.
  - d. **Space**. If required, select a function space for this event.

- e. **Setup Style.** If a function space selected, select a setup style.
6. Click **Save**.

## Configuring Catering Template Resources and Notes

### Adding Resources

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Package / Template Setup**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **package**, click the **vertical ellipsis**, and select **Edit**.
4. To add a menu, click the **Menus** tab to open the Menu Selection drawer. Menus configured for the selected Event Type appear. To change the filter criteria, click the **(+)** symbol in the Search bar and make the necessary changes.
5. To view the Menu Item details of a menu, select the **Menu Name** link.
6. To select a menu, click the **menu row** (not the Menu Name link).
7. Click **Save** to add the menu and close the drawer.
8. Click **Save and Add More** to add the menu and remain in the drawer with the option of adding additional menus.
9. To add an Item, click the **Items** tab to open the Item Selection drawer.
10. Items configured for the selected Event Type appear. If you want to change the filter criteria, click the **+ sign** in the Search bar and make the necessary changes.
11. Click the **(+)** symbol in the results list to expand an Item Class and see the Items listed within.
12. To select one or several items, click the **item name** check box.
13. Click **Save** to add the item(s) and close the drawer.
14. Click **Save and Add More** to add the item(s) and remain in the drawer with the option of adding additional items.

### Editing Resources

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Package / Template Setup**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **package**, click the **vertical ellipsis**, and select **Edit**.
4. From the Resources panel, select the **resource** check box and click the **Edit** button.
5. Make your changes to the Sequence or Setup and click **Save**.

### Deleting Resources

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Package / Template Setup**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **package**, click the **vertical ellipsis**, and select **Edit**.

4. From the Resources panel, select the **resource**, click the **vertical ellipsis** next to the Edit button, and select **Delete**.
5. Click **Delete** to confirm.

#### Adding Resource Notes

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Package / Template Setup**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **package**, click the **vertical ellipsis**, and select **Edit**.
4. In the Resources panel, select the resource **vertical ellipsis** and select **Add Note**.
5. Complete the following fields:
  - a. **Type**. Select the appropriate note type.
  - b. **Internal**. Select this check box if the note you are adding is considered Internal. On certain customer facing reports, such as BEO Contract, you have the option to display Internal notes.
  - c. **Title**. This value defaults based on the event type you select. You can modify it here if required.
  - d. **Comments**. Enter the text for this note in the box.
6. Click **Save**.

#### Editing Resource Notes

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Package / Template Setup**.
2. Enter search criteria and click **Search**.
3. From your search results, select the package, click the **vertical ellipsis**, and select **Edit**.
4. From the Resources panel, click the **Note** icon on the event.
5. In the Package Resource Notes dialog, click the note **vertical ellipsis** and select **Edit**.
6. Make your changes and click **Save**.

#### Deleting Resource Notes

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Package / Template Setup**.
2. Enter search criteria and click **Search**.
3. From your search results, select the package, click the **vertical ellipsis**, and select **Edit**.
4. From the Resources panel, click the **Note** icon on the event.
5. In the Package Resource Notes dialog, click the note **vertical ellipsis** and select **Delete**.
6. Click **Delete** to confirm.

## Configuring Catering Package Pricing

Catering packages can include a package price code covering the various event components the package offers. You can configure a flat price catering package or a per person package. When booking a flat price package, the revenue associated with the events is applied and does not change based on the number of attendees on the package. Use the following steps to configure a package price code.

### Adding Pricing to Packages

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Package/Template Setup**.
2. Enter or confirm the **Property**, click **Packages** type, and click **Search**.

 **Note:**

If you select **Templates** type or **Both** types, the option for pricing will not be available as pricing is specific to packages.

3. From your search results, select the package, click the **vertical ellipsis**, and select **Edit**.
4. In the Pricing panel, click **New** and enter the following details:
  - a. **Price Code**. Enter a code that represents the price details, such as 2021MPKG.
  - b. **Description**. Enter a description for the price code, such as 2020-2021 Meeting Package.
  - c. **Market Code**. Select a market code, if applicable. Selecting a Market Code limits the availability of the price code based on the Market Code of the block. When the market code selected matches the market code of the block, the price code becomes available.
  - d. **Sell Date From and To**. Enter the date range the package price is available for sale.
  - e. **Booking Type**. Visible when the OPERA Control is Business Block Type is On, select a booking type, if applicable. Selecting a Booking Type limits the availability of the price code based on the booking type of the block. When the booking type selected matches the booking type of the block, the price code becomes available.
  - f. **Block Date From and To**. Enter the data range the block must be within for this price code to be available.
  - g. **Attendees Minimum**. Enter the minimum number of attendees for this price code to be available.
  - h. **Attendees Maximum**. Enter the maximum number of attendees for this price code to be available Flat Price.
  - i. **Flat Price**. Select the check box if you are selling the package at a set amount that is not calculated based on the number of attendees.
5. In the Revenue Details section of the Pricing panel, enter a price for each event and revenue type. The package price will increase.

- a. In the Forecast field, you can also enter the estimated value of the Price Code. The amount entered in this field is used for revenue forecasting. It defaults to the value entered in the Price field when empty.
  - b. In the Price field, the amount entered is how much revenue should be allocated for the event and revenue type combination.
  - c. The Cost Split field represents the hotel's internal cost and is visible when the OPERA Control for Resource Cost is On. For example, if the package includes a dinner with a menu that includes wine and stuffed chicken, the hotel package pricing could look like the following:  
  
Dinner + Bev: Forecast: \$8 /Price: \$8 /Cost Split: \$3.50  
  
Dinner + Food: Forecast: \$30 /Price: \$30 /Cost Split: \$14
6. If additional Revenue Type records are needed, click **New**. Add a new revenue type record using the following:
    - a. Select the **Event Type**.
    - b. Select a **Revenue Type**.
    - c. Select **Ok** to save and add the record to the pricing screen.
    - d. In the price code configuration screen, the newly created is available. Enter the **applicable values** for Forecast, Price, and Cost Split.
  7. Click the **vertical ellipsis** next the New button and select **Refresh** to update the screen after entering pricing. The revenue detail totals for Forecast, Price and Cost Split update to reflect changes made.
  8. Click **Save**.

#### Editing Pricing on Packages

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Package / Template Setup**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **package**, click the **vertical ellipsis**, and select **Edit**.
4. In the Pricing panel, select the **Price Code**, select the **vertical ellipsis**, and select **Edit**.
5. Make the required changes.
6. Click **Save**.

#### Deleting Pricing from Packages

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Package / Template Setup**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **package**, click the **vertical ellipsis**, and select **Edit**.
4. In the Pricing panel, select the **Price Code**, select the **vertical ellipsis**, and select **Delete**.
5. Click **Delete** to confirm.

## Configuring Catering Revenue Groups

Revenue Groups are high-level categories for Revenue Types, which track revenue, costs, and margins. You can report revenues from the Revenue Group level, if desired.

### Adding a Catering Revenue Group

1. Select the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Revenue Groups**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code for the revenue group, such as FB for Food and Beverage.
  - b. **Description**. Describes the event type, such as Food and Beverage.
  - c. **Manage Translations**. Select to configure translated description for each language.
  - d. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
  - e. **Inactive**. Select this check box when a Revenue Group should no longer be available for selection.

 **Note:**

To see Inactive codes in search results, click the page level **vertical ellipsis** on the search screen and select **Show Inactive**.

3. Click **Save** to save and return to the Search panel.

### Editing a Catering Revenue Group

1. Select the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Revenue Groups**.
2. Enter search criteria and click **Search**.
3. From search results, select the **Revenue Group**, click the **vertical ellipsis**, and select **Edit**.
4. Make the required changes.
5. Click **Save** to save and return to the Search panel.

### Deleting a Catering Revenue Group

You can delete a Catering Revenue Group only if it has not been assigned to a Catering Revenue Type.

1. Select the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Revenue Groups**.
2. Enter search criteria and click **Search**.
3. From search results, select the **Revenue Group**, click the **vertical ellipsis**, and select **Delete**.

4. Click **Delete** to confirm.

## Configuring Catering Revenue Types

All Catering Resources (Function Space, Menus, and Item Inventory) are associated with a Catering Revenue Type to facilitate quick, easy, and accurate reporting on catering revenue. You can link Catering Revenue Types to a Transaction Code to enable efficient posting of actualized revenue from an event to the block posting master.

### Adding a Catering Revenue Type

1. Select the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Revenue Types**.
2. Click **New** and complete the following fields:
  - a. **Revenue Group**. Select the appropriate group. [Configuring Catering Revenue Groups](#).
  - b. **Code**. Enter a code for the revenue type, such as AV, BEV, and so on.
  - c. **Description**. Enter a description of the revenue type, such as Audio Visual, Beverage, and so on.
  - d. **Manage Translations**. Select to configure translated description for each language.
  - e. **Sequence**. Enter a number that controls the position of this code in listings. Codes without an assigned sequence number appear in alphabetical order following codes with an assigned sequence.
  - f. **Food and Beverage**. When selected, this check box identifies the revenue type that should be bucketed together as Food and Beverage revenue.
  - g. **Inactive**. Select this check box when a Revenue Group should no longer be available for selection.
3. Click **New** to add property specific tax considerations by completing the following fields:
  - a. **Property**. Select the appropriate property.
  - b. **Tax Percentage**. Enter the percentage to charge for this revenue type.
4. Click **Save** to save and close or click **Save and Continue** to save and create another record.

### Editing a Catering Revenue Type

1. Select the Administration menu, select **Booking**, select **Resource Management**, and then select **Catering Revenue Types**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **code**, click the **vertical ellipsis**, and select **Edit**.
4. Make the required changes.
5. Click **Inactive** to make a code inactive. Inactive codes are not available for selection.

6. Click **Save**.

### Deleting a Catering Revenue Type

You cannot delete Catering Revenue Types. You can only mark them as inactive.

## Configuring Event Forecasts

### Premium

You can establish Event Type/Revenue Type forecasts by date range. You can define Event Forecasts to manage different revenue forecasts for different types of bookings, such as corporate versus social. You can also copy Event Forecasts. The capabilities are designed to reduce manual updates, provide accurate forecasts, and improve reporting.

### Adding Event Forecasts

1. From the Administration Menu, select **Booking**, select **Resource Management**, and select **Event Forecast Maintenance**.
2. Select or confirm the **Property**.
3. Click **New** and complete the following:
  - a. **Event Type**. Select an Event Type from the list; OPERA Cloud autofills a description and currency type.
  - b. **Start Date**. Enter a start date for the forecast.
  - c. **End Date**. Enter an end date for the forecast.
  - d. **Market Code**. Select a [market code](#).
  - e. **Block Type**. Select a [block type](#).
4. Click **New** to open the Revenue Details dialog and complete the following:
  - a. **Revenue Type**. Select a revenue type from the list.
  - b. **Amount**. Enter a forecast amount.
  - c. **Forecast Type**. Select to apply the amount as either a flat amount or per person.
5. Click **Save**.
6. Click **Save** again.

### Editing Event Forecasts

1. From the Administration Menu, select **Booking**, select **Resource Management**, and select **Event Forecast Maintenance**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **Event Forecast** to update, click the **vertical ellipsis**, and select **Edit**.
4. Make your changes.
5. Click **Save**.



### Deleting Event Forecasts

1. From the Administration Menu, select **Booking**, select **Resource Management**, and select **Event Forecast Maintenance**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **Event Forecast** to update, click the **vertical ellipsis**, and select **Delete**.
4. Click **Delete** again to confirm.

### Copying Event Types

1. From the Administration Menu, select **Booking**, select **Resource Management**, and select **Event Forecast Maintenance**.
2. Enter search criteria and click **Search**.
3. From your search results, select an **Event Type**, click the page level **vertical ellipsis**, and select **Copy**.
4. Enter search criteria and click **Search**.
5. From the search results, select the **Event Types** you want to copy, and click the down arrow to move them to the bottom of the screen.

 **Note:**

You can return moved Event Types from the bottom of the screen to the list of all Event Types by selecting them and then clicking the up arrow.

6. Click **Save**. On the Review and Copy panel, complete the following fields:
  - a. **Copy Event Type As**. From the list of values, select the Event Type for the copied event.
  - b. **Copy Start Date As**. Select the start date.
  - c. **Copy End Date As**. Select the end date.
  - d. **Copy Market Codes As**. From the list of values, select the Market Code for the copied event.
  - e. **Copy Block Type As**. From the list of values, select a Block Type for the copied event.
7. Click **Copy and Continue**. Verify the Copy Results and click **Print**.

## Configuring Item Class

### Prerequisites for Item Class

Items are categorized into logical entities called Item Classes. Item Classes assist you in filtering when selecting and grouping items on the Banquet Event Order (BEO). For example, you might have an item class for different kinds of audiovisual equipment, for floral decorations, for recreational equipment, and so on.

### Adding an Item Class

1. Select the Administration menu, select **Booking**, select **Resource Management**, and then select **Item Class**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code for the item class, such as AV.
  - b. **Description**. Enter a description of the item class, such as Audio Visual.
  - c. **Manage Translations**. Select to configure translated description for each language.
  - d. **Event Types**. Select the event types most likely to use the items associated with this Item Class. The items associated to this item class inherit the event types you select.
  - e. **Responsible Department**. Select the departments that will most likely be responsible for servicing the items associated to this item class. The values selected here are inherited by the items associated to this item class.
  - f. **Sequence**. Enter a number that controls the position of this code in listings. Codes without an assigned sequence number appear in alphabetical order following codes with an assigned sequence.
  - g. **Reservation**. Select the check box if the items in this Item Class should be available for booking on a reservation. This field is only visible when the OPERA Controls, Item Inventory is On.
  - h. **Events**. Select the check box if the items in this Item Class should be available for booking on an event. This field is only visible when the OPERA Controls, Event Resources is On.
  - i. **Discountable**. Select the check box if the items in this Item Class are eligible for discounting after you attach them to an event. The field is visible only when the Events check box is selected. The value entered in the item class is inherited by the items attached to it.
3. Click **Save**.

### Editing an Item Class

1. Select the Administration menu, select **Booking**, select **Resource Management**, and then select **Item Class**.
2. Enter search criteria and click **Search**.
3. From your search results, click the **Item Class**, click the **vertical ellipsis**, and select **Edit**.
4. Make the required changes.
5. Click **Save**.

### Deleting an Item Class

You can delete an Item Class only if it does not have any items associated with it.

1. Select the Administration menu, select **Booking**, select **Resource Management**, and then select **Item Class**.
2. Enter search criteria and click **Search**.
3. From your search results, click the **Item Class**, click the **vertical ellipsis**, and select **Delete**.

## Prerequisites for Item Class

### OPERA Controls

**Group:** Events

**Functions:** Event Resources

### OPERA Cloud Tasks

**Group:** Booking Admin

**Tasks:** Resource Management

Item Class

- New/Edit Item Class
- Delete Item Class

## Configuring Item Inventory

### Prerequisites for Configuring Item Inventory

Inventory items or simply “items” include any equipment, products, supplies, or services that can be rented or sold to a catering customer or guest as part of a catering function or reservation add-on. For example, you can configure audio visual equipment, bartenders, extra beds, golf carts, and so on as inventory items to facilitate their management. When the Reservation Item Inventory OPERA Controls is active, items can also be configured and attached to reservations for equipment such as, rollaway beds and cribs.

### Adding an Item

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Item Inventory**.
2. Click **New** and complete the following:
  - a. **Item Class.** Select the appropriate value from the list. Associating an item to an [item class](#) allows for easier searching when adding an item to an event for grouping items when printing them on the Banquet Event Order (BEO).
  - b. **Revenue Types.** Select the appropriate value from the list. The revenue generated for this item will be attributed to the [revenue type](#).
  - c. **Name.** Enter a Description of the item, such as a flip chart with easel. This is what will print for this item in external reporting, for example, in the BEO or contract.
  - d. **Manage Translations.** Select to open the multi-language descriptions screen and configure a translated descriptions for each language.
  - e. **Description.** If the item requires more details than what the Name provides, enter it here.

- f. **Quick Insert.** Enter a shortcut for the item to make regularly used items easier to recall. If none is entered, one will be automatically assigned when the record is saved.
- g. **Sequence.** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
- h. **Event Types.** Select the appropriate value(s) for the item you are configuring. The values available for selection are limited by those selected on the item class that are associated with this item. Associating [event types](#) with an item streamlines the filtering when attaching them to an event.
- i. **Available From / Available To.** If the item is available for a certain period of time each day, enter the start time and end time in these fields.
- j. **Departments.** Select the departments that will most likely be responsible for providing servicing on the item. The values available for selection are limited by those selected on the item class associated with this item.
- k. **Setup Time.** Enter the number of minutes required to set up this item, if applicable.
- l. **Tear Down Time.** Enter the number of minutes required to tear down this item, if applicable.
- m. **Default Quantity.** Enter the quantity that should default when this item is selected to be added to an event, if applicable.
- n. **Quantity in Stock.** If you have a specific physical inventory quantity of this item in stock, enter the quantity here.
- o. **Cost.** Enter the monetary amount it takes to provide the item. This option is available when the parameter Resource Cost is set to on.
- p. **Print.** Select this check box if the item should be printed on internal and external reports. If the check box is not selected, the item will not print on external reports (BEO, Contracts).
- q. **Critical.** Select this check box if the application should track the availability of this item. If the quantity requested exceeds the availability, a message warns that there is insufficient inventory available and the additional items will be marked for external order.
- r. **Discountable.** Select this check box if the item is eligible for discounting when attached to an event. This field is only available when the items are attached to an item class with the Events check box selected.
- s. **Sell Separate.** Select this check box if this item can be attached to a reservation. Typically, items that are not Sell Separate would be included as part of a package attached to a rate code. When adding a new item, the Sell Separate check box is selected by default. Items not marked as Sell Separate are still visible in the Inventory Item Availability screen, however, because they are not marked as Sell Separate, you cannot select them for association with a reservation.
- t. **Sell Control.** Available when the Sell Control Items OPERA Control is on. Select this check box to enable a check of item inventory availability. If the item is not available for any or all of the dates chosen, an "Insufficient inventory" message appears. Users with the Override Item Sell Control task assigned to their role(s) can book items when there is no inventory available for the selected dates.
- u. **Outside of Stay Dates.** Available when the OPERA Control for Allow Inventory Items Outside of Stay Dates is set to on. Select this check box when the Item can be attached to a reservation outside of the stay dates.

- v. **Welcome Offer.** Select this check box if the item is eligible for selection in the Welcome Offer alert configuration.
3. Click **Save and Go To Presentation** to save and open the presentation so that you can complete the configuration of the item.

#### Editing an Item

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Item Inventory**.
2. Enter search criteria and click **Search**.
3. In the search results, select the **code**, click the **vertical ellipsis**, and select **Edit**.
4. Scroll to the panel you want to edit and click **Edit**.
5. Make the required changes.
6. Click **Save**.

#### Deleting an Item

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Item Inventory**.
2. Enter search criteria and click **Search**.
3. Select the appropriate **item**, click the **vertical ellipsis**, and select **Delete**.
4. Click **Delete** to confirm.

#### Copying an Item

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Item Inventory**.
2. Click the **vertical ellipsis** at the top of the page and select **Copy**.
3. On the Copy Item(s) screen, complete the fields in each panel:
  - a. **Source Property.** This is the property where the item currently exists.
  - b. **Item Codes.** Select the item code to copy and then click the appropriate check box for copying the Attributes, Rates, or Vendors from the source items to the new items.
  - c. **Target Properties.** Select one or several properties. The item codes you selected will copy to the target properties.
4. Click **Save**.
5. In the Review and Copy Codes panel, complete the following fields:
  - a. **Copy Name As.** Enter a name for the new item.
  - b. **Copy Quick Insert As.** Enter a quick insert for the new item.
6. Click **Copy and Continue**.

#### Adding Item Attributes

Item Attributes provide additional details that further describe the item, for example, the linen color, additional markers for an easel, the location of a registration table, and so on. This functionality is only available for items marked for events or for events and reservations.

1. Click **New** in the Attributes panel and complete the following fields:
  - a. **Name.** Enter the additional detail for this attribute, for example, if the Item is Table Linen, the Attributes might be White Tablecloth and Red Napkins, or Gold Tablecloth and Gold Napkins.
  - b. **Manage Translations.** Select to open the multi-language descriptions screen and configure a translated descriptions for each language.
  - c. **From.** Enter the start time for this event.
  - d. **Setup Time.** Enter the number of minutes required to set up this item, if applicable.
  - e. **Tear Down Time.** Enter the number of minutes required to tear down this item, if applicable.
  - f. **Default.** Select this check box if this Attribute should be automatically selected when this item is added to an event. You can select only one attribute per item as the default.
2. Click **Save** to save and close, or click **Save and Continue** to save and create another record.

### Editing Item Attributes

1. In the Events panel, select the appropriate **attribute**, click the **vertical ellipsis**, and select **Edit**.
2. Make the required changes.
3. Click **Save**.

### Deleting Item Attributes

1. In the Events panel, search and select the appropriate **attribute**, click the **vertical ellipsis**, and click **Delete**.
2. Click **Delete** to confirm.

### Adding Item Pricing

You can set item rates in various increments, for example by the day or hour. You can determine the rates individually for each customer at the time the item is booked (custom rates); or possibly, you might provide an item without charge (complimentary). This functionality is only available for items marked for events or for events and reservations.

1. In the Pricing panel, click **New** and complete the following fields:
  - a. **Item Rate.** Select the appropriate value from the list. For more information, see [Configuring Item Rate Rules](#).
  - b. **Price.** Enter the amount that should be charged for this item and rate.
  - c. **Hourly.** Select this check box if the price you entered should be charged for each hour the item is booked.
  - d. **Default.** Select this check box if this rate should be automatically selected when this item is added to an event. You can select only one rate per item as the default.
2. Click **Save** to save and close or click **Save and Continue** to save and create another record.

### Editing Item Pricing

1. In the Pricing panel, select the appropriate **rate**, click the **vertical ellipsis**, and select **Edit**.
2. Make the required changes.
3. Click **Save**.

### Deleting Item Pricing

An Item Rate can only be deleted if it has not been associated with an event.

1. In the Pricing panel, select the appropriate **attribute**, click the **vertical ellipsis**, and select **Delete**.
2. Click **Delete** to confirm.

### Adding an Item Vendor

You can link vendors to items so that you can easily identify where to order them if you have none in house. This functionality is only available for items marked for events or for events and reservations.

1. In the Vendors panel, click **New** and complete the following fields:
  - a. **Select a Profile.** Select the magnifying glass to open to Manage Profile where you can search and select the Company profile. If the profile does not yet exist in the system, use the Create Company Profile link to create the profile.
  - b. **Priority.** Enter a number in this field to identify the order in which to display the vendor attached to the item.
  - c. **Lead Time.** Enter text indicating the length of time needed for ordering this item from this vendor.
  - d. **Purchase Price.** Enter the value that this vendor charges for the item.
2. Click **Save** to save and close or click **Save and Continue** to save and create another record.

### Editing an Item Vendor

1. In the Vendors panel, select the **vendor**, click the **vertical ellipsis**, and select **Edit**.
2. Make the required changes.
3. Click **Save**.

### Deleting an Item Vendor

1. In the Vendors panel, select the **vendor**, click the **vertical ellipsis**, and select **Delete**.
2. Click **Delete** to confirm.

## Prerequisites for Configuring Item Inventory

### OPERA Controls

**Group:** Events

**Functions:** Event Resources

**Group:** Reservations

**Functions:** Item Inventory (PMS)

### OPERA Cloud Tasks

**Group:** Booking Admin

**Tasks:** Item Inventory

- New/Edit Item Inventory
- Delete Item Inventory

## Configuring Item Pools

### Prerequisites for Configuring Item Inventory Pools

Configuring Item Pools enables properties to sell items with a maximum pool ceiling quantity. The available pool number is determined by the maximum quantity of any item associated with the pool.



#### Note:

You can associate only the items from the same Item Class with an Inventory Item Pool.

### Adding an Item Pool

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Item Pools**.
2. Click **New** and complete the following:
  - a. **Item Class.** Select an Item Class from the list. Refer to: [Configuring Item Class](#).
  - b. **Code.** Enter the item inventory pool code. You cannot change the code after the Item Inventory Pool is saved.
  - c. **Description.** Enter a detailed description of the item inventory pool.
  - d. **Display Sequence.** Number that determines the position of the inventory item pool in lists of value.
  - e. **Sequence.** Enter a display sequence to indicate sequence in list.
  - f. **Item Codes.** Select items from the Available panel and then click [**>**] to move the selected items to the Selected panel.



3. Click **Save** or **Save and Continue** to add another.

#### Editing an Item Pool

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Item Pools**.
2. Enter search criteria and click **Search**.
3. Select the **item pool**, click the **vertical ellipsis**, and click **Edit**.
4. Update the item pool details.
5. Click **Save**.

#### Deleting an Item Pool

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Item Pools**.
2. Enter search criteria and click **Search**.
3. Select the **item pool**, click the **vertical ellipsis**, and click **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Configuring Item Pools

#### OPERA Controls

**Group:** Reservations

**Function:** Item Inventory (PMS)

- Item Inventory Pool

#### OPERA Cloud Tasks

**Group:** Booking Admin

**Tasks:** Item Pools

- New/Edit Item Pools
- Delete Item Pools

## Configuring Item Rate Rules

#### [Prerequisites for Configuring Item Rate Rules](#)

Item Rate Rules describe how individual items are priced (for example, per hour, per day, or each) for non-food and non-beverage resources such as flip charts, projectors, and so on.

Item Rate Rule configuration is shared by all properties in multi-property operations.

#### Adding Item Rates

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Item Rate Rules**.

2. Click **New** and complete the following:
  - a. **Code**. Enter a code for the Item Rate.
  - b. **Description**. Enter a description for the item rate.
  - c. **Manage Translation**. Click to open the multi-language descriptions screen and configure a translated descriptions for each language.
  - d. **Sequence**. Enter a display sequence to indicate sequence in list.
3. Click **Save**.

#### Editing Item Rates

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Item Rate Rules**.
2. Enter search criteria and click **Search**.
3. Select the **item rate**, click the vertical ellipsis, and click **Edit**.
4. Update the item Rate Rule's details.
5. Click **Save**.

#### Deleting Item Rates

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Item Rate Rules**.
2. Enter search criteria and click **Search**.
3. Select the **item rate**, click the vertical ellipsis, and click **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Configuring Item Rate Rules

#### License/Subscription

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

#### OPERA Controls

**Group:** Events

**Function:** Event Resources

#### OPERA Cloud Tasks

**Group:** Booking Admin

**Tasks:** Resource Management

Item Rates

- New/Edit Item Rates
- Delete Item Rates

# Configuring Item Templates

## Prerequisites for Configuring Item Templates

Item Templates are groupings of catering resources that alleviate the time consuming task of adding several items to an event. You can use templates to create groupings of any items that would normally be used together. For instance, if most meeting and conference events require an LCD projector, a wireless lapel microphone, and a viewing screen, you can group these items together using an item template. With item templates, items can be grouped together regardless of item class. This simplifies the task of adding item resources to events by eliminating the need to add items one at a time.

## Adding Item Templates

1. From the Administration menu, select **Booking**, select **Resource Management**, and select **Item Templates**.
2. Click **New** and complete the following:
  - a. **Property**. Select or confirm the Property.
  - b. **Name**. Enter Item Template Name
3. Click **New**.
4. Search and select items on the Select Inventory Items screen and click [>] to move items from the Available panel to the Selected panel. The Items will be grouped by Item Class and you can expand and collapse the categories as needed.
5. Click **Select**.
6. Select **Attribute**.
7. Enter a **Quantity**.
8. Enter a **Sequence Item** to control the order in which these items appear on the Banquet Event Order.
9. Click **Save**.

## Editing Item Templates

1. From the Administration menu, select **Booking**, select **Resource Management**, and select **Item Templates**.
2. Select or confirm the **Property** and click **Search**.
3. From search results, select the **Item Template**, click the **vertical ellipsis**, and select **Edit**.
4. Update details.
5. Click **Save**.

## Deleting Item Templates

1. From the Administration menu, select **Booking**, select **Resource Management**, and select **Item Templates**.
2. Select or confirm the **Property** and click **Search**.

3. Select the **Item Template**, click the **vertical ellipsis**, and click **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Configuring Item Templates

### OPERA Controls

**Group:** Events

**Function:** Event Resources

### OPERA Cloud Tasks

**Group:** Booking Admin

**Tasks:** Resource Management

Item Templates

- New/Edit Item Templates
- Delete Item Templates

## Configuring Meal Periods

### Prerequisites for Configuring Meal Periods

A catering meal period is an event classification that allows you to group catering event types, for example Breakfast, Lunch, Coffee Break, and so on.

You can associate an event type with a single catering meal type for reporting in the [Meal Type Forecast](#) report.

### Related Topic:

[Configuring Event Types](#).



### Note:

You can configure a maximum of seven meal periods.

### Adding Meal Periods

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Meal Periods**.
2. Click **New** and complete the following:
  - a. **Code.** Enter an Item Template Name.
  - b. **Description.** Enter a description for the meal period. Use the Manage Translation link to translate description to other languages.
  - c. **Sequence.** Enter a display sequence to indicate the Meal Period code sequence in a list.
3. Click **Save**.

### Editing Meal Periods

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Meal Periods**.
2. Enter search criteria and click **Search**.
3. Select the **meal period**, click the **vertical ellipsis**, and select **Edit**.
4. Update details.
5. Click **Save**.

### Deleting Meal Periods

1. From the Administration menu, select **Booking**, select **Resource Management**, and then select **Meal Periods**.
2. Enter search criteria and click **Search**.
3. Select the **meal period**, click the **vertical ellipsis**, and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Configuring Meal Periods

### OPERA Controls

**Group:** Events

**Function:** Event Resources

**Parameter:** Catering Meal Periods

### OPERA Cloud Tasks

**Group:** Booking Admin

**Tasks:** Resource Management

Meal Periods

- New/Edit Meal Periods
- Delete Meal Periods

## Configuring Menu Classes

### [Prerequisites for Configuring Menus](#)

Menus are grouped into logical categories called Menu Classes, which can make it easier to find a menu and assist in filtering menus by event type. Refer to [Configuring Event Types](#).

**Note:**

In multi-property operations you can copy the Menu Class configuration from one property to other properties. Refer to [Copying Configurations to Multiple Properties](#) .

**Adding a Menu Class**

1. From the **Administration** menu, select **Booking**, select **Resource Management**, and select **Menu**.
2. Select the **Menu Class** tab.
3. Select **New** and complete the following fields:
  - a. **Property**. Select or confirm the property.
  - b. **Menu Class Name**. Enter a menu class name.
  - c. **Event Type**. Select the event types for which this Composed Menu Class should be available by default.
  - d. **Bookable through website**: Select the check box if this item class should be available for selection when an event is booked via OWS.
4. Click **Save**.

**Editing a Menu Class**

1. From the **Administration** menu, select **Booking**, select **Resource Management**, and select **Menu**.
2. Select the **Menu Class** tab.
3. Enter search criteria and click **Search**.
4. From your search results, select the **menu class**, click the **vertical ellipsis**, and select **Edit**.
  - a. Update the configuration.
  - b. **Click Inactive**. When selected, the menu item becomes inactive and by default does not appear in the results area.
5. Click **Save**.

**Deleting a Menu Class**

1. From the **Administration** menu, select **Booking**, select **Resource Management**, and select **Menu**.
2. Select the **Menu Class** tab.
3. Enter search criteria and click **Search**.
4. From your search results, select the **menu class**, click the **vertical ellipsis**, and select **Delete**.

## Configuring Menus

[Prerequisites for Configuring Menus](#)

## Creating a Composed Menu

Refer [Creating a Menu](#).

## Editing a Composed Menu

1. From the **Administration** menu, select **Booking**, select **Resource Management**, and select **Menu**.
2. Select the **Composed Menu** tab.
3. Enter search criteria and click **Search**.
4. In the search results, select the **Menu**, click the **vertical ellipsis**, and select **Edit**.

 **Note:**

The Menu Detail panels you select in the default Presentation Style appear. Use **Customize** to select other Detail panels to appear on the presentation page.

5. In the Menu Details panel, click **Edit** and update the following:
  - **Property**. Select or confirm the **Property**.
  - **Menu Class**. Select the appropriate value from the list. Associating a menu to a menu class allows for easier searching when adding a menu to an event.
  - **Menu Name**. Enter a Name for the menu, such as Continental Breakfast, Italian Lunch Buffet. Select Manage Translation to configure a translated menu name for each language.
  - **Restrictions**. Enter any restrictions placed on this menu, including attendees, lead time, or seasonal restrictions. Select Manage Translation configure a translated restriction name for each language.
  - **Description**. Enter an additional description of the menu. Select Manage Translation configure a translated description for each language.
  - **Dietary**. Select the appropriate values from the list, such as Vegetarian, Vegan, Dairy Free, and so on. This can be used for easier searching when adding a menu to an event.
  - **Event Type**. Select the event types most likely to use the menus associated with this Menu Class. The menus associated to this menu class inherit the event types you select.
  - **Quick Insert**. Enter a code which can be used when searching for Menus to be added to an event.
  - **Menu Type**. Select Food or Beverage. This selection will determine whether the menu will print on the BEO under the food or beverage section.
  - **Serving**. Select Per Person or Per Table to indicate how this menu is priced. If Per Table is selected the field for Table Capacity will be enabled and will need to be populated with the number of guests at each table.
  - **Multi-choice**. **Premium** Select to configure a multi-choice menu. Multi-choice menus are visually distinguished from regular menus on the Resources screen and the Menu Items drawer by (M).

- **Consumption.** Select this check box if all of the menu items associated to this menu are sold on a consumption basis, which means that the menu items are sold separately and the group is charged based on the number of menu items used.
    - If the Consumption Menu Forecasting OPERA Control is set to Yes, you can edit the Price column in the Pricing section of a Consumption Menu, and its label changes to Forecast.
    - If the Consumption Menu Forecasting OPERA Control is set to No, you cannot edit the Price column.
  - **Sell Date Range.** Enter the start and end dates of the period when this menu may be sold.
  - **Event Date Range.** Enter the start and end dates of the period when this event must take place in order to use this menu.
  - **Inactive.** When selected the menu will become inactive and will not be displayed in the results by default.
  - Click **Save**.
6. In the **Multi Choice Menu** panel (this section is enabled if you selected the multi-choice option in the Menu Details section), click **Edit** and update the following:
- **Course.** Enter a number to represent the course.
  - **Choice Count.** Enter the number of items that can be selected within the course.
  - **Course Description.** Enter text describing how many items can be selected within this course, such as Select One Appetizer.
  - **Course Name.** Enter the description for the course, such as Starters, Appetizers, and Entrée.
  - If an additional course is needed, select the **Vertical Ellipsis** and select **Add**.
  - Click **Save**.
7. In the **Menu Items** panel, you can click the Menu Items tab to open the Menu Items drawer and select menu items to add to the menu. The Menu Items drawer allows you to search for specific menu items by menu item name, dietary, or other criteria. The menu items are grouped by menu item class, and you can expand each category. When selecting menu items for the menu, you can determine whether to include the menu items in the price of the menu or priced individually. To include all selected menu items in the menu, select the **Include in Menu** check box.
- Click **Edit** and update the following:
  - **Course.** Enter the number to represent the course. For multi-choice menu you will need to select the appropriate course from the available list.
  - **Order.** Enter the number to represent the sequence the menu item should be served within the course. To be considered as part of a multi-choice course, more than one menu item must belong to the same Course and have the same Order value.
  - **Demand Factor.** Enter a value representing the percentage of guests who will consume this menu item. For example, a cash bar may have a menu item for beer that is ordered 40% of the time. In this case, the item would have a demand factor of .4. By default, the demand factor populates with 1. And you can manually change the value (available when the Menu Item Demand Factor in OPERA Controls is active).
  - **Serving.** Enter the number of servings. By default, the Serving field defaults to 1.



- **Included.** Select the check box to indicate that the menu item is included in the menu price. If the menu item should be charged in addition to the menu price, you should not select the check box.
  - **Consumption.** Select to indicate that the menu items is charged based on consumption. Menu items marked as Consumption do not print a quantity on the Banquet Event Order. The quantity is used only for revenue forecasting purposes.
  - **Print.** Select the check box if the menu item should print on the Banquet Event Order and other menu reports.
  - **Mandatory.** Select this check box for menu items that come with the menu automatically, and the user does not have a choice between multiple items (available for multi-choice menus only).
  - Click **Save**.
8. In the Pricing panel:
    - Click the **vertical ellipsis** and select **Edit**.
    - In the Price field, enter the amount to charge for the selected Revenue Type.
    - Click **Save**.
  9. In the Menu Notes panel, to Add Notes:
    - Click **New** and complete the following:
      - **Title.** Enter a note title
      - **Internal.** Select to make the menu note internal.
      - **Comment.** Enter note details.
      - **Sequence.** Enter a display sequence.
      - Click **Save** or **Save and Continue** to add another note.
  10. In the Menu Notes panel, to Edit Notes:
    - Select the **Note**, click the **vertical ellipsis**, and select **Edit**.
      - Update note details.
      - Click **Save**.
  11. In the Menu Notes panel, to Delete Notes:
    - Select the **Note**, click **vertical ellipsis** and select **Delete**.
    - Click **Delete** to confirm.

#### Deleting a Composed Menu

1. From the **Administration** menu, select **Booking**, select **Resource Management**, and select **Menu**.
2. Select the **Composed Menu** tab.
3. Enter search criteria and click **Search**.
4. From your search results, select the **Menu**, click the **vertical ellipsis**, and select **Delete**.
5. Click **Delete** to confirm.

### Copying a Composed Menu

1. From the **Administration** menu, select **Booking**, select **Resource Management**, and select **Menu**.
2. Select the **Composed Menu** tab.
3. Enter search criteria and click **Search**.
4. From your search results, select the **Menu**, click the **vertical ellipsis**, and select **Copy**.
5. Select one or more **Menu classes**.
6. Click **Select**.

## Prerequisites for Configuring Menus

### OPERA Controls

**Group:** Events

**Function:** Event Resources

### OPERA Cloud Tasks

**Group:** Booking Admin

**Tasks:** Resource Management

Menu Management:

- New/Edit Menu Management
- Delete Menu Management

## Configuring Menu Items

### [Prerequisites for Configuring Menu Items](#)

Prior to configuring menu items, ensure you have configured menu item classes.

### Adding Menu items

1. From the Administration menu, select **Booking**, select **Resource Management**, and select **Menu Item**.
2. Select the **Menu Item** tab.
3. Select **New** and complete the following:
  - a. **Property:** Select or confirm the property.
  - b. **Menu Item Class:** Select the appropriate value from the list. Associating an item to a menu item class allows for easier searching when adding a menu to an event.
  - c. **Menu Item Name 1/Menu Item Name 2/Menu Item Name 3:** Enter the name of the menu item. You can create up to three long names or include a description for display on the Banquet Event Order.
  - d. **Manage Translations:** Select to open the multi-language descriptions screen and configure a translated menu item name for each language.

- e. **Restriction:** Enter any restrictions placed on this menu, including attendees, lead time, or seasonal restrictions.
- f. **Manage Translations:** Select to open the multi-language descriptions screen and configure a translated menu item for each language. (Available when the Multi-language OPERA Control is active).
- g. **Origin 1/Origin 2:** This field is generally used to indicate the origin of wine.
- h. **Manage Translations:** Select to open the multi-language descriptions screen and configure a translated origin for each language.
- i. **Year:** This field is generally used to indicate the year a wine was produced.
- j. **Dietary:** Select the appropriate values from the list. This can enable easier searching when adding a menu item to a menu.
- k. **Responsible Department:** The values are inherited from the Menu Item Class.
- l. **Event Type:** The values are inherited from the Menu Item Class.
- m. **Quick Insert:** Enter a code to use when searching for Menu Items to be added to a menu.
- n. **Consumption:** Select this check box if all of the menu items are sold on a consumption basis. This is useful for menu items such as sodas or bottled water where the group is charged only for the amount of the beverage consumed.
- o. **Beverage:** Select Food or Beverage. This selection determines whether the menu will print on the Banquet Event Order under the food or beverage section.
- p. **Print:** Select the check box for the menu item to print on the Banquet Event Order and other event reports.
- q. **Sales Price:** Enter the price of the menu item.
- r. **Revenue Type:** Select the appropriate value from the list to determine the category in which this revenue should be allocated.
- s. **Cost:** Enter the internal cost it takes to provide the menu item.
- t. **Container:** Select the appropriate value to reflect how the menu item is sold, such as per person, per dozen, or each.
- u. **Portion:** Enter the size or number of portions for the menu item.
- v. **Manage Translations:** Select to open the multi-language descriptions screen and configure a translated portion for each language.
- w. **Bookable through website:** Select the check box if this item class should be available for selection when an event is booked via OWS.
- x. **Servings:** This field indicates the number of servings the menu item contains when sold. For a typical menu item included as part of a standard menu, the serving would usually be one. For Beverage Menu Items, enter the number of servings that are obtainable from the container specified above. For example, if wine is included in a menu and the menu is booked for 40 people, the system will automatically calculate that 10 bottles of wine are needed and attach them to the event with that amount rather than 40. Other revenue profit and loss calculations are also based on this entry. For Food Menu Items, if this single item is a family or a large dish meant to serve a specific number of people, specify the number of people the item serves.

4. Click **Save** or **Save and Continue** to add another menu item.

#### Editing a Menu Item

1. From the Administration menu, select **Booking**, select **Resource Management**, and select **Menu Item**.
2. Select the **Menu Item** tab.
3. Enter search criteria and click **Search**.
4. Select the menu item, click the **Vertical Ellipsis** and select **Edit**.
  - a. Update the configuration.
  - b. Click **Inactive**. When selected, the menu item becomes inactive and by default does not appear in the results area.
5. Click **Save**.

#### Deleting a Menu Item

1. From the Administration menu, select **Booking**, select **Resource Management**, and select **Menu Item**.
2. Select the **Menu Item** tab.
3. Enter search criteria and click **Search**.
4. Select the menu item, click the **Vertical Ellipsis** and select **Delete**.
5. Click **Delete** to confirm.

#### Copying a Menu Item (to other menu item classes)

1. From the Administration menu, select **Booking**, select **Resource Management**, and select **Menu Item**.
2. Select the **Menu Item** tab.
3. Enter search criteria and click **Search**.
4. Select the menu item(s) and click **Vertical Ellipsis** and select **Copy**.
5. Select the menu item class(es) from the list and click **Select**.

#### Moving a Menu Item (to other menu item classes)

1. From the Administration menu, select **Booking**, select **Resource Management**, and select **Menu Item**.
2. Select the **Menu Item** tab.
3. Enter search criteria and click **Search**.
4. Select the **menu item(s)** click the vertical ellipsis, and select **Move**.
5. Select the **menu item class(es)** from the list and click **Select**.

## Prerequisites for Configuring Menu Items

### OPERA Controls

**Group:** Events

**Function:** Event Resources

**OPERA Cloud Tasks**

**Group:** Booking Admin

**Tasks:** Resource Management

Menu Management

- New/Edit Menu Management
- Delete Menu Management

## Configuring Menu Item Class

Menu Item Classes are used to group menu items. After configuring Menu Item Classes, you can link them to the appropriate menu items.

Define Menu Item Classes based on the types of services your property can offer to clients, for instance, Menu, Buffet, Cocktail, Breakfast, Coffee Break, and so on.

Based on these examples, you can define the following Menu Item Classes:

**For Menus:**

- Menu Starters
- Menu Entrees
- Menu Desserts

**For Buffet:**

- Buffet Starters
- Buffet Cold entrees
- Buffet Hot entrees
- Buffet Desserts

**For Beverages:**

- Soft Drinks
- White Wines
- Red Wines
- Beers
- Champagne
- Spirits

 **Note:**

In multi-property operations you can copy the configuration from one property to other properties. Refer to: [Copying Configurations to Multiple Properties](#).

### Adding a Menu item Class

1. From the Administration menu, select **Booking**, select **Resource Management**, and select **Menu Items**.
2. Select the **Menu Item Classes** tab.
3. Select **New** and complete the following:
  - a. **Property**: Select or confirm the property.
  - b. **Menu Item Class Name**: Enter a description for the menu class, such as Breakfast, Bar Menus, Buffet Lunch, and so on.
  - c. **Event Type**: Select the event types most likely to use the menus associated with this Menu Class. The menus associated to this menu class inherit the event types you select.
  - d. **Responsible Department**: Select a Department responsible for the menu items in this class. Responsible Departments are inherited by the Menu Items linked to the Class. If the Responsible Departments should change on the Menu Item Class, you are prompted to update any existing Menu Items linked to the Menu Item Class.
  - e. **Sequence**: Enter a number that controls the position of this code in listings.
  - f. **Bookable through website**: Select the check box if this item class should be available for selection when an event is booked via OWS.
  - g. **Menu Type**.
    - i. **Food**: Select if this class only contains food item.
    - ii. **Beverage**: Select if this class only contains beverage items.
4. Click **Save**.

### Editing a Menu Item Class

1. From the Administration menu, select **Booking** select **Resource Management**, and select **Menu Items**.
2. Select the **Menu Item Classes** tab.
3. Enter search criteria and click **Search**.
4. In the search results, select the **menu item class**, click the **Vertical Ellipsis**, and select **Edit**.
  - a. Update the configuration.
  - b. **Inactive**. When selected, the menu class becomes inactive and by default will not appear in the results area.
5. Click **Save**.

### Deleting a Menu Item Class

1. From the Administration menu, select **Booking** select **Resource Management**, and select **Menu Items**.
2. Select the **Menu Item Classes** tab.
3. Enter search criteria and click **Search**.
4. In the search results, select the **Menu Item Class**, click the **Vertical Ellipsis**, and select **Delete**.

5. Click **Delete** to confirm.

## Creating a Menu

### Prerequisites for Configuring Menus

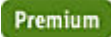
Menus are grouped into logical categories called Menu Classes that can make it easier to find a menu and assist in filtering menus by [event type](#).

Composed Menus are a collection of preselected menu items. The following are the three main types of composed menus:

- **Standard menus.** These menus can include menu items sold for an all-inclusive price, sold as a group of individually priced menu items, or sold as a combination of the two.
- **Consumption menus.** These menus enable you to charge for menus based on what was actually consumed regardless of the number of attendees at the event. The quantity requested for each item does not print on the Banquet Event Order. Instead, it is used only to calculate the expected and guaranteed revenue for the event.
- **Multi-choice menus.** These menus are available with Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition and enable you to create a composed menu with choices of starters, main courses, desserts, and so on. When the menu is added to an event, you can customize the menu based on the client's selections.

### Creating a Menu

1. From the **Administration** menu, select **Booking**, select **Resource Management**, and select **Menu**.
2. Select the **Composed Menu** tab, click **New**.
3. In Menu Details, complete the following:
  - a. **Property.** Select or confirm the property name.
  - b. **Menu Class.** Select a menu class from the list.
  - c. **Menu Name.** Enter a Name for the menu, such as Continental Breakfast, Italian Lunch Buffet. Select Manage Translation to configure a translated menu name for each language.
  - d. **Restriction.** Enter any restriction placed on the menu, including attendees, lead time, or seasonal. Select Manage Translation to configure a translated restriction name for each language.
  - e. **Description.** Enter an additional description of the menu. Select Manage Translation to configure a translated description for each language.
  - f. **Dietary.** Select any dietary attributes of the menu from the list.
  - g. **Event Type.** Event Types get populated based on the selected menu Class. Select the event types applicable for the menu from the list.
  - h. **Quick Insert.** Enter a unique code that you can use when searching for menus to be added to an event.

- i. **Menu Type.** Select a Menu Type. Your selection determines whether the menu prints on the Banquet Event Order under the Food section or the Beverage section
  - j. **Servings.** Select Per Person or Per Table to indicate how this menu is priced. If you select Per Table, the Table Capacity field becomes enabled and you must enter the **number of guests** at each table.
  - k. **Multi Choice.** Select to configure a multi-choice menu . Multi-choice menus are visually distinguished from regular menus on the Resources screen and the Menus drawer by (M).
  - l. **Course Count.** Appears when you select Multi-Choice. Enter the number of courses in the multi-choice menu.
  - m. **Consumption.** Select if all of the menu items associated to this menu are sold on a consumption basis, which means that the menu items are sold separately and the group is charged based on the number of menu items used.
  - n. **Sell Date Range.** Enter the start and end dates of the period when this menu may be sold.
  - o. **Event Date Range.** Enter the start and end dates of the period when this event must take place in order to use this menu.
4. Click **Next**. Complete the Menu Multi Choice section if you selected Multi Choice in the Menu Details panel.
    - a. **Course.** Enter the course number.
    - b. **Choice Count.** Enter the number of menu item choices for the course.
    - c. **Course Description.** Enter the course description. Select Manage Translations configure a course description for each language.
    - d. **Course Name.** Enter the course name. Select Manage Translations configure a course name for each language.
    - e. Repeat entries for each course listed.
    - f. Click the page level **vertical ellipsis** and select **Add** to add a course.
    - g. Click a course's **vertical ellipsis** and select **Delete** to delete a course.
  5. Click **Next**. Complete the Menu Items selection. When selecting menu items for the menu you can determine whether the menu items should be included in the price of the menu or priced individually. To include all selected menu items in the menu price, select the Include in Menu checkbox.
    - a. Click the **Menu Items** drawer.
    - b. Click **[+]** to expand the menu item classes and then select one or more **Items** (grouped by menu item class).
    - c. **Include in Menu.** Click to include the selected items in the price of the menu.
    - d. Click **Add Menu Item**.
    - e. **Course.** Enter the number to represent the course. For multi-choice menus, select the appropriate course from the available list.
    - f. **Order.** Enter the number to represent the sequence the menu item should be served within the course. To be considered as part of a multi-choice course, more than one menu item must belong to the same Course and have the same Order value.



- g. **Demand Factor.** Enter a value representing the percentage of guests who will consume this menu item. For example, a cash bar may have a menu item for beer that is ordered 40% of the time. In this case, the item would have a demand factor of .4. By default, the demand factor populates with 1. And you can manually change the value (available when the Menu Item Demand Factor in OPERA Controls is active).
  - h. **Menu Item Name.** Name of the menu item attached to the highlighted menu.
  - i. **Sales Price.** The price of the Menu Item if it were separately (if not included in a menu).
  - j. **Price per Serving.** The price per individual serving.
  - k. **Container.** The container defined for the menu item.
  - l. **Revenue Type.** The revenue type attached to the menu item.
  - m. **Serving.** Enter the number of servings. By default, the Serving field defaults to 1.
  - n. **Included.** Select the check box to indicate that the menu item is included in the menu price. If the menu item should be charged in addition to the menu price, you should not select the check box.
  - o. **Consumption.** Select to indicate that the menu items is charged based on consumption. Menu items marked as Consumption do not print a quantity on the Banquet Event Order. The quantity is used only for revenue forecasting purposes.
  - p. **Print.** Select the check box if the menu item should print on the Banquet Event Order and other menu reports.
  - q. **Mandatory.** Select this check box for menu items that come with the menu automatically and the user does not have to choose between multiple items (available for multi-choice menus only).
  - r. Repeat the updates for each menu item selected.
  - s. To delete a menu item, select the item, click vertical ellipsis, and click **Delete**.
  - t. Click **Delete** to confirm.
6. Click **Next**. Complete the **Pricing Details** section.
    - a. **Price.** Enter the amount to charge for the selected Revenue Type.
  7. Click **Save** or **Save and Go to Presentation** to [edit the menu details](#).

## Configuring Sales Manager Goals

### [Prerequisites for Configuring Sales Goals](#)

Sales Manager Goals allow you to set and monitor Rooms, Catering, and Activities goals for Sales Managers.

You can setup the following Sales Manager Goals:

1. **Group Rooms with Catering:** Goals related to Rooms and Catering business.
2. **Transient Goals:** Non Group Goals related to Rooms business.
3. **Activities:** Goals related to Activities

Sales Manager Goals are available on the [Sales Manager Progress \(rep\\_mgr\\_progress\\_BI\)](#) report. The Stay Periods configured as Arrival Periods in Production Goals are printed listed on the report.

### Adding Group Rooms with Catering Goals

1. From the **Administration** menu, select **Bookings**, then select **Sales Manager Goals**.
2. Select the Sales Owner, then click the **Vertical Ellipsis** and select **Edit**.
  - a. Select the **Group Rooms with Catering** Goal Type in the search, then click **Search**.
  - b. Click **New** and complete the following:
    - i. **Future Dates**: Select this check box to display future dates when selecting the Production From / Production To and Arrival From / Arrival To dates. This check box is selected by default.
    - ii. **Arrival Goal**:. Select this check box if this is an arrival goal. This goal is considered to be an arrival goal and 'Arrival' will display in the **Type** column on the Goal screen.
    - iii. **Production From/Production To** (Mandatory): If the Arrival Goal check box is not selected, this is a production goal. Production goals are booking goals, regardless of the arrival date. For example, if the Production From / Production To dates are January 1, 2020 and March 31, 2020, any booking made between January 1 and March 31 on a certain "credit" status, or changed during this time frame to the defined "credit" status, would be counted toward meeting the goal. Click to view a list of the production periods set up for your property. Selecting the production period automatically sets both the Production From and Production To dates. For more information, see [Configuring Period Definition Periods](#).
    - iv. **Arrival From/Arrival To**:. If this is an arrival goal, use these fields to define the period during which the bookings will arrive. For example, if the Arrival From / Arrival To dates are January 1, 2020 and January 31, 2020, any booking that will arrive between January 1 and January 31 would be counted toward meeting the goal. Selecting the arrival period automatically sets both the Arrival From and Arrival To dates.
    - v. **Market Code**: Select a market code from the list to be associated with the goal.
    - vi. **Room Nights**: Enter the number of room nights being set as a goal.
    - vii. **Room Revenue**: Enter the room revenue amount being set as a goal.
    - viii. **Average Rate**: Enter the average room rate being set as a goal.
    - ix. **Catering Covers**: Enter the number of catering covers or meals being set as a goal.
    - x. **F&B Revenue**: Enter the food and beverage revenue being set as a goal.
    - xi. **Avg F&B Check**: Enter the average amount for food and beverage checks being set as a goal.
    - xii. **Other Revenue**: Enter the amount of other revenue being set as a goal, such as function space rental, equipment rental and so on.
  - c. Click **Save** or click **Save and Add More** to add another.

### Adding Transient Room Goals

1. From the **Administration** menu, select **Bookings**, then select **Sales Manager Goals**.

2. Select the Sales Owner, then click the **Vertical Ellipsis** and select **Edit**.
  - a. Select the **Transient Room** Goal Type in the search, then click **Search**.
  - b. Click **New** and complete the following:
    - i. **Future Dates** : Select this check box to display future dates when selecting the Production From / Production To and Arrival From / Arrival To dates. This check box is selected by default.
    - ii. **Arrival From/Arrival To**: Use these fields to define the period during which the bookings will arrive. For example, if the Arrival From / Arrival To dates are January 1, 2020 and January 31, 2020, any booking that will arrive between January 1 and January 31 would be counted toward meeting the goal. Selecting the arrival period automatically sets both the Arrival From and Arrival To dates.
    - iii. **Market Code**: Select a market code from the list to be associated with the goal.
    - iv. **Room Nights**: Enter the number of room nights being set as a goal.
    - v. **Room Revenue**: Enter the room revenue amount being set as a goal.
    - vi. **Average Rate**: Enter the average room rate being set as a goal.
  - c. Click **Save** or click **Save and Add More** to add another.

#### Adding Activities Goals

1. From the **Administration** menu, select **Bookings**, then select **Sales Manager Goals**.
2. Select the Sales Owner, then click the **Vertical Ellipsis** and select **Edit**.
  - a. Select the **Activities Goal Type** in the search, then click **Search**.
  - b. Click **New** and complete the following:
    - i. **Future Date**: Select this check box to display future dates when selecting the Production From / Production To dates. This check box is selected by default.
    - ii. **Production From/Production To**: Use the Production From and Production To fields to set the date range when the activities are to be completed. The dates can span multiple production periods. For example, if the Production From / Production To dates are January 1, 2020 and February 28, 2020, any activity completed between these dates would be counted toward meeting the goal. Click to view a list of the production periods set up for your property. For more information, see [Configuring Period Definition Periods](#).
    - iii. **Activity Type**: Select an Activity Type from the list for which goal is being set. For example, Follow Up Calls, Conduct Surveys, or Send Thank You Letters.
    - iv. **Number of Activities**: Number of activities of Activity Type being set as a goal (for example, 100 Follow Up Calls).
  - c. Click **Save** or click **Save and Add More** to add another.

### Editing Goals

1. From the **Administration** menu, select **Bookings**, then select **Sales Manager Goals**.
2. Select the Sales Owner, then click the **Vertical Ellipsis** and select **Edit**.
  - a. Select the **Goal Type** in the search, then click **Search**.
  - b. Select the Goal in the search result, then click the **Vertical Ellipsis** and select **Edit**.
  - c. Update the configuration.
  - d. Click **Save**.

### Deleting Goals

1. From the **Administration** menu, select **Bookings**, then select **Sales Manager Goals**.
2. Select the Sales Owner, then click the **Vertical Ellipsis** and select **Edit**.
  - a. Select the **Goal Type** in the search, then click **Search**.
  - b. Select the Goal(s) in the search result, then click **Delete**.

## Prerequisites for Configuring Sales Manager Goals

### Subscription

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition.

### OPERA Controls

**Group:** Blocks

**Functions:** Sales Manager Goals

### OPERA Cloud Tasks

**Group:** Booking Admin

### Sales Manager Goals

- New / Edit Sales Manager Goals
- Delete Sales Manager Goals

# 15

## Client Relations Administration

### Activities

#### [Prerequisites for Activities Configuration](#)

The Activities feature in OPERA Cloud Sales and Event Management helps you keep track of upcoming appointments, sales calls, follow-up with contacts, things to do, and so on. Use Activities to manually or automatically create reminders and to-do's for Accounts, Contacts, and Business Blocks. Activities may be assigned to multiple sales owners; with each owner receiving a separate copy of the Activity.

Activities can be auto-created through the setup of Activity Trace Codes and auto trace rules, which use rules and conditions to determine when an Activity should be created - this can be when a data is created or when existing data is updated or deleted.

With the Activity Result OPERA Control enabled you can configure Activity Result codes; one of which must be selected when completing the Activity.

The Activity tile can be added to your dashboard to indicate the number of open Activities assigned to you or other owners.

- [Configuring Activity Types](#)
- [Configuring Activity Results](#)
- [Configuring Trace Codes](#)
- [Home Dashboard](#)

### Prerequisites for Activities Configuration

#### **Licenses / Subscriptions**

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

Or

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition

#### **OPERA Controls**

**Group:** Activity

#### **OPERA Cloud Tasks**

**Group:** Client Relations Admin

**Tasks:** Activity Management

Activity Types

- New/Edit Activity Types
- Delete Activity Types

#### Trace Codes

- New/Edit Trace Codes
- Delete Trace Codes

## Configuring Activity Results

### Prerequisites for Activity Results

Activity Results are preconfigured descriptions of Activity results. They appear on the Activities screen in the Results field after the Activity is completed. When the OPERA Control parameter Activity, Activity Results is On, and the Complete check box is selected, a Result list appears on the Activities screen. You can select the appropriate result value from the list and complete the Activity.

### Adding an Activity Result

1. From the Administration menu, select **Client Relations**, select **Activity Management**, and select **Activity Results**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code.
  - b. **Description**. Enter a description, for example, Success.
  - c. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to save and exit or click **Save and Continue** to save this code and add another.

### Editing an Activity Result

1. Enter search criteria and click **Search**.
2. From your search results, select the **Code**, click the **vertical ellipsis**, and select **Edit**.
3. Select the **Inactive** check box to make the Activity Result inactive. Inactive Activity Results do not appear in search results unless you click the Actions ellipsis and select Show Inactive.
4. Update the configuration.
5. Click **Save**.

## Prerequisites for Activity Results

### Licenses / Subscriptions

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

Or

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition

### OPERA Controls

**Group:** Activity

**Parameter:** Activity Results

### OPERA Cloud Tasks

**Group:** Client Relations Admin

**Tasks:** Activity Management

Activity Results

- New/Edit Activity Results
- Delete Activity Results

## Configuring Activity Types

Activities Types define the various actions you might take when creating Activities and ToDos. Activity Types are also referenced in [Configuring Trace Definitions](#) configured to automate the creation of Activities.

### Adding Activity Types

When the multi-property Cloud Service is active, you can create new Activity Types by selecting the Template tab. After creating them, you can copy an Activity Type to specific properties using the Copy action. For more information, see [Copying Configuration Codes to Multiple Properties](#).

1. From the Administration menu, select **Client Relations**, select **Activity Management**, and select **Activity Types**.
2. Click **New**.
3. Select a **Property**.
4. Enter an **Activity Type** and enter a description such as Follow up, Internal Meeting, and so on.
5. Select an **Activity Class** (Appointment or ToDo) and click **Select**.
6. Enter a **Sequence** number to indicate the ranking of this Activity Type in a list.
7. Select the **Internal** check box to exclude the default Activities created for this activity type from communication with integrated systems.
8. Click **Save** if finished or click **Save and Continue** to edit the new Activity Type immediately. At any time, you can search for an Activity Type, select the Actions ellipsis associated with it, and edit or delete it.

### Editing Activity Types

1. From the Administration menu, select **Client Relations**, select **Activity Management**, and select **Activity Types**.
2. Enter search criteria and click **Search**.
3. From your search results, click the Activity Type's **vertical ellipsis** and select **Edit**.

4. Make your changes.
5. Select the **Inactive** check box to make the Activity Type inactive.

 **Note:**

Inactive Activity Types do not appear in search results unless you click the Action's vertical ellipsis and select Show Inactive.

6. Click **Save**.

### Deleting Activity Types

1. From the Administration menu, select **Client Relations**, select **Activity Management**, and select **Activity Types**.
2. Enter search criteria and click **Search**.
3. From your search results, click the Activity Type's **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

 **Note:**

When the multi-property service is active, new Activity Type are created by selecting the Template tab. Once created, you can copy Activity Type to specific properties using the Copy action. For more information, see [Copying Configuration Codes to Multiple Properties](#)

## Configuring Trace Codes

### Prerequisites for Activities

You can create Auto Trace Codes and configure auto traces so that activities are created automatically under certain configured conditions. The process of creating and applying Auto Trace Codes involves creating a Trace Code, tying the Trace Code to a Trace Group (account, contact, activity, or block), and defining the conditions under which the Trace Code functions.

### Adding a Trace Code

Trace codes are pre-defined filters that trigger activities depending on the behavior of the record.

1. From the Administration menu, select **Client Relations**, select **Activity Management**, and select **Trace Codes**.
2. Click **New**.
3. Select a **Trace Group** from the list of configured groups: Accounts, Activities, Blocks, or Contacts.
4. Enter a **Trace Code** to represent the new trace code.



5. Enter a **Description** of the new Trace Code.
6. Click **Save**.

#### Editing a Trace Code

1. From the Administration menu, select **Client Relations**, select **Activity Management**, and select **Trace Codes**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **trace code mapping**, click the **vertical ellipsis**, and select **Edit**.
4. Update the configuration.
5. Click **Inactive** to make the trace definition inactive. Inactive trace definitions do not appear in search results unless you click the **vertical ellipsis** and select **Show Inactive**.
6. Click **Save**.

#### Deleting a Trace Code

1. From the Administration menu, select **Client Relations**, select **Activity Management**, and select **Trace Codes**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **trace code mapping**, click the **vertical ellipsis**, and select **Delete**.
4. Click **Save**.

## Configuring Trace Definitions

Trace definitions determine the conditions that trigger a trace. When creating or editing the configuration of an Activity Trace Definition, the Activity Type list of values is sorted by the sequence configured for the Activity Types.

#### Adding Trace Definitions

1. From the Administration menu, select **Client Relations**, select **Activity Management**, and select **Trace Definitions**.
2. Click **New**.
3. Select or confirm the **Property**.
4. Select the **Trace Group** to which the auto trace is linked, such as Accounts, Activities, Blocks, and Contacts. Additional options appear depending on the Trace Group you select. The options enable you to select additional conditions for triggering a trace. Examples of options include the following:
  - a. **On Update of Field** – creates the activity when a specified field is updated. When you select the On Update of Field option, the Attribute field appears enabling you to select the specified field.
  - b. **On Creation** – creates the activity when you create a new record. The record is the Trace Group you selected in the Trace Group field.
  - c. **On Activity Deletion** – creates the activity when a record gets deleted.

- d. **Trace Code** – defines the trace code for the Trace Group you selected.
5. Select the **Trace Code** from all of the configured Trace Codes for the selected Trace Group.
6. Select an **Activity Class**. Options are Appointment or To Do.
7. Select the **Activity Type** from the list, such as follow up or send brochure, to trigger by either the Appointment or the To Do you selected.
  - a. **Purpose**. Enter the purpose that will appear on the Activity (Field will default with the Activity Type description).
8. Enter or select the following:
  - a. **For Time**. Available for Appointment or To Do Activity Classes. Select the time for the activity to start.
  - b. **Date Calculation**. Select a date field from the list.
  - c. **+/- Days**. Select whether you would like to go forward (plus) or backward (minus) from this date and the number of days. Leaving this field blank will generate the Activity with a start date equal to the date in the field selected in Date Calculation.
9. Select an **Owner** from one of the following:
  - a. **Current** – assigns the activity to the logged in user when the activity is generated.
  - b. **Block Owner**– assigns the activity to the block owner and displays the Owner Assignment check box. Selecting the check box opens the Trace Owner Mapping field for mapping the trace to one or more owners.
  - c. **Room Owner**– assigns the activity to the room owner and displays the Owner Assignment check box. Selecting the check box opens the Trace Owner Mapping field for mapping the trace to one or more owners.
  - d. **Catering Owner** – assigns the activity to the catering owner and displays the Owner Assignment check box. Selecting the check box opens the Trace Owner Mapping field for mapping the trace to one or more owners.
  - e. **Custom** – lets you search and select an owner.
10. Click **Manage Expressions** to set up additional conditions or conditional and/or statements required to trigger the activity. On the Manage Expressions dialog, you can set up single or multiple conditions:
  - a. Click **Add** or click **Add()**.
  - b. Select an **Attribute** and an **Operator**.
  - c. Click **OK**.
11. Click **Save**.

### Copying Trace Definitions



#### Note:

For more information see [Copying Configuration Codes to Multiple Properties](#).

### Editing Trace Definitions

1. From the Administration menu, select **Client Relations**, select **Activity Management**, and select **Trace Definitions**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **trace definition**, click the **vertical ellipsis**, and select **Edit**.
4. Update the configuration.
5. Click **Inactive** to make the trace definition inactive. Inactive trace definitions do not appear in search results unless you click the Actions ellipsis and select Show Inactive.
6. Click **Save**.

### Deleting Trace Definitions

1. From the Administration menu, select **Client Relations**, select **Activity Management**, and select **Trace Definitions**.
2. Enter search criteria and click **Search**.
3. From your search results, select the **trace definition**, click the **vertical ellipsis**, and select **Delete**.
4. Click **Delete** to confirm.
5. Click **Save**.

## Configuring Trace Owner Mapping

### Configuring Trace Owner Mapping

1. From the Administration menu, select **Client Relations**, select **Activity Management**, and select **Trace Owner Mapping**.
2. Click **New**.
3. Select an **Owner Code**. This is the owner responsible for the trace trigger (a logged-in user).
4. Select the **Trace Owner Code**. This is the owner code on whose name the new trace activity should be created.
5. Click **Save**.

### Editing Trace Owner Mapping

1. From the Administration menu, select **Client Relations**, select **Activity Management**, and select **Trace Owner Mapping**.
2. Enter search criteria and click **Search**.
3. From your search results, select the required **trace owner mapping**, click the **vertical ellipsis**, and select **Edit**.
4. Update the configuration.
5. Click **Inactive** to make the trace definition inactive. Inactive trace definitions do not appear in search results unless you click the Actions ellipsis and select Show Inactive.

6. Click **Save**.

#### Deleting Trace Owner Mapping

1. From the Administration menu, select **Client Relations**, select **Activity Management**, and select **Trace Owner Mapping**.
2. Enter search criteria and click **Search**.
3. From your search results, select the required **trace owner mapping**, click the **vertical ellipsis**, and select **Delete**.
4. Confirm the deletion.
5. Click **Save**.

## Configuring Geographic Components

Use the options from the Geographic Management menu to create codes for defining the location, languages, postal codes, and taxes associated with your guests, companies, vendors, and so on.

### Configuring Birth Country Codes



#### Note:

ID document scanning integration requires two-character country codes and it is recommended to maintain configuration based on ISO 3166-1. For more information, see <https://www.iso.org/iso-3166-country-codes.html>.

#### Adding Birth Country Codes

1. From the **Administration** menu, select **Client Relations**, select **Cashiering Geographic Management**, and then select **Birth Country**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter a code.
  - b. **Description**: Enter a description for the Birth Country code.
    - i. **Manage Translations**: Click to enter the description in additional languages (available when the Multi-language OPERA Control is active).
  - c. **Sequence**: Enter a number to position the Birth Country code in a list.
3. Click **Save**. Or, click **Save and Continue** to create another code.

#### Editing Birth Country Codes

1. From the **Administration** menu, select **Client Relations**, select **Cashiering Geographic Management**, and then select **Birth Country**.
2. Enter search criteria and click **Search**.
3. Select the Birth Country code, click the **vertical ellipsis** and select **Edit**.

4. Update configuration.
5. Click **Save**.

#### Deleting Birth Country Codes

1. From the **Administration** menu, select **Client Relations**, select **Cashiering Geographic Management**, and then select **Birth Country**.
2. Enter search criteria and click **Search**.
3. Select the Birth Country code, click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## About City and Postal Codes

You can associate countries (and states or provinces if configured for the country) with cities and with postal codes using Cities and Postal Codes configuration.

When you enter a country and postal code in a profile, OPERA Cloud automatically determines if there is a state, city, and territory associated with the country-postal code combination. If there is, the state, city, and territory portion of the address auto-populate on the profile. Territories update only for account and contact profiles.

In addition, Cities and Postal Codes configuration allows you to associate a district with country/state/territory/city/postal code combinations. You can use districts as geographical filters for statistical reporting and marketing purposes. How you set up using cities and postal codes depends on whether the country is configured with states (or provinces). If states are for the country, you can set up districts that consist of the following combinations:

Country/state/city
Country/state/postal code
Country/state/territory/city/postal code

For example, for the US, one district might include the cities of Chicago IL, North Chicago IL, and Racine WI. Another district might include the entire state of Delaware, the city of Philadelphia PA, and postal codes 08101 through 08104 in Camden NJ.

If the country is not configured using states, you can set up districts that consist of any cities within a country. For example, you could set up a district in the Netherlands consisting of the cities of Rotterdam and Delft.

## Configuring Cities and Postal Code

#### Adding City and Postal Codes

1. From the Administration menu, select **Client Relations**, select **Geographic Management**, and then select **City and Postal Codes**.
2. Click **New** to open the Manage City and Postal Codes screen.
3. Select the **Country** associated with the country/state/territory/city/postal code combination. For more information, see [Configuring Countries](#).

4. Select the **State**. This field appears if states or provinces are configured for the country selected in the Country field. For more information, see [Configuring State Codes](#).
5. Select a **Territory** associated with the country/state/city/postal code combination. When a country and postal code are configured together with a territory linked to them, the territory code is default in the Territory field on account and contact screens when the country and postal codes are selected on those screens.
6. Select a **District** to be associated with this country/state/territory/city/postal code combination. For more information, see [Configuring District Codes](#).
7. Select the **Fiscal Region**.
8. Select the **From Postal Code / To Postal Code** to define the start and end range of the postal codes valid for the particular country/state/territory/city.

 **Note:**

Alphanumeric characters are accepted. If a single postal code is to be associated with the/country/state/territory/city combination, enter the same postal code in both the From Postal Code and To Postal Code fields. If a postal code is not entered, a city must be entered. When a country and postal code are configured together with a territory linked to them, the territory code defaults in the Territory field on account and contacts screens when the country and postal codes are selected on those screens.

9. Enter a **City** associated with the country/state/territory/city/postal code combination. If a city is not entered, you must enter a postal code.
10. Click **Save**.

#### Editing City and Postal Codes

1. From the Administration menu, select **Client Relations**, select **Geographic Management**, and then select **City and Postal Codes**.
2. From the search, enter search criteria and click **Search**.
3. From your search results, locate the city and click the **vertical ellipsis** and select **Edit**.
4. Update the available fields
5. If editing the code, make your changes to the Description field and/or Sequence number.
6. Click **Save**.

#### Deleting City and Postal Codes

1. From the Administration menu, select **Client Relations**, select **Geographic Management**, and then select **City and Postal Codes**.
2. From the search, enter search criteria and click **Search**.
3. From your search results, locate the city and click the **vertical ellipsis** and Select **Delete**.

## Configuring Countries

Country codes provide information you can use for filling out profile address information and for statistical reporting. Many countries are pre-configured on provisioning of your property, but will require update to assign to regions. see [Configuring Region Codes](#).

 **Note:**

ID document scanning integration requires two-character country codes and it is recommended to maintain configuration based on ISO 3166-1. For more information, see <https://www.iso.org/iso-3166-country-codes.html>.

### Adding Countries

 **Note:**

When the OPERA Multi-Property Reservation Cloud Service is active, new Countries are created by selecting the Template tab. Once created, you can copy Countries to specific properties using the Copy action. See Copying Configuration Codes to [Multiple Properties](#) for more information.

1. From the Administration menu, select **Client Relations**, select **Geographic Management**, and then select **Countries**.
2. Click **New** and enter the following details:
  - a. **Code:** Enter a code to represent the country as it appears on reports and within OPERA Cloud.
  - b. **Country Name:** Enter the full Country Name.
  - c. **Statistics Code:** Enter a code with which the country is associated for statistics-gathering and reporting purposes
  - d. **Address Format:** Select an address format for output of the address on stationery. For more information see [Address Formats](#).
  - e. **Country Main Group:** Select a main group from the list. For more information, see [Configuring Country Main Group Codes](#).
  - f. **Region:** Select a region to assign to this country code from the list For more information, see [Configuring Region Codes](#).
  - g. **ISO Code:** Enter the ISO code for the country.
  - h. **ISO Name:** Enter the ISO country name.
  - i. **Sequence:** Enter a display sequence for display in listings.
  - j. **Report Sequence** Enter a Report Sequence for establishing the position of the country in reports.
  - k. **Display Country Flag:** Select the check box to include a small image of the national flag associated with the ISO code appear next to the country field..

3. Click **Save**. Click **Save and Continue** to create another Country code.

### Editing Countries

1. From the Administration menu, select **Client Relations**, select **Geographic Management**, and then select **Countries**.
2. Enter search criteria and click **Search**.
3. Select the country in the search result, click the **Vertical Ellipsis** and select **Edit**.
4. Update details.
5. Click **Save**.

### Deleting Countries



#### Note:

Countries can't be deleted if used within profiles.

1. From the Administration menu, select **Client Relations**, select **Geographic Management**, and then select **Countries**.
2. Enter search criteria and click **Search**.
3. Select the country in the search result, click the **Vertical Ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Country Main Group Codes

The Country Main Group provides a code representing a logical grouping of various countries. The functionality links to statistics information for Profiles. You can add, edit, and delete Country Main Group Codes.

1. From the Administration menu, select **Client Relations**, select **Cashiering Geographic Management**, and then select **Country Main Group**.
2. Click **New** to add a Country Main Group using the Manage Country Main Group screen.
3. Create a **Code** for the country, for example, GB. 4.
4. Create a **Description** that describes the country, for example, Great Britain.
5. Click the **Manage Translations** link if you want to enter the description in additional languages.
6. Enter a **Sequence** number to position the Country Main Group in a list.
7. Click **Save**. Or, click **Save and Continue** to create another code.

### Editing and Deleting Codes:

1. From the Country Main Group screen, select the district **Code**, enter the code **Description**, and then click **Search**.



2. From your search results, locate the Country Main code, click the **vertical ellipsis**, and select either **Edit** or **Delete**.
3. If editing the code, make your changes to the Description field and/or Sequence number and click **Save**.
4. If deleting the code, click **Delete** when the confirmation screen appears.

## Configuring Distance Type Codes

Use Distance Types to define multiple units for distances (kilometers, miles, inches).

### Adding Distance Type Codes

1. From the **Administration** menu, select **Client Relations**, select **Geographic Management**, and then select **Distance Types**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter a Code for the Distance Type.
  - b. **Description**: Enter a Description of the Distance Type.
    - i. **Manage Translations**: Click to enter the description in additional languages (Available when the Multi-language OPERA Control is active).
  - c. **Sequence**: Enter a Sequence number to position the Distance Type in a list.
3. Click **Save** or click **Save and Continue** to create another code.

### Editing Distance Type Codes

1. From the **Administration** menu, select **Client Relations**, select **Geographic Management**, and then select **Distance Types**.
2. Enter search criteria and click **Search**.
3. Select the Distance Type code, then click the **vertical ellipsis** and select **Edit**.
4. Update details.
5. Click **Save**.

### Deleting Distance Type Codes

1. From the **Administration** menu, select **Client Relations**, select **Geographic Management**, and then select **Distance Types**.
2. Enter search criteria and click **Search**.
3. Select the Distance Type code, then click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## About District Codes

Districts are user-definable groupings of geographical areas within a country. Districts can provide flexibility in reporting, data collection, and marketing campaigns.

If states are configured for the country, you can set up districts consisting of the following combinations:

- Country/state/city
- Country/state/postal code
- Country/state/city/postal code.

For example, one district in the United States might include the cities of Chicago IL, North Chicago IL, and Racine WI. Another district might include the entire state of Delaware, the city of Philadelphia PA, and postal codes 08101 through 08104 in Camden NJ.

If the country has not been configured using states, you can set up districts that consist of any cities within a country. For example, you could set up a district such as the Netherlands consisting of the cities of Rotterdam and Delft.

## Configuring District Codes

### Adding District Codes

1. From the **Administration** menu, select **Client Relations**, select **Geographic Management**, and then select **Districts**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter a Code for the district.
  - b. **Description**: Enter a Description of the district.
    - i. **Manage Translations**: Click to enter the description in additional languages (Available when the Multi-language OPERA Control is active).
  - c. **Sequence**: Enter a Sequence number to position the district in a list.
3. Click **Save** or click **Save and Continue** to create another code.

### Editing District Codes

1. From the **Administration** menu, select **Client Relations**, select **Geographic Management**, and then select **Districts**.
2. Enter search criteria and click **Search**.
3. Select the district code, then click the **vertical ellipsis** and select **Edit**.
4. Update details.
5. Click **Save**.

### Deleting District Codes

1. From the **Administration** menu, select **Client Relations**, select **Geographic Management**, and then select **Districts**.
2. Enter search criteria and click **Search**.
3. Select the district code, then click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Fiscal Guest Types

Fiscal Guest type codes are only allowed to be numeric. Currently only codes 1,2, 3 and 4 are allowed and are provided as SID data and cannot be deleted. The description of the code can be edited. Following are the default descriptions:

- 1 = Individual
- 2 = Professional
- 3 = Government
- 4 = POS account

Guest types explanation:

1. Any guest that does not have a professional tax code, including individual guests, foreign companies/agents/sources/groups. A guest with this guest type would receive a normal folio upon check out.
2. Any guest with a professional tax code (doctors, lawyers, etc.) and all local companies/agents/sources/groups. A guest with this guest type would potentially receive two types of folios upon check out, one for all goods posted and another one for all services posted.
3. Any guest working for the government. The behavior for this guest type is equal to guest type 1.
4. Any profile that is used for POS accounts (i.e., POS Cash, POS Credit Card, etc.).

 **Note:**

The **GUEST\_TYPE** field can be added to the **Profile Presentation Overview** panel via page composer.

## Configuring Identification Country Codes

Identification Country codes are used to list countries that issue identification documents. The list of Identification Countries is displayed in the Identification panel of the guest profile and as a step in the reservation check-in. Staff can make a selection from this list when manually adding identification details or scanning identification documents .

 **Note:**

ID document scanning integration requires two-character country codes and it is recommended to maintain configuration based on ISO 3166-1. For more information, see <https://www.iso.org/iso-3166-country-codes.html>.

### Adding Identification Country Codes

1. From the **Administration** menu, select **Client Relations**, select **Geographic Management**, and then select **Identification Country**.

2. Click **New** and enter the following details:
  - a. **Code**: Enter a code to represent the country.
  - b. **Description**: Enter a description of the country.
  - c. **Sequence**: Enter a sequence number position of the county in a list of values.
3. Click **Save**. Click **Save and Continue** to create another Identification County.

#### Editing Identification Country Codes

1. From the **Administration** menu, select **Client Relations**, select **Geographic Management**, and then select **Identification Country**.
2. Enter the search criteria and **Search**.
3. Select the identification Country Code, click the **vertical ellipsis** and select **Edit**.
4. Update the configuration.
5. Make your updates and click **Save**.

#### Deleting Identification Country Codes

1. From the **Administration** menu, select **Client Relations**, select **Geographic Management**, and then select **Identification Country**.
2. Enter the search criteria and **Search**.
3. Select the identification Country Code, click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Identification Types

Identification types provide a list of accepted identification types. Examples include passport, driver license, military ID, and so on. Users can select from this list of values when updating guest and contact profile [identification details](#).

#### Adding Identification Types

1. From the **Administration** menu, select **Client Relations**, select **Cashiering Geographic Management**, and then select **Identification Types**.
2. Click **New** and enter the following details:
  - a. **Code** : Enter a code for the identification type.
  - b. **Description** : Enter a description for the new identification type.
    - i. **Manage Translations** : Click to enter the description in additional languages (Available when the Multi-language OPERA Control is active).
  - c. **Sequence** : Enter a Sequence number to position the Identification Types code in lists.
3. Click **Save** or, click **Save and Continue** to create another.

#### Editing Identification Types

1. From the **Administration** menu, select **Client Relations**, select **Cashiering Geographic Management**, and then select **Identification Types**.

2. Enter search criteria and click **Search**.
3. Select the identity type, click the **vertical ellipsis**, and select **Edit**.
4. Update details.
5. Click **Save**.

#### Deleting Identification Types

1. From the **Administration** menu, select **Client Relations**, select **Cashiering Geographic Management**, and then select **Identification Types**.
2. Enter search criteria and click **Search**.
3. Select the identity type, click the **vertical ellipsis**, and select **Delete**.
4. Click **Delete** to confirm.

## About Language Codes

Language codes help you to identify the native language spoken by guests and contacts.

The language value in profiles can be sent to integrated systems such as in-room video and voice mail systems. Language codes are also used for user translation of the application (refer to Settings).

When the multi-language control is active:

- You can configure translated code descriptions per language code using the Manage Translations link throughout the Administration menu.
- The language value in a profile determines the stationery template and language translation used for generating confirmations, registration cards, receipts, and folios. For company and agents, the language code determines the template and the language translation used for generating folios, statements, reminder letters, contracts, and banquet event orders.

## Configuring Language Codes

#### Adding Language Codes

1. From the **Administration** menu, select **Client Relations**, select **Geographic Management**, and then select **Languages**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter a Code for the Language.
  - b. **Description**: Enter a Description of the Language.
    - i. **Manage Translations**: Click to enter the description in additional languages (Available when the Multi-language OPERA Control is active).
  - c. **Translation Language**:  
Select a language from the list to specify the user-interface translation.
  - d. **Report Date Language**:  
Select a language from the list to specify the format for dates output in stationery.

- e. **Sequence:** Enter a Sequence number to position the Language in a list.
3. Click **Save** or click **Save and Continue** to create another code.

#### Editing Language Codes

1. From the **Administration** menu, select **Client Relations**, select **Geographic Management**, and then select **Languages**.
2. Enter search criteria and click **Search**.
3. Select the Language code, then click the **vertical ellipsis** and select **Edit**.
4. Update details.
5. Click **Save**.

#### Deleting Language Codes

1. From the **Administration** menu, select **Client Relations**, select **Geographic Management**, and then select **Languages**.
2. Enter search criteria and click **Search**.
3. Select the Language code, then click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Nationalities

### Note:

ID document scanning integration requires two-character country codes and it is recommended to maintain configuration based on ISO 3166-1. For more information, see <https://www.iso.org/iso-3166-country-codes.html>.

#### Adding Nationalities

1. From the **Administration** menu, select **Client Relations**, select **Cashiering Geographic Management**, and then select **Nationalities**.
2. Click **New** and enter the following details:
  - a. **Code:** Enter a code.
  - b. **Description:** Enter a description for the Nationality.
    - i. **Manage Translations:** Click to enter the description in additional languages (available when the Multi-language OPERA Control is active).
  - c. **Sequence:** Enter a number to position the Nationality code in a list.
3. Click **Save**. Or, click **Save and Continue** to create another Nationality code.

#### Editing Nationalities

1. From the **Administration** menu, select **Client Relations**, select **Cashiering Geographic Management**, and then select **Nationalities**.

Enter search criteria and click **Search**.

2. Select the nationality code, click the **vertical ellipsis** and select **Edit**.
3. Update configuration.
4. Click **Save**.

#### Deleting Nationalities

1. From the **Administration** menu, select **Client Relations**, select **Cashiering Geographic Management**, and then select **Nationalities**.
2. Enter search criteria and click **Search**.
3. Select the nationality code, click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Region Codes

Regions enable you to consolidate statistical information for a selection of countries. When you prepare reports based on regions, data for all countries associated with the region is included in the report.

#### Adding Region Codes

1. From the **Administration** menu, select **Client Relations**, select **Cashiering Geographic Management**, and then select **Regions**.
2. Click **New** to open the Manage Region screen.
3. Create a **Code** for the region, for example, EAM.
4. Create a **Description** that describes the region, for example, Europe, Asia, Middle East.
5. Click the **Manage Translations** link if you want to enter the description in additional languages.
6. Enter a **Sequence** number to position the region code in a list.
7. Click **Save** or, click **Save and Continue** to create another region code.

#### Editing Region Codes

1. From the Country Main Group screen, select the district **Code**.
2. Enter the code **Description**, and then click **Search**.
3. From your search results, locate the region code, click the **vertical ellipsis**, and select **Edit**.
4. Update details.
5. Click **Save**.

#### Deleting Region Codes

1. From the Country Main Group screen, select the district **Code**.
2. Enter the code **Description**, and then click **Search**.
3. From your search results, locate the region code, click the **vertical ellipsis**, and select **Delete**.

4. Click **Delete** to confirm.

## Configuring State Codes

Properties can use state (or province) information when specifying mailing addresses as part of OPERA Cloud profiles. You can also use states when creating districts, which are geographical designations that provide flexibility in reporting, data collection, and marketing campaigns. You must configure the country before configuring the state.

### Adding State Codes

1. From the **Administration** menu, select **Client Relations**, select **Cashiering Geographic Management**, and then select **States**.
2. Click **New** and enter the following details:
  - a. **Country**: Select the country. For more information, see [Managing Countries](#).
  - b. **Code**: Enter a code.
  - c. **Description**: Enter a description for the state.
    - i. **Manage Translations**: Click to enter the description in additional languages (available when the Multi-language OPERA Control is active).
  - d. **Sequence**: Enter a number to position the state in a list of states.
3. Click **Save**. Or, click **Save and Continue** to create another code.

### Editing State Codes

1. From the **Administration** menu, select **Client Relations**, select **Cashiering Geographic Management**, and then select **States**.
2. Enter search criteria and click **Search**.
3. Select the state code, click the **vertical ellipsis** and select **Edit**.
4. Update configuration.
5. Click **Save**.

### Deleting State Codes

1. From the **Administration** menu, select **Client Relations**, select **Cashiering Geographic Management**, and then select **States**.
2. Enter search criteria and click **Search**.
3. Select the state code, click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Tax Category Codes



### Adding Tax Category Codes

1. From the **Administration** menu, select **Client Relations**, select **Geographic Management**, and then select **Tax Category**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter a code to represent the new tax category.
  - b. **Description**: Enter a description, such as Low, Medium, High, or so on to describe the tax category.
    - i. **Manage Translations**: Click to enter the description in additional languages (available when the Multi-language OPERA Control is active).
  - c. **Sequence**: Enter a number to position the tax category code when it appears in a list of tax categories.
3. Click **Save**. Or, click **Save and Continue** to create another code.

### Editing Tax Category Codes

1. From the **Administration** menu, select **Client Relations**, select **Geographic Management**, and then select **Tax Category**.
2. Enter search criteria and click **Search**.
3. Select the Tax Category code, click the **vertical ellipsis** and select **Edit**.
4. Update configuration.
5. Click **Save**.

### Delete Tax Category Codes

1. From the **Administration** menu, select **Client Relations**, select **Geographic Management**, and then select **Tax Category**.
2. Enter search criteria and click **Search**.
3. Select the Tax Category code, click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Tax Office Codes

You can create tax offices and add them to profiles to appear in a list of acceptable tax office locations. Staff can then select a tax office from the standard list when verifying guest tax offices.

### Adding Tax Office Codes

1. From the **Administration** menu, select **Client Relations**, select **Geographic Management**, and then select **Tax Office**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter a code to represent the new tax office.
  - b. **Description**: Enter a description, such as the tax office location, to describe the new office.

- i. **Manage Translations:** Click to enter the description in additional languages (available when the Multi-language OPERA Control is active).
          - c. **Sequence:** Enter a number to position the tax office code when it appears in a list of tax offices. Tax offices without a sequence number appear in alphabetical order following codes that have a sequence number.
3. Click **Save**. Or, click **Save and Continue** to create another code.

#### Editing Tax Office Codes

1. From the **Administration** menu, select **Client Relations**, select **Geographic Management**, and then select **Tax Office**.
2. Enter search criteria and click **Search**.
3. Select the Tax Office code, click the **vertical ellipsis** and select **Edit**.
4. Update configuration.
5. Click **Save**.

#### Deleting Tax Office Codes

1. From the **Administration** menu, select **Client Relations**, select **Geographic Management**, and then select **Tax Office**.
2. Enter search criteria and click **Search**.
3. Select the Tax Office code, click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Guest Loyalty Programs

Guest loyalty programs are membership programs offered by hotels, auto clubs, and airlines to reward guest loyalty. These programs offer rate discounts, room upgrades, free nights, and other benefits to guests. Guests must belong to a membership program recognized by your hotel chain before membership benefits and awards can be applied to their stay. For example, your hotel has a guest loyalty program that awards guests based on the amount of revenue generated or the number of stays per year.

#### Membership Types

Guests often belong to membership programs offered by hotels, auto clubs, airlines, and so on. These memberships might offer discounts and other benefits to guests staying at your property. To apply membership privileges and awards to a guest stay, the guest must belong to a membership program recognized by your property.

Membership types enable you to identify, organize, and manage the membership programs on a profile. For example, your hotel might have a guest loyalty program that awards guests based on the amount of revenue generated or the number of stays per year. You would create a specific membership type for this program.

You can add membership types to a guest profile or to a reservation at booking or check-in. You can add more than one membership type to a profile, but you must designate one of the membership types as primary.

Each membership type has a membership type rule setup associated with it. Membership type rules determine the actions that result in membership award points and tier point accrual. One of two types of points, award points or tier points, can be defined for the membership program. Members redeem award points towards specific awards, and tier points are evaluated to determine membership tier / level upgrades and downgrades.

When creating a membership type, you can set an expiration date, and you can set up the membership to auto-generate membership numbers or require them to be manually entered for each new member.

### Membership Tiers

Membership tiers are levels that classify memberships according to the amount and quality of business they generate. You can upgrade a member from a lower to a higher tier, or downgrade from a higher to a lower tier. The membership tier determines guest eligibility for specific awards. The higher the tier, the greater the awards. Members are upgraded or downgraded based on specific actions:

- Number of stays booked by the member during a given period.
- Number of nights the member was in residence during a given period.
- Revenue generated by the member during a given period.

### Membership Awards

You can define awards for your hotel's guest loyalty program. This enables you to recognize and reward guest loyalty and encourage frequent stays throughout your chain. Each membership program can have its own special awards setup. For example, a loyalty membership program might upgrade a member to a higher tier or level once a required number of stays is reached.

Awards take the form of different award types, such as products (champagne, chocolates, flowers, or a spa treatment), special room rates, room upgrades, or other perks such as a choice of gifts from a third-party catalog. Membership awards must be based on the following award types:

- **Products:** The award is a product, or package, such as champagne, chocolates, flowers, spa session, or golf privileges.
- **Rates:** The award is a special room rate available to members.
- **Upgrades:** The award takes the form of a room upgrade.
- **FT Payment:** This award enables a guest to apply available membership points towards the balance of his or her bill.
- **Other:** The award consists of a product or service offered by a third party, such as a selection from a gift catalogue.

Awards can be offered based on specific valid dates, the member's tier / level, and other factors. You can either manually issue awards to guests or automatically issue them. Typically, you automatically issue awards through an award batch job that is set up to periodically run.

## Workflow

**Figure 15-1 Guest Loyalty Program Setup Workflow**



In the workflow, setups occur in the following order:

1. **Primary Membership Type Setup:** You must first create a membership type and set it as primary. You can then add additional features and details to the membership, such as the points calculation.
2. **Membership Card Details Setup:** After you set up your primary membership type, you can configure the membership card details. You can set up the membership card so that a unique card number is generated and assigned to each new member who enrolls into the program.
3. **Membership Type Rules Setup:** Membership type rules determine how the membership program accrues points for awards and membership level upgrades.
4. **Membership Tiers Setup:** Tiers define the hierarchy for the membership program. You can define tier management rules to require a minimum number of stays, nights, and revenue for each tier. For example, the member must stay a certain number of nights per year to remain at the current tier or exceed that number to upgrade to the next tier. A member's failure to meet the current tier's requirements can result in a downgrade to a lower tier.
5. **Membership Awards Setup:** Finally, you can create the specific awards for the guest loyalty program and define the point requirements for each award.

## Configuring Membership Enrollment Codes

Enrollment codes are a convenient way to categorize participants in membership programs based on their method of enrollment (or other criteria). For example, you might set up enrollment codes for persons who enroll on the Web, through their place of business, as a member of a social group, etc. The enrollment codes you set up are available to be associated with guest profiles via the Profile screen Membership options.

Enrollment codes are then combined into [enrollment groups](#).

You can then use enrollment codes and/or enrollment groups to configure points calculation rules that apply to members who enrolled in certain ways.

### Adding Membership Enrollment Codes

1. From the **Administration** menu, select **Client Relations**, then **Membership Management**, then **Enrollment Codes**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter a code for the enrollment code.
  - b. **Description**: Enter a description for the enrollment code.
    - i. **Manage Translation**: Click to add translations for description.
  - c. **Sequence**: Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned
3. Click **Save**.

### Editing Membership Property Groups

1. From the **Administration** menu, select **Client Relations**, then **Membership Management**, then **Enrollment Codes**.
2. Enter search criteria and click **Search**.
3. Select the Enrollment Codes, click **Vertical Ellipse** and select **Edit**.
4. Update details.
5. Click **Save**.

### Deleting Membership Property Groups

1. From the **Administration** menu, select **Client Relations**, then **Membership Management**, then **Enrollment Codes**.
2. Enter search criteria and click **Search**.
3. Select the Enrollment Codes, click **Vertical Ellipse** and select **Delete**.
4. Click **Delete** to confirm.



#### Note:

You cannot delete codes linked to an Enrollment Group.

## Configuring Membership Enrollment Groups

**Enrollment codes** are a convenient way to categorize participants in membership programs based on their method of enrollment (or other criteria). For example, you might set up enrollment codes for persons who enroll on the Web, through their place of business, as a member of a social group, etc. The enrollment codes you set up are available to be associated with guest profiles via the Profile screen Membership options.

Enrollment codes are then combined into enrollment groups.

You can then use enrollment codes and/or enrollment groups to configure points calculation rules that apply to members who enrolled in certain ways

### Adding Membership Enrollment Groups

1. From the **Administration** menu, select **Client Relations**, then **Membership Management**, then **Enrollment Groups**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter a code for the enrollment group.
  - b. **Description**: Enter a description for the enrollment group.
  - c. **Sequence**: Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
  - d. **Enrollment Codes**: Select one or more Enrollment codes from the Available panel and click > to move to the Selected pane.
3. Click **Save**.

### Editing Membership Enrollment Groups

1. From the **Administration** menu, select **Client Relations**, then **Membership Management**, then **Enrollment Groups**.
2. Enter search criteria and click **Search**.
3. Select the Enrollment Group, click **Vertical Ellipse** and select **Edit**.
4. Update details.
5. Click **Save**.

### Deleting Membership Enrollment Groups

1. From the **Administration** menu, select **Client Relations**, then **Membership Management**, then **Enrollment Groups**.
2. Enter search criteria and click **Search**.
3. Select the Enrollment Group, click **Vertical Ellipse** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Membership Market Groups

Market Groups are used within the setup of point calculation rules for Membership Types. Within a rule, you may specify if points are calculated by a market group. You can identify which market codes belong within the market group so that OPERA Cloud calculates points based on the codes entered here. For example, you may create a market group called Corporate and within this group, you can select the corporate market codes. When this market group is applied to a calculation rule, points are calculated if the reservation market code is included in this market group.

### Adding a Membership Market Group

1. From the **Administration** menu, select **Client Relations**, then **Membership Management**, then select **Market Groups**.

2. Click **New** and enter the following details:
  - a. **Code**: Enter the membership market group code.
  - b. **Description**: Enter the description for the market group.
  - c. **Sequence**: Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
  - d. Select one or market codes from the Available panel then use the greater than symbol (>) to move your selection to the **Selected** panel.

 **Note:**

Use the filter to refine the search; enter value and click **Go**.

3. Click **Save**.

### Editing a Membership Market Group

1. From the **Administration** menu, select **Client Relations**, then **Membership Management**, then select **Market Groups**.
2. Enter search criteria, click **Search**.
3. Select the market group and click **Vertical Ellipse** and select **Edit**.
4. Update the details.
5. Click **Save**.

### Deleting a Membership Market Group

1. From the **Administration** menu, select **Client Relations**, then **Membership Management**, then select **Market Groups**.
2. Enter search criteria, click **Search**.
3. Select the market group and click **Vertical Ellipse** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Membership Classes

Membership classes are used to classify the various membership programs (types). They can be identified as Airline Programs (Frequent Flyer Programs) or Loyalty Programs (Frequent Guest Program) or other.

Before you configure membership types you must first define the membership classes that the membership types will belong to.

### Adding Membership Class

1. From the **OPERA Cloud Administration** menu, select **Client Relations**, select **Membership Management**, and then select **Membership Class**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter a code for the membership class.

- b. **Description:** Enter a description for the membership class.
  - c. **Sequence:** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
  - d. **Loyalty Program:** Select this check box if the membership class is a Frequent Guest loyalty program. Only one class may be selected as a loyalty program.
  - e. **Frequent Flyer:** Check this box if the membership class is a frequent flyer program. Only one class may be selected as a frequent flyer program.
3. Click **Save**.

#### Editing Membership Class

1. From the **OPERA Cloud Administration** menu, select **Client Relations**, select **Membership Management**, and then select **Membership Class**.
2. Enter search criteria and click **Search**.
3. Select the membership class, click **Vertical Ellipse** and click **Edit**.
4. Update details.
5. Click **Save**.

#### Deleting Membership Class

1. From the **OPERA Cloud Administration** menu, select **Client Relations**, select **Membership Management**, and then select **Membership Class**.
2. Enter search criteria and click **Search**.
3. Select the membership class, click **Vertical Ellipse** and click **Delete**.
4. Click **Delete** to confirm.



#### Note:

You cannot delete a membership class which is linked to membership types.

## Membership Tiers

Membership tiers or levels are groupings that classify individual memberships according to the amount and quality of business they generate. You can upgrade a member from a lower to a higher tier, or downgrade from a higher to a lower tier. The membership tier determines guest eligibility for specific awards. The higher the tier, the greater the awards.

You can upgrade or downgrade members based on specific actions, which include:

- Number of stays booked by the member during a given period.
- Number of nights the member was in residence during a given period.
- Revenue generated by the member during a given period.



## Tier Management Rules

Once you create tiers, you can set up tier management rules that require a minimum number of stays, nights, and revenue for each tier. These rules determine membership upgrades, downgrades, and renewals. For example, the member must stay a certain number of nights per year to remain at the current tier or exceed that number to upgrade to the next tier. A member's failure to meet the current tier's requirements can result in a downgrade to a lower tier.

**Figure 15-2 TMR Rules Configuration**

The screenshot shows a 'Levels' configuration window with a table of tier management rules. The table has columns for Stay, Nights, and Revenue for each tier, and a 'Stay' column for the next tier. The tiers are RED, BLACK, PLATINUM, and GOLD. The PLATINUM tier is highlighted in blue.

	RED			BLACK			PLAT
	Stay	Nights	Revenue	Stay	Nights	Revenue	Stay
RED	5	20	30,000	3	10	24,000	
BLACK	5	20	30,000	2	6	10,000	1
PLATINUM	5	20	40,000	1	10	10,000	
GOLD							

Buttons: Cancel | Save

The rule configuration on the above screen translates into the following:

### Membership Level Hierarchy (1 = highest level)

1. Red
  2. Black
  3. Platinum
  4. Gold
- To upgrade from Platinum to Black, a member needs 1 stay point, 10 night points, or 10,000 revenue points.
  - To upgrade from Platinum to Red, a member needs 5 stay points, 20 night points, or 40,000 revenue points.
  - To upgrade from Black to Red, a member needs 5 stay points, 20 night points, or 30,000 revenue points.
  - To maintain or renew the Red level, a member needs 5 stay points, 20 night points, or 30,000 revenue points.
  - To maintain or renew the Black level, a member needs 2 stay points, 6 night points, or 10,000 revenue points.
  - To avoid downgrade from Red to Black, a member needs 3 stay points, 10 night points, or 24,000 revenue points.

## Configuring Membership Type Point Calculation Rules

For each membership type configure the rules to define how both base and bonus points will be calculated. You can specify whether points are awarded based on nights, stay or spend. If based on spend you then nominate a [transaction code group](#) to identify the sales charge codes (revenue / non-revenue) eligible for points. For each rule you can further refine eligible reservations and guests through the selection of a rate code group, market code group or membership level. For example, you could configure a rule for bonus points specific to Platinum level members that book specific rate code(s) for stays through October.

### Adding Membership Type Point Calculation Rules

1. From the **Administration** menu, select **Client Relations**, select **Membership Management**, and select **Membership Type Rules**.
2. Click **New** and complete the following:
  - a. **Membership Type:** Select the membership type for which you are creating the point calculation rule.
  - b. **Rule Based On:** Select from the following options:
    - i. **Revenue (Spend):** Calculate based on sales charges posted to the guest reservation.
    - ii. **Stay:** Calculate points based on the stay (regardless of length of stay).
    - iii. **Nights:** Calculate points based on number of nights (length of stay).
  - c. **Type of Points:** Select from the following options:
    - i. **Base:** Regular points awarded.
    - ii. **Bonus:** Bonus or extra point awarded : used for such purposes as a promotion (possibly based on a specific market code, and possibly for a short period of time).
  - a. **Start / End Date:** This defines reservation stay dates for which this calculation rule will apply.
  - b. **Description:** Enter a description of the rule.
  - c. **Points:** Enter the number of points to award to the member according to the **Rule Based On** value selected. For example, 1 point per \$ spend, 100 points per night or 1000 points per stay.
    - i. **%.** Select to specify that the value in **Points** is a percentage of the revenue
    - ii. **Rounding:** Select a value from the list:
      - i. **Ceiling:** Always round up
      - ii. **Floor:** Always round down
      - iii. **Round:** Regular rounding (2.1-2.4 will round down, 2.5-2.9 will round up)
  - d. **Cost per Point:** The actual or estimated cost to the property when points are assigned to a member based on this rule. This information can be used to track the expenses associated with the membership program.

- e. Rule Conditions
    - i. General
      - i. **Property:** Select the property from the list.
      - ii. **Property Group:** or select a property group from the list (multi-property). See [Configuring Membership Property Groups](#)
      - iii. **Membership Level:** Select a membership level if this rule is specific to a level.
    - ii. Rate
      - i. **Rate Group:** Select a rate group from the list to limit rule to specific rate codes. [Configuring Membership Rate Groups](#)
        - i. **Rate Group Include:** Select to include the selected rate group.
        - ii. **Rate Group Exclude:** Select to exclude the selected rate group
      - ii. **Transaction Group:** Select a transaction group from the list. See [Configuring Membership Transaction Groups](#)
        - i. **Transaction Group Include:** Select to include the selected transaction group
        - ii. **Transaction Group Exclude:** Select to exclude the selected transaction group
      - iii. **All Membership Rates:** Select the define rule for all rate codes (Rate Group selection is disabled).
      - iv. **All Membership Transactions:** Select to define rules for all sales charge transaction codes (transaction group selection is disabled).
    - iii. Segmentation
      - i. **Market Group:** Select a market group from the list. See [Configuring Membership Market Groups](#)
        - i. **Market Group Include:** Select to include the selected market group.
        - ii. **Market Group Exclude:** Select to exclude the selected market group.
3. Click **Save**.

### Editing Membership Type Point Calculation Rules

1. From the **Administration** menu, select **Client Relations**, select **Membership Management**, and select **Membership Type Rules**.
2. Enter search criteria and click **Search**.
3. Select the Member Type Rule and click the vertical ellipsis and select **Edit**.
  - a. Update the details
  - b. **Inactive:** Select to inactive the rule and exclude from processing.
4. Click **Save**.

### Deleting Membership Type Point Calculation Rules

1. From the **Administration** menu, select **Client Relations**, select **Membership Management**, and select **Membership Type Rules**.
2. Enter search criteria and click **Search**.

3. Select the **Member Type Rule** and click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Creating Membership Types

1. From the **Administration** menu, select **Client Relations**, select **Membership Management**, and select **Membership Types**
2. Click **New** and enter the following details:
  - a. **Rank**: Enter a rank that would prioritize the Membership Type reservation when competing with other reservations. Ranks in both Membership Level and Membership Types are incorporated for guest importance. The Rank is not mandatory, can have duplicates and non-sequential. 1 is considered the highest rank (Available when the AI Room Assignment OPERA Control is active).
3. Enter a **Type** for the membership type and enter a **Description**. Click **Save**. When you edit your new membership type, you can select one of the following options:
  - a. **Centrally Managed**: Select if membership points are calculated and managed centrally rather than at the property level.
  - b. **Primary**: Select if this is your primary membership. Only one membership can be primary.

## Configuring Membership Property Groups

Membership property groups are groupings of properties that are treated as a cohesive unit. This makes it convenient when points calculations are based on the property which originated the business or when back to back stays are flagged for membership transaction exceptions. Configure property groups from a [Hub location](#).

### Adding Membership Property Groups

1. From the **Administration** menu, select **Client Relations**, then **Membership Management**, then **Property Groups**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter a code for the property group.
  - b. **Description**: Enter a description for the property group.
  - c. **Sequence**: Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
  - d. **Properties**: Select one or more properties from the Available panel and click > to move to the Selected panel.
3. Click **Save**.

### Editing Membership Property Groups

1. From the **Administration** menu, select **Client Relations**, then **Membership Management**, then **Property Groups**.
2. Enter search criteria and click **Search**.

3. Select the property group, click **Vertical Ellipse** and select **Edit**.
4. Update details.
5. Click **Save**.

#### Deleting Membership Property Groups

1. From the **Administration** menu, select **Client Relations**, then **Membership Management**, then **Property Groups**.
2. Enter search criteria and click **Search**.
3. Select the property group, click **Vertical Ellipse** and select **Delete**.
4. Click **Delete** to confirm.

## Setting up Membership Points Calculation

1. From the **Administration** menu, select **Client Relations**, select **Membership Management**, and select **Membership Types**.
2. Select the membership type for which you want to set up the point calculations, click **Edit**, and click **Points Calculation**. Click **Save** after completing the sections as described below.
3. Complete the Calculation Period section:

The **Calculation Period** determines the member upgrades, downgrades, and expirations based on the tier points accumulated during a given time period. Calculation can be based on a 12-month calendar year (from January to December of a year) or a rolling 12-month period (based on a time period from the month the points are calculated). The following example shows how the Rolling calculation method differs from the Calendar calculation method and how the differences affect your clients:

A member receives 500 tier points in November 2016, which is not enough at that time to be upgraded to the next tier. However, assume the guest accumulates another 300 tier points in January 2017. When the upgrade process is run in March 2017 and the calculation period is set to Rolling, the period covered would be from March 2016 to March 2017. The member would have sufficient points to be upgraded. If the calculation period is set to Calendar, the member would not be upgraded. The member would only have 300 tier points because with Calendar, the calculation only considers points received from January to December of a calendar year.

- **Calendar:** The calculation considers points received from January to December of a calendar year, no matter when the calculation is run. For tier management purposes, tier points accumulation is calculated annually for the 12-month period prior to the date of the upgrade/downgrade batch run. For example, if the batch process is run on September 12, 2017, the tier points from September 11, 2016, to September 12, 2017, are considered in the upgrade/downgrade/expiration calculations.
- **Rolling:** The time period calculated is from the month the points are calculated to the same month for the time period selected. For example, from March 2017 to March 2018.

**Expire Inactive Card in:** The time limit (from 1 to 5 years) for membership card expiration. When the Tier Management batch process is run and the calculation period is set to Rolling, the new expiration year is based upon this value. For example, if the value is set to 2 Years, and the member is upgraded from Bronze to Silver in 10/17 with the current expiration set to 12/17, the upgrade batch process updates to the new expiration

date of 10/19 (2 Years from 10/17). If the same member was upgraded in 11/17 from Silver to Gold, the expiration date would again update with the new expiration of 11/19 (2 Years from 11/17).

**Expire Award Points (Months):** The number of months (0 to 60) for which award points are eligible for redemption. Zero means that award points are eligible for redemption only for the month in which they were calculated. If 12 months is selected, points are eligible for redemption for 1 year from the points calculation date. If you want to set award points to never expire over the life of the membership, leave this field blank.

**Award Point Expiry Date (Years):** The length of time award points remain eligible for redemption. Choose from the following options:

- **Do Not Expire:** Award points never expire over the life of the membership.
- **Same Year:** Award points are eligible for redemption during the same calendar year they were calculated. For example, points calculated in October 2017 are eligible for redemption until December 2017.
- **1-5 Years:** Award points are eligible for redemption for the number of calendar years specified (1, 2, 3, 4, or 5) starting from the date they are calculated. For example, if you select 3 years as the Award Points Expiry Date, points awarded on June 1, 2017, are not eligible for redemption until December 31, 2020. Starting on January 1, 2021, they are no longer eligible for redemption.

**Grace Period (Years / Months):** The number of years for the grace period.

**Activity Period (Months):** The number of months for the member's activity period. Only membership award points that fall within this activity period are extended. For example, if 24 is the value entered for the activity period in months, the member's activity must fall within the past two years for his or her award points to be extended.

**Award Redeem Threshold:** This number represents the minimum amount of points required before points can be redeemed for awards by this member. The member can only redeem points when this threshold amount is met.

4. Complete the Awards Management section:

**Award Generation Method:** The points calculation method you want to use. Choose from the following options:

- **Batch:** An automatic batch process is used to calculate points.
- **Manual:** You must manually calculate points and modify them on the member account.
- **External System:** Points information is calculated externally by third-party software.

**Non Member Points:** The potential membership points that could be earned for a stay by a non-member. The points appear for guests who are not members of a loyalty program and who are staying at the hotel.

**Externally Controlled:** The membership points calculation is controlled by a third-party system.

**Required on Stay Period:** Stay points are calculated for a loyalty program guest even if the loyalty membership card is not attached to the reservation.

5. Complete the Tier Management section:

**Based On:** The tier upgrade/downgrade processes based on either an Arrival Date, Departure Date, Posting Date, or Transaction Date.

**Upgrade / Downgrade Period:** The time period from which to calculate the upgrade/downgrade points.

**Tier Expiration Month:** The month in which the current membership tier expires.

**Downgrade/Renewal:** This option schedules the Auto Process Membership Tier Management job to run in the OPERA Scheduler. Based on the membership settings, this job automatically upgrades, downgrades, or renews all members with the primary membership type.

**Requalify on Upgrade:** This option checks if members have enough points to requalify for their current membership level on upgrade. If members have enough points, they receive an upgrade and a new expiration date. When members lack enough points for an upgrade, this option checks the following conditions: (a) if they have sufficient points to requalify for their current membership levels and (b) if their membership expiration dates are in the current year. If these conditions are met, members stay at their current levels and are assigned new expiration dates.

**Non Member Points:** The potential membership points that could be earned for a stay by a non-member. The points appear for guests who are not members of a loyalty program and who are staying at the hotel.

**Tier Management Reset:** This option activates the tier management reset functionality for the membership level. If a member is upgraded, downgraded, or renewed, the membership tier points reset.

## Configuring Membership Rate Groups

Rate Groups are used within the setup of point calculation rules for Membership Types. Within a rule, you may specify if points are calculated by a rate group. You can identify which rate codes belong within the rate group so that OPERA Cloud calculates points based on the codes selected here. For example, you may create a rate group called Package and within this group, you can select the package rate codes. When this rate group is applied to a calculation rule, points are calculated if the reservation rate code is included in this rate group.

### Adding a Membership Rate Group

1. From the **Administration** menu, select **Client Relations**, then **Membership Management**, then select **Rate Groups**.
2. Click **New** and enter the following details:
  - a. **Code:** Enter the membership rate group code.
  - b. **Description:** Enter the description for the rate group.
  - c. **Sequence:** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
  - d. Select one or rate codes from the Available panel then use the greater than symbol (>) to move your selection to the **Selected** panel.

 **Note:**

Use the filter to refine the search; enter value and click **Go**.

3. Click **Save**.

### Editing a Membership Rate Group

1. From the **Administration** menu, select **Client Relations**, then **Membership Management**, then select **Rate Groups**.
2. Enter search criteria, click **Search**.
3. Select the rate group and click **Vertical Ellipse** and select **Edit**.
4. Update the details.
5. Click **Save**.

### Deleting a Membership Rate Group

1. From the **Administration** menu, select **Client Relations**, then **Membership Management**, then select **Rate Groups**.
2. Enter search criteria, click **Search**.
3. Select the rate group and click **Vertical Ellipse** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Membership Status Codes

Membership status codes may be assigned to individual memberships to define the current standing of the membership. For example, a membership might be characterized as **PERM** (permanent card mailed), **REJ** (does not want to join), **PREF** (preferences need to be selected), and so on, for whatever purposes your organization might have.

### Adding Membership Status Codes

1. From the **Administration** menu, select **Client Relations**, then **Membership Management**, then **Status Codes**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter a code for the status code.
  - b. **Description**: Enter a description for the status code.
    - i. **Manage Translation**: Click to add translations for the description.
  - c. **Sequence**: Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned
3. Click **Save**.



### Editing Membership Status Codes

1. From the **Administration** menu, select **Client Relations**, then **Membership Management**, then **Status Codes**.
2. Enter search criteria and click **Search**.
3. Select the property group, click **Vertical Ellipse** and select **Edit**.
4. Update details.
5. Click **Save**.

### Deleting Membership Status Codes

1. From the **Administration** menu, select **Client Relations**, then **Membership Management**, then **Status Codes**.
2. Enter search criteria and click **Search**.
3. Select the property group, click **Vertical Ellipse** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Membership Transaction Groups

Transaction Groups are used within the setup of point calculation rules for Membership Types. Within a rule, you may specify if points are calculated by a transaction group. You can identify which transaction (charge) codes belong within the transaction group so that OPERA Cloud calculates points based on the charge codes selected here that are posted in the reservation account. For example, you may create a transaction group called All Revenue and within this group, you can select all sales charge transaction codes excluding non-revenue, paid out etc. When this transaction group is applied to a calculation rule, points are calculated if the selected charge codes are posted to the reservation account.

### Adding a Membership Transaction Group

1. From the **Administration** menu, select **Client Relations**, then **Membership Management**, then select **Transaction Groups**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter the membership Transaction group code.
  - b. **Description**: Enter the description for the Transaction group.
  - c. **Sequence**: Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
  - d. Select one or Transaction codes from the Available panel then use the greater than symbol (>) to move your selection to the **Selected** panel.

 **Note:**

Use the filter to refine the search; enter value and click **Go**.

3. Click **Save**.

### Editing a Membership Transaction Group

1. From the **Administration** menu, select **Client Relations**, then **Membership Management**, then select **Transaction Groups**.
2. Enter search criteria, click **Search**.
3. Select the Transaction group and click **Vertical Ellipse** and select **Edit**.
4. Update the details.
5. Click **Save**.

### Deleting a Membership Transaction Group

1. From the **Administration** menu, select **Client Relations**, then **Membership Management**, then select **Transaction Groups**.
2. Enter search criteria, click **Search**.
3. Select the Transaction group and click **Vertical Ellipse** and select **Delete**.
4. Click **Delete** to confirm.

## Profile Management

Use the options from the Profile Management menu to create codes for defining the account types, address formats, address types, titles, alternate language titles, communication types, company types, keywords, and preferences associated with your profiles.

## Configuring Account Types

OPERA Cloud provides the ability to draw statistics about revenue, room nights, and so on. For example, you could learn if the business is from a local business or an international business from reports such as Account History and Forecast, Account Hierarchy, Profile Production Statistics, and Profile Productivity LOS Reports. To use this feature, the sales account profile types (Company, Agent, Source) must have an account type selected in the [Sales Information](#) panel.

### Adding Account Types

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Account Types**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter an alpha-numeric code.
  - b. **Description**: Enter a Description.
  - c. **Manage Translation**: Manage Translations (available when the Multi Language OPERA Control is active). Click to open the multi-language descriptions screen and configure a language translation for the description.
  - d. **Sequence**: Set an optional sequence.
3. Click **Save** to save and exit or click **Save and Continue** to save the account type and add another.

### Editing Account Types

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Account Types**.
2. Enter search criteria and click **Search**.
3. Select the account type, click the **Vertical Ellipse** and select **Edit**.
4. Update details.
5. **Inactive**: Select the make the Account Type inactive.
6. Click **Save**.

### Deleting Account Types

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Account Types**.
2. Enter search criteria and click **Search**.
3. Select the account type, click the **Vertical Ellipse** and select **Delete**.
4. Click **Delete** to confirm.

## Address Formats

Address formats vary by country, according to the requirements of the local postal service. Address format configuration enables you to define the layout of name and address elements for when the <ADDRESSEE\_FULL ADDRESS> merge code is used in a stationery template.

An address format is associated with each [country code](#), resulting in the <ADDRESSEE\_FULL ADDRESS> merge code generating according to the format of the country value within the profile. For example:

- Singapore does not have states; their address format would not need to include this element.
- In Japan, addresses are reversed so that POSTCODE, STATE, and CITY appear on the first line and the guest name appears on the last line.

## Configuring Address Formats

### Adding an Address Format

1. Select the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Address Formats**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code that briefly describes the address format.
  - b. **Description**. Enter a detailed description of the address format.
  - c. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.

- d. **Sales Address Format** (Available when the OPERA Cloud Sales and Event Management Standard Cloud Service subscription is active). Select to use this format as the default address format for catering contracts and Sales & Catering mailings.

 **Note:**

The default address format (named SALES ADDR DEFAULT and provided in the SID data) is used for all OPERA Cloud Sales and Event Management Standard Cloud Service catering contracts and documents unless a specific address format has been configured for a given country.

- e. **Available Elements.** Click to choose the elements to include in the address format; hold the CTRL key to select multiple elements. Click the (>) button to move selected elements to the selected elements panel.
- f. **Selected Elements.** Modify the positions of the elements in the text editing area or delete elements as needed. You can use cut (ctrl + x), copy (ctrl + c), and paste (ctrl + v) keyboard shortcuts to relocate elements in the edit area.

 **Note:**

Ensure you select the country\_description element to output the full country name rather than the country code.

 **Note:**

When the **Multi Language** function is active under the **General** group in OPERA Controls, you can use the Alternate Name elements (XLAST, XFIRST, XMIDDLE NAME, and XLASTNAME.) to set up address formats to output the national character set values (for example, Chinese or Japanese characters). If the alternate name fields are empty on a profile, OPERA Cloud reverts to outputting the (Western) first, last, and title values instead. It is not necessary to use both LAST and XLAST within the same address format configuration. If an alternate name is available, the "X-fields" are used. If an alternate name has not been saved on the profile, the Western name is used.

3. Click **Save** to save and exit or click **Save and Continue** to save this code and add another.

### Editing an Address Format

1. Select the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Address Formats**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.

4. Click **Edit**.
5. Update the configuration and click **Save**.

#### Deleting an Address Format

1. Select the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Address Formats**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete**.

## Configuring Address Types

You can save multiple addresses on a profile. For example, you might add the home address to an individual guest profile. For a company profile, you might add the physical street address for shipping and add the P.O. box address for billing.



#### Note:

Certain address types are pre-configured in OPERA Cloud and cannot be deleted.

#### Adding an Address Type

1. Select the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Address Types**.
2. Click **New** and complete the following fields:
  - a. **Code**: Enter the code used to represent an address type (for example, HOME, BUSINESS, BILLING, or SHIPPING). The address type cannot exceed 20 characters in length.
  - b. **Description**: Enter a descriptive phrase that classifies the address type (for example, Home Address, Business Address, Billing Address, or Shipping Address).
  - c. **Sequence**: Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to save and exit or click **Save and Continue** to save this code and add another.

#### Editing an Address Type

1. Select the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Address Types**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis** and select **Edit**.
4. Update the configuration.
5. Click **Save**.

### Deleting an Address Type

1. Select the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Address Types**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete**.

## Alternate (Name) Language Titles

### Prerequisites for Alternate (Name) Language Titles

In addition to configuring title codes for western languages, you can configure alternate language title codes using national character sets for Chinese, Japanese, Arabic, Thai, Korean, or Hebrew. The alternate name title is selected as part of the Guest profile's alternate name entry. When selected for the Guest profile, the alternate name is used to output the guest's name on stationery generated in the national character set.

## Prerequisites for Alternate (Name) Language Titles

### OPERA Controls

**Group:** General

**Functions:** Multi Language

## Configuring Alternate Name Titles

### Adding an Alternate Language Title

1. Select the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Alternate Language Titles**.
2. Click **New** and complete the following fields:
  - a. **Code.** Enter (or paste) the title code in the national character set (using Chinese as an example, 先生 for Xiānshēng / Mr., 公 for Gōng; 小姐 for Xiǎojiě for young woman; or 太太 for Tàitai).
  - b. **Language.** Select the code to be associated with this title. All titles associated with a specified language code are available for selection when that language is chosen in the Language field on the guest Profile screen. The selected language is the language you use to exchange correspondence with the guest or contact rather than the guest's native language.
  - c. **Title Number** (Advanced Title only). Enter a unique number that identifies the unique combination of Title Code, Description, and Language.
  - d. **Salutation.** Enter the default salutation to be populated for the title. The salutation may include merge codes for variable information such as the alternate first name <XFIRSTNAME> and last name <XLASTNAME> on the profile.

- e. **Envelope Greeting.** (When the Advanced Title application parameter is active, Envelope Greeting appears as the label. When Advanced Title is not active, Business Title appears as the label.) This field identifies the name of the envelope greeting or business title to be used along with the social title, such as Doctor. When this field is populated, the envelope greeting or business title appears in the Titles screen at the Profile Screen. This ensures the correct envelope or business title and code are entered when creating or selecting a profile.
  - f. **Sequence.** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to save and exit, or click **Save and Continue** to save this Alternate Language Title and add another.

### Editing an Alternate Language Title

1. Select the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Alternate Language Titles**.
2. Select or confirm the **Property**.
3. Enter search criteria and click **Search**.
4. In the search results, select the code and click the **vertical ellipsis**.
5. Click **Edit**.
6. Update the configuration and click **Save**.

### Deleting an Alternate Language Title

1. Select the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Alternate Language Titles**.
2. Select or confirm the **Property**.
3. Enter search criteria and click **Search**.
4. In the search results, select the code and click the **vertical ellipsis**.
5. Click **Delete**.

## Configuring Business Segments

Business segments are used as a method of categorizing sales accounts (company and travel agent profiles).

### Adding a Business Segment

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Business Segments**.
2. Click **New** and complete the following fields:
  - a. **Code.** Enter a code for the business segment (for example, AC for Air Crew or DOD for Department of Defense, and so on.).
  - b. **Description.** Enter a description for the business segment code.

- c. **Manage Translations.** (Available when the **Multi Language** function under the **General** group is active.) Select to open the multi-language descriptions screen and configure a language translation for the description.
      - d. **Sequence.** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to save and exit or click **Save and Continue** to save this code and add another.

#### Editing a Business Segment

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Business Segments**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. Update the configuration.
6. Click **Save**.

#### Deleting a Business Segment

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Business Segments**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis** and click **Delete**.
4. Click **Delete** to confirm.

## Communication Types

A communication type identifies the electronic means for communicating with a profile. Communication types include phone numbers, email addresses, fax numbers, and web pages.

You can create multiple communication type entries for a profile. For example, a company profile could have a fax phone number and a business phone number. You might also configure communication types for a home telephone number and mobile telephone number.

Each communication type you create is associated with a predefined role: Phone, Fax, Email, Pager, and Web Page.

Once configured, you can select the default communication types for Guest and Company/Travel Agent profiles in OPERA Controls.



## Configuring Communication Types

### Adding a Communication Type

1. Select the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Communication Types**.
2. Click **New** and complete the following fields:
  - a. **Role.** Select from the list the role of this communication type: Phone, Fax, Email, or Web Page.
  - b. **Type.** Enter a name that identifies the specific communication function (for example, Business Phone, Fax Phone, Email, Pager Phone, Mobile Phone, Cell Phone, or Website).
  - c. **Description.** Enter a descriptive phrase that defines the communication type (for example, Manager's Home Number, Personal Fax Number, or Company Website).
  - d. **Text Enabled.** (Available when the **Text Message Handling** application function under the **General** group is active and the selected Role is **Phone**.) Select to indicate this communication type supports delivery of text messages (for example, cell or mobile).
  - e. **Sequence.** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to save and exit or click **Save and Continue** to save this code and add another.

### Editing a Communication Type

1. Select the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Communication Types**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. Update the configuration and click **Save**.

### Deleting a Communication Type

1. Select the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Communication Types**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete**.

## Configuring Company Types

[Prerequisites for Company Types](#)

Company Types typically define a company as local, national, or international, but can be configured and used as any specific site requires.

### Adding Company Types

1. From the Administration menu, select **Client Relations**, select **Profile Management**, and then select **Company Types**.
2. Click **New** and complete the following.
  - a. **Code**: Enter an alpha-numeric code for the company type
  - b. **Description**: Enter a description for the company type.
  - c. Click **Manage Translations** to add or update the travel agent type code and description translations.
  - d. **Sequence**: Enter an optional Sequence.
3. Click **Save** to save and exit, or click **Save and Continue** to save this travel agent type and add another.

### Editing Company Types

1. From the Administration menu, select **Client Relations**, select **Profile Management**, and then select **Company Types**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the vertical ellipsis.
4. Click **Edit**.
5. Update the configuration
6. Click **Save**.

### Deleting Company Types

1. From the Administration menu, select **Client Relations**, select **Profile Management**, and then select **Company Types**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the vertical ellipsis and click **Delete**.
4. Click **Delete** to confirm

## Prerequisites for Company Types

### OPERA Controls

**Group**: Profile

**Functions**: IATA Company type

## Configuring Forecast Types

A potential forecast type is a tag that can be attached to a prediction of the business activity and/or revenue expected from a client in specific revenue categories in a given period. For example, suppose you set up a TARGET forecast type. When you load the

potential estimates for Company A using the Potential screen, you can specify that the TARGET forecast consists of an expected \$3500 in food and beverage revenue and \$9500 in room revenue generated by the client in a 3 month period. The Potential screen then enables you to compare the forecasted numbers with actual numbers for the period of interest.

### Adding a Forecast Type

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Forecast Types**.
2. Click **New** and complete the following fields:
  - a. **Code**: Enter a code for the forecast type (for example TARGET, F&B, ROOMS, and so on).
  - b. **Description**: Enter a description for the forecast type code.
  - c. **Manage Translations**: (Appears when the **Multi Language** function under the **General** group is active.) Select to open the multi-language descriptions screen and configure a language translation for the description.
  - d. **Sequence**: Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to save and exit or click **Save and Continue** to save this code and add another.

### Editing a Forecast Type

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Forecast Types**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis** and select **Edit**.
4. Update the configuration.
5. Click **Save**.

### Deleting a Forecast Type

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Forecast Types**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete** to confirm.

## Configuring Frequency

The Frequency (that is, Potential Sales Frequency) feature enables Sales Managers to define the potential revenue and room nights expected of a client during specific periods of time, and, if applicable, for specific destinations. To monitor sales, use potentials as targets for comparison with the actual room nights and revenue generated from the client.

### Adding a Frequency Code

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Frequency**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code that represents the frequency (for example, D for daily, WKLY for weekly, MON monthly, and so on).
  - b. **Description**. Enter a description for the frequency code (for example, Daily, Weekly, or Monthly).
  - c. **Manage Translations**. (Appears when the **Multi Language** function under the **General** group is active.) Select to open the multi-language descriptions screen and configure a language translation for the description.
  - d. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to save and exit or click **Save and Continue** to save this code and add another.

### Editing a Frequency Code

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Frequency**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. Update the configuration and click **Save**.

### Deleting a Frequency Code

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Frequency**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete**.

## Configuring Inactive Reasons

When a sales account (companies and agents) or a contact is set to an inactive status, a reason should also be selected to clearly state to users why the profile was set to inactive.

### Adding an Inactive Reason

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Inactive Reasons**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code that briefly describes the inactive reason.

- b. Description.** Enter a detailed description of the inactive reason.
        - c. Sequence.** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
  3. Click **Save** to save and exit or click **Save and Continue** to save this code and add another.

#### Editing an Inactive Reason

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Inactive Reasons**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. Update the configuration and click **Save**.

#### Deleting an Inactive Reason

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Inactive Reasons**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete**.

## Configuring Keyword Types

### [Prerequisites for Keyword Types](#)

You can configure various keyword types and add multiple keywords to a profile (individual, company, agent, or source). You can enter these keywords when searching to make it easier to find a profile.

### Adding a Keyword Type

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Keyword Types**.
2. Click **New** and complete the following fields:
  - a. Code.** Enter a code that identifies the keyword type. This code appears within the Keyword Type list of values on the Profile screen.
  - b. Description.** Enter the description of the keyword code.
  - c. Manage Translations.** Select to translate the description into another language.
  - d. Sequence.** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
  - e. Copy to Subsidiary Profile.** When this option is selected and a profile has an established Company Master to Company Subsidiary or Company Subsidiary to Company Master relationship, you are prompted to copy this keyword type to the profiles established within this relationship type. Deselecting this option does not

prompt you to copy the keyword type/ keyword to the subsidiary profiles when this keyword type is added to a profile that has the Company Master relationship defined.

3. Click **Save** to save and exit or click **Save and Continue** to save this Keyword type and add another.

#### Editing a Keyword Type

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Keyword Types**.
2. Select or confirm the **Property**.
3. Enter search criteria and click **Search**.
4. In the search results, select the code and click the **vertical ellipsis**.
5. Click **Edit**.
6. Update the configuration and click **Save**.

#### Deleting a Keyword Type

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Keyword Types**.
2. Select or confirm the **Property**.
3. Enter search criteria and click **Search**.
4. In the search results, select the code and click the **vertical ellipsis**.
5. Click **Delete**.

## Prerequisites for Keyword Types

### OPERA Controls

**Group:** Profile

**Functions:** Keyword

## Configuring Mailing Action Codes

You can select mailing action codes in profiles and use this selection to identify the profiles you want to include in custom reports or exports.

### Adding Mailing Action Codes

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Mailing Action Codes**.
2. Click **New** and enter the following details:
  - a. **Code:** Enter a code for the mailing action (for example, NY, XMAS, GIFT, EASTER, and so on).
  - b. **Description:** Enter a description for the mailing action code.

- i. **Manage Translations:** (Appears when the **Multi Language** function under the **General** group is active.) Select to open the multi-language descriptions screen and configure a language translation for the description.
    - c. **Sequence:** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to save and exit or click **Save and Continue** to add another.

#### Editing Mailing Action Codes

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Mailing Action Codes**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis** then click **Edit**.
4. Update the configuration..
5. Click **Save**.

#### Deleting Mailing Action Codes

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Mailing Action Codes**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis** then click **Delete**.
4. Click **Delete** to confirm.

## Configuring Global (Mailing) Action Codes

You can assign [Mailing Action Codes](#) to identify profiles you want to include in custom reports or exports

Global Mailing Action Codes are applicable when the Property Action Codes OPERA Control is inactive.

When the Property Action Codes OPERA Control is active you need to configure property specific mailing codes . Refer to [Configuring Mailing Action Codes](#) .

#### Adding Global (Mailing) Action Codes

1. From the **Administration** menu, select **Client Relations**, select **Profile Management** and select **Global Action Codes**.
2. Click **New** and enter the following details:
  - a. **Code:** Enter a code for the Global Mailing Action.
  - b. **Description:** Enter the name of the Global Mailing Action.
    - i. **Manage Translation:** Click to open the multi-language descriptions screen and configure a translated menu name for each language.
  - c. **Sequence:** Enter a sequence number that determines the position of this code in listings.
3. Click **Save**.

### Editing Global (Mailing) Action Codes

1. From the **Administration** menu, select **Client Relations**, select **Profile Management** and select **Global Action Codes**.
2. Enter search criteria and click **Search**.
3. Select the Global Mailing Action Code, then click the **vertical ellipsis** and select **Edit**.
  - a. Update the configuration.
  - b. **Inactive**: Select check box to inactive the code.
4. Click **Save**.

### Deleting Global (Mailing) Action Codes

1. From the **Administration** menu, select **Client Relations**, select **Profile Management** and select **Global Action Codes**.
2. Enter search criteria and click **Search**.
3. Select the Global Mailing Action Code, then click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** and confirm.

## Configuring Pay Days

### Prerequisites for Configuring Pay Days

Activation of the Payment Due Days OPERA Control gives you the ability to specify the number, 0-999, of payment due days for AR Accounts; a Pay Days list of values can be configured below to limit users to specific list of values. If payment due days are not configured then users can directly enter any numeric value (0-999) into the Payment Due Days field in [AR Account setup](#).



#### Note:

When the **Month End Calc.** check box is selected in AR Account setup , then the Payment Due Days value will be taken from the last day of the month for the bill generation date.

### Adding AR Payment Due Days

1. From the **Administration** menu, select **Client Relations**, select **Profile Management** and select **Pay Days**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter a number for the Pay Day (between 1 and 999).
  - b. **Description**: Enter the name of the Pay Day.
    - i. **Manage Translation**: Click to open the multi-language descriptions screen and configure a translated menu name for each language.



- c. **Sequence:** Enter a sequence number that determines the position of this code in listings.
3. Click **Save** or **Save and Continue** to add another.

#### Editing AR Payment Due Days

1. From the **Administration** menu, select **Client Relations**, select **Profile Management** and select **Pay Days**.
2. Enter search criteria and click **Search**.
3. Select the Pay Days code, then click the **vertical ellipsis** and select **Edit**.
  - a. Update the configuration.
4. Click **Save**.

#### Deleting AR Payment Due Days

1. From the **Administration** menu, select **Client Relations**, select **Profile Management** and select **Pay Days**.
2. Enter search criteria and click **Search**.
3. Select the Pay Days code, then click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** and confirm.

## Prerequisites for Configuring Pay Days

### OPERA Controls

**Group:** AR

**Parameter:** Payment Due Days

### OPERA Cloud Tasks

Profile Management

- Pay Days
- New/Edit Pay Days
- Delete Pay Days

## Preference Groups

Preference groups (or types) are used to categorized the various preferences saved to a profile. OPERA Cloud is pre-configured with preferences for room features, smoking, floor, specials, and (room) Key Options.

You can create additional preference groups (for example, pillow, music, newspaper) as well as the preferences associated with these preference groups.

It is also possible to define the number (quantity) of preferences that can be selected for a particular preference group. For example, only one smoking preference (either smoking or non-smoking) is logical but several newspaper preferences could be selected.

## Configuring Preference Groups

### Adding a Preference Group

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Preference Groups**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code to identify the preference group (for example, newspaper, flowers, pillows, and so on).
  - b. **Description**. Enter a description for the preference group.
  - c. **Quantity**. Enter the maximum number of items that may be selected when choosing preferences from the preference group.
  - d. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
  - e. **Reservation**. Select to have this Preference Group and its preferences available when selecting the **Preferences** field on the Reservation screen. If any preferences with this selection are attached to a reservation, the user is prompted with the option to attach the preference to the profile.
3. Click **Save** to save and exit or click **Save and Continue** to save this Preference Group and add another.

### Editing a Preference Group

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Preference Groups**.
2. Select or confirm the **Property**.
3. Enter search criteria and click **Search**.
4. In the search results, select the code and click the **vertical ellipsis**.
5. Click **Edit**.
6. Update the configuration and click **Save**.

### Deleting a Preference Group

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Preference Groups**.
2. Select or confirm the **Property**.
3. Enter search criteria and click **Search**.
4. In the search results, select the code and click the **vertical ellipsis**.
5. Click **Delete**.

## Preferences

Preferences are saved on Guest profiles to inform staff of a guest's preferences for a variety of preference groups.

A guest's smoking, floor, and room feature preferences are populated to respective search fields during an available room search and room assignment for a reservation. This ensures guests are assigned rooms that match their preferences.

You can use Key Options to designate special access to hotel areas, such as Pool, Executive Level, and Gym. These Key Options appear on the Guest profile and you can include them in the room key encoding for the guest.

The following are examples of other property-defined preference groups and preferences that you might configure:

- A preference group for PILLOW could have preference codes for Feather, Hypoallergenic, Snoring, Memory Foam pillows, and so on.
- A preference group for NEWSPAPER could have preference codes for Financial Times, Local News, Wall Street Journal, and other newspapers available for delivery.
- A preference group for DIET could have preference codes for Vegan, Vegetarian, Paleo, Low Fat, Low Sodium, No Dairy, and so on.

## Configuring Preference Codes

### Adding a Preference Code

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Preferences**.
2. Click **New** and complete the following fields:
  - a. **Property**. Enter or search for and select a property.
  - b. **Preference Groups**. Select the preference groups from the list of values.
  - c. **Code**. Enter a code that identifies the preference item in the preference group (for example, a preference group for ROOM FEATURES could have preference codes for corner room, jacuzzi tub, pool view, ocean view, or balcony).
  - d. **Description**. Enter a description of the preference item in the preference group.
  - e. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to save and exit or click **Save and Continue** to save this Preference code and add another.

### Editing a Preference Code

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Preferences**.
2. Select or confirm the **Property**.
3. Enter search criteria and click **Search**.
4. In the search results, select the code and click the **vertical ellipsis**.
5. Click **Edit**.
6. Update the configuration and click **Save**.

### Deleting a Preference Code

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Preferences**.
2. Select or confirm the **Property**.
3. Enter search criteria and click **Search**.
4. In the search results, select the code and click the **vertical ellipsis**.
5. Click **Delete**.

## Profile Name Validations

### Prerequisites for Profile Name Validations

Using Profile Name Validations you can specify a profile type and enter a name string which OPERA Cloud will validate each time a new profile is created. The validation rules configured ensure the name string matches the profile type and prevents the incorrect assignment of Companies as Agents, Companies as Guests, Travel Agents as Companies and so on.

For example,

- Profile Type = Company
- Name String = <Company Profile Name>

When the **New** action is selected on the Profile Search screen, entering the <Company Profile Name> and selecting the Guest profile type results in OPERA Cloud prompting the following warning: "Profile Type for this profile should be Company. Do you want to continue?" If you select Yes, the Guest Profile screen appears and if you select No, you remain on the Profile Search screen.

## Prerequisites for Profile Name Validations

### OPERA Controls

**Group:** Profile

**Parameters:** Profile Name Validations

### OPERA Cloud Tasks

- Profile Management
- Profile Name Validations
  - New/Edit Profile Name Validations
  - Delete Profile Name Validations

## Configuring Profile Name Validations

### Adding a Profile Name Validation Rule

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Profile Name Validations**.
2. Click **New** and enter the following details:
  - a. **Type:** Select a profile type: **Company**, **Source**, or **Travel Agent**.
  - b. **Name:**Type the name string to use. You can configure partial name string matches by using the % symbol along with the partial name. For example:
    - i. %Oracle — Based on the Profile type selected, compares the profile names that end with “Oracle” for the selected profile type. If the Profile Type does not match, then the message prompt about mismatched profile types appears.
    - ii. Oracle% — Based on the Profile Type selected, compares the profile name string that starts with “Oracle” for the selected profile type. If the Profile Type does not match, then the message prompt about mismatched profile types appears.
    - iii. %Oracle% — Based on the Profile Type selected, compares the profile name string that includes the word “Oracle” for the selected profile type. If the Profile Type does not match, then the message prompt about mismatched profile types appears.
3. Click **Save** to save and exit or click **Save and Continue** to save and add another.

### Editing a Profile Name Validation Rule

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Profile Name Validations**.
2. Enter search criteria and click **Search**.
3. In the search results, select the rule and click the **vertical ellipsis** and select **Edit**.
4. Update the configuration.
5. Click **Save**.

### Deleting a Profile Name Validation Rule

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Profile Name Validations**.
2. Enter search criteria and click **Search**.
3. In the search results, select the rule and click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Profile Protection

### Prerequisites for Profile Protection

Profile protection is used to protect certain profile fields from being changed by users when the profile is subscribed with an external system. When the Profile Protection (Method) OPERA Control is set to **By Profile** a Protected check box is enabled in the Profile Overview panel in Profile Presentation, which must be selected to enable protection of the subscribed

profile. When the Profile Protection (Method) OPERA Control is set to **By Profile Type** the protection rules apply to all subscribed profiles of the profile type.

The Override Profile Protection user tasks then allows users to override the protection rules when updating profiles.

### Editing Profile Protection

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Profile Protection**.

This screen shows the Screen / Field Name and the Profile Type (**Company, Contact, Group, Guest, Source, and Travel Agent**). The icons show whether the screen/field is protected, partially protected, or not applicable.

2. Click **Edit**.
3. Select/deselect the check boxes for the appropriate screens/fields to protect them from being changed for each profile type.
4. Click **Save**.

## Prerequisites for Profile Protection

### OPERA Controls

**Group:** Profile

**Functions:** Profile Protect

**Setting:** Profile Protection (Method)

### OPERA Cloud Tasks

- Profile Management
- Profile Protection

## Relationships

You can set up standard affiliations between profile types that can then be selected, much like templates, when setting up relationships for profiles. When setting up relationships for a specific profile, only the relationship types you configure which involve that profile type are available for selection. A common relationship would be one that exists between a parent company (profile type company) and a subsidiary company (profile type company). Another common relationship is employer (profile type company) and an employee (profile type guest or contact).



### Note:

OPERA Cloud is pre-configured with master-sub relationship types for Company, Travel Agent, and Source profile types.

Relationships can be used to facilitate rate sharing and for more meaningful financial and statistical reporting. For example, you might want to share negotiated rates

created for a parent company with all the subsidiaries of the company. Or you might want to report on total revenues associated with all subsidiaries of a company rather than on each subsidiary separately. Relationships enable you to do these things.

When setting up relationship types, you must define both sides of the relationship — the "from" side and the "to" side. It is sometimes helpful to think in terms of statements such as "Company X (a company profile) is the employer of Guest Y (an individual profile)." The left component of this relationship (company) is the From side. The right component (individual) is the To side. Once this relationship type has been configured, when you open the profile for "GUEST" (an individual type profile) and select the **Relationships details** link, you are able to set up an employee/employer relationship for GUEST with a company you choose from the Company profiles.

It is important to keep in mind that relationship configuration is designed to not accept duplicate values between From Relationship Type and To Relationship Type and the From Description and To Description. For example, when COMPANY has been used once in either From Relationship Type or To Relationship Type, it cannot be used again for either of these two fields for any new relationship. The same applies to the From Description and To Description.

## Configuring Relationships

### Adding a Relationship

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Relationships**.
2. Click **New** and complete the following fields:
  - a. **From Relationship Type**. Select the profile type of the "from" component of the relationship.
  - b. **Code**. Enter a code that briefly describes the "from" component of the relationship.
  - c. **Description**. Enter a detailed description of the "from" component of the relationship (for example, employer, parent company, and so on).
  - d. **To Relationship Type**. Select the profile type of the "to" component of the relationship.
  - e. **Code**. Enter a code that briefly describes the "to" component of the relationship.
  - f. **Description**. Enter a detailed description of the "to" component of the relationship (for example, employer, parent company, and so on).
  - g. **Link Type**. Choose from the following options for the relationship link type:
    - **Default**. Select to indicate the relationship is the default relationship, or primary relationship, when these two profile types are part of a relationship. Only one primary relationship type is allowed for any relationship types that involve the same two profile types.
    - **Global**. Select to indicate the relationship type is global or available to all properties in the cluster. Global relationships are exchanged and synchronized among remote properties via OXI and must be centrally defined and managed. Global relationships can be viewed but not changed on the property level.
    - **Has Hierarchy**. Select to indicate the relationship type is hierarchical. Hierarchical relationships apply (and are the default) when company, travel agent, and source profile types are involved in the relationship. When you create

a relationship and assign a hierarchical relationship type to it, the **Hierarchy** button is available on the Profile Relationships screen. The Hierarchy shows the current profile's hierarchical position in a "tree view" style diagram. If another account is selected from the diagram, Hierarchical relationships enable you to build multi-level relationships such as master, sub1, sub2, and so on.

Non-hierarchical relationships support only one level (for example, Partner or Spouse). Non-hierarchical relationships are mainly used on individual profiles.

- h. **Rate.** Select an option if negotiated rates are shared between the profiles linked with this relationship type.
3. Click **Save**.

### Editing a Relationship

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Relationships**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. Update the configuration and click **Save**.

### Deleting a Relationship

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Relationships**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete**.

## Configuring Restriction Reasons

### Prerequisites for Restriction Reasons

When a profile is set to a restricted status, you should also select a reason to make it clear to all users why the profile was set to restricted.

### Adding a Restriction Reason

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Restriction Reasons**.
2. Click **New** and complete the following fields:
  - a. **Code.** Enter the code for the restriction reason.
  - b. **Description.** Enter a description for the restriction reason.
  - c. **Manage Translations.** (Available when the **Multi Language** function under the **General** group is active.) Select to open the multi-language descriptions screen and configure a language translation for the restriction reason.



- d. **Sequence.** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to save and exit or click **Save and Continue** to save this code and add another.

#### Editing a Restriction Reason

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Restriction Reasons**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. Update the configuration and click **Save**.

#### Deleting a Restriction Reason

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Restriction Reasons**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete**.

## Prerequisites for Restriction Reasons

### OPERA Controls

**Group:** Profile

**Parameters:** Restriction / Flagged Reasons

## Sales Information

### Prerequisites for Sales Information

Sales information can be provided on the Sales Information panel in Company, Travel Agent, Source, and Contact profiles. This information can assist Sales Managers in decision making and can be used in filters when generating sales reports.

The following types of sales information are available:

- **Priorities** — Business importance of the account or contact.
- **Business Potential** — Importance of the account in drawing accommodations business.
- **Competition Codes** — Your business competition for this account.
- **Industry Codes** — Industry classification of the account.
- **Influence Codes** — For contacts only. The influence the contact has in the decision-making process.
- **Scopes** — Broad geographical areas where the account or contact generates business.
- **Scope & Cities** — Cities where the account or contact generates business.

- **Sources** — Origin of the account (for example, media ad, website, and so on).
- **Territories** — Sales territory to which the account or contact is assigned.

## Prerequisites for Sales Information

### Licenses / Subscriptions

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition

Or

Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition

### OPERA Controls

**Group:** Profile

**Parameters :** Sales Information

### OPERA Cloud Tasks

Account Priorities

- New/Edit Account Priorities
- Delete Account Priorities

Competition Codes

- New/Edit Competition Codes
- Delete Competition Codes

Territories

- New/Edit Territories
- Delete Territories

Industry Codes

- New/Edit Industry Codes
- Delete Industry Codes

Influence Codes

- New/Edit Influence Codes
- Delete Influence Codes

Scope Codes

- New/Edit Scope Codes
- Delete Scope Codes

Scope City Codes

- New/Edit Scope City Codes
- Delete Scope City Codes

### Sources

- New/Edit Sources
- Delete Sources

### Business Potential

- New/Edit Business Potential
- Delete Business Potential

## Configuring Account Priorities

Account Priorities enable you to specify the priority of the sales account.

### Adding a Priority Code

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Account Priorities**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code for the priority (for example, H for High, L for Low, and so on).
  - b. **Description**. Enter a description for the priority code.
  - c. **Manage Translations**. (Available when the **Multi Language** function under the **General** group is active.) Select to open the multi-language descriptions screen and configure a language translation for the description.
  - d. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to save and exit or click **Save and Continue** to save this code and add another.

### Editing a Priority Code

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Account Priorities**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. **Inactive**. Select to inactivate the current code. Inactive codes are not available for selection on a profile, but are available for selection in report filters.
6. Update the configuration and click **Save**.

### Deleting a Priority Code

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Account Priorities**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.

 **Note:**

Only inactive codes that are not currently used in a profile can be deleted.

4. Click **Delete**.

## Configuring Business Potential

Use the business potential to categorize an account's ability to produce revenue at your property. The business potential of an account is an estimate and can be changed throughout the life of the account profile.

### Adding a Business Potential Code

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Business Potential**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code for the potential (for example, 10K for \$10,000-\$10,999).
  - b. **Description**. Enter a description for the business potential code.
  - c. **Manage Translations**. (Available when the **Multi Language** function under the **General** group is active.) Select to open the multi-language descriptions screen and configure a language translation for the description.
  - d. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to save and exit or click **Save and Continue** to save this code and add another.

### Editing a Business Potential Code

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Business Potential**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. **Inactive**. Select to inactivate the current code. Inactive codes are not available for selection on a profile, but are available for selection in report filters.
6. Update the configuration and click **Save**.

### Deleting a Business Potential Code

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Business Potential**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.

 **Note:**

Only inactive codes that are not currently used in a profile can be deleted.

4. Click **Delete**.

## Configuring Competition Codes

Competition codes enables you to identify other hospitality businesses that are competing with you for an account's business opportunities.

### Adding a Competition Code

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Competition Codes**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code for the competitor.
  - b. **Description**. Enter a detailed description (name) of the competitor.
  - c. **Manage Translations**. (Available when the **Multi Language** function under the **General** group is active.) Select to open the multi-language descriptions screen and configure a language translation for the description.
  - d. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to save and exit or click **Save and Continue** to save this code and add another.

### Editing a Competition Code

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Competition Codes**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. **Inactive**. Select to inactivate the current code. Inactive codes are not available for selection on a profile, but are available for selection in report filters.
6. Update the configuration and click **Save**.

### Deleting a Competition Code

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Competition Codes**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.

 **Note:**

Only inactive codes that are not currently used in a profile can be deleted.

4. Click **Delete**.

## Configuring Industry Codes

Use industry codes to describe the core business of an account.

### Adding an Industry Code

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Industry Codes**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code that briefly describes the industry code (for example, HC for health care, FIN for finance, ENT for entertainment, TECH for technology, and so on).
  - b. **Description**. Enter a detailed description of the industry code.
  - c. **Manage Translations**. (Available when the **Multi Language** function under the **General** group is active.) Select to open the multi-language descriptions screen and configure a language translation for the description.
  - d. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to save and exit or click **Save and Continue** to save this code and add another.

### Editing an Industry Code

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Industry Codes**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. **Inactive**. Select to inactivate the current code. Inactive codes are not available for selection on a profile, but are available for selection in report filters.
6. Update the configuration and click **Save**.

### Deleting an Industry Code

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Industry Codes**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.

 **Note:**

Only inactive codes that are not currently used in a profile can be deleted.

4. Click **Delete**.

## Configuring Influence Codes

Influence codes can be associated with contact profiles to indicate the impact a contact has on purchase decisions involving your property's offerings.

### Adding an Influence Code

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Influence Codes**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code for the level of influence (for example, DEC for the decision maker, NEG for negotiator, and so on).
  - b. **Description**. Enter a detailed description of the influence code.
  - c. **Manage Translations**. (Available when the **Multi Language** function under the **General** group is active.) Select to open the multi-language descriptions screen and configure a language translation for the description.
  - d. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to save and exit or click **Save and Continue** to save this code and add another.

### Editing an Influence Code

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Influence Codes**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. **Inactive**. Select to inactivate the current code. Inactive codes are not available for selection on a profile, but are available for selection in report filters.
6. Update the configuration and click **Save**.

### Deleting an Influence Code

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Influence Codes**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.

 **Note:**

Only inactive codes that are not currently used in a profile can be deleted.

4. Click **Delete**.

## Configuring a Scope

A scope indicates the region where a contact or account's business originates. Many accounts and contacts do not draw their business locally, but rather from another city, region, or even another country. Define scopes as regions or areas that are as specific or general as necessary.

### Adding a Scope

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Scope**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code that briefly describes the scope (for example, UK for the United Kingdom, EUR for Europe, and so on).
  - b. **Description**. Enter a detailed description of the scope.
  - c. **Manage Translations**. (Available when the **Multi Language** function under the **General** group is active.) Select to open the multi-language descriptions screen and configure a language translation for the description.
  - d. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to save and exit or click **Save and Continue** to save this code and add another.

### Editing a Scope

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Scope**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. **Inactive**. Select to inactivate the current code. Inactive codes are not available for selection on a profile, but are available for selection in report filters.
6. Update the configuration and click **Save**.

### Deleting a Scope

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Scope**.
2. Enter search criteria and click **Search**.



3. In the search results, select the code and click the **vertical ellipsis**.

 **Note:**

Only inactive codes that are not currently used in a profile can be deleted.

4. Click **Delete**.

## Configuring a Scope City

The scope city is the city where the contact or account's headquarters is located or the city where one of your properties is located that the contact or account frequently uses.

### Adding a Scope City

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Scope City**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code that briefly describes the scope city (for example, NYC for New York, MADRID for Madrid, and so on).
  - b. **Description**. Enter a detailed description of the scope city.
  - c. **Manage Translations**. (Available when the **Multi Language** function under the **General** group is active.) Select to open the multi-language descriptions screen and configure a language translation for the description.
  - d. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to save and exit or click **Save and Continue** to save this code and add another.

### Editing a Scope City

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Scope City**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. **Inactive**. Select to mark the code inactive. Inactive market codes are not available for selection from market lists in OPERA Cloud. The code remains for historical, statistical purposes only.
6. Update the configuration and click **Save**.

### Deleting a Scope City

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Scope City**.
2. Enter search criteria and click **Search**.

3. In the search results, select the code and click the **vertical ellipsis**.

 **Note:**

Only inactive codes that are not currently used in a profile can be deleted.

4. Click **Delete**.

## Configuring Sources

A source indicates how you came to acquire an account. For example, through an advertisement, a website, a referral, and so on.

### Adding a Source

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Sources**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code that briefly describes the source (for example, WEB for web site, TS for trade show, CC for cold call, REF for referral, and so on).
  - b. **Description**. Enter a detailed description of the source.
  - c. **Manage Translations**. (Available when the **Multi Language** function under the **General** group is active.) Select to open the multi-language descriptions screen and configure a language translation for the description.
  - d. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to save and exit or click **Save and Continue** to save this code and add another.

### Editing a Source

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Sources**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. **Inactive**. Select to inactivate the current code. Inactive codes are not available for selection on a profile, but are available for selection in report filters.
6. Update the configuration and click **Save**.

### Deleting a Source

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Sources**.
2. Enter search criteria and click **Search**.

3. In the search results, select the code and click the **vertical ellipsis**.

 **Note:**

Only inactive codes that are not currently used in a profile can be deleted.

4. Click **Delete**.

## Configuring Territories

Territories are the geographical sales areas where accounts and contacts are located and you can use them as filters in preparing sales reports.

### Adding a Territory

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Territories**.
2. Click **New** and complete the following fields:
  - a. **Code**. Enter a code that briefly describes the territory (for example, NA for North America, AU for Australia, and so on).
  - b. **Description**. Enter a detailed description of the territory.
  - c. **Manage Translations**. (Available when the **Multi Language** function under the **General** group is active.) Select to open the multi-language descriptions screen and configure a language translation for the description.
  - d. **Sequence**. Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to save and exit or click **Save and Continue** to save this code and add another.

### Editing a Territory

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Territories**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.
5. **Inactive**. Select to inactivate the current code. Inactive codes are not available for selection on a profile, but are available for selection in report filters.
6. Update the configuration and click **Save**.

### Deleting a Territory

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Territories**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.

 **Note:**

Only inactive codes that are not currently used in a profile can be deleted.

4. Click **Delete**.

## Titles

Guest and Contact profiles have a field for the person's Title (for example, Mr, Mrs, Herr, Dr, and so on) The titles available for selection when you open the list of values depends on the language selected in the Language field. For example, if you select E for the English language, the available titles might be Mr, Mrs, or Ms. If you select F for French language, the available titles might be Mlle, Mm, or M. Additionally, when you select the title, a default salutation for guests having that title populates to the Salutation field. For example, if you select the title "Mr" for Michael Summers, the default salutation might be "Dear Mr Summers." The default salutation text can be edited directly in the Salutation field.

### Advanced Titles

#### [Prerequisites for Advanced Titles](#)

You can define and configure several different title suffixes for the same title and language by using the Advanced Title feature.

The advanced title feature meets the needs of certain countries, such as Germany, where a social title, such as Herr, might be combined with a professional title, such as Doctor.

The following are examples of how the Advanced Title arrangement might be used:

- The salutation of a confirmation letter, such as "Herr Dr. Bernd Barysch"
- An address where the Title (Herr) appears on a separate line

On the Manage Profile screen in the Title Number field, enter a number that identifies the unique combination of Title Code, Description, and Language. You cannot insert the same Title Code more than once without a Title Suffix. However, you can create as many descriptions and envelope greetings as necessary for the same Title Code and Language Code. Using German as an example, you can create several Title Codes = Herr and Language Codes = DE and each Title Code/ Language Code can have an envelope greeting. Each combination of Title Code and Description must have a unique Title Suffix number that identifies it. For example:

- A Title code of Herr with a Title Suffix of 1 could have the Description containing the title of Herr with an envelope greeting, such as Herr Doctor with merge codes <FIRSTNAME> <LASTNAME>.
- The same Title code of Herr could have a Title Suffix of 2 with the Description of Herr with merge codes <FIRSTNAME><LASTNAME> (without a professional title).
- Additionally, the same Title Code of Herr could have a Title Suffix of 3 with the Description of Herr Professor and merge codes <FIRSTNAME><LASTNAME>.

When Advanced Title = N, you can configure the following titles:

**Table 15-1 Advanced Title = N**

Title Code	Description (Salutation)	Language Code
MR	Mr.<LAST NAME>	E
MR	Mr.<LAST NAME>	E

When Advanced Title = Y, you must assign a Title Suffix to duplicate titles:

**Table 15-2 Advanced Title = Y**

Title Code	Description (Salutation)	Language Code	Title Suffix
MR	Mr.<LAST NAME>	E	21
MR	Mr.<LAST NAME>	E	22
MR	Mr.<LAST NAME>	E	23

## Prerequisites for Advanced Titles

### OPERA Controls

**Group:** Profile

**Parameters:** Advanced Title

## Configuring Titles

### Adding a Title

- From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Titles**.
- Click **New** and complete the following fields:
  - Code.** Enter the code that identifies the title (for example, Mr, Ms, Mrs, Capt, Rev, Hon, and so on).
  - Language.** Select the code to be associated with this title. All titles associated with a specified language code are available for selection when that language is chosen in the Language field on the guest Profile screen. The selected language is the language you use to exchange correspondence with the guest or contact rather than the guest's native language.
  - Title Number** (Advanced Title only). Enter a unique number that identifies the unique combination of Title Code, Description, and Language.
  - Salutation.** Enter the default salutation to be populated for the title. The salutation may include merge codes for variable information such as the guest's first name

<FIRSTNAME> and last name <LASTNAME> (for example, Dear Mr <LASTNAME>, Monsieur <FIRSTNAME> <LASTNAME>, or Estimada Señora <LASTNAME>)

- e. **Envelope Greeting / Business Title.** (When the Advanced Title application parameter is active, Envelope Greeting appears as the label. When Advanced Title is not active, Business Title appears as the label.) This field identifies the name of the envelope greeting or business title to be used along with the social title, such as Doctor. When this field is populated, the envelope greeting or business title appears in the Titles screen at the Profile Screen. This ensures the correct envelope or business title and code are entered when creating or selecting a profile.
  - f. **Sequence.** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save** to save and exit or click **Save and Continue** to save this Title and add another.

### Editing a Title

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Titles**.
2. Select or confirm the **Property**.
3. Enter search criteria and click **Search**.
4. In the search results, select the code and click the **vertical ellipsis**.
5. Click **Edit**.
6. Update the configuration and click **Save**.

### Deleting a Title

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Titles**.
2. Select or confirm the **Property**.
3. Enter search criteria and click **Search**.
4. In the search results, select the code and click the **vertical ellipsis**.
5. Click **Delete**.

## Configuring Travel Agent Types

### Prerequisites for Travel Agent Types

Travel Agent Types indicate whether a travel agent requires a commission, is a local, national, or international travel agent, or has any other classifications.

### Adding a Travel Agent Type

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Travel Agent Types**.
2. Click **New** and enter the following details:

- a. **Code:** Enter an alpha-numeric
  - b. **Description:** Enter a description.
  - c. **Sequence :** Select an optional sequence number indicating the code's order of appearance in a list.
3. Click **Manage Translations** to add or update travel agent type code and description translations.
  4. Click **Save** to save, or click **Save and Continue** to save this travel agent type and add another.

#### Editing a Travel Agent Type

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Travel Agent Types**.
2. Enter search criteria, click **Search**.
3. Click the **Vertical Ellipse**, select **Edit**.
4. Update details.
5. Click **Save**.

#### Deleting a Travel Agent Type

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **Travel Agent Types**.
2. Enter search criteria, click **Search**.
3. Click the **Vertical Ellipse**, select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Travel Agent Types

### OPERA Controls

**Group:** Profile

**Function:** IATA Company Type

## VIP Levels

### Prerequisites for VIP Levels

OPERA Cloud provides the ability to define different VIP levels for your guests. Throughout the application, guests and their associated reservation may be filtered using the VIP code assigned. Many reports also offer the ability to filter guests and their reservation data based on VIP levels.

Some common uses of VIP levels are to easily view VIP arrivals and departures or VIP guests in house. VIP codes can also be referenced when configuring global alerts to display alerts to the staff of guests who require or deserve special attention.

VIP status is usually used to identify regular guests, celebrities, royalty, hotel owners, loyalty club members, and important corporate guests. Regular (non-VIP) guests would not have a value in the VIP field.

When the **Reservation Color Definition** setting in the **Reservations** group in OPERA Controls is set to **VIP Levels**, the color assigned to the VIP level of the guest appears on the Reservation, Reservation Search, and Telephone Operator screens.

In multi-property operations, the VIP code configuration is global for all properties.

## Prerequisites for VIP Levels

### OPERA Controls

**Group:** Profiles

**Functions:** VIP

## Configuring VIP Levels

### Adding a VIP Level

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **VIP Levels**.
2. Click **New** and complete the following fields:
  - a. **Code.** Enter a code that briefly describes the VIP level.
  - b. **Description.** Enter a detailed description of the VIP level.
  - c. **Manage Translations.** (Available when the **Multi Language** function under the **General** group is active.) Select to open the multi-language descriptions screen and configure a language translation for the description.
  - d. **Sequence.** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
  - e. **Display Color.** Assign a color to the VIP level.
  - f. **Rank:** Enter a number that would prioritize the VIP tier assignment of a reservation when competing with other tier reservations. Rank in VIP Levels is incorporated for guest importance. The Rank is not mandatory, can have duplicates and non-sequential. 1 is considered the highest rank. (Available when the AI Room Assignment OPERA Control is active)
3. Click **Save** to save and exit or click **Save and Continue** to save this code and add another.

### Editing a VIP Level

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **VIP Levels**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Edit**.



5. Update the configuration and click **Save**.

#### **Deleting a VIP Level**

1. From the **Administration** menu, select **Client Relations**, select **Profile Management**, and then select **VIP Levels**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code and click the **vertical ellipsis**.
4. Click **Delete**.

# 16

## Interfaces Administration

### Configuring Business Events

Business Events are required in OPERA Cloud to trigger and send messages to the external systems configured at your property. Business Events are configured according to the types of data the external system supports and requires. Unique business events and data elements are defined for each external system, external database and module combination. When a user performs an action in OPERA Cloud that involves that selected data elements and conditions (optional), a business event is triggered which then becomes a message to the external system.

For example, if an external system requires reservations and profiles data you need to configure reservation and profile business events. If an external system requires rates and inventory data you need to configure business events for rates and inventory, and so forth.

There are three levels to Business Event setup.

1. The Business Event Modules (Activity, Availability, Block, Block Offsets, Cashiering, Catering Notes, Configuration, Enrollment, Housekeeping, Night Audit, Owner Contract, Profile, Rate, Reservation, and Stay Records.)
2. Within each module there are the actual Business Events (Action Types) that can be subscribed to- New Reservation, Update Reservation, New Profile, etc.
3. Finally, there are Data Elements corresponding to each Action Type- Room Type, Rate Code, name , etc.

The Business Events generated are based on a customizable configuration that the business event user determines. The result is a user-configurable flow of data that is available to third parties to extract (dequeue) from OPERA Cloud on a regular basis.

#### Note:

Business Events subscribed to with no Data Elements attached will generate an XML message with header information only for the Business Event. It is imperative that third party systems carefully consider this before programming their dequeue process from OPERA Cloud. It is highly suggested that the third party dequeue application is programmed to ignore Modules/Business Events (Action Types)/ Data Elements that the hotel may subscribe to but that the data recipient does not recognize. In this way, you can insure an uninterrupted process of data flow.

#### Adding Business Events

1. From the **Administration** menu, select **Interfaces**, select **Business Events** and then select **Business Event Configuration**.

2. Click **New** and enter the following details:
  - a. **Property**. Enter or select the property
  - b. **External System**. Select the external system from the list. See [Configuring External Systems](#)
  - c. **Module**. Select the module from the list
  - d. **Business Event**. Select the business event from the list
  - e. Data Elements to generate a Business Event when any of the data element values are changed in OPERA Cloud.
    - i. Search and select data elements in the **Available** panel, click > or >> to move selection to the **Selected** panel.
  - f. Conditions (where clause)
    - i. Click **Add** to add a conditional expression.
      - **And/Or**. Displays for compound expressions; select AND / OR operator.
      - **Attribute**. Select an attribute from the list.
      - **Operator**. Select an operator from the list.
      - **Value**. Enter the comparison value for the expression.
    - ii. Click **OK**.
    - iii. Repeat to add another condition.
  - g. To Edit, select a condition and click **Edit**.
  - h. To Delete, select a condition and click **Delete**.
3. Click **Save**.

#### Editing Business Events

1. From the **Administration** menu, select **Interfaces**, select **Business Events** and then select **External Systems**.
2. Enter search criteria and click **Search**.
3. Select the business event, click **vertical ellipsis** and select **Edit**.
4. Update details.
5. Click **Save**.

#### Deleting Business Events

1. From the **Administration** menu, select **Interfaces**, select **Business Events** and then select **Business Event Configuration**.
2. Enter search criteria and click **Search**.
3. Select the business event, click **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Module–Activity

**Table 16-1 Module–Activity**

Data Element	Xml Tag Name	Data Type	Create Activity	Delete Activity	Update Activity	Create OSAActivity	Update OSA Activity	Delete OSA Activity	Description
ACTIVITY ID	Activityid	N				X	X	X	
ACT_ID	ActId	N	X	X	X				
ATTENDEES	Attendees	N				X	X	X	
END DATE	Enddate	D				X	X	X	
END TIME	Endtime	T				X	X	X	
GUEST NAME ID	Guestnameid	N				X	X	X	
LOCATION CODE	Locationcode	C				X	X	X	
RESORT	Resort	N	X	X	X	X	X	X	
RESV NAME ID	Resvnameid	N				X	X	X	
START DATE	Startdate	D				X	X	X	
START TIME	Starttime	T				X	X	X	

## Module–Availability

**Table 16-2 Module–Availability**

Data Element	Xml Tag Name	Data Type	Summary Totals	Delete Allowance	Update Allowance	New Allowance	Item Inventory Details	Item Inventory Totals	Description
ALLOWANCE	Allowance	N		X	X	X			
BEGIN DATE	BeginDate	D		X	X	X			

Table 16-2 (Cont.) Module–Availability

Data Element	Xml Tag Name	Data Type	Summary Totals	Delete Allowance	Update Allowance	New Allowance	Item Inventory Details	Item Inventory Totals	Description
CONFIRMATION LEG NO	Confirmation LegNo	N					X		Confirmation leg number of the reservation that is consuming the inventory items in OPERA PMS/ORS that are sent to MYFIDELIO through OXI and OXIHUB .
CONFIRMATION NO	ConfirmationNo	C					X		Confirmation number of the reservation that is consuming the inventory items in OPERA PMS/ORS that are sent to MYFIDELIO through OXI and OXIHUB .
DATE	Date	D	X						The current business date

**Table 16-2 (Cont.) Module–Availability**

Data Element	Xml Tag Name	Data Type	Summary Totals	Delete Allowance	Update Allowance	New Allowance	Item Inventory Details	Item Inventory Totals	Description
END DATE	EndDate	D		X	X	X			
HOTEL ROOMS SOLD	HotelRoomsSold	N	X						
ITEM CODE	ItemCode	C						X	
ITEMS AVAILABLE	ItemsAvailable	N						X	
ITEMS IN STOCK	ItemsInStock	N						X	
ITEMS SOLD	ItemsSold	N						X	
OUT OF ORDER	OutOfOrder	N	X						This does not include Out of Service Rooms.
OVERBOOKING	Overbooking	N	X						

Table 16-2 (Cont.) Module–Availability

Data Element	Xml Tag Name	Data Type	Summary Totals	Delete Allowance	Update Allowance	New Allowance	Item Inventory Details	Item Inventory Totals	Description
PHYSICAL ROOMS	Physical Rooms	N	X						In the case of Suites: An availability business event for each of the room types making up the component suite will be generated. As there is no physical inventory attached to the component suite - physical rooms could never be determined.
RATE CODE	RateCode	C		X	X	X			

Table 16-2 (Cont.) Module–Availability

Data Element	Xml Tag Name	Data Type	Summary Totals	Delete Allowance	Update Allowance	New Allowance	Item Inventory Details	Item Inventory Totals	Description
RESERVED BY	Reserve dBy	C					X		Reservation reserved by of the reservation that is consuming the inventory items in OPERA PMS/ORS that are sent to MYFIDELIO through OXI and OXIHUB .
RESERVED BY ID	Reserve dById	N					X		Reservation reserved by ID number of the reservation that is consuming the inventory items in OPERA PMS/ORS that are sent to MYFIDELIO through OXI and OXIHUB .



Table 16-2 (Cont.) Module–Availability

Data Element	Xml Tag Name	Data Type	Summary Totals	Delete Allowance	Update Allowance	New Allowance	Item Inventory Details	Item Inventory Totals	Description
ROOM TYPE	RoomType	C	X	X	X	X			<u>Pseudo Room Types:</u> Not generated for Pseudo=Y, Generic Flag = Y or Inactive = Y <u>Component Suites:</u> An availability business event for each of the room types that make up the component suite will be created. For example: If a suite is made up of three room types - three room type availability messages would be generated:

Table 16-2 (Cont.) Module–Availability

Data Element	Xml Tag Name	Data Type	Summary Totals	Delete Allowance	Update Allowance	New Allowance	Item Inventory Details	Item Inventory Totals	Description
									<p><u>Discontinued Room Types:</u> Inactive Room Types are not included in the business event synchronization.</p> <p>Enhancement request added for a future version to consider inactive date for business event synchronization.</p>
SOLD ROOMS	SoldRooms	N	X						Number of Rooms that have been reserved.

Module – Block

Table 16-3 Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	bu	rip
		a	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Bl	o	tion
		T	e	t	Bl	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin	n
		y	B	e	oc	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess	
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo
		e	c	k	a	id	o	t	a	e	H	o	H	a	s	ct	tr	ity	ck
		G	d	S	c	e	d	a	e	c	ea	d	H	a	er	ea	ct	Lin	ks
		r	i	G	u	k	s	R	d	a	k	d	H	a	er	d	H	e	
		d	r	i	m	P	a	er	d	H	er	e	a	d	e	r			
					ar	c	e												
					y	k	s												
						u	p												
1	OnePersonRate	N						X	X										
2	TwoPersonRate	N						X	X										
3	ThreePersonRate	N						X	X										
4	FourPersonRate	N						X	X										
	ADDITIONAL PERSON	N						X	X										
	AGENT CONTACT NAME ID	N								X								X	
	ALIAS	C						X	X	X	X	X							X
	ALLOTMENT HEADER ID	N												X					
	ALLOTMENT ORIGIN	C						X		X	X								X
	ALLOTMENT BLOCKED	N	X	X															
	ARRIVAL	C												X					

Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	rip
		a	at	a	te	a	a	a	B	e	a	at	e	Le	R	e	at	Blo	Bu
		T	e	t	Bl	t	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	
		e	c	e	Gr	l	a	e	H	k	l	d	e	s	on	ra	n	ity	
					id	o	t	a	e	H	o	H	a		s	ct	tr		
					G	d	S	c	e	d	a	e	c	ea	d	H	a		
					ri	G	u	k	s	R	d	a	k	d	H	ea	ct		
					d	ri	m	P	a	e	r	d	H	e		d	H		
						d	m	i	t	e	r	e	a			e	e		
ARRIVAL TIME	ArrivalTime	T							X	X	X								X
ATTACHMENT CHANGED	AttachmentChanged	C									X								
ATTENDEES	attendees	N									X								



Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	rip
		a	at	a	te	a	a	a	B	e	a	at	e	Le	R	e	at	Bl	Bu
		T	e	t	Bl	t	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo
		e	c	e	Gr	l	a	e	H	k	l	d	e	s	on	ra	n	ity	ck
		k	a	id	o	t	a	e	H	o	H	a			s	ct	tr		Lin
		G	d	S	c	e	d	a	e	c	ea	d			H	a			ks
		r	i	G	u	k	s	R	d	a	k	d	H		ea	ct			
		d	r	m	P		a	er	d	H	er	e			d	H			
		d		m	i		e		er	e		a			e				
				ar	c							d							
				y	k	s						e							
						u						r							
						p													
BLOCK ID	BlockId	N												X					
BLOCK NAME	BlockName	C	X	X	X	X	X	X	X	X	X	X						X	
BLOCK SHIFT YN	BlockShiftYn	C	X				X												
BLOCK TYPE	BlockType	C						X	X	X								X	
BOOK MAX ADV	BookMaxAdv	N												X					
BOOK MIN ADV	BookMinAdv	N												X					

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Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	rip
		a	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Bl	o	ti
		T	e	t	Bl	t	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo
		e	c	k	a	Gr	l	a	e	H	k	l	d	e	s	on	ra	n	ity
				G	d	S	c	e	d	a	e	c	ea	d		H	a		ks
				ri	G	u	k	s	R	d	a	k	d	H		ea	ct		
				d	ri	m	P		a	er	d	H	er	e		d	H		
					d	m	i		t	er	e	a	d		er	e	a		
						a	r		c		d	e				d	e		
						y	k		s		d	e				r			
							u		p		r					r			
BOOKING STATUS	BookingStatus	C							X	X	X							X	Stat us wi ll be sh ow n as CA N for ca nc ell ed bl oc ks.
BOOKING TYPE	BookingType	C							X	X	X							X	
CATEGORY	CatDecision	D									X								
CATEGORY	CatFollowUp	D									X								
CATEGORY	CatStatus	C							X	X	X							X	
CATEGORY ONLY	CateringOnlyYn	C							X	X	X	X	X					X	

Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	rip
		a	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Bl	BU	tion
		T	e	t	Bl	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin	n
		y	B	e	oc	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess	
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	on	ra	n	ity
		e	c	a	Gr	l	a	e	H	k	l	d	e	s	on	ct	tr		ck
		k	a	id	o	t	a	e	H	o	H	a							blo
		G	d	S	c	e	d	a	e	c	ea	d			H	a			cks
		ri	G	u	k	s	R	d	a	k	d	H			ea	ct			Lin
		d	ri	m	P		a	er	d	H	er	e			d	H			ks
		d	d	m	i	t	e		er	e	a	d			er	e			
				ar	c														
				y	k	s													
					u	p													
CHANNEL	Channel	C						X	X	X	X	X							X
COMMISSION	Commission	C						X	X	X									X
COMPANY NAME	Company Name	C						X	X	X	X	X							X
COMPANY NAME ID	Company NameId	N						X	X	X	X	X							X
CONTACT NAME ID	contactNameId	N								X					X				X
CONTRACT	Contract	C													X	X			
CONTRACT NO	ContractNo	C													X	X			
CONTRACT OCC 1	ContractOCC1	N	X	X															
CONTRACT OCC 2	ContractOCC2	N	X	X															
CONTRACT OCC 3	ContractOCC3	N	X	X															
CONTRACT OCC 4	ContractOCC4	N	X	X															







Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	rip
		a	at	a	te	a	a	a	B	e	a	at	e	Le	R	e	at	Bl	Bu
		T	e	t	Bl	t	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	
		e	c	e	Gr	l	a	e	H	k	l	d	e	s	on	ra	n	ity	
					id	o	t	a	e	H	o	H	a		s	ct	tr	ck	
					G	d	S	c	e	d	a	e	c	ea	d		H	a	
					ri	G	u	k	s	R	d	a	k	d	H		ea	ct	
					d	ri	m	P		a	e	r	d	H		d	H		
						d	m	i	t	e	r	e	a			e	e		
								a	r	c		d				a			
								y	k	s		d				d			
										u		e				e			
										p		r				r			

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Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De	
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc	
		t	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Bl	Bl	ri	
		T	e	t	Bl	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin	n	
		y	B	e	oc	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess		
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo	
		e	c	Gr	id	o	t	a	e	H	o	H	a	s	on	ra	n	ity	ck	
		k	a	S	c	e	d	a	e	c	ea	d							Lin	
		G	d	S	c	e	d	a	e	c	ea	d							ks	
		ri	G	u	k	s	R	d	a	k	d	H								
		d	ri	m	P		a	er	d	H	er	e								
		d	d	m	i		t	er	e	a	d									
				a	r		e		a	d										
				y	k		s		d	e										
					u				e	r										
					p				r											
CXL PENALTY	CxlPenalty	N						X	X										X	
DATES FLEXIBLE	DatesFlexible	C						X	X	X	X	X								X
DAY OF WEEK	DayOfWeek	C												X						
DECISION DATE	DecisionDate	D						X	X	X										X
DEPARTURE	Departure	C												X						
DEPARTURE TIME	DepartureTime	T						X	X	X										X
DETAILS OK YN	DetailsOkYn	C								X										

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Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	rip
		a	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Bl	Bu	tio
		T	e	t	Bl	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin	n
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo
		e	c	a	id	o	t	a	e	H	k	l	d	e	s	on	ra	n	ity
				G	d	S	c	e	d	a	e	c	ea	d		H	a		ck
				ri	G	u	k	s	R	d	a	k	d	H		ea	ct		Lin
				d	ri	m	P		a	er	d	H	er	e		d	H		ks
						d	mi	t	er	e	a	d				e	e		
							arc	e											
							y	k											
								u											
								p											
DISTRIBUTED DATE	Distribute dDate	D								X									
DISTRIBUTED YN	Distribute dYn	C								X									
ELASTIC BLOCK	ElasticBlock	N					X	X	X	X	X						X		Is this Block allowed to have reservations made outside the block date?

Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De	
		a	p	p	p	p	p	e	e	p	p	e	d	o	e	p	d	d	e	s
		t	d	d	d	d	d	w	e	t	d	d	l	te	k	e	t	e	r	i
		a	at	a	te	a	a	a	B	e	a	at	e	Le	R	e	at	Bl	o	n
		T	e	t	Bl	t	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin	tion
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess	
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo	
		e	c	e	Gr	l	a	e	H	k	l	d	e	s	on	ra	n	ity	ck	
				G	d	S	c	e	d	a	e	c	ea	d		H	a		Lin	
				r	i	G	u	k	s	R	d	a	k	d	H	ea	ct		ks	
				d	r	i	m	P	a	e	r	d	H	e	r	e	a			
								a	r	e		a	d			e				
								e				d				e				
								s				e	r			r				
												r								
END DATE	EndDate	D							X	X	X	X	X				X		The	
																			UP	
																			DA	
																			TE	
																			BL	
																			OC	
																			K	
																			HE	
																			AD	
																			ER	
																			bu	
																			sin	
																			ess	
																			ev	
																			en	
																			t	
																			wi	
																			ll	
																			no	
																			t	
																			be	
																			tri	
																			gg	
																			er	
																			ed	
																			for	
																			bu	
																			sin	
																			ess	
																			bl	
																			oc	
																			ks	
																			th	
																			at	
																			ar	
																			e	
																			up	
																			da	

Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	rip
		a	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Bl	o	ti
		T	e	t	Bl	t	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo
		e	c	e	Gr	l	a	e	H	k	l	d	e	s	on	ra	n	ity	ck
		k	a	id	o	t	a	e	H	o	H	a			ct	tr			Lin
		G	d	S	c	e	d	a	e	c	ea	d			H	a			ks
		ri	G	u	k	s	R	d	a	k	d	H			ea	ct			
		d	ri	m	P		a	er	d	H	er	e			d	H			
			d	m	i		t	er	e	a	d				er	e			
				a	r	c	e		a	d						a			
				y	k	s			d	e						d			
					u				e	r						e			
					p				r							r			
EVENT	EventGuar	C								X									
GUARA	antedYn																		
NTEED																			
YN																			
EXTER	ExternalL	C						X	X	X	X	X					X		
NAL	ocked																		
LOCKE																			
D																			
EXTER	Externalid	N											X						
NAL ID																			

ted and have an End Date prior to the current business date.



Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	rip
		a	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Bl	Bu	tion
		T	e	t	Bl	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin	n
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo
		e	c	e	Gr	l	a	e	H	k	l	d	e	s	on	ra	n	ity	ck
		G	d	S	c	e	d	a	e	c	ea	d			H	a			Lin
		ri	G	u	k	s	R	d	a	k	d	H			ea	ct			ks
		d	ri	m	P		a	er	d	H	er	e			d	H			
		d	d	m	i		t	er	e	a	d				e	e			
				ar	c		e		a	d					a				
				y	k		s		d	e					d				
					u				e	r					e				
					p				r						r				
FB AGEND A CURR	FbAgenda Curr	C						X	X	X								X	
FIT CONTR ACT MODE	FitContrac tMode	C														X			
FOLLO W UP DATE	FollowUpD ate	D						X	X	X									X
GRID DATE	GridDate	D	X	X		X	X	X											

Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	De
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	scrip
		a	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Bl	Bu	tion
		T	e	t	B	t	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo
		e	c	e	Gr	i	a	e	H	k	l	d	e	s	on	ra	n	ity	ck
				G	d	S	c	e	d	a	e	c	ea			H			Lin
				r	i	u	k	s	R	d	a	k	d	H		ea			ks
				d	r	i	m	P	a	er	d	H	er			d	H		
								a		e						e			
								e											
								s											
GROUP NAME	GroupNa me								X	X	X	X	X					X	Refer
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Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc
		t	a	a	da	d	d	w	et	d	at	le	te	es	ce	at	blo	bu	rip
		at	a	te	a	a	a	B	e	a	at	e	ad	es	C	e	ck	sin	n
		T	e	t	Bl	t	t	lo	B	t	e	t	No	tri	o	C	Se	ess	
		y	B	e	oc	e	e	c	lo	e	L	e	te	cti	nt	o	cur	blo	
		p	lo	L	k	B	R	L	k	c	B	ea	L	s	on	ra	n	ity	ck
		e	c	k	a	id	o	t	a	e	H	o	H	a	s	ct	tr		Lin
		G	d	S	c	e	d	a	e	c	ea	d	H			ea	ct		ks
		ri	G	u	k	s	R	d	a	k	d	H				d	H		
		d	ri	m	i	t	a	e	r	e	er	e				a	e		
				ar	c	e				a	d					e			
				y	k	s				d	e					r			
						u				e	r								
						p				r									
GROUP NAME ID	GroupNameId	N						X	X	X	X	X						X	e Bu sin ess Bl oc k.
GSO ASSOCIATE	GsoAssociate	C						X	X	X								X	
GSO SENDI NG LOCATI ON	GsoSendin gLocation	C						X	X	X								X	
HLX CANX NOTICE DAYS	HlxCanxN oticeDays	N						X		X							X	X	
HLX COMMI SSIONA BLE YN	HlxCommi ssionableY n	C						X		X							X	X	
HLX DD SECUR ED YN	HlxDdSecu redYn	C															X		
HLX DEPOSI T DAYS	HlxDeposi tDays	N						X		X							X	X	
HLX DI SECUR ED YN	HlxDiSecu redYn	C															X		

Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De	
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc	
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	rip	
		a	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Bl	Bu	tion	
		T	e	t	Bl	t	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin	
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess	
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo	
		e	c	e	Gr	l	a	e	H	k	l	d	e	s	on	ra	n	ity	ck	
		k	a	id	o	t	a	e	H	o	H	a							Lin	
		G	d	S	c	e	d	a	e	c	ea	d			H	a			ks	
		ri	G	u	k	s	R	d	a	k	d	H			ea	ct				
		d	ri	m	P		a	er	d	H	er	e			d	H				
				d	m	i	t	er	e	a	d				er	e				
					ar	c	e		a	d						a				
					y	k	s		d	e						d				
						u			e	r						e				
						p			r							r				
HLX HOUSINGINFOSECURED YN	HlxHousingInfoSecuredYn																		X	
HLX RATE ALL SECURED YN	HlxRateAllSecuredYn																			X
HLX RATES GNR SECURED YN	HlxRatesGnrSecuredYn																			X
HLX RETURN EACH DAY YN	HlxReturnEachDayYn							X		X								X	X	
INFO BOARD	infoBoardName										X									
INITIAL BLOCKED	InitialBlocked	N	X	X																

**Table 16-3 (Cont.) Module – Block**

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	De
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	scrip
		a	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Bl	Bu	tion
		T	e	t	Bl	t	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo
		e	c	e	Gr	l	a	e	H	k	l	d	e	s	on	ra	n	ity	ck
																			Lin
				G	d	S	c	e	d	a	e	c	ea	d		H	a		ks
				r	G	u	k	s	R	d	a	k	d	H		ea	ct		
				d	r	i	m	P	a	er	d	H	er	e		d	H		
INSERT DATE	InsertDate	D							X	X	X	X	X					X	This does n't apply to Block Grids as Insert Date is not available for inserting availability in th

Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	rip
		a	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Bl	o	ti
		T	e	t	Bl	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin	n
		y	B	e	oc	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess	
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	blo	
		e	c	e	Gr	id	o	t	a	e	H	o	H	a	s	on	ra	ck	
			G	d	S	c	e	d	a	e	c	ea	d			H	a	Lin	
			ri	G	u	k	s	R	d	a	k	d	H			ea	ct	ks	
			d	ri	m	P		a	er	d	H	er			d	H			
				d	m	i		t	er	e	a	d			e	a			
					ar	c		e		d	e								
					y	k		s		d	e								
						u				e	r								
						p				r									
INSERT USER	InsertUser	N							X	X	X							X	e grid. Update Block Header would give you the Update Date.
INTERNAL_YN	InternalYn	C											X						
ISAC OPPTY ID	IsacOpptyId	C							X	X	X								X
LEADS STATUS	LeadStatus	C											X		X	X			

Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	bu	rip
		a	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Bl	bu	tion
		T	e	t	Bl	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin	n
		y	B	e	oc	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess	
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo
		e	c	k	a	id	o	t	a	e	H	o	H	a	s	ct	tr	ity	ck
		G	d	S	c	e	d	a	e	c	ea	d	H	a	er	ea	ct	Lin	ks
		ri	G	u	k	s	R	d	a	k	d	H	e	a	d	H	e		
		d	ri	m	i	t	a	er	e	r	e	a	d	e	r	e	a		
				ar	c	e													
				y	k	s													
					u	p													
LENGTH OF STAY NA	LengthOfStayNA	C												X					
LINK DATE	LinkDate	D						X	X	X									X
LOST TO PROPERTY	LostToProperty	C								X									X
MARKE T CODE	MarketCode	C						X	X	X	X	X							X
MAX LOS	MaxLos	N												X					
MAX STAY THROUGH	MaxStayThrough	N												X					
MIN LOS	MinLos	N												X					
MIN STAY THROUGH	MinStayThrough	N												X					
NOTES	Notes	C											X						
NOTE_ CODE	NoteCode	C											X						
NOTE_I D	NoteId	N											X						
NOTE_ TITLE	NoteTitle	C											X						

Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	De
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	scrip
		a	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Bl	Bu	tion
		T	e	t	Bl	t	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo
		e	c	e	Gr	l	a	e	H	k	l	d	e	s	on	ra	n	ity	ck
					id	o	t	a	e	H	o	H	a		ct	tr			Lin
					G	d	S	c	e	d	a	e	c	ea	d		H	a	ks
					ri	G	u	k	s	R	d	a	k	d	H		ea	ct	
					d	ri	m	P		a	e	r	d	H		e	d	H	
						d	m	i	t	e	r	e	a	d		e	a	e	
								a	r	c		d	e			d	e		
								y	k	s		d	e			d	e		
										u		r				r			
										p									
NUMBER OF ROOMS RELEASED	NumberOfRoomsReleased	N	X	X															The number of rooms released when any non-picked up rooms are released back into





Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De	
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc	
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	rip	
		a	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Bl	Bu	tion	
		T	e	t	Bl	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin	n	
		y	B	e	oc	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess		
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo	
		e	c	a	Gr	l	a	e	H	k	l	d	e	s	on	ra	n	ity	ck	
		k	a	id	o	t	a	e	H	o	H	a			s	ct	tr		Lin	
		G	d	S	c	e	d	a	e	c	ea	d			H	a			ks	
		ri	G	u	k	s	R	d	a	k	d	H			ea	ct				
		d	ri	m	P		a	er	d	H	er	e			d	H				
			d	m	i		t	er	e	a	d				e	e				
				ar	c		e		a	d					d	a				
				y	k		s		d	e					d	e				
					u				e	r					r					
					p				r											
OPPTY CREATED DATE	OpptyCreatedDate							X	X	X									X	an ua lly.
ORIGIN AL BEGIN DATE HOLID EX	OriginalBeginDateHoliday							X	X	X										X
PAYMENT METHOD	PaymentMethod							X	X	X	X	X								X

Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	U	U	U	U	D	U	U	U	U				
PICK UP ROOMS	PickupRooms					X																			The number of rooms that have reservations made against the block.
PRINT RATE FLAG	PrintRateFlag								X	X	X														X

Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	rip
		a	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Bl	Bu	tion
		T	e	t	Bl	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin	n
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo
		e	c	e	Gr	l	a	e	H	k	l	d	e	s	on	ra	n	ity	ck
		k	a	id	o	t	a	e	H	o	H	a			ct	tr			Lin
		G	d	S	c	e	d	a	e	c	ea	d			H	a			ks
		r	i	G	u	k	s	R	d	a	k	d	H		ea	ct			
		d	r	m	i	t	a	e	r	d	H	e	a		d	H			
		d	d	ar	c	e			e	a	d				e	a			
				y	k	s				d	e					d			
					u					e	r					r			
					p					r									
PRODU	Products	C						X	X	X	X	X						X	The
CTS																			ad-
																			on
																			pa
																			ck
																			ag
																			es
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Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	rip
		a	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Blo	Bu	tio
		T	e	t	Bl	t	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo
		e	c	e	Gr	I	a	e	H	k	I	d	e	s	on	ra	n	ity	ck
			G	d	S	c	e	d	a	e	c	ea	d			H	a		ks
			ri	G	u	k	s	R	d	a	k	d	H			ea	ct		
			d	ri	m	P		a	er	d	H	er	e			d	H		
				d	m	i	t	e	r	e	a	d				er	e		
					a	r	c	e		a	d						a		
					y	k	s			d	e						d		
						u				e	r						e		
						p				r							r		
																			e a
																			Pa
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Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	De
		t	d	d	da	d	d	d	w	e	d	d	l	te	k	e	d	e	sc
		a	at	a	te	a	a	a	B	e	a	at	e	Le	R	e	at	Bl	scrip
		T	e	t	B	t	t	t	lo	B	t	e	t	ad	es	C	e	ck	tion
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	
		e	c	e	Gr	l	a	e	H	k	l	d	e	s	on	ra	n	ity	
			G	d	S	c	e	d	a	e	c	ea	d			H	a	cks	
			r	i	G	u	k	s	R	d	a	k	d	H		e	act		
			d	r	m	P		a	e	r	d	H	e		e	r			
				d	m	i		t	e	r	e	a	d		e	r			
					a	r		e			a	d			e				
					y	k		s			d	e			r				
						u					e	r							
						p					r								
RATE CODE	RateCode								X	X	X	X	X				X		The
																			rat
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Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	De
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	scrip
		a	at	a	te	a	a	a	B	e	a	at	e	Le	R	e	at	Blo	Bu
		T	e	t	Bl	t	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo
		e	c	e	Gr	I	a	e	H	k	I	d	e	s	on	ra	n	ity	ck
			G	d	S	c	e	d	a	e	c	ea	d		H	a		Lin	
			r	G	u	k	s	R	d	a	k	d	H		ea	ct		ks	
			d	r	i	m	P	a	e	r	d	H	e		d	H			
				d	m	i	t	e	r	e	a	d			e	e			
					ar	c	e			d	e								
					y	k	s												
						u													
						p													

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Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	e	p	p	e	da	oc	el	p	dat	dat	sc
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	rip
		a	at	a	te	a	a	a	B	e	a	at	e	Le	R	e	at	Bl	BU
		T	e	t	Bl	t	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo
		e	c	e	Gr	id	o	t	a	e	H	o	H	s	on	ra	n	ity	ck
					G	d	S	c	e	d	a	e	c	ea	d		H	a	Lin
					ri	G	u	k	s	R	d	a	k	d	H		ea	ct	ks
					d	ri	m	P		a	er	d	H	er		d	H		
						d	m	i	t	er	e	a	d			er	e		
								ar	c								a		
								y	k								d		
									u								e		
									p								r		
																			tiona
																			lit
																			y.
REPLY STATUS	ReplyStatus	C									X				X	X			
RESERVATION METHOD	ReservationMethod	C					X	X	X									X	

Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	rip
		a	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Bl	Bu	tion
		T	e	t	Bl	t	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo
		e	c	e	Gr	l	a	e	H	k	l	d	e	s	on	ra	n	ity	ck
		k	a	id	o	t	a	e	H	o	H	a			ct	tr			Lin
		G	d	S	c	e	d	a	e	c	ea	d			H	a			ks
		ri	G	u	k	s	R	d	a	k	d	H			ea	ct			
		d	ri	m	P		a	er	d	H	er	e			d	H			
			d	m	i		t	er	e	a	d				e	a			
				ar	c		s		d	e					d	e			
				y	k				e	r					r				
					u				r										
					p														
RESERVATIONTYPE	ReservationType							X	X	X	X	X					X		The default reservation type for all reservations made against this block. If a Block has a Block







Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De	
		a	p	p	p	p	p	p	e	e	p	p	e	da	oc	el	p	dat	dat	de	sc
		t	d	d	da	d	d	d	w	e	t	d	d	l	te	k	e	t	e		rip
		a	at	a	te	a	a	a	B	e	a	at	e	Le	R	e	at	Bl	Bu		tion
		T	e	t	Bl	t	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin		n
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess		
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	on	ra	n	ck		
		e	c	e	Gr	I	a	e	H	k	I	d	e	s	o	n	t	cur	ity	blo	
		k	a	id	o	t	a	e	H	o	H	a			s	ct	tr		cks	Lin	
		G	d	S	c	e	d	a	e	c	ea	d					H	a			
		ri	G	u	k	s	R	d	a	k	d	H					ea	ct			
		d	ri	m	P		a	er	d	H	er	e					d	H			
			d	m	i		t	er	e	a	d						e	e			
				a	r		e			d							a	a			
				y	k		s			d							d	d			
					u					e							e	e			
					p					r							r				

This is relevant when Block Status is 'O' - Open for Pickup. This Block Status alone does not



Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc
		t	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Bl	Bl	ri
		T	e	t	Bl	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin	n
		y	B	e	oc	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess	
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	on	ra	ity	blo
		e	c	k	a	id	o	t	a	e	H	o	H	a	s	ct	tr	ity	ck
		G	d	S	c	e	d	a	e	c	ea	d	H	a		er		Lin	ks
		r	i	G	u	k	s	R	d	a	k	d	H	e		d	H		
		d	r	i	m	P		a	er	d	H	er	e		e	a	e		
					a	r		c		e	a								
					y	k		s		d	e								
						u				e	r								
						p				r									
RESORT	Resort	C											X						
RESPONSE DUE DATE	ResponseDueDate	D						X	X	X								X	
ROOM TYPE	RoomType	C	X	X		X	X	X						X					
ROOMING LIST DUE	RoomingListDue	D						X	X	X								X	
SELL LIMIT	SellLimit	N	X																
SELL LIMIT SOLD	SellLimitSold	N			X														
SELL THRU	SellThru	C						X	X	X								X	
SET ON	SetOn	C												X					
SHOULDER END DATE	ShoulderEndDate	D						X	X	X								X	
SHOULDER END RATE	ShoulderEndRate	C						X	X	X								X	

on  
2.6  
.



Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De	
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc	
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	de	rip	
		a	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Bl	Bl	tion	
		T	e	t	Bl	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin	n	
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess	
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo	
		e	c	e	Gr	l	a	e	H	k	l	d	e	s	on	ra	n	ity	ck	
		k	a	id	o	t	a	e	H	o	H	a			ct	tr			Lin	
		G	d	S	c	e	d	a	e	c	ea	d			H	a			ks	
		r	i	G	u	k	s	R	d	a	k	d	H		ea	ct				
		d	r	i	m	P		a	er	d	H	er	e		d	H				
		d		d	m	i		t	er	e	a	d		er	e	a				
					ar	c		e		d	e				d	e				
					y	k		s		d	e				r					
						u				e	r									
						p				r										
SHOULDER START RATE	ShoulderStartRate							X	X	X									X	
SHOULDER STARTING DATE	ShoulderStartingDate							X	X	X										X
SOURCE CODE	SourceCode							X	X	X	X	X								X
SOURCE NAME	SourceName							X	X	X	X	X								X
SOURCE NAME ID	SourceNameId							X	X	X	X	X								X
STARTING DATE	BLKStartDate							X	X	X	X	X								X

Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	De
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	scrip
		a	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Bl	Bu	tion
		T	e	t	Bl	t	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo
		e	c	e	Gr	l	a	e	H	k	l	d	e	s	on	ra	n	ity	ck
			G	d	S	c	e	d	a	e	c	ea	d			H	a		Lin
			ri	G	u	k	s	R	d	a	k	d	H			ea	ct		ks
			d	ri	m	P		a	er	d	H	er	e			d	H		
				d	m	i		t	er	e	a	d				e	e		
					a	r		e								a	a		
					y	k		s								d	d		
						u										e	e		
						p										r	r		
STATUS	BLKStatus	C						X	X	X	X	X					X		The
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Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D a t a	U n d e r	U n d e r	U n d e r	U n d e r	U n d e r	N a m e	D e s c r i p	U n d e r	U n d e r	U n d e r	U n d e r	B l o c k	D a t a	U n d e r	U n d e r	U n d e r	D e s c r i p
		T e s t	B e a t	o c e a t	e r e a t	e r e a t	e r e a t	e r e a t	e r e a t	e r e a t	e r e a t	e r e a t	e r e a t	e r e a t	e r e a t	e r e a t	e r e a t	e r e a t	e r e a t
		y e c k	L o a d	G r i d	B l o c k	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d
		p l o e c k	L o a d	G r i d	B l o c k	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d
		e c k	L o a d	G r i d	B l o c k	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d	R e c o r d



Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	e	e	e	e	d	l	e	p	dat	dat	sc
		t	d	d	da	d	d	w	e	t	d	d	le	te	R	e	at	de	rip
		a	at	a	te	a	a	B	e	a	at	e	Le	ad	es	C	at	de	ti
		T	e	t	Bl	t	t	t	lo	B	t	e	t	No	tri	o	C	de	sin
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	de	ce
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	Se	ess
		e	c	e	Gr	I	a	e	H	k	I	d	e	s	on	ra	n	cur	blo
			G	d	S	c	e	d	a	e	c	ea	d		ct	tr		ity	ck
			r	G	u	k	s	R	d	a	k	d	H		ea				Lin
			d	r	i	m	P	a	e	r	d	H	e		d	H			ks
				d	m	i	t	e	r	e	a	d			e	e			
					a	r	c												
					y	k	s												
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Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	rip
		a	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Bl	Bu	tion
		T	e	t	Bl	t	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo
		e	c	e	Gr	l	a	e	H	k	l	d	e	s	on	ra	n	ity	ck
					id	o	t	a	e	H	o	H	a		ct	tr			Lin
			G	d	S	c	e	d	a	e	c	ea	d		H	a			ks
			ri	G	u	k	s	R	d	a	k	d	H		ea	ct			
			d	ri	m	P		a	er	d	H	er	e		d	H			
				d	m	i		t	er	e	a	d			e	a			
					ar	c		e											
					y	k	s				d	e							
						u					e	r							
						p					r								

be considered. The reservation type determines if the rooms are deducted. 'P' = Not

Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	De
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	scrip
		a	at	a	te	a	a	a	B	e	a	at	e	Le	R	e	at	Blo	Bu
		T	e	t	Bl	t	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo
		e	c	e	Gr	I	a	e	H	k	I	d	e	s	on	ra	n	ity	ck
			G	d	S	c	e	d	a	e	c	ea	d		H	a			Lin
			ri	G	u	k	s	R	d	a	k	d	H		ea	ct			ks
			d	ri	m	P		a	e	r	d	H	e		d	H			
				d	m	i		t	e	r	e	a	d		e	e			
					ar	c		e			a	d			e	a			
						y	k	s			d	e				d			
											e	r				e			
																r			

open for pickup. Do not deduct from inventory. This status is no longer used in Opera, instead 'F' is





Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	rip
		a	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Bl	Bu	tion
		T	e	t	Bl	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin	n
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo
		e	c	e	Gr	l	a	e	H	k	l	d	e	s	on	ra	n	ity	ck
		k	a	id	o	t	a	e	H	o	H	a			ct	tr			Lin
		G	d	S	c	e	d	a	e	c	ea	d			H	a			ks
		ri	G	u	k	s	R	d	a	k	d	H			ea	ct			
		d	ri	m	P		a	er	d	H	er	e			d	H			
			d	m	i		t	er	e	a	d				er	e			
				ar	c		e		a	d						a			
				y	k		s		d	e						d			
					u				e	r						r			
					p				r										
SUPER BLOCK CODE	SuperBlockCode							X	X	X	X	X					X		If this block is a sub-block of another, what is the code of the main block?

Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	rip
		a	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Bl	Bu	tion
		T	e	t	Bl	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin	n
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo
		e	c	e	Gr	l	a	e	H	k	l	d	e	s	on	ra	n	ity	ck
		k	a	id	o	t	a	e	H	o	H	a			ct	tr			Lin
		G	d	S	c	e	d	a	e	c	ea	d			H	a			ks
		ri	G	u	k	s	R	d	a	k	d	H			ea	ct			
		d	ri	m	P		a	er	d	H	er	e			d	H			
			d	m	i		t	er	e	a	d				er	e			
				ar	c		s		d	e						d			
				y	k				e	r						e			
					u				r							r			
					p														
SUPER BLOCK ID	SuperBlockId							X	X	X	X	X					X		If this block is a sub-block of another, what is the Block ID of the Main Block Header.

Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De	
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc	
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	rip	
		a	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Bl	o	ck	
		T	e	t	Bl	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin	n	
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess	
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo	
		e	c	e	Gr	l	a	e	H	k	l	d	e	s	on	ra	n	ity	ck	
		k	a	id	o	t	a	e	H	o	H	a			s	ct	tr		Lin	
		G	d	S	c	e	d	a	e	c	ea	d			H	a			ks	
		ri	G	u	k	s	R	d	a	k	d	H			ea	ct				
		d	ri	m	P		a	er	d	H	er	e			d	H				
			d	m	i		t	er	e	a	d				e	e				
				a	r		e													
				y	k		s													
					u															
					p															
SUPPR	SuppressR							X	X	X										
ESS	ateFlag																			
RATE																				
FLAG																				
SYNC	SyncContr							X	X	X	X	X								
CONTR	act																			
ACT																				
TRACE	TraceCode							X	X	X	X	X								
CODE																				

In the case of Tour Series, the Supper Block ID will be '-2'.

Table 16-3 (Cont.) Module – Block

Data Element	Xml Tag Name	D	U	U	U	U	U	N	D	U	U	D	Up	Bl	D	U	Up	Up	De
		a	p	p	p	p	p	e	el	p	p	e	da	oc	el	p	dat	dat	sc
		t	d	d	da	d	d	w	et	d	d	l	te	k	et	d	e	e	rip
		a	at	a	te	a	a	B	e	a	at	e	Le	R	e	at	Bl	o	ti
		T	e	t	Bl	t	t	lo	B	t	e	t	ad	es	C	e	ck	sin	n
		y	B	e	oc	e	e	e	c	lo	e	L	e	No	tri	o	C	Se	ess
		p	lo	L	k	B	R	L	k	c	B	ea	L	te	cti	nt	o	cur	blo
		e	c	e	Gr	l	a	e	H	k	l	d	e	s	on	ra	n	ity	ck
		k	a	id	o	t	a	e	H	o	H	a			ct	tr			Lin
		G	d	S	c	e	d	a	e	c	ea	d			H	a			ks
		ri	G	u	k	s	R	d	a	k	d	H			ea	ct			
		d	ri	m	P		a	er	d	H	er	e			d	H			
				d	m	i	t	er	e	a	d				er	e			
					a	r	c												
					y	k	s												
						u													
						p													
TRAVEL	TravelAgentName	C						X	X	X	X	X							X
TRAVEL	TravelAgentNameId	N						X	X	X	X	X							X
UPDATEUSER	UpdateUser	N						X	X	X									X
WEBBOOKABLE	WebBookable	C						X	X	X									

## Module – Block Offsets

Table 16-4 Module – Block Offsets

Data Element	Xml Tag Name	Da	Cre	Cre	Cre	Cre	Del	Del	Del	Del	Upd	Upd	Up	Up	Descripti
		ta	ate	ate	ate	ate	ete	ete	ete	ete	ate	ate	dat	dat	on
		Typ	Off	Off	Offs	Offs	Off	Off	Off	Off	Offs	Off	Off	Off	
		pe	set	set	et	et	set	set	set	set	et	set	Off	Off	
			Gri	Pro	Rate	Typ	Gri	Pro	Rat	Ty	Gri	Pro	set	set	
			d	duc		e	d	duc	ty	pe	d	duc	Rat	Typ	
				t				t				t	ty	e	
ACTION_ID	ActionId	N		X									X		
ALLOTMENT_DATE	AllotmentDate	D					X								

Table 16-4 (Cont.) Module – Block Offsets

Data Element	Xml Tag Name	Date Type	Create Offset Grid	Create Offset Product	Create Rate	Create Offset Type	Delete Offset Grid	Delete Offset Product	Delete Offset Rate	Delete Offset Type	Update Offset Grid	Update Offset Product	Update Offset Rate	Update Offset Type	Description
ALLOTMENT_HEADER_ID	Allotment HeaderId	N	X	X	X	X	X	X	X	X	X	X	X	X	
ALLOTMENT_PRODUCT_ID	Allotment ProductId	N		X				X				X			
BEGIN_DATE	BeginDate	D	X	X	X		X				X	X	X		
DML_SEQ_NO	DmlSeqNo	N		X								X			
END_DATE	EndDate	D	X	X	X		X				X	X	X		
IGNORE_OFFSET_YN	IgnoreOffsetYn	C				X									X
INACTIVE_DATE	InactiveDate	D				X									X
LAPTOP_CHANGE	LaptopChange	N		X								X			
OCC1	Occ1	N	X								X				
OCC2	Occ2	N	X								X				
OCC3	Occ3	N	X								X				
OCC4	Occ4	N	X								X				
OFFSET_TYPE	OffsetType	C	X	X		X	X		X	X	X	X	X	X	
PICKUP_OCC1	PickupOcc1	N	X								X				
PICKUP_OCC2	PickupOcc2	N	X								X				
PICKUP_OCC3	PickupOcc3	N	X								X				

**Table 16-4 (Cont.) Module – Block Offsets**

Data Element	Xml Tag Name	Date Type	Create Offset Grid	Create Offset Product	Create Offset Rate	Create Offset Type	Delete Offset Grid	Delete Offset Product	Delete Offset Rate	Delete Offset Type	Update Offset Grid	Update Offset Product	Update Offset Rate	Update Offset Type	Description
PICKUP_OCC4	PickupOcc4	N	X								X				
PICKUP_QUANTITY	PickupQuantity	N	X								X				
PRIMARY_YN	PrimaryYn	C			X									X	
PRODUCT_GROUP	ProductGroup	C		X								X			
PRODUCT_ID	ProductId	C		X								X			
PRODUCT_SOURCE	ProductSource	C		X								X			
QTY_EXCLUDED	QtyExcluded	N		X								X			
QUANTITY	Quantity	N	X	X							X	X			
RATE1	Rate1	N	X								X				
RATE2	Rate2	N	X								X				
RATE3	Rate3	N	X								X				
RATE4	Rate4	N	X								X				
RATEAP	Rateap	N	X								X				
RATE_CODE	RateCode	C		X	X				X			X	X		
RECORD_TYPE	RecordType	C			X				X				X		
RESORT	Resort	C	X	X	X	X	X	X	X	X	X	X	X	X	

**Table 16-4 (Cont.) Module – Block Offsets**

Data Element	Xml Tag Name	Data Type	Create Offset	Create Offset Grid	Create Rate	Create Offset Type	Delete Offset Grid	Delete Offset Product	Delete Offset Rate	Delete Offset Type	Update Offset Grid	Update Offset Product	Update Offset Rate	Update Offset Type	Description
ROOM_CATEGORY	RoomCategory	C	X				X				X				
ROOM_CLASS	RoomClass	C	X								X				
SC_ROOM_CATEGORY	ScRoomCategory	C	X								X				
SYNC_ALL_OFFSETS	SyncAllOffsets	C													X

## Module – Cashiering

**Table 16-5 Module – Cashiering**

Data Element	Xml Tag Name	Data Type	New Posting	Update Posting	Delete Posting	Description
AMOUNT	Amount	N	X	X	X	
APPROVAL CODE	ApprovalCode	C	X	X	X	
APPROVAL DATE	ApprovalDate	D	X	X	X	
APPROVAL STATUS	ApprovalStatus	C	X	X	X	
AUTHORIZER	Authorizer	N	X	X	X	
CASHIER	Cashier	N	X	X	X	
COMP NO	CompNumber	C	X	X	X	
CONFIRMATION NO	ConfirmationNo	N	X	X	X	
CREDIT	Credit	N	X	X	X	
CURRENCY CODE	CurrencyCode	C	X	X	X	

**Table 16-5 (Cont.) Module – Cashiering**

Data Element	Xml Tag Name	Data Type	New Posting	Update Posting	Delete Posting	Description
DEBIT	Debit	N	X	X	X	
DEPOSIT CREDIT	DepositCredit	C		X	X	
DEPOSIT CREDIT	DepositCredit	N	X			
DEPOSIT DEBIT	DepositDebit	C		X	X	
DEPOSIT DEBIT	DepositDebit	N	X			
EXTERNAL USER ID	ExternalUserId	C	X	X	X	
FIRST NAME	FirstName	C	X	X	X	
GUEST NAME ID	GuestNameId	N	X	X	X	
MEMBERSHIP NUMBER	MembershipNumber	C	X	X	X	
MEMBERSHIP TYPE	MembershipType	C	X	X	X	
NAME	Name	C	X	X	X	
POSTED AMOUNT	PostedAmount	C		X	X	
POSTED AMOUNT	PostedAmount	N	X			
RESV NAME ID	ResvNameId	N	X	X	X	Available as of Version 3.0
ROOM	RoomNumber	C	X	X	X	
SUB GROUP	SubGroup	C	X	X	X	
TRANSACTION CODE	TransactionCode	C	X	X	X	
TRANSACTION DATE	TransactionDate	D	X	X	X	
TRANSACTION DESC	TransactionDesc	C	X	X	X	
TRANSACTION ID	TransactionId	N	X	X	X	
TRANSACTION STATUS	TransactionStatus	C	X	X	X	Status of the posting. Transfer or Adjustment



**Table 16-5 (Cont.) Module – Cashiering**

Data Element	Xml Tag Name	Data Type	New Posting	Update Posting	Delete Posting	Description
TRX AMOUNT	TrxAmount	C		X	X	
TRX AMOUNT	TrxAmount	N	X			
USER NAME	UserName	C	X	X	X	Authorizer's Login User Name. Available as of Version 3.0
WINDOW	Window	N	X	X	X	

## Module – Catering

**Table 16-6 Module – Catering**

Data Element	Xml Tag Name	Data Type	New Posting	Update Posting	Delete Posting	Description
ACTUAL_ATTENDEES	ActualAttendees	N	X		X	
ACTUAL_MANUAL	ActualManual	C	X		X	
ATTENDEES	Attendees	N	X		X	
BLOCKEND	Blockend	D	X		X	
BLOCKSTART	Blockstart	D	X		X	
BOOK_ID	BookId	N	X	X	X	
DONT_MOVE_YN	DontMoveYn	C	X		X	
DOORCARD	Doorcard	C	X		X	
DOORCARD_YN	DoorcardYn	C	X		X	
END_DATE	EndDate	D	X		X	
EVENT_ID	EventId	N	X	X	X	
EVENT_LINK_ID	EventLinkId	N	X		X	
EVENT_LINK_TYPE	EventLinkType	C	X		X	
EV_NAME	EvName	C	X		X	
EV_RESORT	EvResort	C	X		X	
EV_STATUS	EvStatus	C	X		X	
EV_TYPE	EvType	C	X		X	
EXCLUDE_FROM_FORECAST_YN	ExcludeFromForecastYn	C	X		X	

Table 16-6 (Cont.) Module – Catering

Data Element	Xml Tag Name	Data Type	New Posting	Update Posting	Delete Posting	Description
EXTERNAL REFERENCE	ExternalReference	C		X		
FORECAST_REVENUE_ONLY_YN	ForecastRevenueOnlyYn	C	X		X	
GROUP_ID	GroupId	N	X		X	
GUARANTEED	Guaranteed	N	X		X	
INSPECTED_DATE	InspectedDate	D	X		X	
INSPECTED_USER	InspectedUser	N	X		X	
INSPECTED_YN	InspectedYn	C	X		X	
MASTER_EVENT_ID	MasterEventId	N	X		X	
MASTER_YN	MasterYn	C	X		X	
PKG_ACT_ATTENDEES	PkgActAttendees	N	X		X	
PKG_EXP_ATTENDEES	PkgExpAttendees	N	X		X	
PKG_GUA_ATTENDEES	PkgGuaAttendees	N	X		X	
PKG_ID	PkgId	N	X		X	
PROBLEM_YN	ProblemYn	C	X		X	
RESORT	Resort	C	X	X	X	
ROOM	Room	C	X		X	
ROOM_SETUP	RoomSetup	C	X		X	
SETDOWN_TIME	SetdownTime	N	X		X	
SETUP_TIME	SetupTime	N	X		X	
START_DATE	StartDate	D	X		X	
TRACECODE	Tracecode	C	X		X	
TURNTO_STATUS	TurntoStatus	C	X		X	
WAITLIST_YN	WaitlistYn	C	X		X	
WL_IGNORE_YN	WlIgnoreYn	C	X		X	

## Module – E-Certificate

**Table 16-7 Module – E-Certificate**

Data Element	Xml Tag Name	Data Type	New E-Certificate	Update E-Certificate	New In Lieu E-Certificate	Description
AUTH CODE	AuthCode	C	X	X	X	
AWARD POINTS	AwardPoints	N	X	X	X	
AWARD TYPE	AwardType	C	X	X	X	
CANCEL ALLOWED YN	CancelAllowed Yn	C	X	X	X	
CANCEL REQUEST DATE	CancelRequest Date	D	X	X	X	
CERT CODE	CertCode	C	X	X	X	
CERT ID	CertId	N	X	X	X	
CERT LABEL	CertLabel	C	X	X	X	
CERTIFICATE NO	CertificateNo	C	X	X	X	
CERTIFICATE SEQ NO	CertificateSeq No	N	X	X	X	
CHAIN CODE	ChainCode	C	X	X	X	
CONSUMED AT	ConsumedAt	C	X	X	X	
CONSUMER EMAIL	ConsumerEmail	C	X	X	X	
CONSUMER FIRST NAME	ConsumerFirst Name	C	X	X	X	
CONSUMER LAST NAME	ConsumerLast Name	C	X	X	X	
CONSUMER MIDDLE NAME	ConsumerMiddleName	C	X	X	X	
CONSUMPTION DATE	Consumption Date	D	X	X	X	
CONSUMPTION LEG NO	ConsumptionLegNo	C	X	X	X	
CONSUMPTION REF NO	ConsumptionRefNo	C	X	X	X	
CONSUMPTION REF TYPE	ConsumptionRefType	C	X	X	X	
CONSUMPTION USER NAME	ConsumptionUserName	C	X	X	X	
COST	Cost	N	X	X	X	
EXPIRY DATE	ExpiryDate	D	X	X	X	
FOR CHAIN CODE	ForChainCode	C	X	X	X	
GEN IN LIEU CERT YN	GenInLieuCert Yn	C	X	X	X	
GEN RULE ID	GenRuleId	N	X	X	X	

Table 16-7 (Cont.) Module – E-Certificate

Data Element	Xml Tag Name	Data Type	New E-Certificate	Update E-Certificate	New In Lieu E-Certificate	Description
GEN RULE VALUE	GenRuleValue	C	X	X	X	
GEN RULE VALUE TYPE	GenRuleValueType	C	X	X	X	
INACTIVE DATE	InactiveDate	D	X	X	X	
INSERT DATE	InsertDate	D	X	X	X	
INSERT USER	InsertUser	N	X	X	X	
ISSUE DATE	IssueDate	D	X	X	X	
ISSUE SOURCE	IssueSource	C	X	X	X	
ISSUE TYPE	IssueType	C	X	X	X	
ISSUED DATABASE ID	IssuedDatabaseId	C	X	X	X	
LONG DESCRIPTION	LongDescription	C	X	X	X	
MEMBERSHIP AWARD ID	MembershipAwardId	N	X	X	X	
MEMBERSHIP TYPE	MembershipType	C	X	X	X	
NAME ID	NameId	N	X	X	X	
OCIS CURRENCY CODE	OcisCurrencyCode	C	X	X	X	
ORIGINAL CERTIFICATE NO	OriginalCertificateNo	C	X	X	X	
ORIGINAL VOUCHER NO	OriginalVoucherNo	C	X	X	X	
OWS CONSUMED YN	OwsConsumedYn	C	X	X	X	
PMS CONSUMED YN	PmsConsumedYn	C	X	X	X	
PRINT STATUS	PrintStatus	C	X	X	X	
PROMOTION CODE	PromotionCode	C	X	X	X	
RESERVATION CERT YN	ReservationCertYn	C	X	X	X	
RESORT	Resort	C	X	X	X	
RESORT CONSUMED	ResortConsumed	C	X	X	X	
RESV NAME ID	ResvNameId	N	X	X	X	
SCOPE	Scope	C	X			

**Table 16-7 (Cont.) Module – E-Certificate**

Data Element	Xml Tag Name	Data Type	New E-Certificate	Update E-Certificate	New In Lieu E-Certificate	Description
SERVICE DATE	ServiceDate	D	X	X	X	
SHORT DESCRIPTION	ShortDescription	C	X	X	X	
STATUS	Status	C	X	X	X	
UPDATE DATE	UpdateDate	D	X	X	X	
UPDATE USER	UpdateUser	N	X	X	X	
USER NOTES	UserNotes	C	X	X	X	
VALUE	Value	N	X	X	X	
VERIFY CERT NO YN	VerifyCertNoYn	C	X	X	X	
VOUCHER NO	VoucherNo	C	X	X	X	

## Module – Enrollment

**Table 16-8 Module – Enrollment**

Data Element	Xml Tag Name	Data Type	New Enrollment	Update Enrollment	Description
ADDRESS 1	Address1	C	X	X	
ADDRESS 2	Address2	C	X	X	
AGENT MEMBER NO	AgentMemberNo	C	X	X	
BUSINESS EXT	BusinessExt	C	X	X	
BUSINESS PHONE	BusinessPhone	C	X	X	
CC EXPIRATION DATE	CcExpirationDate	C	X	X	
CC NO	CcNo	C	X	X	
CC NO 4 DIGITS	CcNo4Digits	C	X	X	
CC TYPE	CcType	C	X	X	
CC VAULT ID	CcVaultId	C	X	X	
CITY	City	C	X	X	
COMM NAME	CommName	C	X	X	
COUNTRY	Country	C	X	X	
COUNTRY BIRTH	CountryBirth	C	X	X	
COUNTRY CITIZEN	CountryCitizen	C	X	X	

Table 16-8 (Cont.) Module – Enrollment

Data Element	Xml Tag Name	Data Type	New Enrollment	Update Enrollment	Description
COUNTRY PASSPORT	CountryPassport	C	X	X	
EMAIL ADDRESS	EmailAddress	C	X	X	
EMAIL PREFERENCE CODE	EmailPrefCode	C	X	X	
ENROLLMENT REC TYPE	EnrollmentRecType	C	X	X	
FIRST NAME	FirstName	C	X	X	
GUEST NAME ID	GuestNameID	N	X		
HOME OR BUSINESS FLAG	HomeOrBusinessFlag	C	X	X	
HOME PHONE	HomePhone	C	X	X	
INSERT USER	InsertUser	N	X	X	
LANGUAGE CODE	LanguageCode	C	X	X	
LAST NAME	LastName	C	X	X	
MEMBERSHIP LEVEL	MembershipLevel	C	X	X	
MEMBERSHIP NO	MembershipNo	N	X	X	
MIDDLE INITIAL	MiddleInitial	C	X	X	
MP CODE	MpCode	C	X	X	
PASSPORT NUMBER	PassportNumber	C	X	X	
PMT AMOUNT	PmtAmount	N	X	X	
PMT CC EXPIRATION DATE	PmtCcExpirationDate	C	X	X	
PMT CC NO	PmtCcNo	C	X	X	
PMT CC TYPE	PmtCcType	C	X	X	
PMT METHOD	PmtMethod	C	X	X	
PREF NAME	PrefName	C	X	X	
PREFERENCE	Preference	N	X	X	
PREFERENCE TYPE	PreferenceType	N	X	X	
RATE CODE	RateCode	C	X	X	
RESORT	Resort	C	X	X	
RESV NAME ID	ResvNameId	N	X		
SET NUMBER	SetNumber	C	X	X	
SOURCE CODE	SourceCode	C	X	X	
STATE	State	C	X	X	

**Table 16-8 (Cont.) Module – Enrollment**

Data Element	Xml Tag Name	Data Type	New Enrollment	Update Enrollment	Description
ZIP CODE	ZipCode	C	X	X	

## Module – Housekeeping

**Table 16-9 Module – Housekeeping**

Data Element	Xml Tag Name	Data Type	New Enrollment	Update Enrollment	Description
ARRIVAL DATE	ArrivalDate	D			X X X
BEGIN DATE	BeginDate	D	X X	X X	X X X
COMPLETED DATE	CompletedDate	D	X X	X X	X X X
END DATE	EndDate	D	X X	X X	X X X
FO STATUS	FoStatus	C		X	
GUEST NAME ID	GuestNameId	N			X X X
NAME	Name	C			X X X
QUEUE TIME	QueueTime	T			X X X
REASON	OORReason	C	X X	X X	X X X

The properties business date that the out of order task was completed.

Table 16-9 (Cont.) Module – Housekeeping

Data Element	Xml Tag Name	D	N	Up	Ne	Up	Up	Up	Ne	U	D	Ro	Ne	Up	Description
		a	e	dat	w	dat	dat	dat	w	pd	el	o	w	dat	
		a	O	Ou	t	Ou	FO	Ro	eue	e	e	Ty	se	Clo	
		T	u	t	Of	t	Sta	om	Ro	Q	Q	pe	d	se	
		y	t	Of	Se	Of	tus	Stat	om	ue	ue	t	We	for	
		p	O	Or	rvi	Se		us		ue	ue	Or	b	We	
		e	f	der	ce	vic				R	R	Of		Ob	
			O			e				oo	oo	Or		de	
			r							m	m	de		r	
			e												
			r												
REPAIR	Repair	C	X	X	X	X						X	X	X	
REMARKS	Remarks														
REPAIR TYPE	Repair Type	C	X	X	X	X						X	X	X	
RESERVATION STATUS	ReservationStatus	C							X	X	X				
RETURN STATUS	OOOReturnStatus	C	X	X	X	X						X	X	X	
ROOM NUMBER	RoomNumber	C	X	X	X	X	X	X				X	X	X	
ROOM NUMBER	RoomNumber	C							X	X	X				
ROOM STATUS	RoomStatus	C	X	X	X	X		X				X	X	X	
ROOM TYPE	RoomType	C	X	X	X	X	X	X	X	X	X	X	X	X	



Table 16-9 (Cont.) Module – Housekeeping

Data Element	Xml Tag Name	Dat a	N e	Up dat e	Ne w	Up dat e	Up dat e	Up dat e	Ne w	U pd at e	D el et e	Ro m	Ne w	Up dat e	Description
		a O	T u	y t	p O	e f	r d	e r							
ROOM TYPE CHILD EVENT	RoomTypeChildEvent	C	X	X											This data element allows for a reduction in messaging when multiple room types are taken out of order for an extended period. This child event will be used by the OXI interface to choose whether to suppress these for 'ROOM TYPE OUT OF ORDER' event.
USER ID	UserId	N						X							

## Module – Night Audit

Table 16-10 Module – Night Audit

Data Element	Xml Tag Name	Dat a	Due in Reser vation s	Reven ue Sum	Roll Busi ness Date	Close Busin ess Date	Mar ket Stati cs	Hotel Statis tics	Description
ADULTS	Adults	C						X	

**Table 16-10 (Cont.) Module – Night Audit**

Data Element	Xml Tag Name	Data Type	Due in Reservations	Revenue Sum	Roll Business Date	Close Business Date	Market Statistics	Hotel Status	Description
ARRIVAL DATE	ArrivalDate	D	X	X					
ARRIVAL ROOMS	ArrivalRooms	C						X	
ARRIVAL ROOMS TOMORROW	ArrivalRoomsTomorrow	C						X	
BUSINESS DATE	BusinessDate	D		X	X	X	X	X	The properties date that the night audit is being run for.
CANCEL ROOMS ARRIVAL TODAY	CancelRoomsArrivalToday	C					X	X	
CHILDREN	Children	C						X	
COMPANY ROOMS	CompanyRooms	C						X	
COMPLIMENTARY ROOMS	ComplimentaryRooms	C						X	
CONFIRMATION NO	ConfirmationNo	C	X						
CONFIRMATION LEG NO	ConfirmationLegNo	C	X						
DAY USE ROOMS	DayUseRooms	C					X	X	
DEPARTURE DATE	DepartureDate	D	X	X					
DEPARTURE ROOMS	DepartureRooms	C						X	
DEPARTURE ROOMS TOMORROW	DepartureRoomsTomorrow	C						X	
EXTRA REVENUE	ExtraRevenue	N		X			X	X	
FOOD BEV REVENUE	FoodBevRevenue	N		X			X	X	
GROUP REVENUE	GroupRevenue	C						X	

**Table 16-10 (Cont.) Module – Night Audit**

Data Element	Xml Tag Name	Data Type	Due in Reservations	Revenue Sum	Roll Business Date	Close Business Date	Market Statistics	Hotel Statistics	Description
GROUP ROOMS	GroupRooms	C						X	
HOUSE USE ROOMS	HouseUseRooms	C						X	
MARKET CODE	MarketCode	C					X		
MEMBERSHIP ID	MembershipID	N	X						
MEMBERSHIP NUMBER	MembershipNumber	C	X						
MEMBERSHIP TYPE	MembershipType	C	X						
NO OF GUESTS	NoOfGuests	C					X		
NO SHOW ROOMS	NoShowRooms	C					X	X	
OCCUPIED ROOMS	OccupiedRooms	C					X		Number of rooms In-House with a Front Office status of OCC
OUT OF ORDER ROOMS	OutOfOrderRooms	C						X	
PHYSICAL ROOMS	PhysicalRooms	C						X	
RESERVATION NAME ID	ReservationNameID	N	X	X					
RESERVATION STATUS	ReservationStatus	C	X						
ROOM	Room	C	X						
ROOM CLASS	RoomClass	C						X	
ROOM REVENUE	RoomRevenue	N		X			X	X	
ROOM TYPE	RoomType	C							
TOTAL REVENUE	TotalRevenue	N		X			X	X	

**Table 16-10 (Cont.) Module – Night Audit**

Data Element	Xml Tag Name	Data Type	Due in Reservations	Revenue Sum	Roll Business Date	Close Business Date	Market Statistics	Hotel Status	Description
TURNAWAYS	Turnaways	C						X	
WALKIN ROOMS	WalkinRooms	C						X	

## Module – Owner Contract

**Table 16-11 Module – Owner Contract**

Data Element	Xml Tag Name	Data Type	Add Auth User	Delete Auth User	Update Auth User	New Owner Contract	Delete Owner Contract	Update Owner Contract	Auto Renew Contract	Description
OWNER ROOM TYPE	OwnerRoomType	C				X	X	X	X	
OWNERS USERS ID	OwnersUsersId	N	X	X	X	X	X	X		
OWNERS USERS REC STATUS	OwnersUsersRecStatus	C	X	X	X	X	X	X		
PARENT ID	ParentId	N				X	X	X		
PRIMARY ADDRESS ID	PrimaryAddressId	N				X	X	X		
PRIMARY NAME ID	PrimaryNameId	N				X	X	X		
PROFILE TYPE	ProfileType	C	X	X	X	X	X	X		
PURCHASE PRICE	PurchasePrice	N				X	X	X		
REAL ESTATE AGENT	RealEstateAgent	C				X	X	X		
RELATION	Relation	C	X	X	X	X	X	X		
RENTAL BEGIN DATE	RentalBeginDate	D				X	X	X	X	
RENTAL CONTRACT ID	RentalContractId	N				X	X	X	X	
RENTAL END DATE	RentalEndDate	D				X	X	X	X	

**Table 16-11 (Cont.) Module – Owner Contract**

Data Element	Xml Tag Name	Data Type	Add Auth User	Delete Auth User	Update Auth User	New Owner Contract	Delete Owner Contract	Update Owner Contract	Auto Renew Contract	Description
RENTAL PROGRAM YN	RentalProgramYn	C				X	X	X	X	
RENTAL REC STATUS	RentalRecStatus	C				X	X	X	X	
RES MAX NIGHTS	ResMaxNights	N				X	X	X	X	
RESORT	Resort	C	X	X	X	X	X	X	X	
RESTRICTION ID	RestrictionId	N				X	X	X		
RESTRICTION REC STATUS	RestrictionRecStatus	C				X	X	X		
RESTRICTION TYP	RestrictionType	C				X	X	X		
REV SHARE FORMULA	RevShareFormula	C				X	X	X	X	
REVENUE SHARE	RevenueShare	N				X	X	X		
SALES ASSOCIATE	SalesAssociate	C				X	X	X		
SPECIAL CHANGES TO UNIT	SpecialChangesToUnit	C				X	X	X		
SSN TAX ID	SsnTaxId	C				X	X	X		
STATUS	Status	C				X	X	X		
TEMPLATE CODE	TemplateCode	C				X	X	X		
UDFC01 - UDFC15	Udfc01 - Udfc15	C				X	X	X		
UDFD01 - UDFD15	Udfd01 - Udfd15	D				X	X	X		
UDFN01 - UDFN15	Udfn01 - Udfn15	N				X	X	X		
UNIT	Unit	C				X	X	X	X	
UPDATE DATE	UpdateDate	D	X	X	X	X	X	X	X	
UPDATE TIME	UpdateTime	T	X	X	X	X	X	X	X	
UPDATE USER	UpdateUser	N	X	X	X	X	X	X	X	

**Table 16-11 (Cont.) Module – Owner Contract**

Data Element	Xml Tag Name	Data Type	Add Auth User	Delete Auth User	Update Auth User	New Owner Contract	Delete Owner Contract	Update Owner Contract	Auto Renew Contract	Description
USED NIGHTS ADJUSTMENT	UsedNightsAdjustment	N				X	X	X		

## Module – Profile

**Table 16-12 Module – Profile**

Data Element	Xml Tag Name	Data Type	New History	Delete History	Update History	Delete Profile	Measure Profile	Network Profile	Subscription Profile	New Relationship	Update Relationship	Delete Relationship	Description
A/R NUMBER	ARNumber	C			X	X	X	X					
ACCESS CHANNEL	AccessChannel	C			X	X	X	X					
ACCESS CHANNEL CODE	AccessChannelCode	C			X	X	X	X	X				
ACCESS CODE	AccessCode	C			X	X	X	X					
ACCESS INACTIVE DATE	AccessInactiveDate	D			X	X	X	X					
ACCESS RATE CODE	AccessRateCode	C			X	X	X	X					
ACCESS UPDATE DATE	AccessUpdateDate	D			X	X	X	X					
ACCOUNT SOURCE	AccountSource	C			X	X		X					
ACCOUNT TYPE	AccountType	C			X	X		X					

Table 16-12 (Cont.) Module – Profile

Data Element	Xml Tag Name	Data Type	Nullable	Default	Update	Delete	Measure	Navigation	Publish	Subscribe	Notification	Update	Delete	Description
ACTION CODE	ActionCode	C			X	X	X							
ADDRESS LANGUAGE	AddressLanguage	C			X	X	X	X						
ADDRESS PRIMARY YN	AddressPrimaryYN	C			X	X	X	X						
ADDRESS TYPE	AddressType	C			X	X	X	X						
ADDRESS1	Address1	C			X	X	X	X						
ADDRESS2	Address2	C			X	X	X	X						
ADDRESS3	Address3	C			X	X	X	X						
ADDRESS4	Address4	C			X	X	X	X						

Table 16-12 (Cont.) Module – Profile

Data Element	Xml Tag Name	Data Type	Negative	Default	Update	Delete	Measure	Negative	Positive	Sub	Negative	Update	Delete	Description
ADJUSTMENT	YieldAdjustment	N			X	X	X	X						Amount used to determine the Rateable Value for comparison against Hurdle Rate when the Profile is defined in the Rate Query Scope. This Adjustment is used in conjunction with any Yield Adjustments configured on the Rate Code. If the same adjustment type is used on both the Rate Code and the Profile, the Hierarchy will use the amount of the Profile. If the same adjustment type is used on several Profiles, the Hierarchy of the amount is as follows: Individual, Company, Travel Agent, Source.



Table 16-12 (Cont.) Module – Profile

Data Element	Xml Tag Name	Data Type	Nullable	Delete	Update	Default	Measure	Numeric	Precision	Subscribers	Network	Update	Delete	Description
ADJUSTMENT CODE	YieldAdjustmentCode	C					X	X	X	X				Code used to determine the Rateable Value for comparison against Hurdle Rate for the selected Profile. User defined and amount can be changed per Profile when attached to the Profile. The Code cannot be changed.
ADJUSTMENT TYPE	YieldAdjustmentType	C					X	X	X	X				Is the Adjustment AmountPer Night, Per Stay, Per Person/Per Stay, Per Person/Per Night?
ADULTS	Adults	N	X	X	X									
ARRIVAL DATE	ArrivalDate	D	X	X	X									
ATTACHMENT CHANGED	AttachmentChanged	C					X							
AUTO ENROLL MEMBERSHIP OPTION FLAG	AutoEnrollmentMembershipOptionFlag	C					X		X	X				

Table 16-12 (Cont.) Module – Profile

Data Element	Xml Tag Name	Data Type	Nullable	Default	Update	Delete	Measure	Numeric	Precision	Subscript	Nullable	Update	Delete	Description
			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
AUTO ENROLL MEMBERSHIP YN	AutoenrollMemberYN	C			X		X	X						
BARCODE	Barcode	C			X	X	X	X						
BIRTH COUNTRY	BirthCountry	C			X		X	X						
BIRTH DATE	BirthDate	D			X	X	X	X						
BIRTH PLACE	BirthPlace	C			X		X	X						
BL MSG	CreditRestrictionComments	C			X	X	X	X						
BUSINESS TITLE	BusinessTitle	C			X	X	X	X						
CANCELLATION DATE	CancellationDate	D	X	X	X									
CANCELLATION NO	CancellationNo	C	X	X	X									
CANCELLATION BY	CancellationBy	C	X	X	X									
CASH BL IND	CreditRestrictionIndicator	C			X	X	X	X						
CENTRAL AR NUMBER	CentralArNumber	C			X	X	X	X						

Table 16-12 (Cont.) Module – Profile

Data Element	Xml Tag Name	Data Type	Nullable	Default	Update	Delete	Measure	Non-Public	Subscription	Notification	Relationship	Description
CHAIN CODE	ChainCode	C			X	X	X	X				When subscribed to, for example properties in ASP Mode, and a change has been made to any of the data elements for that business event, the Chain Code will be included, allowing external systems to filter business events for specific chains. This will not affect updates coming into OPERA from external systems.
CHILDREN	Children	N	X	X	X							
CITY	City	C			X	X	X	X				
COMMENTS	Comments	C			X	X	X	X				
COMMISSION CODE	CommissionCode	C			X	X	X	X				
COMMISSION CURRENCY	CommissionCurrency	C			X	X	X	X				
COMPANY NAME	CompanyName	C	X	X	X							

Table 16-12 (Cont.) Module – Profile

Data Element	Xml Tag Name	Data Type	Nullable	Default	Update	Delete	Measure	Numeric	Precision	Subscribes	News	Update	Delete	Description
			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Relationships
COMPANY NAME ID	CompanyNameId	N	X	X	X									
COMPANY NUMBER	CompanyNameNumber	C				X	X	X	X					
COMPANY TYPE	CompanyNameType	C				X	X	X	X					
COMPETITION CODE	CompetitionCode	C				X	X			X				
CONFIRMATION NO	ConfirmationNo	C	X	X	X									
COUNTRY	Country	C				X	X	X	X					
CREDIT CARD EXPIRATION DATE	CreditCardExpDate	D				X	X	X	X					
CREDIT CARD NUMBER	CreditCardNumber	C	X	X	X	X	X	X	X					
CREDIT CARD NUMBER 4 DIGITS	CreditCardNumber4Digits	C	X	X	X	X	X	X	X					
CREDIT CARD TYPE	CreditCardType	C	X	X	X	X	X	X	X					
CREDIT CARD VAULT ID	CreditCardVaultId	C	X	X	X	X	X	X	X					
CREDIT RATING	CreditRating	C				X		X	X					
CRS NUMBER	CRSNumber	C	X	X	X									
DATABASE ID	DatabaseId	C				X	X	X	X		X			
DEPARTMENT NOTE SHORT	DepartmentNoteShort	C			X	X	X	X	X					

Table 16-12 (Cont.) Module – Profile

Data Element	Xml Tag Name	Data Type	Nullable	Delete	Update	Default	Measure	Numeric	Precision	Subscript	Nullable	Update	Delete	Description
			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
DEPARTURE	DepartureDate	D	X	X	X									
EMAIL	Email	C				X	X	X	X					
EMAIL LANGUAGE	EmailLanguage	C				X	X		X					
EMAIL OPT IN FLG	EmailOptInFlg	C				X		X	X					
EMAIL YN	EmailYN	C				X		X	X					
EXTRA REVENUE	ExtraRevenue	N	X	X	X									
FAX NUMBER	FaxNumber	C				X	X	X	X					
FB REVENUE	FBRevenue	N	X	X	X									
FIRST NAME	FirstName	C				X	X	X	X					
FROM NAME	FromName	C									X	X	X	Only triggered for Global Relationships
FROM NAME ID	FromNameId	N									X	X	X	Only triggered for Global Relationships
FROM RELATION	FromRelation	C									X	X	X	Only triggered for Global Relationships
GENDER	Gender	C				X		X	X					
GROUP NAME	GroupName	C	X	X	X									
GROUP NAME ID	GroupNameId	N	X	X	X									
GUEST NAME	GuestName	C	X	X	X									

Table 16-12 (Cont.) Module – Profile

Data Element	Xml Tag Name	Data Type	Nullable	Delete	Update	Default	Measure	Numeric	Percentage	Sub	Network	User	Delete	Description
GUEST NAME ID	GuestNameId	N	X	X	X									
GUEST PRIVACY OPT IN FLG	GuestPrivacyOptInFlg	X				X	X	X						
GUEST PRIVACY YN	GuestPrivacyYn	C				X	X	X						
IATA NUMBER	IATANumber	C				X	X	X	X					
IATA TYPE	IATAType	C				X	X	X	X					
ID COUNTRY	IdCountry	C				X	X	X	X					
ID NUMBER	IdNumber	C				X	X		X					
ID TYPE	IdType	C				X	X		X					
INCOGNITO FIRST	IncognitoFirst	C				X	X	X	X					Field displays based on activation of the Application Setting->Function INCOGNITO.
INCOGNITO NAME	IncognitoName	C				X	X	X	X					Field displays based on activation of the Application Setting->Function INCOGNITO.
INFLUENCE	Influence	C				X	X		X					
INDUSTRY CODE	IndustryCode	C				X	X		X					

Table 16-12 (Cont.) Module – Profile

Data Element	Xml Tag Name	Data Type	Nullable	Default	Update	Delete	Measure	Numeric	Publisher	Subscriber	Notification	Update	Delete	Description
LANGUAGE	Language	C			X	X	X	X						
MAILING LIST OPT IN FLG	MailingListOptInFlg	C			X		X	X						
MAILING LIST YN	MailList	C			X		X	X						
MARKET CODE	MarketCode	C	X	X	X									
MARKET RESEARCH OPT IN FLG	MarketResearchOptInFlg	C			X		X	X						
MARKET RESEARCH YN	MarketResearchYn	C			X		X	X						
MARKETS	Markets	C			X		X	X						
MEMBERSHIP ENROLLED AT	MemberShipEnrolledAt	C			X			X						
MEMBERSHIP ENROLLMENT SOURCE	MemberShipEnrollmentSource	C			X			X						
MEMBERSHIP EXPIRATION DATE	MemberShipExpirationDate	D			X	X	X	X						
MEMBERSHIP LEVEL	MemberShipLevel	C			X	X	X	X						

Table 16-12 (Cont.) Module – Profile

Data Element	Xml Tag Name	Data Type	New History	Delete History	Update History	Update Profile	Delete Profile	Measure Profile	Notification Profile	Publish Profile	Subscribe Profile	Notification Profile	Update Profile	Delete Profile	Description
MEMBERSHIP ON CARD	Member shipNameOnCard	C			X										When subscribed, changing the Member Name on any type of Membership will fire the business event and send Update Profile messages to OXI and OXIHUB. The Membership Name will then be updated in ORS/OCIS with the exception of Memberships marked as primary. These primary Memberships will not be updated.
MEMBERSHIP NUMBER	Member shipNumber	C			X	X	X	X							
MEMBERSHIP PREFERRED CARD	Member shipPreferredCard	C			X										
MEMBERSHIP TYPE	Member shipType	C			X	X	X	X							
MIDDLE NAME	Middle Name	C			X	X	X	X	X	X					
NAME ID	NameId	N			X	X	X	X	X	X					



Table 16-12 (Cont.) Module – Profile

Data Element	Xml Tag Name	Data Type	Nullable	Delete	Update	Default	Measure	Notification	Push	Subscribe	News	Update	Delete	Description
			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
NAME TYPE	NameType	C			X	X	X	X						
NATIONALITY	Nationality	C			X	X	X	X						
NEG BEGIN SELL	NegRateBeginDate	C			X									
NEG COMMISSION CODE	NegCommissionCode	C			X									
NEG END SELL	NegRateEndDate	C			X									
NOTIFICATION	Notification	C			X	X		X						When a Profile Notification is resolved, the status of the notification description is updated from "UNRESOLVED" to "RESOLVED ON" and is triggered with the Update Profile Action Type. But when a Profile Notification is unresolved, the status of the notification description is updated from "RESOLVED ON" to "UNRESOLVED".
PAGER	Pager	C			X	X	X	X						

Table 16-12 (Cont.) Module – Profile

Data Element	Xml Tag Name	Data Type	Nullable	Default	Update	Delete	Measure	Network	Profile	Subscription	Notification	Relationship	Description
PASSPORT NUMBER	Passport Number	C			X	X	X	X					
PAYMENT	Payment	N	X	X	X								
PAYMENT METHOD	Payment Method	C	X	X	X								
PCC CHANNEL	PccChannel	C			X	X	X	X					
PCC CODE	PccCode	C			X	X	X	X					
PCC INACTIVE DATE	PccInactiveDate	D			X	X	X	X					
PHONE NUMBER	PhoneNumber	C			X	X	X	X					
PHONE OPT IN FLG	PhoneOptInFlg	C			X		X	X					
PHONE PRIMARY YN	PhonePrimaryYn	C			X	X	X	X					
PHONE TYPE	PhoneType	C			X	X	X	X					
PHONE YN	PhoneYn	C			X		X	X					
POSTAL CODE	PostalCode	C			X	X	X	X					
PREFERENCE GROUP	PreferenceGroup	C			X	X		X					
PREFERENCE TYPE	PreferenceType	C			X	X	X	X					
PREFERENCE TYPE DESCRIPTION	PreferenceTypeDescription	C			X	X		X					
PRIMARY YN	PrimaryYn	C								X	X	X	Only triggered for Global Relationships

Table 16-12 (Cont.) Module – Profile

Data Element	Xml Tag Name	Data Type	Nullable	Default	Update	Delete	Measure	Non-Purge	Purge	Subscribe	News	Update	Delete	Description
			Y	Y	Hi	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Pr	Relat
					st	le	le	le	ile	le	Pr	of	io	hip
					or						le	hi	ns	
					y							p	el	
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													p	
PRIORITY	C						X	X		X				
RATE AMOUNT	RateAmount	N	X	X	X									
RATE CODE	RateCode	C	X	X	X	X	X	X	X					
RESERVATION DATE	ReservationDate	D	X	X	X									
RESERVATION STATUS	ReservationStatus	C	X	X	X									
RESV NAME ID	ResvNameId	N		X	X									
ROOM REVENUE	RoomRevenue	N	X	X	X									
ROOMS POTENTIAL	RoomsPotential	C				X	X			X				
SALES MANAGER	SalesManager	C				X	X	X	X					
SCOPE	Scope	C				X	X				X			
SCOPE CITY	ScopeCity	C				X	X				X			
SMS OPT IN FLG	SmsOptInFlg	C				X		X	X					
SMS YN	SmsYn	C				X		X	X					

Table 16-12 (Cont.) Module – Profile

Data Element	Xml Tag Name	Data Type	Nullable	Default	Update	Delete	Measure	Navigation	Publish	Subscribe	Notification	Update	Delete	Description
SOURCE	Source	C	X	X	X									For Account Profiles (Company, Travel Agent, and Source, the Source of business. This is not the same as Source Codes configured for Reservations. The field is on the Sales Info screen and the List of Values are configured under System Configuration ->Profiles->Sales Information->Sources
SOURCE NAME	SourceName	C	X	X	X									
SOURCE NAME ID	SourceNameId	N	X	X	X									
STATE	State	C			X	X	X	X						
STATUS	Status	C			X	X	X	X						
TAX NUMBER1	Tax1No	C			X		X	X						
TAX NUMBER2	Tax2No	C			X		X	X						
THIRD PARTY OPT IN FLG	ThirdPartyOptInFlg	C			X		X	X						
THIRD PARTY YN	ThirdPartyYn	C			X		X	X						
TITLE	Title	C			X	X	X	X						

Table 16-12 (Cont.) Module – Profile

Data Element	Xml Tag Name	Data Type	Nullable	Default	Update	Delete	Measure	Numeric	Precision	Subscript	Nullable	Update	Delete	Description
TO NAME	ToName	C									X	X	X	Only triggered for Global Relationships
TO NAME ID	ToNameId	N									X	X	X	Only triggered for Global Relationships
TO RELATION	ToRelation	C									X	X	X	Only triggered for Global Relationships
TRAVEL AGENT NAME	TravelAgentName	C	X	X	X									
TRAVEL AGENT NAME ID	TravelAgentId	N	X	X	X									
UDF CHAR 01 – UDF CHAR 40	UdfChar01 – UdfChar40	C				X	X	X	X					
UDF DATE 01 – UDF DATE 20	UdfDate01 – UdfDate20	D				X	X	X	X					
UDF NUMBER 01 – UDF NUMBER 40	UdfNumber01 – UdfNumber40	N				X	X	X	X					
VIP STATUS	VIPStatus	C				X	X	X	X					
VIRTUAL NUMBER	VirtualNumber	N				X	X	X	X					
WEB ACCOUNT LOCKED	WebAccountLocked	D				X								

**Table 16-12 (Cont.) Module – Profile**

Data Element	Xml Tag Name	Data Type	Nullable	Default	Update	Delete	Measure	Numeric	Percentage	Sub	Network	User	Delete	Description
WEB COMMENTS	WebComments	C			X									
WEB LOGIN NAME	WebLoginName	C			X									
WEB PASSWORD	WebPassword	C			X									
WEB SECRET ANSWER	WebSecretAnswer	C			X									
WEB SECRET QUESTION	WebSecretQuestion	C			X									
WEBPAGE	Webpage	C			X	X	X	X						
XFIRST NAME	XFirstName	C			X	X	X	X						
XNAME	XName	C			X	X	X	X						
X SALUTATION	XSalutation	C			X	X	X	X						
XTITLE	XTitle	C			X	X	X	X						

## Module – Stay Records

**Table 16-13 Module – Stay Records**

Data Element	Xml Tag Name	Data Type	Nullable	Insert Stay Records	Insert Stay Record Projections	Update Stay Records	Update Stay Record Projections	Description
COMPANY_NAME_ID	Company_Name_Id	N		X	X	X	X	
GROUP_NAME_ID	Group_Name_Id	N		X	X	X	X	

**Table 16-13 (Cont.) Module – Stay Records**

Data Element	Xml Tag Name	Data Type	Insert Stay Records	Insert Stay Records Projections	Update Stay Records	Update Stay Records Projections	Description
GUEST_NAME_ID	Guest_Name_Id	N	X	X	X	X	
MISC_NAME_ID	Misc_Name_Id	N	X	X	X	X	
TRAVEL_NAME_ID	Travel_Name_Id	N	X	X	X	X	
WHOLESALE_NAME_ID	Wholesaler_Name_Id	N	X	X	X	X	

## Module – Rate

Table 16-14 Module – Rate

D X DN	UD NUD	NUDNU	D NUD	NUD	NUD	NUD	NU	DN	UD	NU	DR	CR	ND	UAD	ND	DA	RD
a m	e p	e e	e p	e e	e p	e e	e p	e e	e p	e e	e p	e e	e p	e e	e p	e e	e p
t l	t w	l w	l w	l w	l w	l w	l w	l w	l w	l w	l w	l w	l w	l w	l w	l w	l w
a T	a P	e R	e R	e R	e R	e R	e R	e R	e R	e R	e R	e R	e R	e R	e R	e R	e R
E a	Tr	t t	att	utt	at	t at	t at	t at	t at	t at	t at	t at	t at	t at	t at	t at	t at
l g	y o	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e
e N	pd	P P	e R	e R	e R	e R	e R	e R	e R	e R	e R	e R	e R	e R	e R	e R	e R
m a	e u	r S	a a	u u	C a	a C	a H	a S	a o	e S	a l	u u	s r	d i	i i	a A	e e
e m	c o	o t	t l	l a	t l	t t	t t	t t	n a	a e	t t	e r	r r	t M	e l	i v	s v
n e	t d	d r	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e
tf	u u	a S	S e	C C	s C	C d	H H	S S	o o	o A	S S	l l	c i	r d	d R	y i	A i
	c c	t t	t g	a a	s l	l e	e e	e e	d n	n d	e e	e e	t c	k M	M a	R i	v i
	t t	e r	r o	t t	a a	r a	a t	t e	C C	j t	t i	t e	a a	a a	a n	r	
		g a	r e	e s	s d				o o	u A		o i	t r	r e	t b	i g	D
		y t	y g	g s	s e				d d	s d		n o	k k	s e	l l	R a	
		e e	o o		r r				e e	t j	j s	n e	e e	s e	a a	y	
		g g	r r							m u	u s	t t		R b	t		
		y y	y y							e s				a l	e		
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Table 16-14 (Cont.) Module – Rate

D X DN	UD NUD	NUDNU	D NUD	NUDNU	NUDNU	NU DN	UDNU	DR	CR	ND	UAD	ND	DA	RD	
a m	e p	e p	e p	e p	e p	e p	e p	e p	e p	e p	e p	e p	e p	e p	
t l	t w	l w	l w	l w	l w	l w	l w	l w	l w	l w	l w	l w	l w	l w	
a T	a P	e R	e R	e R	e R	e R	e R	e R	e R	e R	e R	e R	e R	e R	
E a	T r	t t	a t	u t	t a	t a	t a	t a	t a	t a	t a	t a	t a	t a	
l g	y o	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	
e N	p d	P P	e R	e R	e R	e R	e R	e R	e R	e R	e R	e R	e R	e R	
m a	e u	r S	a a	u C	a C	a H	a S	a o	e S	a l	u u	s r	d i	i a	
e m	c o	t t	t l	a t	l t	t e	t t	e t	n a	a e	t t	e r	r r	t M	
n e	t d	d r	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	
tf	u u	a S	e C	C s	C C	d H	S S	o o	o A	S S	l l	c i	r d	d R	
	c c	t t	t g	a a	s l	l e	e e	e e	d n	d e	e e	t c	k M	M a	
	t t	e r	r o	t t	a a	r a	a t	t e	C C	j t	t i	t e	a a	t a	
	g a	r e	e s	s d					o o	u A		o i	t r	r e	
	y t	t y	g g	s s	e e				d d	s d		n o	k k	s e	
	e e	o o	r r						e e	t j	j s	n e	e s	e a	
	g g	r r							m u	u s	t t	R b	t a	l e	
	y y	y y							e s	s t	t t	R b	t a	l e	
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Table 16-14 (Cont.) Module – Rate

D X DN	UD NUD	NUDNU	D NUD	NUDNU	NUDNU	NU DN	UDN	UDRCR	NDU	ADN	D A R	D
a m a e	p e e p e	e p e e p e	e e p e e p e	e p e e p e	e p e e p e	e p e e p e	e p e a l	a e e p p e e	e p e	e p e	e s	
t l t w	l w l w l	w l w l w l	w l w l w l	w l w l w l	w l w l w l	w l w l w l	t e t w l	d p l w l	p s	c r		
a T a P	a e R a e	R a e R a e	R a e R a e	R a e R a e	R a e R a e	S a e R a e	H a e e a e	Y e a l e	B e l	t r i p		
E a T r	t t a t t	u t t a t t	a t t a t t	a t t a t t	a t t a t t	e t t a t t	u t t R r	T i t t	y t e t	y i t i		
l g y o	e e t e e	l e e t e e	e t e e t e e	e t e e t e e	e t e e t e e	a e e t e e	r e e e R i e e e	D e s e P c	o			
e N p d	P P e R R	e R R e R R	e R R e R R	e R R e R R	e R R e R R	s S e R R	d H H s e e l	Y Y a D t	B r t i n			
m a e u	r r S a a	u u C a a	C a a H a a	S a a o e e	S a a l u u	t s r d i i	i a A e e o					
e m c o	o t t t l l	a t t l t t	e t t e t t	e t t n a e	t t e r r r t	M e e l i v s v n						
n e t d	d r e e e e	t e e a e e	a e e t e e	C s s t e e	d d i r a l l	y l a t a s						
t f u u	a S S e C	C s C C	d H H S S	o o o A S S	l l c i r d d	R y i A i l P						
	c c t t t	g a a s l l	e e e e e	e e d n n	d e e e e t c	k M M a R l v i e						
	t t e r r	o t t a a	r a a t t e	C C j t t	i t e a a	t a a a n r						
	g a a r e e	s s d d	o o u A A	o i t r r	e t b i g D							
	y t t y g g	s s e e	d d s d d	n o k k	s e l l R a							
	e e o o	r r	e e t j j	s n e e	s e a a y							
	g g r r		m u u s	t t R b t								
	y y y y		e s s n t t	t m m e e n n	t t e s e R s a t e s							

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Table 16-14 (Cont.) Module – Rate

D	X	DN	UD	NU	D	NU	DN	UD	NU	D	NU	DN	UD	RC	RND	UAD	N	D	A	R	D	
a	m	e	p	e	e	p	e	e	e	p	e	e	e	e	p	e	a	e	p	p	e	e
t	l	t	w	l	w	l	w	l	w	l	w	l	w	l	t	e	t	w	d	p	l	
a	T	a	P	a	e	R	a	e	R	a	e	R	a	e	S	a	e	R	a	e	H	a
E	a	T	r	t	t	a	t	t	u	t	t	a	t	t	e	t	t	u	t	t	R	r
l	g	y	o	e	e	t	e	e	l	e	e	e	t	e	e	t	e	e	e	R	i	e
e	N	p	d	P	P	e	R	R	e	R	R	e	R	R	e	R	R	s	S	e	R	R
m	a	e	r	r	S	a	u	C	a	C	a	H	a	S	a	o	e	S	a	l	u	t
e	m	c	o	t	t	t	l	a	t	l	t	t	e	t	t	n	a	e	t	t	e	r
n	e	t	d	d	r	e	e	e	e	e	a	e	e	t	e	e	C	s	t	e	e	d
ff		u	a	a	S	S	e	C	C	s	C	C	d	H	H	S	S	o	o	o	A	S
		c	c	t	t		g	a	s	l	e	e	e	e	e	d	n	d	e	e	e	e
		t	t	e	r	r	o	t	a	a	r	a	a	t	t	e	C	J	t	t	i	t
		g	a				r	e	s	s	d	d				o	o	u	A	A	o	i
		y	t				y	g	s	s	e	e				d	d	s	d	d	n	o
		e					o	o			r	r				e	e	t	j	j	s	n
		g					r	r														s
		y					y	y														t
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Table 16-14 (Cont.) Module – Rate

D	X	D	N	U	D	N	U	D	N	U	D	N	U	D	N	U	D	R	C	R	N	D	U	A	D	N	D	A	R	D												
a	m	a	e	p	e	e	p	e	p	e	p	e	p	e	p	e	p	e	e	p	e	p	e	a	e	p	p	e	e	p	e	s										
t	l	t	w	l	w	l	w	l	w	l	w	l	w	l	w	l	w	l	t	e	t	w	l	d	p	l	w	l	p	s	c	r										
a	T	a	P	a	e	R	a	e	R	a	e	R	a	e	R	a	e	S	a	e	R	a	e	H	a	e	e	a	e	Y	e	a	e	B	e	l	t	r	i	p		
E	a	T	r	t	t	a	t	t	u	t	t	a	t	t	a	t	t	e	t	a	t	t	u	t	t	R	r	T	i	t	t	y	e	t	e	y	i	t	i			
l	g	y	o	e	e	t	e	e	l	e	e	t	e	e	t	e	e	t	e	e	e	a	e	t	e	e	r	e	e	e	R	i	e	e	e	D	e	s	e	P	c	o
e	N	p	d	P	P	e	R	R	e	R	R	e	R	R	e	R	R	s	S	e	R	R	d	H	H	s	e	e	l	Y	Y	a	D	t	B	r	t	i	n			
m	a	e	r	r	S	a	u	C	a	a	C	a	H	a	S	a	o	e	S	a	l	u	u	t	s	r	d	i	i	a	A	e	e	o								
e	m	c	o	t	t	l	l	a	t	l	t	t	e	t	t	n	a	e	t	t	e	r	r	r	t	M	e	e	l	v	s	v	n									
n	e	t	d	d	r	e	e	e	e	a	e	a	e	t	e	e	C	s	t	e	e	C	s	t	e	e	d	d	i	r	a	l	l	y	l	a	t	a	s			
t	f	u	u	a	S	S	e	C	C	s	C	C	d	H	H	S	S	o	o	A	S	S	l	l	c	i	r	d	d	R	y	i	A	i	L	P						
		c	c	t	t	t	g	a	a	s	l	l	e	e	e	e	e	d	n	d	e	e	e	e	t	c	k	M	M	a	R	I	v	i	e							
		t	t	e	r	r	o	t	t	a	a	r	a	a	t	t	e	C	J	t	t	i	t	e	a	a	t	a	a	n	r											
		g	a	a	r	e	e	s	s	d	d						o	o	u	A	A	o	i	t	r	r	e	t	b	i	g	D										
		y	t	t			y	g	g	s	s	e	e				d	d	s	d	d	n	o	k	k	s	e	l	l	R	a											
		e	e				o	o			r	r					e	e	t	j	j	s	n	e	e	s	e	a	a	y												
		g	g				r	r									m	u	u			s	t	t	R	b	t															
		y	y				y	y									e	s	s							a	l	e														
																	n	t	t							t	e	s														
																	t	m	m								e	R														
																	e	e								s	a															
																	n	n								t	e															
																	t	t								s																

A B N  
D a  
V s  
B e  
A A  
S m  
E o  
A u  
M n  
O t  
U  
N  
T

XX

A A C  
D d  
V v  
B B  
A a  
S s  
E e  
F F  
L lt  
T P  
P c  
C t  
T

XX

Table 16-14 (Cont.) Module – Rate

D	X	DNU	DNU	DNU	DNU	D	N	N	N	N	N	N	N	N	DNU	N	UD	RC	R	N	D	U	A	D	N	D	A	R	D											
a	m	a	e	p	e	e	p	e	p	e	e	p	e	e	e	p	e	e	p	e	e	p	e	a	e	p	p	e	e	p	e	s								
t	l	t	w	l	w	l	w	l	w	l	w	l	w	l	w	l	w	l	t	t	w	l	d	p	l	w	l	p	s	c	r									
a	T	a	P	a	e	R	a	e	R	a	e	R	a	e	R	a	e	S	a	e	R	a	e	H	a	e	e	a	e	Y	e	a	e	B	e	l	t	r	i	p
E	a	T	r	t	t	a	t	t	u	t	t	a	t	t	a	t	t	e	t	t	u	t	t	R	r	T	i	t	t	y	t	e	t	y	i	t	i			
l	g	y	o	e	e	t	e	e	e	t	e	e	e	t	e	e	t	e	e	e	r	e	e	e	R	i	e	e	e	D	e	s	e	P	c	o				
e	N	p	d	P	P	e	R	R	e	R	R	e	R	R	e	R	R	s	S	e	R	R	d	H	H	s	e	e	l	Y	Y	a	D	t	B	r	t	i	n	
m	a	e	u	r	r	S	a	u	C	a	C	a	H	a	S	a	o	e	e	S	a	l	u	u	t	s	r	d	i	i	a	A	e	e	o					
n	e	m	c	o	o	t	t	t	l	a	t	l	t	t	e	t	t	e	t	t	n	a	a	e	t	t	e	r	r	r	t	M	e	e	l	i	v	s	v	n
ff		u	u	a	S	S	e	C	C	s	C	C	d	H	H	S	S	o	o	o	A	S	S	l	c	i	r	d	d	R	y	i	A	i	P					
		c	c	t	t	t	g	a	a	s	l	l	e	e	e	e	e	d	n	n	d	e	e	e	e	t	c	k	M	M	a	R	i	v	i	e				
		t	t	e	r	r	o	t	t	a	a	r	a	a	t	t	e	C	J	t	t	i	t	e	a	a	t	a	a	n	r									
		g	a	a	r	e	e	s	s	d	d	o	o	u	A	A	o	i	t	r	r	e	t	b	i	g	D													
		y	t	t	y	g	g	s	s	e	e	d	d	s	d	d	n	o	k	k	s	e	l	R	a															
		e	e	o	o	r	r	e	e	t	j	j	s	n	e	e	s	e	a	a	y																			
		g	g	r	r	mu	u	s	t	t	R	b	t																											
		y	y	y	y	e	s	ale																																
						n	t	t	e	s																														
						t	m	e	R																															
						e	e	s	a																															
						n	n	t																																
						t	t	e																																
								s																																

A A N  
D d  
V v  
A B  
N o  
C o  
E k  
B i  
O n  
O g  
K D  
I a  
N y  
G s  
D  
A  
Y  
S  
A A C X X  
L ll  
L o  
O w  
W a  
A n  
N c  
C e  
E



**Table 16-14 (Cont.) Module – Rate**

D X DN	UD	NUD	NUD	NUD	NUD	NU	DN	UD	NUD	RCR	ND	UAD	ND	A R	D
a m a e	p e	e p e	e p e	e p e	e p e	e p e	e p e	e p e	e p e	e p e	a l a e	e p p e	e p e	p e	e s
t l t	w d l	w d l	w d l	w d l	w d l	w d l	w d l	w d l	w d l	t e t	w l	d p l	w l	p s	c r
a T a	P a e	R a e	R a e	R a e	R a e	R a e	S a e	R a e	H a e	e a e	Y e a	e B e	l t r	i p	
E a	T r t	t a t t	u t t	a t t	a t t	a t t	a t t	e t t	a t t	u t t	R r	T i t	t y t	e y i	t i
l g y	o e e	t e e	l e e	t e e	t e e	t e e	e a e	e t e	e e r	e e e	R i e e e	e D e s e	P c o		
e N p d	P P e	R R e	R R e	R R e	R R e	R R e	R R e	R R e	R R s	S e R R	d H H	s e e l	Y Y a	D t B r	t i n
m a e	u r r	S a a	u u	C a a	C a a	H a a	S a a	o e e	S a a	l u u	t s r	d i i i a	A e e	o	
n e	m c o	t t t t	l l a	t t l	t t e	t t e	t t n a	a e t t	e r r r t	M e e l i	v s v n				
ff	t d d	r e e	e e t e e	e e a e e	a e e t e e	C s s t e e	d d i r	a l l y l	a t a s						
	u u a	S S	e C C	s C C	d H H	S S o o o	A S S	l l c i	r d d	R y i	A i l	P			
	c c t t t	g a a	s l l	e e e	e e d n	n d e e	e e t c	k M M a	R l v i e						
	t t e r r	o t t	a a r a a	t t e	C J t t		i t e a	a t a a n r							
	g a a	r e e	s s d d		o o u	A A	o i t	r r e t b i g	D						
	y t t	y g g	s s e e		d d s d d		n o k	k s e l l	R a						
	e e	o o	r r		e e t j j		s n e e	s e a a y							
	g g	r r			m u u		s t t	R b t							
	y y	y y			e s s			a l e							
					n t t			t e s							
					t m m			e R							
					e e			s a							
					n n			t							
					t t			e							
								s							

A A C X X  
L l t  
T e  
E r  
R n  
N a  
A t i  
T v  
I e  
V T  
E r  
T a  
R n  
A s  
N C  
S o  
A d  
C e  
T  
I  
O  
N  
C  
O  
D  
E



Table 16-14 (Cont.) Module – Rate

D X DN	UD NUD	NUDNU	D NUD	NUDNU	NUDNU	NU DN	UDN	UDRCR	NDU	ADN	D A R	D
a m a e	p e e p e	e p e e p e	e e p e e p e	e p e e p e	e p e e p e	e p e e p e	e p e a l a e	e p p e e	e p e	e p e	e s	
t l t w	l w l w l	w l w l w	l w l w l	w l w l w	w l w l w	w l w l w	t e t w l	d p l w l	p s	c r		
a T a P	a e R a e	R a e R a e	R a e R a e	R a e R a e	R a e R a e	S a e R a e	H a e e a e	Y e a l e	B e l	t r i p		
E a T r	t t a t t	u t t a t t	a t t a t t	a t t a t t	a t t e t t	a t t u t t	R r T i	t t y t e t	y i	t i		
l g y o	e e t e e	l e e t e e	e t e e t e e	e e t e e	e e t e e	a e e t e e	r e e e R i e e e	D e s e P c	o	n		
e N p d	P P e R R	e R R e R R	R e R R e R R	R e R R e R R	R e R R e R R	S S e R R	d H H s e e l	Y Y a D t	B r	t i n		
m a e u	r r S a a	u u C a a	C a a H a a	S a a o e e	S a a l u u t s	r d i i i a	A e e o					
n e m c	o o t t t	l l a t t	l t t e t t	e t t n a	a e t t e r r r t	M e e l i v s	v n					
t f u u	a S S	e C C	s C C d	H H S S	o o o A S S	l l c i r	d d R y i	A i l P				
	c c t t t	g a a	s l l e e e	e e d n	n d e e e e t c	k M M a	R l v i e					
	t t e r r	o t t	a a r a a	t t e C	C j t t	i t e a	a t a a n r					
	g a a	r e e	s s d d	o o u A A	o i t r	r e t b i g	D					
	y t t	y g g	s s e e	d d s d d	n o k k	s e l l R a						
	e e	o o	r r	e e t j j	s n e e	s e a a y						
	g g	r r		mu u	s t t	R b t						
	y y	y y		ess		ale						
				nt t		tes						
				t m m		e R						
				ee		s a						
				nn		t						
				tt		e						
						s						

A A C	XXX
S S	
B B	
R R	
A a	
T t	
E e	
C c	
Y y	
C c	
L l	
E e	
B B N	XXX
A a	
R r	
A A	
M m	
O o	
U u	
N n	
T t	
B B C	XXX
A a	
R r	
F F	
L lt	
T P	
P c	
C t	
T	





Table 16-14 (Cont.) Module – Rate

D X DN	UD NUD	NUDNU	D NUD	NUDNU	NUDNU	NU DN	UDNU	DR	CR	ND	UADN	D A	R D					
a m	e p e e p e e p e p e	e p e e p e e p e p e	e p e e p e e p e p e	e p e e p e e p e p e	e p e e p e e p e p e	e p e e p e e p e p e	e p e e p e e p e p e	e p e e p e e p e p e	e p e e p e e p e p e	e p e e p e e p e p e	e p e e p e e p e p e	e p e e p e e p e p e	e p e e p e e p e p e					
t l	t w d l w d l w d l w d l	w d l w d l w d l w d l	w d l w d l w d l w d l	w d l w d l w d l w d l	w d l w d l w d l w d l	w d l w d l w d l w d l	w d l w d l w d l w d l	w d l w d l w d l w d l	w d l w d l w d l w d l	w d l w d l w d l w d l	w d l w d l w d l w d l	w d l w d l w d l w d l	w d l w d l w d l w d l					
a T	a P a e	R a e R a e R a e	R a e R a e R a e	R a e R a e R a e	R a e R a e R a e	R a e R a e R a e	R a e R a e R a e	R a e R a e R a e	R a e R a e R a e	R a e R a e R a e	R a e R a e R a e	R a e R a e R a e	R a e R a e R a e					
E a	T r t t	a t t u t t a t t	a t t a t t a t t	a t t a t t a t t	a t t a t t a t t	a t t a t t a t t	a t t a t t a t t	a t t a t t a t t	a t t a t t a t t	a t t a t t a t t	a t t a t t a t t	a t t a t t a t t	a t t a t t a t t					
I g	y o e e t e e l e e t e	e t e e t e e t e e t e	e t e e t e e t e e t e	e t e e t e e t e e t e	e t e e t e e t e e t e	e t e e t e e t e e t e	e t e e t e e t e e t e	e t e e t e e t e e t e	e t e e t e e t e e t e	e t e e t e e t e e t e	e t e e t e e t e e t e	e t e e t e e t e e t e	e t e e t e e t e e t e					
e N	p d P P e R R e R R e R	R e R R e R R e R R e R	R e R R e R R e R R e R	R e R R e R R e R R e R	R e R R e R R e R R e R	R e R R e R R e R R e R	R e R R e R R e R R e R	R e R R e R R e R R e R	R e R R e R R e R R e R	R e R R e R R e R R e R	R e R R e R R e R R e R	R e R R e R R e R R e R	R e R R e R R e R R e R					
m a	e u r r S a a u u C a a	C a a H a a S a a o e e	S a a l u u t s r d i i i a	A e e o	n e m	c o o t t t l l a t t l t t e t t e t t n a a e t t e r r r t	M e e l i v s v n	e n e	t d d r e e e e t e e a e e a e e t e e C s s t e e d d i r a l l y l a t a s	t f	u u a S S e C C s C C d H H S S o o o A S S l l c i r d d R y i A i l P	c c t t t g a a s l l e e e e e d n n d e e e e t c k M M a R I v i e	t t e r r o t t a a r a a t t e C C j t t i t e a a t a a a n r	g a a r e e s s d d o o u A A o i t r r e t b i g D	y t t y g g s s e e d d s d d n o k k s e l l R a	e e o o r r e e t j j s n e e s e a a y	g g r r m u u s t t R b t	y y y y e s s n t t t m m e e n n t t

B R D	XXX	Be
E a		gi
G t		n
I e		ni
N H		ng
S e		D
E a		at
L d		e
L e		th
r		at
B		th
e		e
g		ra
i		te
n		co
S		de
e		ca
ll		n
		be
		bo
		ok
		ed
		.



Table 16-14 (Cont.) Module – Rate

D X DN	UD NUD	NUDNU	D NUD	NUDNU	NUDNU	NU DN	UDN	UDRCR	NDU	ADN	D A	R D
a m a e	p e e	e p e e	e p e e	e p e e	e p e e	e p e e	e p e a	e e p p	e e p e	e p e e	e p e e	e s
t l t w	l w l w	l w l w	l w l w	l w l w	l w l w	l w l w	l w l w	l t e t	w l d p	l w l p	s c r	
a T a P	a e R a e	R a e R a e	R a e R a e	R a e R a e	R a e R a e	S a e R a e	H a e e a e	Y e a l e	B e l t r	i p		
E a T r	t t a t t	u t t a t t	a t t a t t	a t t a t t	a t t e t t	a t t u t t	t t R r	T i t t	t y t e t	y i t i		
l g y o	e e t e e	e e t e e	e e t e e	e e t e e	e e t e e	a e e t e e	r e e e R i	e e e D e s	e P c o			
e N p d	P P e R R	e R R e R	R e R R e	R R e R R	e R R e R	R R e R R	s S e R R	d H H s e e	l Y Y a	D t B r	t i n	
m a e u	r r S a a	u u C a a	C a a H a a	S a a o e e	S a a l u u	t s r d i	i i a A e e	o				
n e m c	o o t t t	l l a t t	l t t e t t	e t t n a	a e t t e r r	r t M e	e l i v s v	n				
tf u u	a S S e	C C s C C	d H H S S	o o o A S S	l l c i r	d d R y i	A i l P					
	c c t t t	g a a s l	l e e e e	e e d n	n d e e e	e e t c k	M M a R I	v i e				
	t t e r r	o t t a a	r a a a t t	e C C j t t		i t e a	a t a a a n r					
	g a a r e e	s s d d		o o u A A		o i t r	r e t b i g D					
	y t t y g g	s s e e		d d s d d		n o k k	s e l l R a					
	e e o o	r r		e e t j j		s n e e	s e a a y					
	g g r r			m u u s		t t R b t						
	y y y y			e s s a l e								
				n t t t e s								
				t m m e R								
				e e s a								
				n n t								
				t t e s								
B B N							X					
O o												
O o												
K k												
M M												
A a												
X x												
A A												
D d												
V v												
B B N							X					
O o												
O o												
K k												
M M												
I i												
N n												
A A												
D d												
V v												



Table 16-14 (Cont.) Module – Rate

D	X	DNU	DNU	DNU	DNU	D	NU	DNU	DNU	NU	DNU	DNU	DR	CR	N	D	U	A	D	N	D	A	R	D																	
a	m	e	p	e	e	p	e	e	p	e	e	p	e	e	e	p	e	a	e	e	p	e	e	e	e																
t	l	t	w	l	w	l	w	l	w	l	w	l	w	l	w	l	t	e	t	w	l	d	p	l	w	l	p	s	c	r											
a	T	a	P	a	e	R	a	e	R	a	e	R	a	e	R	a	e	R	a	e	H	a	e	e	a	e	Y	e	a	e	B	e	l	t	r	i	p				
E	a	T	r	t	t	a	t	t	u	t	t	a	t	t	a	t	t	u	t	t	R	r	T	i	t	t	y	t	e	t	y	i	t	i	t	i					
l	g	y	o	e	e	t	e	e	l	e	e	t	e	e	t	e	e	a	e	t	e	r	e	e	e	R	i	e	e	e	D	e	s	e	P	c	o				
e	N	p	d	P	P	e	R	R	e	R	R	e	R	R	e	R	R	s	S	e	R	R	d	H	H	s	e	e	l	Y	Y	a	D	t	B	r	t	i	n		
m	a	e	u	r	r	S	a	a	u	u	C	a	a	C	a	H	a	S	a	o	e	S	a	l	u	u	t	s	r	d	i	i	a	A	e	e	o				
n	e	m	c	o	o	t	t	l	l	a	t	l	t	t	e	t	t	e	t	n	a	e	t	t	e	r	r	r	t	M	e	e	l	i	v	s	v	n			
ff	u	u	a	S	S	e	C	C	s	C	C	d	H	H	S	S	o	o	o	A	S	S	l	l	c	i	r	d	d	R	y	i	A	i	P	e	e				
			c	c	t	t	g	a	a	s	l	l	e	e	e	e	e	d	n	d	e	e	e	e	t	c	k	M	M	a	R	i	v	i	e	e	o				
			t	t	e	r	o	t	t	a	a	r	a	a	t	t	e	C	J	t	t					i	t	e	a	a	t	a	a	n	r						
			g	a			r	e	e	s	s	d	d				o	o	u	A	A			o	i	t	r	r	e	t	b	i	g	D							
			y	t			y	g	g	s	s	e	e				d	d	s	d	d			n	o	k	k	s	e	l	l	R	a								
			e	e			o	o				r	r				e	e	t	j	j			s	n	e	e	s	e	a	a	y									
			g	g			r	r									m	u	u					s	t	t			R	b	t										
			y	y			y	y									e	s	s									a	l	e											
																	n	t	t									t	e	s											
																	t	m	m										e	R											
																	e	e											s	a											
																	n	n											t												
																	t	t											e												

B B N  
U u  
C c  
K k  
E e  
T t  
2 2  
A A  
L ll  
L o  
O w  
W a  
A n  
N c  
C e  
E A  
A m  
M o  
O u  
U n  
N t  
T

Table 16-14 (Cont.) Module – Rate

```

D X DNUDNUDNUDNU D NUDNUDNUDNU DNUDNUDCRNDUADN D A R D
a m a e p e e p e e p e p e e p e e p e e p e a l a e p p e e p e p e s
t l t w d l w d l w d l w d l w d l w d l w d l w d l w d l t e t w l d p l w l p s c r
a T a P a e R a e R a e R a e R a e R a e R a e S a e R a e H a e e a e Y e a l e B e l t r i p
E a T r t t a t t u t t a t t a t t a t t a t t e t t a t t u t t R r T i t t y t e t y i t i
l g y o e e t e e l e e t e e t e e t e e t e e a e e t e e r e e e R i e e e D e s e P c o
e N p d P P e R R e R R e R R e R R e R R e R R e R R s S e R R d H H s e e l Y Y a D t B r t i n
m a e u r r S a a u u C a a C a a H a a S a a o e e S a a l u u t s r d i i i a A e e o
n e m c o o t t t l l a t t l t t e t t e t t n a a e t t e r r r t M e e l i v s v n
t f u u a S S e C C s C C d H H S S o o o A S S l l c i r d d R y i A i l P
c c t t t g a a s l l e e e e e d n n d e e e e t c k M M a R i v i e
t t e r r o t t a a r a a t t e C C j t t i t e a a t a a a n r
g a a r e e s s d d o o u A A o i t r r e t b i g D
y t t y g g s s e e d d s d d n o k k s e l l R a
e e o o r r e e t j j s n e e s e a a y
g g r r m u u s t t R b t
y y y y e s s a l e
n t t t e s
t m m e R
e e s a
n n t
t t e
s

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B B N X X
U u
C c
K k
E e
T t
3 3
P P
R r
I i
C c
E e

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**Table 16-14 (Cont.) Module – Rate**

D	X	DN	U	DN	U	DN	U	DN	U	DN	U	DR	C	R	N	D	U	A	D	N	D	A	R	D																												
a	m	a	e	p	e	e	p	e	e	p	e	e	p	e	e	p	e	e	a	e	e	p	p	e	e	e	p	e	s																							
t	l	t	w	l	w	l	w	l	w	l	w	l	w	l	w	l	w	l	t	e	t	w	d	p	l	w	l	p	s	c	r																					
a	T	a	P	a	e	R	a	e	R	a	e	R	a	e	R	a	e	S	a	e	R	a	e	H	a	e	e	a	e	Y	e	a	e	B	e	l	t	r	i	p												
E	a	T	r	t	t	a	t	t	u	t	t	a	t	t	a	t	t	e	t	a	t	t	u	t	t	R	r	T	i	t	t	y	t	e	t	y	i	t	i													
l	g	y	o	e	e	t	e	e	l	e	e	t	e	e	t	e	e	t	e	e	e	a	e	t	e	e	r	e	e	e	R	i	e	e	e	D	e	s	e	P	c	o										
e	N	p	d	P	P	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	s	S	e	R	R	d	H	H	s	e	e	l	Y	Y	a	D	t	B	r	t	i	n										
m	a	e	u	r	S	a	a	u	C	a	a	C	a	H	a	a	S	a	o	e	S	a	l	u	u	t	s	r	d	i	i	i	a	A	e	e	o	n														
e	m	c	o	o	t	t	l	l	a	t	l	t	t	e	t	t	e	t	t	n	a	a	e	t	t	e	r	r	r	t	M	e	e	l	i	v	s	v	n													
n	e	t	d	d	r	e	e	e	e	e	e	a	e	a	e	e	t	e	e	C	s	s	t	e	e	d	d	i	r	a	l	l	y	l	a	t	a	s	n													
ff		u	u	a	S	S		e	C	C	s	C	C	d	H	H	S	S	o	o	o	A	S	S	l	l	c	i	r	d	d	R	y	i	A	i	P															
		c	c	t	t	t		g	a	a	s	l	l	e	e	e	e	e	d	n	d	e	e	e	e	t	c	k	M	M	a	R	i	v	i	e																
		t	t	e	r	r		o	t	t	a	a	r	a	a	t	t	e	C	J	t	t																														
		g	a	a				r	e	e	s	s	d	d				o	o	u	A	A																														
		y	t	t				y	g	g	s	s	e	e				d	d	s	d	d																														
		e	e					o	o																																											
		g	g					r	r																																											
		y	y					y	y																																											

B B NX X  
U u  
C c  
K k  
E e  
T t  
3 3  
A A  
L ll  
L o  
O w  
W a  
A n  
N c  
C e  
E A  
A m  
M o  
O u  
U n  
N t  
T

Table 16-14 (Cont.) Module – Rate

D X DN	UD NUD	NUDNU	D NUD	NUDNU	NUDNU	NU	DN	UDN	UDRCR	NDU	ADN	DAR	D
a m a e	p e e p e	e p e e	p e e p e	e p e e	p e e p e	e p e e	p e e p e	p e a l	a e p p e	e p e	e p e	e s	
t l t w	l w l w l	w l w l	w l w l	w l w l	w l w l	w l w l	w l w l	t e t w l	d p l w l	p s	c r		
a T a P	a e R a e	R a e R a e	R a e R a e	R a e R a e	R a e R a e	S a e R a e	H a e e a e	Y e a l e	B e l	t r i p			
E a T r	t t a t t	u t t a t t	a t t a t t	a t t a t t	a t t e t t	a t t u t t	t t R r	T i t t	t y t e t	y i t i			
l g y o	e e t e e	l e e t e	e t e e t e	e e t e e	e e t e e	a e e t e e	r e e e R i	e e e D e s	e P c o				
e N p d	P P e R R	e R R e R	R e R R e	R R e R R	e R R e R	R R e R R	s S e R R	d H H s e e l	Y Y a D t	B r t i n			
m a e u	r r S a a	u u C a a	C a a H a a	S a a o e	e S a a l	u u t s r d i	i i a A e e	o					
n e m c	o o t t t	l l a t t	l t t e t t	e t t n a	a e t t e r r	r t M e e l i	v s v n						
ff	u u a S S	e C C s	C C d H H	S S o o o	A S S l l	c i r d d R y i	A i l P						
	c c t t t	g a a s l	l e e e e	e e d n n	d e e e e t	c k M M a R l	v i e						
	t t e r r	o t t a a	r a a a t t	e C C j t t	i t e a a	t a a a n r							
	g a a	r e e s s	d d o o u	A A o i t	r r e t b i g	D							
	y t t	y g g s s	e e d d s	d d s d d	n o k k s e l	l R a							
	e e	o o r r	e e t j j	s n e e	s e a a y								
	g g	r r	m u u	s t t	R b t								
	y y	y y	e s s	n t t	a l e								
			t m m	e e	t e s								
			e e	n n	e R								
			t t		s a								
					t e								
					s								

C C CXX  
A a  
L l  
C c  
U u  
L l  
A a  
T ti  
I o  
O n  
N R  
R u  
U l  
L e  
E

Is  
th  
e  
Pa  
ck  
ag  
e  
to  
be  
ch  
ar  
ge  
d  
as  
a  
Fl  
at  
Ra  
te,  
Pe  
r  
Ro  
o  
m,  
Pe  
r  
Pe  
rs  
on  
,  
Pe  
r





Table 16-14 (Cont.) Module – Rate

D X DNU DNU DNU DNU D NUD NUD NUD NU DNU DNU DRCRND UADN D A R D			
a m a e p e e p e e p e p e e p e e p e e p e e p e a l a e p p e e p e p e s			
t l t w d l w d l w d l w d l w d l w d l w d l w d l t e t w l d p l w l p s c r			
a T a P a e R a e R a e R a e R a e R a e S a e R a e H a e e a e Y e a l e B e l t r i p			
E a T r t t a t t u t t a t t a t t a t t a t t e t t a t t u t t R r T i t t y t e t y i t i			
l g y o e e t e e l e e t e e t e e t e e t e e a e e t e e r e e e R i e e e D e s e P c o			
e N p d P P e R R e R R e R R e R R e R R e R R e R R s S S e R R d H H s e e l Y Y a D t B r t i n			
m a e u r r S a a u u C a a C a a H a a S a a o e e S a a l u u t s r d i i i a A e e o			
e m c o o t t t l l a t t l t t e t t e t t n a a e t t e r r r t M e e l i v s v n			
n e t d d r e e e e t e e a e e a e e t e e C s s t e e d d i r a l l y l a t a s			
tf u u a S S e C C s C C d H H S S o o o A S S l l c i r d d R y i A i l P			
c c t t t g a a s l l e e e e e d n n d e e e e t c k M M a R I v i e			
t t e r r o t t a a r a a t t e C j t t i t e a a t a a n r			
g a a r e e s s d d o o u A A o i t r r e t b i g D			
y t t y g g s s e e d d s d d n o k k s e l l R a			
e e o o r r e e t j j s n e e s e a a y			
g g r r m u u s t t R b t			
y y y y e s s a l e			
			t e s
			e R
			s a
			t
			e
			s
C C N		XXX	XX
H h			
I i l			
L d			
D C			
C h			
H a			
A r			
R g			
G e			
E 1			
1			
C C N		XXX	XX
H h			
I i l			
L d			
D C			
C h			
H a			
A r			
R g			
G e			
E 2			
2			

Table 16-14 (Cont.) Module – Rate

D X DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	CR	ND	UA	DN	DA	RD		
a m	e p	e e	e p	e e	e p	e e	e p	e e	e p	e e	e p	e a	e e	e p	e e	e p	e e	e p	e s	
t l	t w	l w	l w	l w	l w	l w	l w	l w	l w	l w	l w	t t	w l	d p	w l	p s	c r			
a T	a P	e R	e R	e R	e R	e R	e R	e R	e S	e R	e H	e e	e Y	e a	e B	e l	t r	i p		
E a	T r	t t	a t	t t	a t	t t	a t	t t	a t	t t	u t	t R	T i	t t	y t	e t	y i	t i		
l g	y o	e e	e e	e e	e e	e e	e e	e e	e a	e e	e e	e e	e e	e R	e e	e D	e P	c o		
e N	p d	P P	e R	e R	e R	e R	e R	e R	e S	e S	e R	d H	H s	e e	l Y	Y a	D t	B r	t i	n
m a	e u	r r	S a	u u	C a	C a	H a	H a	S a	o e	e S	a l	u u	t s	r d	i i	i a	A e	e o	
n e	t d	d r	e e	e e	e e	e e	e e	e e	e e	e S	e e	e e	e e	e e	e e	e e	e e	e e	e e	e n
ff	u u	a S	S S	e C	C s	C C	d H	H S	S o	o o	A S	S l	c i	r d	d R	y i	A i	P		
	c c	t t	t t	g a	a s	l l	e e	e e	e e	d n	n d	e e	e e	t c	k M	M a	R I	v i	e	
	t t	e r	r	o t	t a	a r	a a	t t	e C	C j	t t		i t	e a	a t	a a	a n	r		
		g a		r e	e s	s d			o o	u A	A		o i	t r	r e	t b	i g	D		
		y t		y g	g s	s e			d d	s d			n o	k k	s e	l l	R a			
		e e		o o		r r			e e	t j	j		s n	e e	s e	a a	y			
		g g		r r						m u	u		s	t t		R b	t			
		y y		y y						e s	s					a l	e			
										n t	t					t e	s			
										t m	m					e R				
										e e						s a				
										n n						t				
										t t						e				
																s				
C C	N								XXX						XX					
H h																				
I i																				
L d																				
D C																				
C h																				
H a																				
A r																				
R g																				
G e																				
E 3																				
3																				
C C	N								XXX											
H h																				
I i																				
L d																				
D R																				
R a																				
A t																				
T e																				
E																				
C C	N								XX											
H h																				
I i																				
L d																				
D R																				
R a																				
A t																				
T e																				
E 1																				
1																				

Table 16-14 (Cont.) Module – Rate

D	X	D	N	U	D	N	U	D	N	U	D	N	U	D	R	C	R	N	D	U	A	D	N	D	A	R	D													
a	m	a	e	p	e	e	p	e	p	e	p	e	p	e	e	p	e	e	p	e	a	e	e	p	p	e	e	p	e	s										
t	l	t	w	l	w	l	w	l	w	l	w	l	w	l	w	l	w	l	t	e	t	w	d	p	l	w	l	p	s	c	r									
a	T	a	P	a	e	R	a	e	R	a	e	R	a	e	R	a	e	S	a	e	R	a	e	H	a	e	e	a	e	Y	e	a	e	B	e	l	t	r	i	p
E	a	T	r	t	t	a	t	t	u	t	t	a	t	t	a	t	t	e	t	t	u	t	t	R	r	T	i	t	t	y	t	e	t	y	i	t	i	t	i	
l	g	y	o	e	e	t	e	e	l	e	e	t	e	t	e	e	t	e	e	a	e	t	e	e	r	e	e	e	R	i	e	e	e	D	e	s	e	P	c	o
e	N	p	d	P	P	e	R	R	e	R	R	e	R	R	e	R	R	s	S	e	R	R	d	H	H	s	e	e	l	Y	Y	a	D	t	B	r	t	i	n	
m	a	e	u	r	r	S	a	a	u	C	a	C	a	H	a	S	a	o	e	S	a	l	u	u	t	s	r	d	i	i	a	A	e	e	o	o	o	n		
n	e	t	d	d	r	e	e	e	t	e	a	e	e	a	e	t	e	e	C	s	t	e	e	d	d	i	r	a	l	l	y	l	a	t	a	s	v	n		
tf	u	a	a	S	S	e	C	C	s	C	C	d	H	H	S	S	o	o	o	A	S	S	l	i	c	i	r	d	d	R	y	i	A	i	P	P	P			
			c	c	t	t	g	a	a	s	l	l	e	e	e	e	e	d	n	d	e	e	e	e	t	c	k	M	M	a	R	i	v	i	e	e	e			
			t	t	e	r	r	o	t	t	a	a	r	a	a	t	t	e	C	J	t	t	i	t	e	a	a	t	a	a	a	n	r	r	r	r	r			
						g	a	a	r	e	e	s	s	d	d			o	o	u	A	A	o	i	t	r	r	e	t	b	i	g	D	D	D	D	D			
						y	t	t	y	g	g	s	s	e	e		d	d	s	d	d		n	o	k	k	s	e	l	l	R	a	a	a	a	a	y	y		
						e	e		o	o			r	r		e	e	t	j	j		s	n	e	e	s	e	a	a	y	y	y	y	y	y	y	y			
						g	g		r	r																														
						y	y		y	y																														

C C N XX

H h  
I il  
L d  
D R  
R a  
A t  
T e  
E 2  
2

C C N XX

H h  
I il  
L d  
D R  
R a  
A t  
T e  
E 3  
3



Table 16-14 (Cont.) Module – Rate

D X DN U D NUD NUD NU D NUD NUD NUD NU DN UD NUD RCRND UADN D A R D  
a m a e p e e p e e p e p e e p e e p e e p e e p e a l a e p p e e p e p e s  
t l t w d l w d l w d l w d l w d l w d l w d l w d l w d l t e t w l d p l w l p s c r  
a T a P a e R a e R a e R a e R a e R a e R a e S a e R a e H a e e a e Y e a l e B e l t r i p  
E a T r t t a t t u t t a t t a t t a t t a t t e t t a t t u t t R r T i t t y t e t y i t i  
l g y o e e t e e l e e t e e t e e t e e t e e a e e t e e r e e e R i e e e D e s e P c o  
e N p d P P e R R e R R e R R e R R e R R e R R e R R s S S e R R d H H s e e l Y Y a D t B r t i n  
m a e u r r S a a u u C a a C a a H a a S a a o e e S a a l u u t s r d i i i a A e e o  
e m c o o t t t l l a t t l t t e t t e t t n a a e t t e r r r t M e e l i v s v n  
n e t d d r e e e e t e e a e e a e e t e e C s s t e e d d i r a l l y l a t a s  
t f u u a S S e C C s C C d H H S S o o o A S S l l c i r d d R y i A i l P  
c c t t t g a a s l l e e e e e d n n d e e e e t c k M M a R I v i e  
t t e r r o t t a a r a a t t e C C j t t i t e a a t a a n r  
g a a r e e s s d d o o u A A o i t r r e t b i g D  
y t t y g g s s e e d d s d d n o k k s e l l R a  
e e o o r r e e t j j s n e e s e a a y  
g g r r m u u s t t R b t  
y y y y e s s a l e  
n t t t e s  
t m m e R  
e e s a  
n n t  
t t e  
s

C C N XX  
H h  
I i l  
L d  
D E  
R x  
A c  
T T  
E h  
E r  
X e  
C s  
T h  
H o  
R l  
E d  
S 2  
H  
O  
L  
D  
2

Table 16-14 (Cont.) Module – Rate

D	X	D	N	U	D	N	U	D	N	U	D	N	U	D	N	U	D	R	C	R	N	D	U	A	D	N	D	A	R	D											
a	m	a	e	p	e	e	p	e	e	p	e	e	p	e	e	p	e	e	a	e	p	p	e	e	e	e	p	e	e	s	e										
t	l	t	w	l	w	l	w	l	w	l	w	l	w	l	w	l	w	l	t	e	t	w	l	d	p	l	w	l	p	s	c	r									
a	T	a	P	a	e	R	a	e	R	a	e	R	a	e	R	a	e	S	a	e	R	a	e	H	a	e	e	a	e	Y	e	a	e	B	e	l	t	r	i	p	
E	a	T	r	t	t	a	t	t	u	t	t	a	t	t	a	t	t	e	t	a	t	t	u	t	t	R	r	T	i	t	t	y	t	e	t	e	y	i	t	i	
I	g	y	o	e	e	t	e	e	l	e	e	e	t	e	e	e	e	e	a	e	e	t	e	e	r	e	e	e	R	i	e	e	e	D	e	s	e	P	c	o	n
e	N	p	d	P	P	e	R	R	e	R	R	e	R	R	e	R	R	s	S	e	R	R	d	H	H	s	e	e	l	Y	Y	a	D	t	B	r	t	i	n		
m	a	e	u	r	r	S	a	a	u	C	a	a	C	a	a	H	a	a	S	a	o	e	e	S	a	l	u	u	t	s	r	d	i	i	i	a	A	e	e	o	
n	e	m	c	o	o	t	t	t	l	l	a	t	l	t	t	e	t	t	n	a	a	e	t	t	e	r	r	r	t	M	e	e	l	i	v	s	v	n			
t	f		u	u	a	S	S	e	C	C	s	C	C	d	H	H	S	S	o	o	o	A	S	S	l	i	c	i	r	d	d	R	y	i	A	i	P				
			c	c	t	t	t	g	a	a	s	l	l	e	e	e	e	e	d	n	n	d	e	e	e	e	t	c	k	M	M	a	R	i	v	i	e				
			t	t	e	r	r	o	t	t	a	a	r	a	a	t	t	e	C	C	j	t	t				i	t	e	a	a	t	a	a	n	r					
			g	a				r	e	e	s	s	d	d				o	o	u	A	A				o	i	t	r	r	e	t	b	i	g	D					
			y	t				y	g	g	s	s	e	e				d	d	s	d	d				n	o	k	k	s	e	l	R	a							
			e	e				o	o				r	r				e	e	t	j	j				s	n	e	e	s	e	a	a	y							
			g	g				r	r																		s	t	t	R	b	t									
			y	y				y	y																																

C C N  
H h  
I il  
L d  
D E  
R x  
A c  
T T  
E h  
E r  
X e  
C s  
T h  
H o  
R l  
E d  
S 3  
H  
O  
L  
D  
3

XX







Table 16-14 (Cont.) Module – Rate

D X DN U D NUD NUD NU D NUD NUD NUD NU DN UD NUD RCR ND UADN D A R D a m a e p e e p e e p e e p e e p e e p e e p e e p e a l a e p p e e p e p e s t l t w d l w d l w d l w d l w d l w d l w d l w d l t e t w l d p l w l p s c r a T a P a e R a e R a e R a e R a e R a e R a e S a e R a e H a e e a e Y e a l e B e l t r i p E a T r t t a t t u t t a t t a t t a t t a t t e t t a t t u t t R r T i t t y t e t y i t i l g y o e e t e e l e e t e e t e e t e e t e e a e e t e e r e e e R i e e e D e s e P c o e N p d P P e R R e R R e R R e R R e R R e R R e R R s S S e R R d H H s e e l Y Y a D t B r t i n m a e u r r S a a u u C a a C a a H a a S a a o e e S a a l u u t s r d i i i a A e e o e m c o o t t t l l a t t l t t e t t e t t n a e t t e r r r t M e e l i v s v n n e t d d r e e e e t e e a e e a e t e e C s s t e e d d i r a l l y l a t a s t f u u a S S e C C s C C d H H S S o o o A S S l l c i r d d R y i A i l P c c t t t g a a s l l e e e e e d n n d e e e e t c k M M a R I v i e t t e r r o t t a a r a a t t e C C j t t i t e a a t a a n r g a a r e e s s d d o o u A A o i t r r e t b i g D y t t y g g s s e e d d s d d n o k k s e l l R a e e o o r r e e t j j s n e e s e a a y g g r r m u u s t t R b t y y y y e s s n t t e s a t m m e R e e s a n n t t t e s s	C C N H h I i l L d D r R e E n N t T h H r R e E s S h H o O l L d D	XXX	XX
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Table 16-14 (Cont.) Module – Rate

D X DN	UD NUD	NUDNU	D NUD	NUDNU	NUDNU	NU DNU	DNU	NU	DR	CR	ND	U	AD	ND	A	R	D
a m a e p e e p e e p e p e e e p e e p e e p e e p e e p e a l a e p p e e p e p e e s	t l t w d l w d l w d l w d l w d l w d l w d l w d l w d l w d l t e t w l d p l w l p s c r	a T a P a e R a e R a e R a e R a e R a e R a e S a e R a e H a e e a e Y e a l e B e l t r i p	E a T r t t a t t u t t a t t a t t a t t a t t e t t a t t u t t R r T i t t y t e t y i t i	I g y o e e t e e l e e t e e t e e t e e t e e a e e t e e r e e e R i e e e D e s e P c o	e N p d P P e R R e R R e R R e R R e R R e R R e R R s S e R R d H H s e e l Y Y a D t B r t i n	m a e u r r S a a u u C a a C a a H a a S a a o e e S a a l u u t s r d i i i a A e e o	n e m c o o t t t l l a t t l t t e t t e t t n a a e t t e r r r t M e e l i v s v n	ff t d d r e e e e t e e a e e a e e t e e C s s t e e d d i r a l l y l a t a s	uu a S S e C C s C C d H H S S o o o A S S l l c i r d d R y i A i l P	c c t t t g a a s l l e e e e e d n n d e e e e t c k M M a R I v i e	t t e r r o t t a a r a a t t e C C j t t i t e a a t a a a n r	g a a r e e s s d d o o u A A o i t r r e t b i g D	y t t y g g s s e e d d s d d n o k k s e l l R a	e e o o r r e e t j j s n e e s e a a y	g g r r m u u s t t R b t	y y y y e s s n t t e e n n t t e e s a t e s e R s a t e s	

C C C  
L l  
E e  
A a  
R r  
A A  
L l  
L R  
R e  
E s  
S t  
T r  
R i  
I c  
C t i  
T o  
I n  
O s  
N  
S

XX



Table 16-14 (Cont.) Module – Rate

D	X	DNU	DNU	DNU	DNU	DNU	DNU	DNU	DNU	DNU	DNU	DR	CR	ND	UA	DN	DA	RD																					
a	m	e	p	e	e	p	e	p	e	p	e	e	e	p	e	a	e	p	p	e	e	e	p	e	s														
t	l	t	w	l	w	l	w	l	w	l	w	l	w	l	w	l	t	e	t	w	l	d	p	w	l	p	s	c	r										
a	T	a	P	a	e	R	a	e	R	a	e	R	a	e	R	a	e	H	a	e	e	a	e	Y	e	a	e	B	e	l	t	r	i	p					
E	a	T	r	t	t	a	t	t	u	t	t	a	t	t	a	t	t	R	r	T	i	t	t	y	t	e	t	e	y	i	t								
l	g	y	o	e	e	t	e	e	l	e	e	e	t	e	e	t	e	e	e	R	i	e	e	e	D	e	s	e	P	c	o								
e	N	p	d	P	P	e	R	R	e	R	R	e	R	R	e	R	R	s	S	e	R	R	d	H	H	s	e	e	l	Y	Y	a	D	t	B	r	t	i	n
m	a	e	u	r	r	S	a	u	C	a	C	a	H	a	S	a	o	e	S	a	l	u	u	t	s	r	d	i	i	a	A	e	e	o					
n	e	m	c	o	o	t	t	l	l	a	t	l	t	t	e	t	t	e	t	n	a	e	t	t	e	r	r	r	M	e	e	l	v	s	v	n			
tf	u	u	a	S	S	e	C	C	s	C	C	d	H	H	S	S	o	o	A	S	S	l	c	i	r	d	d	R	y	i	A	i	P						
	c	c	t	t	t	g	a	s	l	l	e	e	e	e	e	d	n	d	e	e	e	e	t	c	k	M	M	a	R	i	v	i	e						
	t	t	e	r	r	o	t	a	a	a	t	t	e	C	J	t	t				i	t	e	a	a	a	a	n	r										
	g	a	g	g	g	r	e	s	s	d	d			o	o	u	A	A		o	i	t	r	r	e	t	b	i	g	D									
	y	t	t	y	g	g	s	s	e	e				d	d	s	d	d		n	o	k	k	s	e	l	R	a											
	e	e	o	o	r	r								e	e	t	j	j		s	n	e	e	s	e	a	a	y											
	g	g	r	r										m	u	u				s	t	t				R	b	t											
	y	y	y	y										e	s	s										a	l	e											
														n	t	t										t	e	s											
														t	m	m										e	R												
														e	e											s	a												
														n	n											t													
														t	t											e													
																										s													

C C C                          X X X  
 N n  
 L l  
 P P  
 E e  
 N n  
 A a  
 L l t  
 T y  
 Y A  
 A m  
 M o  
 O u  
 U n  
 N t  
 T T  
 T y  
 Y p  
 P e  
 E

Table 16-14 (Cont.) Module – Rate

D	X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	CR	ND	UA	DN	DA	RD
a	m	e	p	e	e	p	e	e	e	p	e	e	p	e	a	e	p
t	l	t	w	l	w	l	w	l	w	l	w	l	t	t	w	d	p
a	T	a	P	a	e	R	a	e	R	a	e	R	a	e	H	a	e
E	a	T	r	t	a	t	u	t	t	a	t	a	t	t	e	t	t
l	g	y	o	e	e	t	e	e	t	e	e	e	t	e	e	e	e
e	N	p	d	P	P	e	R	R	e	R	R	e	R	R	s	S	e
m	a	e	r	r	S	a	u	C	a	C	a	H	a	S	a	o	
e	m	c	o	t	t	l	a	t	l	t	t	e	t	t	n	a	
n	e	t	d	d	r	e	e	e	a	e	e	t	e	e	C	s	
ff	u	u	a	S	S	e	C	C	s	C	C	d	H	H	S		
		c	c	t	t	g	a	a	s	l	l	e	e	e	e		
		t	t	e	r	o	t	a	a	r	a	a	t	t	e		
			g	a		r	e	e	s	s	d						
			y	t		y	g	g	s	s	e						
			e			o				r							
			g			r											
			y			y											

C	C	N		X	X
N	n				
L	l				
P	D				
R	a				
I	y				
O	s				
R	P				
T	r				
O	i				
A	o				
R	r				
R	T				
I	o				
V	A				
A	r				
L	r				
	i				
	v				
	a				
	l				
C	C	C		X	X
O	o				
D	d				
E	e				



Table 16-14 (Cont.) Module – Rate

D X DN	UD NUD	NUD NU	D NUD	NUD NU	DN UD	NU DCR	ND UA	DN D A	R D
a m a e	p e e p	e p e p	e e p e	e p e p	e p e p	e p e p	e p e p	e p e p	e p e p
t l t w	d l w d	l w d l	w d l w	d l w d	l w d l	w d l w	d l w d	l w d l	w d l w
a T a P	a e R a e	R a e R a	e R a e	R a e R a	e R a e	R a e R a	e R a e	R a e R a	e R a e
E a T r	t t a t t	u t t a t t	a t t a t t	a t t a t t	a t t a t t	a t t a t t	a t t a t t	a t t a t t	a t t a t t
I g y o	e e t e e	e e t e e	e e t e e	e e t e e	e e t e e	e e t e e	e e t e e	e e t e e	e e t e e
e N p d	P P e R R	e R R e R	R e R R e	R R e R R	e R R e R	R R e R R	e R R e R	R R e R R	e R R e R
m a e u	r r S a a	u u C a a	C a a H a	a S a o e	e S a a l	u u t s r	d i i i a	A e e o	
e m c o	t t t l l	a t t l t	t e t t e	t t e t t	n a e t t	e r r r t	M e e l i	v s v n	
n e t d	d r e e	e e t e e	e e e e e	e e t e e	C s s t e e	d d i r	a l l y l	a t a s	
tf u u	a S S e	C C s C C	d H H S S	o o o A S S	l l c i	r d d R y i	A i l P		
	c c t t t	g a a s l	l e e e e	e e d n	n d e e	e e t c	k M M a	R l v i e	
	t t e r r	o t t a a	r a a a t t	e C C j t t		i t e a	a t a a a	n r	
	g a a	r e e s s	d d o o u	A A o i	t r r e t	b i g D			
	y t t	y g g s s	e e d d s	d d s d d	n o k k	s e l l R a			
	e e	o o	r r e e	t j j s n	e e s e a	a y			
	g g	r r			m u u s	t t R b t			
	y y	y y			e s s		a l e		
					n t t		t e s		
					t m m		e R		
					e e		s a		
					n n		t		
					t t		e		
							s		

C C C X X  
O o  
M m  
B b  
I i  
N n  
E e  
D d  
L L  
I i  
N n  
E e  
C C C  
O o  
M m  
M m  
I i  
S s  
S s  
I i  
O o  
N n  
C C  
O o  
D d  
E e

Table 16-14 (Cont.) Module – Rate

D X DNU DNU DNU DNU D NUD NUD NUD NU DNU DNU DRCRND UADN D A R D
a m a e p e e p e e p e p e e p e e p e e p e e p e a l a e p p e e p e p e s
t l t w d l w d l w d l w d l w d l w d l w d l w d l t e t w l d p l w l p s c r
a T a P a e R a e R a e R a e R a e R a e R a e S a e R a e H a e e a e Y e a l e B e l t r i p
E a T r t t a t t u t t a t t a t t a t t a t t e t t a t t u t t R r T i t t y t e t y i t i
l g y o e e t e e l e e t e e t e e t e e t e e a e e t e e r e e e R i e e e D e s e P c o
e N p d P P e R R e R R e R R e R R e R R e R R e R R e R R s S e R R d H H s e e l Y Y a D t B r t i n
m a e u r r S a a u u C a a C a a H a a S a a o e e S a a l u u t s r d i i i a A e e o
e m c o o t t t l l a t t l t t e t t e t t n a a e t t e r r r t M e e l i v s v n
n e t d d r e e e e t e e a e e a e e t e e C s s t e e d d i r a l l y l a t a s
tf u u a S S e C C s C C d H H S S o o o A S S l l c i r d d R y i A i l P
c c t t t g a a s l l e e e e e d n n d e e e e t c k M M a R I v i e
t t e r r o t t a a r a a t t e C C j t t i t e a a t a a n r
g a a r e e s s d d o o u A A o i t r r e t b i g D
y t t y g g s s e e d d s d d n o k k s e l l R a
e e o o r r e e t j j s n e e s e a a y
g g r r m u u s t t R b t
y y y y e s s a l e
n t t t e s
t m m e R
e e s a
n n t
t t e s
s

C C C	XXX
O o	
M m	
P p	
L li	
I m	
M e	
E n	
N t	
T a	
A r	
R y	
Y	
C C C	XXX
O o	
N n	
D d	
I it	
T i	
I o	
O n	
N T	
T y	
Y p	
P e	
E	

Table 16-14 (Cont.) Module – Rate

D X DNUDNUDNUDNU D NUDNUDNUDNU DNUDNUDRCRNDUADNDAR D  
a m a e p e e p e e p e e p e e p e e p e e p e e p e a l a e e p p e e p e e s  
t l t w d l w d l w d l w d l w d l w d l w d l w d l w d l t e t w l d p l w l p s c r  
a T a P a e R a e R a e R a e R a e R a e R a e S a e R a e H a e e a e Y e a l e B e l t r i p  
E a T r t t a t t u t t a t t a t t a t t a t t e t t a t t u t t R r T i t t y t e t y i t i  
l g y o e e t e e l e e t e e t e e t e e t e e a e e t e e r e e e R i e e e D e s e P c o  
e N p d P P e R R e R R e R R e R R e R R e R R e R R s S S e R R d H H s e e l Y Y a D t B r t i n  
m a e u r r S a a u u C a a C a a H a a S a a o e e S a a l u u t s r d i i i a A e e o  
e m c o o t t t l l a t t l t t e t t e t t n a a e t t e r r r t M e e l i v s v n  
n e t d d r e e e e t e e a e e a e e t e e C s s t e e d d i r a l l y l a t a s  
t f u u a S S e C C s C C d H H S S o o o A S S l l c i r d d R y i A i l P  
c c t t t g a a s l l e e e e e d n n d e e e e t c k M M a R l v i e  
t t e r r o t t a a r a a t t e C C j t t i t e a a t a a n r  
g a a r e e s s d d o o u A A o i t r r e t b i g D  
y t t y g g s s e e d d s d d n o k k s e l l R a  
e e o o r r e e t j j s n e e s e a a y  
g g r r m u u s t t R b t  
y y y y e s s a l e  
n t t t e s  
t m m e R  
e e s a  
n n t  
t t e  
s

C C N XXX  
O o  
N n  
D d  
I it  
T i  
I o  
O n  
N V  
V a  
A l  
L u  
U e  
E  
C C C XXX  
O o  
N n  
D d  
I it  
T i  
I o  
O n  
N V  
V a  
A l  
L u  
U e  
E T  
T y  
Y p  
P e  
E

Table 16-14 (Cont.) Module – Rate

D	X	DN	UD	NU	DNU	DU	DNU	DU	DNU	DU	DNU	DU	DR	CR	ND	UA	DN	D	A	R	D																							
a	m	a	e	e	e	e	e	e	e	e	e	e	e	e	e	e	a	e	e	e	e	e	e	e	e	e	s																	
t	l	t	w	l	w	l	w	l	w	l	w	l	w	l	w	t	e	w	l	d	p	l	w	l	p	s	c	r																
a	T	a	P	a	e	R	a	e	R	a	e	R	a	e	S	a	e	R	a	e	H	a	e	e	a	e	Y	e	a	e	B	e	l	t	r	i	p							
E	a	T	r	t	t	a	t	t	u	t	t	a	t	t	a	t	t	u	t	t	R	r	T	i	t	t	y	t	e	t	y	i	t	i	t	i	t							
l	g	y	o	e	e	t	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	R	i	e	e	e	D	e	s	e	P	c	o						
e	N	p	d	P	P	e	R	R	e	R	R	e	R	R	e	R	R	s	S	e	R	R	d	H	H	s	e	e	l	Y	Y	a	D	t	B	r	t	i	n					
m	a	e	u	r	r	S	a	a	u	C	a	a	C	a	a	H	a	a	S	a	o	e	S	a	l	u	u	t	s	r	d	i	i	a	A	e	e	o						
e	m	c	o	o	t	t	l	a	t	l	t	t	e	t	t	e	t	t	n	a	e	t	t	e	r	r	r	t	M	e	e	l	i	v	s	v	n	n						
n	e	t	d	d	r	e	e	e	e	e	a	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e			
t	f	u	u	a	S	S	e	C	C	s	C	C	d	H	H	S	S	o	o	o	A	S	S	l	l	c	i	r	d	d	R	y	i	A	i	L	P	P						
		c	c	t	t	t	g	a	a	s	l	l	e	e	e	e	e	d	n	n	d	e	e	e	e	e	e	t	c	k	M	M	a	R	I	v	i	e	e					
		t	t	e	r	r	o	t	t	a	a	r	a	a	t	t	e	C	J	t	t	i	t	e	a	a	t	a	a	a	n	r	r	r	e	t	b	i	g	D				
			g	a	a	r	e	e	s	s	d	d					o	o	u	A	A	o	i	t	r	r	e	t	b	i	g	D												
			y	t	t		y	g	g	s	s	e	e			d	d	s	d	d			n	o	k	k	s	e	l	R	a													
			e	e			o	o				r	r			e	e	t	j	j			s	n	e	e	s	e	a	a	y													
			g	g			r	r															m	u	u					R	b	t												
			y	y			y	y															e	s	s					a	l	e												
																							n	t	t					t	e	s												
																							t	m	m					e	R													
																							e	e						s	a													
																							n	n						t	e	s												
																							t	t						e	s													

C C D       XXX  
O o  
N n  
T t  
R r  
O o  
L l  
E E  
N n  
D d  
D D  
A a  
T t  
E e  
C C D       XXX  
O o  
N n  
T t  
R r  
O o  
L l  
S S  
T t  
A a  
R r  
T t  
D D  
A a  
T t  
E e



Table 16-14 (Cont.) Module – Rate

D X DN	UD NUD	NUDNU	D NUD	NUDNU	NUDNU	NU DN	UDN	UDRCR	NDUAD	ND A R	D
a m a e	p e e p e	e p e e p e	e e p e e p e	e p e e p e	e p e e p e	e p e e p e	e p e a l a e	e p p e e	e p e	e p e	e s
t l t w	l w l w l	w l w l w	l w l w l w	l w l w l w	l w l w l w	l w l w l w	t e t w l d	p l w l p s	c r		
a T a P	a e R a e	R a e R a e	R a e R a e	R a e R a e	R a e R a e	S a e R a e	H a e e a e	Y e a l e B e l	t r i p		
E a T r	t t a t t	u t t a t t	a t t a t t	a t t a t t	a t t e t t	a t t u t t	R r T i t t	t y t e t y	i t i		
l g y o	e e t e e	l e e t e	e t e e t e	e t e e t e	e e a e t e	e e r e e e	R i e e e	D e s e P c	o		
e N p d	P P e R R	e R R e R	R e R R e	R R e R R	s S e R R	d H H s e e	l Y Y a	D t B r t i	n		
m a e u	r r S a a	u u C a a	C a a H a a	S a a o e	e S a a l	u u t s r d	i i i a A e	e o			
e m c o	o t t t l l	a t t l t t	e t t e t t	e t t n a	a e t t e r	r t M e e l	i v s v n				
n e t d	d r e e e e	t e e a e e	a e e t e e	C s s t e e	d d i r a l l	y l a t a s					
tf u u	a S S e C	C s C C	d H H S S	o o o A S S	l l c i r d	d R y i A i l	P				
c c t t t	g a a s l l	e e e e e	e e d n n	d e e e e t	c k M M a	R I v i e					
t t e r r	o t t a a	r a a a t t	e C C j t t	i t e a	a t a a a n	r					
g a a	r e e s s	d d o o u	A A o i	t r r e t	b i g D						
y t t	y g g s s	e e d d s	d d s d d	n o k k	s e l l R a						
e e	o o r r	e e t j j	s n e e	s e a a y							
g g	r r	m u u s	t t R b t								
y y	y y	e s s n t t	t m m e e n n t t								

D D C  
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Table 16-14 (Cont.) Module – Rate

D X DN	UD NUD	NUDNU	D NUD	NUDNU	NUDNU	NU DN	UDN	UDRCR	ND UAD	ND A R	D
a m a e	p e e p e	e p e e p e	e e p e e p e	e p e e p e	e p e e p e	e p e e p e	e p e a l a e	e p p e e	e p e	e p e	e s
t l t w	l w l w l	w l w l w l	w l w l w l	w l w l w l	w l w l w l	w l w l w l	t e t w l	d p l w l	p s	c r	
a T a P	a e R a e	R a e R a e	R a e R a e	R a e R a e	R a e R a e	S a e R a e	H a e e a e	Y e a l e	B e l	t r i p	
E a T r	t t a t t	u t t a t t	a t t a t t	a t t a t t	a t t e t t	a t t u t t	t t R r	T i t t y	t e t y	i t i	
l g y o	e e e t e	e l e e t e	e e t e e t e	e e t e e t e	e e t e e t e	e e t e e r	e e e R i e e e	e D e s e	P c o	n	
e N p d	P P e R R	e R R e R	R e R R e	R R e R R	e R R e R	R R e R R	s S e R R	d H H s e e l	Y Y a	D t B r	t i n
m a e u	r r S a a	u u C a a	C a a H a a	S a a o e e	S a a l u u	t s r d i i	i a A e e	o			
e m c o	o t t t l l	a t t l t t	e t t e t t	e t t n a e	t t e r r r	t	M e e l i v s	v n			
n e t d	d r e e e e	t e e a e e	a e e t e e	C s s t e e	d d i r	a l l y l a	t a s				
t f u u	a S S e C	C s C C	d H H S S	o o o A S S	l l c i r	d d R y i	A i l P				
	c c t t t	g a a s l l	e e e e e d	n n d e e	e e t c k	M M a R I	v i e				
	t t e r r	o t t a a	r a a t t e	C C j t t	i t e a	a t a a a n	r				
	g a a r e e	s s d d	o o u A A	o i t r	r e t b i g	D					
	y t t y g g	s s e e	d d s d d	n o k k	s e l l R a						
	e e o o	r r	e e t j j	s n e e	s e a a y						
	g g r r		m u u	s t t	R b t						
	y y y y		e s s		a l e						
			n t t		t e s						
			t m m		e R						
			e e		s a						
			n n		t						
			t t		e						
					s						

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Table 16-14 (Cont.) Module – Rate

D	X	D	N	U	D	N	U	D	N	U	D	N	U	D	N	U	D	R	C	R	N	D	U	A	D	N	D	A	R	D										
a	m	a	e	p	e	e	p	e	e	p	e	e	p	e	e	p	e	e	a	e	e	p	p	e	e	e	p	e	e	s	e									
t	l	t	w	l	w	l	w	l	w	l	w	l	w	l	w	l	w	t	e	t	w	l	d	p	l	w	l	p	s	c	r									
a	T	a	P	a	e	R	a	e	R	a	e	R	a	e	R	a	e	S	a	e	R	a	e	H	a	e	e	a	e	Y	e	a	e	B	e	l	t	r	i	p
E	a	T	r	t	t	a	t	t	u	t	t	a	t	t	a	t	t	e	t	t	a	t	t	u	t	t	R	r	T	i	t	t	y	t	e	t	y	i	t	
l	g	y	o	e	e	t	e	e	l	e	e	t	e	t	e	e	t	e	e	a	e	t	e	e	r	e	e	e	R	i	e	e	e	D	e	s	e	P	c	o
e	N	p	d	P	P	e	R	R	e	R	R	e	R	R	e	R	R	s	S	e	R	R	d	H	H	s	e	e	l	Y	Y	a	D	t	B	r	t	i	n	
m	a	e	u	r	S	a	u	C	a	C	a	H	a	S	a	o	e	S	a	l	u	u	t	s	r	d	i	i	a	A	e	e	o	e	o	n	e	n		
n	e	t	d	d	r	e	e	e	e	e	a	e	e	e	t	e	e	C	s	s	t	e	e	d	d	i	r	a	l	l	y	l	a	t	a	s	v	n		
t	f	u	u	a	S	S	e	C	C	s	C	C	d	H	H	S	S	o	o	A	S	S	l	l	c	i	r	d	d	R	y	i	A	i	P	e	e			
		c	c	t	t	t	g	a	a	s	l	l	e	e	e	e	e	d	n	d	e	e	e	e	t	c	k	M	M	a	R	i	v	i	e	e	o			
		t	t	e	r	r	o	t	t	a	a	r	a	a	t	t	e	C	J	t	t	i	t	e	a	a	t	a	a	n	r	r	r	r	t	e	r	r		
		g	a	a	r	e	e	s	s	d	d	o	o	u	A	A	o	o	u	A	A	o	o	u	A	A	o	o	u	A	A	o	o	u	A	A	o	o		
		y	t	t	g	a	a	r	e	e	s	s	d	d	o	o	u	A	A	o	o	u	A	A	o	o	u	A	A	o	o	u	A	A	o	o	u	A	A	
		e	e	o	o	r	r	e	e	t	j	j	s	n	e	e	s	e	a	a	y	s	t	t	R	b	t	a	l	e	s	e	s	a	t	e	s			
		g	g	r	r																																			
		y	y	y	y																																			

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Values are Yearly or N. Indicate the Day of the Week the Rate Detail is ap

Table 16-14 (Cont.) Module – Rate

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D X DNUNUDNUDNU D NUDNUDNUDNU DNUNUDNDRCRNDUADND A R D a m a e p e e p e e p e e p e e e p e e p e e p e e p e a l a e e p p e e p e e s t l t w d l w d l w d l w d l w d l w d l w d l w d l t e t w l d p l w l p s c r a T a P a e R a e R a e R a e R a e R a e R a e S a e R a e H a e e a e Y e a l e B e l t r i p E a T r t t a t t u t t a t t a t t a t t a t t e t t a t t u t t R r T i t t y t e t y i t i l g y o e e t e e l e e t e e t e e t e e t e e a e e t e e r e e e R i e e e D e s e P c o e N p d P P e R R e R R e R R e R R e R R e R R e R R s S e R R d H H s e e l Y Y a D t B r t i n m a e u r r S a a u u C a a C a a H a a S a a o e e S a a l u u t s r d i i i a A e e o e m c o o t t t l l a t t l t t e t t e t t n a e t t e r r r t M e e l i v s v n n e t d d r e e e e t e e a e e a e e t e e C s s t e e d d i r a l l y l a t a s t f u u a S S e C C s C C d H H S S o o o A S S l l c i r d d R y i A i l P c c t t t g a a s l l e e e e e d n n d e e e e t c k M M a R I v i e t t e r r o t t a a r a a t t e C j t t i t e a a t a a a n r g a a r e e s s d d o o u A A o i t r r e t b i g D y t t y g g s s e e d d s d d n o k k s e l l R a e e o o r r e e t j j s n e e s e a a y g g r r m u u s t t R b t y y y y e s s a l e n t t t e s t m m e R e e s a n n t t t e s s	pli ca bl e.
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Module – Rate

Table 16-15 Module – Rate

Da X	DNU	DNU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	CR	ND	UAD	N	D	A	R	Des	
ta m	a e	p e	e p	e e	p e	e e	p e	e e	p e	e e	p e	e e	p e	e e	p e	e e	p e	e e	p e	e e	cript
El l	t wd	l wd	l wd	l wd	l wd	l wd	l wd	l wd	l wd	l wd	l wd	t et	wl	d pl	wl	p s	ion				
e T	a Pa	e Ra	e Rae	Rae	Rae	Rae	Rae	Rae	Rae	Sae	Rae	Hae	eae	Ye	a le	Be	l t				
m a	Tr t	t at	t ut	t at	t at	t at	t at	t at	t at	t at	t ut	t Rr	Ti t	t yt	e t	y r					
en g	y o	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	Pi
t N	p d	P Pe	R Re	R Re	R Re	R Re	R Re	R Re	R Re	R Re	R Re	R Re	S Se	R RR	dHH	se	e l	Y Y	a D	t Br	c
a e	ur r	Saa	uu	Caa	Caa	Haa	Saa	oe	e Saa	l uut	s r	d i	i a	Ae	e t						
m c	o o	t t	l l	a t	t l	t t	t t	t t	t t	a a	e t t	e r	r r	Me	e l	v s	v i				
e t	d d	r e	e e	e e	e e	e e	e e	e e	e e	Cs	s t	e e	d d	i r	a l	l y	a t	a o			
	u u	a S	e C	Cs	C C	d H	H S	S o	o A	S S	l l	c i	r d	d R	y i	A i	n				
	c c	t t	g a	s l	e e	e e	e e	d n	d e	e e	e t	c k	M M	a R	i v	l s					
	t t	e r	o t	a a	a a	t t	e C	C j	t t	i t	e a	a t	a a	a i	P						
		g a	r e	e s	s d		o o	u A	A	o i	t r	r e	t b	i n	e						
		y t	y g	s s	e e		d d	s d		n o	k k	s e	l l	g r							
		e e	o o	r r			e e	t j	j	s n	e e	s e	a R	D							
		g g	r r					m u		s	t t	R b	a a								
		y y	y y					e s				a l	t y								
								n t				t e									
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Table 16-15 (Cont.) Module – Rate

Da X	DNU	DNU	DNUD	DNUD	DNUD	DNUD	DNUD	DNUD	NUDR	CRNU	ADND	AR	Des
ta m	a e	p e	p e	p e	p e	p e	p e	p e	e p	e a	e p	p e	e p e
El l	t w	l w	l w	l w	l w	l w	l w	l w	l w	l t	e t	w l	d p l
e T	a P	a e	R a	e R	a e	R a	e R	a e	R a	e S	a e	R a	H a
m a	T r	t t	a t	t u	t t	a t	t a	t t	a t	t e	t a	t t	u t
en g	y o	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	e e	R i
t N	p d	P e	R e	R e	R e	R e	R e	R e	R e	R e	S s	S e	R R
a e	u r	S a	a u	C a	a C	a H	a S	a o	e e	S a	l u	s r	d i
m c	o o	t t	l l	a t	t l	t t	t e	t t	n a	e t	t e	r r	r t
e t	d d	r e	e e	e e	e e	e e	e e	e e	C s	s t	e e	d d	i r
	u u	a S	e C	C s	C C	d H	H S	S o	o o	A S	S l	i c	r d
	c c	t t	t g	a s	l l	e e	e e	e d	n d	e e	e e	t c	k M
	t t	e r	r o	t t	a a	r a	a t	t e	C C	j t	t i	t e	a a
		g a	r e	e s	s d				o o	u A		o i	t r
		y t	y g	s s	e e				d d	s d		n o	k k
		e e	o o	r r					e e	t j		s n	e e
		g g	r r						m u			s t	t t
		y y	y y						e s				a l
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Table 16-15 (Cont.) Module – Rate

Da X	DNU	DNU	DNU	DNU	DNU	DNU	DNU	DNU	DNU	DNU	DR	CR	ND	UAD	N	D	A	R	Des		
ta m	a e	p e	p e	p e	p e	p e	p e	p e	p e	p e	e p	e a	a e	p p	e e	p e	e e	p e	cript		
El l	t w	l w	l w	l w	l w	l w	l w	l w	l w	l w	t e	t w	d p	l w	l p	s i	o n				
e T	a P	a e	R a	e R	a e	R a	e R	a e	R a	e R	a e	S a	e R	a e	H a	e e	a e	Y e	a l	B e	l t
m a	T r	t t	a t	t u	t t	a t	t a	t t	a t	t e	t t	a t	t u	t t	R r	T i	t t	y t	e t	y r	
en g	y o	e e	t e	e l	e e	t e	e e	t e	e e	a e	e t	e e	r e	e e	R i	e e	e e	D e	s e	P i	t
t N	p d	P e	R e	R R	e R	R e	R R	e R	R R	S S	S e	R R	d H	H s	e e	l Y	Y a	D t	B r	c	a
a e	u r	r S	a a	u u	C a	a C	a H	a S	a o	e e	S a	l u	u t	s r	d i	i i	a A	e e	t		
m c	o o	t t	l l	a t	t l	t t	e t	t e	t n	a e	t t	e r	r r	t	M e	l i	v s	v i			
e t	d d	r e	e e	e e	a e	e e	t e	e C	s s	t e	e d	d i	r a	l l	y l	a t	a o				
	u u	a S	S e	C C	C C	d H	H S	S o	o o	A S	S l	c i	r d	d R	y i	A i	n				
	c c	t t	t g	a s	l l	e e	e e	e d	n d	e e	e e	t c	k M	M a	R l	v l	s				
	t t	e r	r o	t t	a a	r a	a t	t e	C C	j t	t i	t e	a a	t a	a a	i P					
		g a	a r	e e	s s	d d	o o	u A	A o	i o	i t	r r	e t	b i	n e						
		y t	t y	g g	s s	e e	d d	s d	d n	o	k k	s e	l l	g r							
		e e	o o	r r	e e	t j	j s	n e	e e	s e	a R	D									
		g g	r r				m u	s t	t R	b a	a										
		y y	y y				e s		a l	t y											
							n t		t e												
							t m		e R	s											
							e e		s a												
							n n		t												
							t t		e												
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DE D N XX  
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DE D N XX  
P e  
DA p  
YS D  
PR a  
IO ys  
R P  
TO ri  
AR o  
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Table 16-15 (Cont.) Module – Rate

Da X	DNU	DNUD	DNUD	DNUD	DNUD	DNUD	DNUD	DNUD	DNUD	DNUD	DNUD	DR	CR	ND	UAD	N	D	A	R	Des
ta m	a e	p e	p e	p e	p e	p e	p e	p e	p e	p e	p e	e p	e a	e e	p p	e e	p e	e e	p e	cript
El l	t w	l w	l w	l w	l w	l w	l w	l w	l w	l w	l w	l t	e t	w l	d p	w l	p s	i o	n	
e T	a P	a e	R a	e R	a e	R a	e R	a e	R a	e S	a e	R a	H a	e e	a e	Y e	a l	e B	e l	t
m a	T r	t t	a t	t u	t t	a t	t a	t t	a t	t e	t a	t t	u t	t R	T i	t t	y t	e t	y r	
en g	y o	e e	t e	e e	t e	e e	t e	e e	a e	e t	e e	r e	e e	R i	e e	e D	e s	e P	i	
t N	p d	P e	R R	e R	R e	R R	e R	R e	R R	S S	e R	R d	H H	s e	e l	Y Y	a d	t B	r c	
a e	u r	r S	a a	u u	C a	C a	H a	S a	a o	e e	S a	l u	u t	s r	d i	i a	A e	e t		
m c	o o	t t	l l	a t	t l	t t	e t	t t	n a	a e	t t	e r	r r	M e	l i	v s	v i			
e t	d d	r e	e e	e e	a e	a e	e t	e e	C s	s t	e e	d d	i r	a l	l y	a t	a o			
	u u	a S	e C	C s	C C	d H	H S	S o	o o	A S	S l	i c	r d	d R	y i	A i	n			
	c c	t t	g a	s l	e e	e e	e d	n d	e e	e e	t c	k M	M a	R l	v l	s				
	t t	e r	o t	t a	a r	a a	t t	e C	C j	t t	i t	e a	a t	a a	a i	P				
	g a	r e	e s	s d			o o	u A	A o	i t	r r	e t	b i	n e						
	y t	t y	g g	s s	e e		d d	s d	n o	k k	s e	l l	g r							
	e e	o o	r r				e e	t j	j s	n e	e s	e a	R D							
	g g	r r					m u	s t	t R	b a	a									
	y y	y y					e s		a l	t y										
							n t		t e											
							t m		e R	s										
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Table 16-15 (Cont.) Module – Rate

Da X	DNU	DNU	DNUD	DNUD	DNUD	DNUD	DNUD	DNUD	DNUD	DNDR	CRNDU	AD N	DAR	Des						
ta m	a e	p e	p e	p e	p e	p e	p e	p e	p e	p e	e p	a l	a e	p p	e e	p e	cript			
El l	t w	d l	w d	l w	d l	w d	l w	d l	w d	l w	d l	t e	t w	d p	l w	l p	s ion			
e T	a P	a e	R a	e R	a e	R a	e R	a e	R a	e S	a e	R a	e H	a e	a e	Y e	a l	B e	l t	
m a	T r	t t	a t	t u	t t	a t	t a	t t	a t	t e	t t	a t	t u	t t	R r	T i	t t	y t	e t	y r
en g	y o	e e	t e	e l	e e	t e	e e	t e	e e	a e	e t	e e	r e	e e	R i	e e	e	D e	s e	P i
t N	p d	P e	R e	R R	e R	R e	R R	e R	R R	s S	S e	R R	d H	H s	e e	l Y	Y a	D t	B r	c
a e	u r	r S	a a	u u	C a	C a	H a	S a	a o	e e	S a	l u	u t	s r	d i	i i	a A	e e	t	
m c	o o	t t	l l	a t	t l	t t	t e	t t	n a	e t	t e	r r	r t	M e	l i	v s	v i			
e t	d d	r e	e e	e e	a e	a e	e t	e e	C s	s t	e e	d d	i r	a l	l y	a t	a o			
	u u	a S	e C	C s	C C	d H	S S	o o	A S	S l	i c	r d	d R	y i	A i	n				
	c c	t t	g a	s l	e e	e e	e d	n d	e e	e e	t c	k M	M a	R l	v l	s				
	t t	e r	o t	t a	a r	a a	t t	e C	C j	t t	i t	e a	a t	a a	a i	P				
	g a	r e	e s	s d			o o	u A			o i	t r	r e	t b	i n	e				
	y t	t y	g g	s s	e e		d d	s d			n o	k k	s e	l l	g r					
	e e	o o	r r				e e	t j	j		s n	e e	s e	a R	D					
	g g	r r						m u			s t	t t	R b	a a						
	y y	y y						e s					a l	t y						
								n t					t e							
								t m					e R	s						
								e e					s a							
								n n					t							
								t t					e							
													s							

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Table 16-15 (Cont.) Module – Rate

Da	X	DN	U	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	CR	ND	UA	DN	DA	R	Des	
El	T	m	a	e	p	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	cript
El	T	a	P	a	e	R	a	e	R	a	e	R	a	e	R	a	e	R	a	e	ion
m	a	T	r	t	t	a	t	t	u	t	t	a	t	t	a	t	t	a	t	t	et yr
en	g	y	o	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	De se Pi
t	N	p	d	P	e	R	e	R	e	R	e	R	e	R	e	R	e	R	e	R	Br c
a	e	u	r	S	a	a	u	C	a	a	H	a	S	a	a	e	e	S	a	a	Ae et
e	t	d	d	r	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	Me li v s vi
		u	u	a	S	S	e	C	C	S	C	C	H	H	S	S	o	o	A	S	Al ci rdd Ry i Ai n
		c	c	t	t	t	g	a	s	l	e	e	e	e	e	e	e	e	e	e	eednndee eet c kMMaRl v l s
		t	t	e	r	r	o	t	t	a	a	r	a	a	t	t	e	C	C	j	it eaataa a i P
				g	a	a	r	e	e	s	s	d	d								oi trret b i n e
				y	t	t	y	g	g	s	s	e	e								no k ksel l gr
					e	e		o	o		r	r									eetj j sn ee sea RD
					g	g		r	r												mu s t t R b a a
					y	y		y	y												ess alt y
																					nt t tee
																					t mm e R s
																					ee s a
																					nn t e s
																					tt
																					s
LO	L	C																			C,O, C
N	o																				Fiel
G	n																				d in
IN	gI																				appl
FO	nf																				icati
	o																				on
																					can
																					be
																					up
																					to
																					4000
																					char
																					acte
																					rs.
																					Ope
																					ra
																					will
																					only
																					send
																					the
																					first
																					200
																					char
																					acte
																					rs in
																					the
LO	L	C																			X X
S	os																				





Table 16-15 (Cont.) Module – Rate

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Da X D N U D N U D N U D N U D N U D N U D N U D N U D N U D R C R N U D A D N D A R D e s
ta m a e p e e p e e p e e p e e p e e p e e p e e p e e p e e p e a l a e p p e e e p e c r i p t
El l t w d l w d l w d l w d l w d l w d l w d l w d l t e t w l d p l w l p s i o n
e T a P a e R a e R a e R a e R a e R a e R a e S a e R a e H a e e a e Y e a l e B e l t
m a T r t t a t t u t t a t t a t t a t t a t t e t t a t t u t t R r T i t t y t e t y r
en g y o e e t e e l e e t e e t e e t e e t e e a e e t e e r e e e R i e e e D e s e P i
t N p d P P e R R e R R e R R e R R e R R e R R s S S e R R d H H s e e l Y Y a D t B r c
a e u r r S a a u u C a a C a a H a a S a a o e e S a a l u u t s r d i i a A e e t
m c o o t t t l l a t t l t t t e t t e t t n a a e t t e r r r t M e e l i v s v i
e t d d r e e e e t e e a e e a e e t e e C s s t e e d d i r a l l y l a t a o
u u a S S e C C s C C d H H S S o o o A S S l l c i r d d R y i A i n
c c t t t g a a s l l e e e e e d n n d e e e e t c k M M a R l v l s
t t e r r o t t a a r a a t t e C C j t t i t e a a t a a a i P
g a a r e e s s d d o o u A A o i t r r e t b i n e
y t t y g g s s e e d d s d d n o k k s e l l g r
e e o o r r e e t j j s n e e s e a R D
g g r r m u u s t t R b a a
y y y y e s s a l t y
n t t t e e
t m m e R s
e e s a
n n t
t t e s

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M M N XXX
AX a
SO x
LD S
S o l
d
s
M M C XXX
E e
M m
BE b
RS er
HI s
P hi
p
MI M N XXX
N in
CH C
IL hi
DR ld
EN re
FO n
R F
FR o
EE r
ST F
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Table 16-15 (Cont.) Module – Rate

Da X	DNU	DNU	DNUD	DNUD	DNUD	DNUD	DNUD	DNUD	DNUD	NU	DR	CR	ND	U	A	D	N	D	A	R	Des
ta m	a e	p e	p e	p e	p e	p e	p e	p e	p e	p e	e p	e a	e p	e p	e e	p e	e e	p e	e e	p e	cript
El l	t w	l w	l w	l w	l w	l w	l w	l w	l w	l w	l t	e t	w l	d p	l w	l p	s i	o n			
e T	a P	a e	R a	e R	a e	R a	e R	a e	R a	e S	a e	R a	H a	e a	e Y	e a	e B	e l	t		
m a	T r	t t	a t	t t	u t	t a	t t	a t	t t	a t	t e	t a	t t	u t	t R	T i	t t	y t	e t	y r	
en g	y o	e e	t e	e l	e e	t e	e e	t e	e e	a e	e e	t e	e e	e e	e r	e e	e R	e e	e D	e s	e P
t N	p d	P P	e R	e R	e R	e R	e R	e R	e R	e R	e S	S e	R R	d H	H s	e e	l Y	Y a	D t	B r	c
a e	u r	S a	u u	C a	C a	H a	S a	a o	e e	S a	l u	u t	s r	d i	i i	a A	e e	t			
m c	o o	t t	l l	a t	t t	t t	t t	t t	t t	n a	e t	t e	r r	r t	M e	l i	v s	v i			
e t	d d	r e	e e	e a	e a	e e	t e	e C	s s	t e	e d	i r	a l	l y	a t	a o					
	u u	a S	S e	C C	C C	d H	H S	S o	o o	A S	S l	i c	i r	d d	R y	i A	i n				
	c c	t t	t t	g a	s l	e e	e e	e d	n d	e e	e e	c k	M M	a R	l v	l s					
	t t	r r	o t	t a	a r	a a	t t	e C	C j	t t	i t	e a	a t	a a	i P						
		g a	r e	e s	s d			o o	u A	A o	i t	r r	e t	b i	n e						
		y t	y g	g s	s e			d d	s d		n o	k k	s e	l l	g r						
		e e	o o	r r				e e	t j	j s	n e	e e	s e	a R	D						
		g g	r r						u u		s t	t R	b a	a							
		y y	y y						e s				a l	t y							
									n t				t e								
									t m				e R	s							
									e e				s a								
									n n				t								
									t t				e								
													s								

MI M N XXX X

N in

LO L

S os

MI M N X X

N in

NI N

G ig

HT ht

S s

MI M N X X

N in

PE P

RS er

O so

NS n

s

MI M N X

N in

ST St

AY a

TH y

RO T

UG h

H r

o

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g

h









Table 16-16 Module – Rate

Da X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	C	R	N	D	U	A	D	N	D	A	R	Des
ta m	ae	pe	ep	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	cript
El l	tw	dl	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	tion
e T	aPa	eRa	eRae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Sae	Rae	Hae	eae	eYe	al	eBel	t					
m a	Trt	t at	tutt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tyr	
en g	yoe	ete	elee	et	eete	eete	eete	eete	eete	eete	eete	eete	eete	eete	eete	eete	eete	eete	eete	eete	eete	eete	eete	Des	
t N	pd	Pe	RRe	RR	e	RR	e	RR	e	RR	e	RR	e	RR	e	RR	e	RR	e	RR	e	RR	e	Pi	
a e	urr	Saa	uu	Caa	Caa	Haa	Saa	oo	ee	Saa	lu	ut	sr	di	ii	aA	eet								
m co	ott	ll	att	ll	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	Me	
e t	dd	ree	eet	ee	ae	ee	ae	ee	ae	ee	ae	ee	ae	ee	ae	ee	ae	ee	ae	ee	ae	ee	ae	liv	
	uua	SS	e	CC	s	CC	d	HH	SS	oo	ASS	ll	ci	r	dd	Ry	i	A	i	n					
	cct	tt	g	aa	ll	eee	eed	nn	dee	eet	c	k	M	M	a	R	i	v	l	s					
	t	terr	ott	aa	raa	t	t	CC	j	t	i	t	ea	at	aa	ai	P								
	g	aa	r	ee	ss	dd	oo	u	A	A	oi	t	r	r	e	t	b	i	n	e					
	y	t	y	g	g	ss	ee	dd	s	dd	no	k	k	s	e	l	g	r							
	e	e	oo	r	r	eet	j	j	s	n	ee	se	a	R	D										
	g	g	r	r	mu	u	s	t	t	R	b	s	a												
	y	y	y	y	e	s	s	a	l	t	y														
					n	t	t	e																	
					t	m	m	e																	
					e	e	e	s																	
					n	n	t	e																	
					t	t	e	s																	

OV O CXX  
ER ve  
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TA Ta  
X xI  
IN nc  
CL lY  
YN N

OV O C XXX  
ER ve  
RI rr  
DE id  
e

PA Pa D X  
CK ck  
AG ag  
E e  
BE B  
GI eg  
N in  
DA D  
TE at  
e

PA Pa CXXX  
CK ck  
AG ag  
E eC  
CO o  
DE de

Table 16-16 (Cont.) Module – Rate

Da X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	C	R	N	D	U	A	D	N	D	A	R	Des														
ta m	ae	pe	ep	ee	pe	ee	pee	pee	pee	pee	pee	pee	pee	pee	pee	pee	pee	pee	pee	pee	pee	pee	pee	pee	cript														
El l	t	w	l	w	l	w	l	w	l	w	l	w	l	w	l	w	l	w	l	w	l	w	l	t	e	t	w	l	d	p	l	w	l	p	s	i	o	n	
e T	a	P	a	e	R	a	e	R	a	e	R	a	e	R	a	e	S	a	e	R	a	e	H	a	e	e	a	e	Y	e	a	l	e	B	e	l	t		
m a	T	r	t	t	a	t	t	a	t	t	a	t	t	a	t	t	e	t	t	a	t	t	u	t	t	R	r	T	i	t	t	y	t	e	t	y	r		
en g	y	o	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	
t N	p	d	P	P	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	e	R
a m	e	u	r	r	S	a	a	u	u	C	a	a	C	a	a	H	a	a	S	a	a	o	e	e	S	a	a	l	u	u	t	s	r	d	i	i	a	A	e
e m	c	o	o	t	t	l	a	t	t	l	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t
e	t	d	d	r	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	
	u	a	S	S	e	C	C	s	C	C	d	H	H	S	S	o	o	A	S	S	l	i	c	i	r	d	d	R	y	i	A	i	n						
	c	c	t	t	g	a	a	s	l	l	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e
	t	t	e	r	o	t	t	a	a	r	a	a	t	t	e	C	C	j	t	t	i	t	e	a	a	t	a	a	i	P									
	g	a	r	e	e	s	s	d	d	o	o	u	A	A	o	i	t	r	r	e	t	b	i	n	e														
	y	t	t	y	g	g	s	e	e	d	d	s	d	d	n	o	k	k	s	e	l	l	g	r															
	e	e	o	o	r	r	e	e	t	j	j	s	n	e	e	s	e	a	R	D																			
	g	g	r	r						m	u	u	s	t	t	R	b	s	a																				
	y	y	y	y						e	s	s																											
										n	t	t																											
										t	m																												
										e	e																												
										n	n																												
										t	t																												

PA Pa D	X
CK ck	
AG ag	
E eE	
EN n	
D d	
DA D	
TE at	
e	
PA Pa C	XXX
CK ck	
AG ag	
E eT	
TR ra	
A ns	
NS ac	
AC ti	
TI o	
O n	
N C	
CO o	
DE de	



Table 16-16 (Cont.) Module – Rate

Da X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	C	R	N	D	U	A	D	N	D	A	R	Des				
ta m	ae	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	cript			
El l	tw	dl	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	tion		
e T	aPa	eRa	eRae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Bel t			
m a	Trt	t at	t ut	t at	t ut	t at	t ut	t at	t ut	t at	t ut	t at	t ut	t at	t ut	t at	t ut	t at	t ut	t at	t ut	t at	t ut	t at	t ut	tyr			
en g	yoe	ete	elee	et	eete	eete	eete	eete	eete	eete	eete	eete	eete	eete	eete	eete	eete	eete	eete	eete	eete	eete	eete	eete	eete	Des ePi			
t N	pd	Pe	RRe	RRe	RRe	RRe	RRe	RRe	RRe	RRe	RRe	RRe	RRe	RRe	RRe	RRe	RRe	RRe	RRe	RRe	RRe	RRe	RRe	RRe	RRe	Br c			
a eur	r Sa	aa	uu	Caa	Caa	Haa	Saa	oo	ee	Sa	al	uut	sr	di	ii	aa	Ae	et								Aeet			
m co	ott	ll	att	ll	tt	tt	tt	tt	tt	tt	tt	tt	tt	tt	tt	tt	tt	tt	tt	tt	tt	tt	tt	tt	tt	Me	elivsvi		
e t	dd	ree	eet	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	all	ylatao		
	ua	SS	e	CC	s	CC	d	HH	SS	oo	ASS	ll	ci	r	dd	Ry	i	Ai	n										
	c	ct	t	g	a	s	l	lee	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	Ma	RI	vl	s
	t	ter	r	o	t	a	a	r	a	a	t	t	e	CC	j	t	t	i	t	e	a	a	a	a	a	a	i	P	
	g	a	r	e	e	s	s	d	d	o	o	u	A	A	o	i	t	r	r	e	t	b	i	n	e				
	y	t	t	y	g	g	s	e	e	d	d	s	d	d	n	o	k	k	s	e	l	l	g	r					
	e	e	o	o	r	r	e	e	t	j	j	s	n	e	e	s	e	a	R	D									
	g	g	r	r						m	u	u	s	t	t	R	b	s	a										
	y	y	y							e	s					a	l	t	y										
										n	t					t	e												
										t	m					e	R	s											
										e						s													
										n						t													
										t						e													
																s													

PE	Pe	N																								X
RS	rs																									
O	o																									
N	n																									
RA	R																									
TE	at																									
2	e2																									
PH	P	N	XXX																							
YS	h																									
IC	ys																									
AL	ic																									
	al																									
PK	P	CXX																								
G	kg																									
FO	Fo																									
RE	re																									
CA	ca																									
ST	st																									
GR	G																									
O	ro																									
UP	u																									
	p																									



Table 16-16 (Cont.) Module – Rate

Da X	DNUDNU	DNUDN	UD N	UDNU	UDN	UDNU	DNU	DR	C	RND	UADN	DAR	Des
ta m	aepe	ep	ee	pe	e	pee	ee	pee	pee	pee	e	pea	l ae e p
El l	twdl	wl	wl	wl	wl	wl	wl	wl	wl	wl	t	e	twl dpl wlp s ion
e T	aPae	Rae	Rae	Rae	Rae	Rae	Rae	Sae	Rae	Hae	e	ae	Ye al eBel t
m a	Trt t	at t	utt	at t	att	at t	att	ett	at t	utt	Rr	Ti t t	ytety r
en g	yoe	e	e	e	e	e	e	e	e	e	e	e	eee Ri e e e Des e Pi
t N	pdPP	eRR	eRR	eRR	eRR	eRR	eRR	RRs	SSe	RRd	HHs	e el	Y YaDt Br c
a e	urr	Saa	uu	Caa	Caa	Haa	Saa	oo	ee	Saa	luut	s rdi i i aAeet	
m c	oott	t ll	att	l t	t t	t t	t t	nae	t t	err	r t	Me	elivsvi
e t	dd	ree	eet	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee
	uua	SS	e	CC	s	CCd	HH	SS	oo	ASS	ll	ci	r ddRyi Ai n
	cct	t t	g	aa	s	ll	eee	eed	n	nde	e	eet	c kMMaRl vl s
	t t	err	ott	aa	raa	aa	aa	t t	CC	j t t	i t	ea	at aa ai P
	gaa	ree	ss	dd				oo	AA		oi	t r	retbine
	yt t	ygg	ss	ee				dds	dd		no	k	ksel lgr
	ee	oo	rr					eet	j j		sn	ee	se aRD
	gg	rr							mu	u	s	t t	Rbs a
	yy	yy							ess				al ty
									nt	t			t ee
									t	mm			e Rs
									e	e			s a
									n	n			t
									t	t			e
													s

PK P TXX  
G K  
VA G  
LI V  
D al  
ST id  
AR St  
T ar  
TI tT  
M i  
E m  
e

PO P CXX  
ST os  
NE tN  
XT ex  
DA tD  
Y ay

Is  
this  
pack  
age  
posti  
ng  
the  
next  
day?



Table 16-16 (Cont.) Module – Rate

Da X	DNUDNU	DNUDN	UD N	UDNU	UDN	UDNU	DNU	DR	C	RND	UADN	DAR	Des
ta m	aepe	eepee	pe	eepee	pee	pee	pee	e	pea	l	ae	pp	eepe
El l	twdl	wdl	wdl	wdl	wdl	wdl	wdl	wdl	wdl	t	etwl	dpl	wlps
e T	aPae	Rae	Rae	Rae	Rae	Rae	Rae	Sae	Rae	Hae	ae	Ye	al
m a	Trt	t	at	t	utt	t	att	t	att	t	ett	t	att
en g	yoe	e	e	e	e	e	e	e	e	e	e	e	e
t N	pdP	PeR	ReR	ReR	ReR	ReR	ReR	ReR	ReR	ReR	ReR	ReR	ReR
a e	urr	Saa	uuC	aa	Caa	Haa	Saa	oo	ee	Saa	luut	s	r
m	coo	t	t	l	l	l	t	t	t	t	t	t	t
e	t	d	ree	e	e	e	e	e	e	e	e	e	e
	uua	SS	e	CC	s	CC	d	HH	SS	oo	ASS	l	l
	c	ct	t	g	a	s	l	l	e	e	e	e	e
	t	t	r	o	t	t	a	a	r	a	a	t	t
	g	a	r	e	e	s	s	d	d	o	o	u	A
	y	t	t	y	g	g	s	s	e	e	d	s	d
	e	e	o	o	r	r	e	e	t	j	j	s	n
	g	g	r	r					m	u	u	s	t
	y	y	y						e	s	s	t	t
									n	n	t	t	e
									t	t	e	e	s

PO P N XXX

ST os  
IN ti  
G n  
R g  
HY R  
TH h  
M yt  
BE h  
GI m  
N B  
DA eg  
TE in  
D  
at  
e

PO P C XXX

ST os  
IN ti  
G n  
R g  
HY R  
TH h  
M yt  
CO h  
DE m  
C  
o  
de



Table 16-16 (Cont.) Module – Rate

Da X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	C	R	N	D	U	A	D	N	D	A	R	Des	
ta m	ae	pe	ep	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	cript
El l	t	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	tion
e T	a	Pa	e	Ra	e	Ra	e	Ra	e	Ra	e	Ra	e	Sa	e	Ra	e	Ha	e	e	a	e	Ye	a	e	Bel t
m a	Tr	t	a	t	t	a	t	t	a	t	t	a	t	t	a	t	t	a	t	t	a	t	t	a	t	tyr
en g	yo	ee	t	e	ee	t	e	ee	t	e	ee	t	e	ee	t	e	ee	t	e	ee	t	e	ee	t	Des ePi	
t N	pd	Pe	R	Re	R	Re	R	Re	R	Re	R	Re	R	Re	R	Re	R	Re	R	Re	R	Re	R	Re	Br c	
a e	ur	r	Sa	a	uu	Caa	Caa	Haa	Saa	oo	ee	Sa	a	lu	ut	s	r	d	i	i	a	A	e	e	t	
m	co	o	t	t	l	a	t	t	l	t	t	t	t	e	t	t	n	a	e	t	t	e	r	r	t	
e	t	dd	r	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	Me	
	u	a	S	S	e	C	C	s	C	C	d	H	H	S	S	o	o	A	S	S	l	i	c	i	l	
	c	c	t	t	g	a	a	s	l	l	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	all
	t	t	r	r	o	t	t	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	lata
	g	a	r	e	e	s	s	d	d	d	d	d	d	d	d	d	d	d	d	d	d	d	d	d	d	o
	y	t	t	y	g	g	s	s	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	o
	e	e	o	o	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	o
	g	g	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	o
	y	y	y	y	y	y	y	y	y	y	y	y	y	y	y	y	y	y	y	y	y	y	y	y	y	o
																										n

PO P C XXX  
 ST os  
 IN ti  
 G n  
 R g  
 HY R  
 TH h  
 M yt  
 DE h  
 SC m  
 RI D  
 PT es  
 IO cr  
 N ip  
 ti  
 o  
 n

Table 16-16 (Cont.) Module – Rate

Da	X	DN	UD	NU	DNU	DN	UD	N	UD	NU	DN	UD	N	UD	NU	DR	C	R	N	D	U	A	D	N	D	A	R	Des												
ta	m	ae	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pa	l	ae	pp	ee	ee	pe	ee	pe	ee	pe	cript												
El	l	t	w	l	w	l	w	l	w	l	w	l	w	l	w	l	t	e	t	w	l	d	p	l	w	l	p	s	ion											
e	T	a	P	a	e	R	a	e	R	a	e	R	a	e	R	a	e	S	a	e	R	a	e	H	a	e	a	e	Ye	a	l	e	B	e	l	t				
m	a	T	r	t	a	t	t	u	t	t	a	t	t	a	t	t	e	t	t	a	t	t	u	t	t	R	r	T	i	t	t	y	t	e	t	y	r			
en	g	y	oe	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	
t	N	pd	P	P	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R
a	m	eur	r	S	a	a	u	C	a	a	C	a	a	H	a	a	S	a	a	o	e	e	S	a	a	l	u	u	t	s	r	d	i	i	a	A	e	e	t	
m	e	co	o	t	t	l	a	t	t	l	t	t	t	e	t	t	e	t	n	a	e	t	t	e	r	r	t	Me	e	l	i	v	s	v	i					
e	t	dd	ree	eet	ee	ae	ee	a	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	
		u	a	S	e	C	C	s	C	C	d	H	H	S	S	o	o	A	S	S	l	i	c	i	r	d	d	R	y	i	A	i	n							
		c	c	t	t	g	a	s	l	l	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	
		t	t	e	r	o	t	a	a	r	a	a	t	t	e	C	C	j	t	t	i	t	e	a	a	t	a	a	i	P										
		g	a	r	e	e	s	s	d							o	o	A	A	o	i	t	r	r	e	t	b	i	n	e										
		y	t	t	y	g	g	s	e						d	d	s	d		n	o	k	k	s	e	l	l	g	r											
		e	e		o		r	r							e	e	t	j	j	s	n	e	e	s	e	a	R	D												
		g	g		r	r									mu	u				s	t	t	R	b	s	a														
		y	y		y	y									e	s																								
															t	t																								
															e	e																								
															n	n																								
															t	t																								

PO P N XXX

ST os  
 IN ti  
 G n  
 R g  
 HY R  
 TH h  
 M yt  
 EN h  
 D m  
 DA E  
 TE n  
 d  
 D  
 at  
 e

PO P N XXX

ST os  
 IN ti  
 G n  
 R g  
 HY R  
 TH h  
 M yt  
 NI h  
 G m  
 HT Ni  
 S gh  
 ts

Table 16-16 (Cont.) Module – Rate

Da X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	C	R	N	D	U	A	D	N	D	A	R	Des	
ta m	ae	pe	ep	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	cript
El l	t	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	tion
e T	a	Pa	e	Ra	e	Ra	e	Ra	e	Ra	e	Ra	e	Sa	e	Ra	e	Ha	e	a	e	Ye	a	e	Bel t	
m a	Tr	t	at	t	ut	t	at	t	at	t	at	t	at	t	ut	t	Rr	Ti	t	t	y	t	e	t	y r	
en g	yo	ee	t	e	ee	t	e	ee	t	e	ee	t	e	ee	t	e	ee	Ri	e	e	e	Des	e	Pi	t	
t N	pd	PP	e	R	e	R	e	R	e	R	e	R	e	R	e	R	e	R	e	R	e	R	e	R	e	Br c
a m	eur	r	Sa	a	uu	C	aa	C	aa	H	aa	S	aa	ee	Sa	a	lu	ut	s	r	d	i	i	a	A	e
e m	co	ott	t	l	at	t	l	t	t	e	t	t	e	t	t	na	e	t	e	r	r	r	t	Me	e	livsvi
	e	t	dd	r	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	
	u	ua	SS	e	CC	s	CC	d	HH	SS	oo	ASS	l	l	c	i	r	d	d	R	y	i	A	i	n	
	c	ct	t	t	g	a	s	l	lee	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	s	
	t	t	err	o	t	t	a	a	aa	t	t	e	CC	j	t	t	i	t	e	a	a	a	a	i	P	
	g	a	r	e	e	s	s	dd		o	ou	AA	o	i	t	r	r	e	t	b	i	n	e			
	y	t	t	y	g	g	s	e	e	d	d	s	d	n	o	k	k	s	e	l	l	g	r			
	e	e	o	o	r	r			e	e	t	j	j	s	n	e	e	s	e	a	r	D				
	g	g	r	r					m	u	u	s	t	t	R	b	s	a								
	y	y	y	y					e	s	s				a	l	t	y								
									n	t	t				t	e	e									
									t	m					e	R	s									
									e	e					s	a										
									n	n					t											
									t	t					e											
															s											

PO P N XXX  
 ST os  
 IN ti  
 G n  
 R g  
 HY R  
 TH h  
 M yt  
 PA h  
 ID m  
 NI Pa  
 G id  
 HT Ni  
 S gh  
 ts

Table 16-16 (Cont.) Module – Rate

Da X	DNUDNU	DNUDN	UD N	UDNU	UDN	UDNU	DNU	DR	C	RND	UADN	DAR	Des
ta m	aepe	eepee	pe e	pepee	pee	pee	pee	e	pea	l	ae	ppee	epe
El l	twdl	wdl	wdl	wdl	wdl	wdl	wdl	wdl	t	e	twl	dpl	wlps
e T	aPae	Rae	Rae	Rae	Rae	Rae	Rae	Sae	Rae	Hae	ae	Ye	al
m a	Trt	t	at	t	utt	t	att	t	att	t	ett	at	t
en g	yoe	e	e	e	e	e	e	e	e	e	e	e	e
t N	pdP	PeR	ReR	ReR	ReR	ReR	ReR	ReR	ReR	ReR	ReR	ReR	ReR
a e	urr	Saa	uuC	aa	Caa	Haa	Saa	ooe	Saa	luu	t	s	r
m e	coo	t	t	l	l	l	l	l	l	l	l	l	l
e	t	d	r	e	e	e	e	e	e	e	e	e	e
	uua	SS	e	CC	s	CC	d	HH	SS	oo	ASS	l	l
	c	c	t	t	g	a	s	l	e	e	e	e	e
	t	t	r	r	o	t	t	a	a	a	a	a	a
	g	a	a	r	e	e	s	s	d	d	o	o	u
	y	t	t	y	g	g	s	s	e	e	d	d	s
	e	e	o	o	r	r	e	e	t	j	j	s	n
	g	g	r	r					m	u	u	s	t
	y	y	y	y					e	s	s		
									n	n			
									t	t			
									e	e			
									s	s			

PO P C XXX  
 ST os  
 IN ti  
 G n  
 R g  
 HY R  
 TH h  
 M yt  
 RE h  
 PE m  
 AT R  
 WI ep  
 TH ea  
 IN t  
 SE W  
 LL it  
 SE hi  
 G n  
 M Se  
 EN llS  
 T eg  
 m  
 e  
 nt

Table 16-16 (Cont.) Module – Rate

Da X	DNUDNU	DNUDN	UD N	UDNU	UDN	UDNU	DNU	DR	C	RND	UADN	DAR	Des
ta m	aepe	eepee	pe e	peepee	pee	pee	pee	ee	pea	l	ae	ppee	epe
El l	twdl	wdl	wdl	wdl	wdl	wdl	wdl	wdl	wdl	t	e	twl	dpl
e T	aPae	Rae	Rae	Rae	Rae	Rae	Rae	Sae	Rae	Hae	a	eYe	al
m a	Trt	t	at	t	utt	t	att	t	att	t	t	ett	at
en g	yoe	e	e	e	e	e	e	e	e	e	e	e	e
t N	pdP	PeR	ReR	ReR	ReR	ReR	ReR	ReR	ReR	ReR	ReR	ReR	ReR
a eur	r	Saa	uu	Caa	Caa	Haa	Saa	oo	ee	Saa	lu	ut	s
m e	coo	t	t	l	l	l	l	t	t	t	t	t	t
e	t	d	ree	e	e	e	e	e	e	e	e	e	e
	uua	SS	e	CC	s	CC	d	HH	SS	oo	ASS	l	l
	c	c	t	t	g	a	s	l	l	e	e	e	e
	t	t	r	r	o	t	t	a	a	r	a	a	a
	g	a	r	e	e	s	s	d	d	o	o	u	A
	y	t	t	y	g	g	s	s	e	e	d	d	s
	e	e	o	o	r	r	e	e	t	j	j	s	n
	g	g	r	r					m	u	u	s	t
	y	y	y	y					e	s	s		t
									n	n			t
									t	t			e
													s

PO P C XXX  
ST os  
IN ti  
G n  
R g  
HY R  
TH h  
M yt  
RE h  
PE m  
AT R  
WI ep  
TH ea  
IN t  
ST W  
AY it  
FO hi  
R n  
M St  
UL ay  
TI- Fo  
SE r  
G M  
M ul  
EN ti  
T Se  
g  
m  
e  
nt

Table 16-16 (Cont.) Module – Rate

Da X	DNUDNU DNUDN UD NUDNUDN UDNU DNUDR C RND UADN DAR Des	
ta m	aepe epee pe epeepee peepee epeal aeeppee epecript	
El l	twdl wdl wdl wdl wdl wdl wdl wdl wdl t e twl dpl wlp s ion	
e T	aPae Rae RaeRae RaeRaeRaeSaeRae Haeae eYe al eBel t	
m a	Trt t at t utt a t t att a t t att e t t at t utt Rr Ti t t ytety r	
en g	yoeete eleet eeteete eeaete eereee Rieeee Des ePi	
t N	pdPPeRReRRe RRe RReRRe RRs SSeRRdHHs e el YYaDt Br c	
a eur r	Saa uuCaa CaaHaaSaa oeeSa al uut s r di i i aAeet	
m coo t t	llatt lttettett naaet terrr t Meelivsvi	
e tddree	eet eeaeaeet eeCsste e ddi r all y l a t a o	
uuaSS	e CCs CCdHH SSo ooASS llci r ddRyi Ai n	
cct t t	gaas llee eed nndee eet c kMMaRl vl s	
tterr	ott aaraa tte CCj t t i t ea ataa ai P	
gaa	ree ss dd oouAA oi trretbine	
yt t	ygg ss ee ddsdd no kksel lgr	
ee	oo rr eet j j sn ee se aRD	
gg	rr mu u s t t Rbsa	
yy	yy ess alt y	
	nt t tee	
	t mm eRs	
	ee sa	
	nn t	
	tt e	
		s
PR Pr C	XXX	Sho
IN in		uld
T tR		the
RA at		rate
TE e		be
		prin
		ted
		on
		the
		gues
		t
		folio
		?
PR Pr C	XX X XX	Pack
O o		age
D d		Cod
UC uc		e
T tC		
CO o		
DE de		
PR Pr C	XX	Qua
O o		ntity
D d		of
UC uc		Pack
T tQ		ages
QT ty		
Y		

Table 16-16 (Cont.) Module – Rate

Da X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	C	R	N	D	U	A	D	N	D	A	R	Des		
ta m	ae	pe	ep	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	cript	
El l	t	w	l	w	l	w	l	w	l	w	l	w	l	w	l	w	l	w	l	w	l	w	l	w	l	ion	
e T	a	P	a	e	R	a	e	R	a	e	R	a	e	R	a	e	S	a	e	R	a	e	H	a	e	e	
m a	T	r	t	t	a	t	t	a	t	t	a	t	t	a	t	t	a	t	t	a	t	t	u	t	t	R	
en g	y	o	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	Des	
t N	p	d	P	P	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	e	
a m	e	u	r	S	a	u	C	a	a	C	a	a	H	a	a	S	a	o	e	e	S	a	l	u	t	s	
e	c	o	o	t	t	l	a	t	t	l	t	t	e	t	t	e	t	n	a	e	t	e	r	r	t	Me	
	t	d	d	r	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	elivsvi	
	u	a	a	S	e	C	C	s	C	C	d	H	S	S	o	o	A	S	S	l	c	i	r	d	d	R	
	c	c	t	t	g	a	a	s	l	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	MaRi
	t	t	e	r	o	t	t	a	a	r	a	a	t	t	e	C	C	j	t	t	i	t	e	a	a	a	ai
	g	a	r	e	e	s	s	d	d	o	o	u	A	A	o	i	t	r	r	e	t	b	i	n	e	gr	
	y	t	t	y	g	g	s	s	e	e	d	d	s	d	n	o	k	k	s	e	l	l	g	r	e	RD	
	e	e	o	o	r	r	e	e	t	j	j	s	n	e	e	s	e	a	r	D							
	g	g	r	r						m	u	u	s	t	t	R	b	s	a							al	
	y	y	y	y						n	t	t														ty	
										t	m															e	
										e	e															s	
										n	n															t	
										t	t															e	
																										s	

QT	Qt	C		XXX																						Qua	
Y	y	P																									ntity
PL	lu																										of
US	s	P																									Pack
PA	ac																										age
CK	ka																										and
AG	ge																										Pack
E	C																										age
CO	o																										Cod
DE	de																										e.
Q	It	N	X																								
UA	e																										
NT	m																										
IT	Q																										
Y	u																										
	a																										
	nt																										
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Table 16-16 (Cont.) Module – Rate

Da X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	C	RND	UAD	NDA	R	Des																				
ta m	ae	pe	ep	ee	pe	ee	pee	ee	pee	pee	pe	pee	pee	pee	e	pe	ae	l	ae	pp	ee	e	p	e	cript														
El l	t	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	t	e	t	w	d	pl	w	l	p	s	ion													
e T	a	Pa	e	Ra	e	Ra	e	Ra	e	Ra	e	Ra	e	Sa	e	Ra	e	Ha	e	a	e	Ye	a	e	Be	l	t												
m a	T	r	t	a	t	t	a	t	t	a	t	t	a	t	t	e	t	t	a	t	u	t	t	R	r	T	i	t	t	y	t	e	t	y	r				
en g	y	oe	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e		
t N	pd	P	P	R	R	R	R	R	R	R	R	R	R	R	S	S	e	R	R	d	H	H	s	e	e	l	Y	Y	a	D	t	Br	c						
a e	ur	r	S	a	uu	C	aa	C	aa	H	aa	S	aa	oo	ee	S	a	lu	ut	s	r	d	i	i	a	A	e	e	t										
m e	co	ot	t	t	l	a	t	t	l	t	t	t	e	t	t	n	aa	e	t	e	r	r	r	t	M	e	l	i	v	s	v	i							
e	t	dd	r	e	e	e	a	e	e	e	a	e	e	t	e	e	C	s	s	t	e	e	ee	d	d	r	a	l	l	y	l	a	t	a	o				
	uu	a	S	S	e	C	C	s	C	C	d	H	H	S	S	oo	oo	A	S	S	l	l	c	i	r	d	d	R	y	i	A	i	n						
	c	c	t	t	g	a	a	s	l	l	e	e	e	e	e	e	e	d	n	n	d	e	e	e	e	c	k	M	M	a	R	i	v	l	s				
	t	t	e	r	o	t	t	a	a	a	a	t	t	e	C	C	j	t	t	i	t	e	a	a	a	a	i	P											
	g	a	a	r	e	e	s	s	d	d	oo	oo	oo	AA	oi	t	r	r	e	t	b	i	n	e															
	y	t	t	y	g	g	s	s	e	e	dd	dd	dd	dd	no	kk	ss	ll	gr																				
	e	e	oo	rr						e	e	t	j	j	s	n	e	e	se	a	R	D																	
	g	g	rr							mu	u				s	t	t	R	b	s	a																		
	y	y	yy							e	s																												
										n	t	t																											
										t	m	m																											
										e	e																												
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										t	t																												
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Table 16-16 (Cont.) Module – Rate

Da X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	C	R	N	D	U	A	D	N	D	A	R	Des			
ta m	ae	pe	ep	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	cript			
El l	t	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	ion		
e T	a	Pa	e	Ra	e	Ra	e	Ra	e	Ra	e	Ra	e	Sa	e	Ra	e	Ha	e	e	a	e	Ye	a	l	e	Bel	
m a	Tr	t	t	a	t	t	a	t	t	a	t	t	a	t	t	a	t	t	u	t	t	R	r	T	i	t	t	y
en g	yo	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	
t N	pd	Pe	R	Re	R	Re	R	Re	R	Re	R	Re	R	Re	R	Re	R	Re	R	Re	R	Re	R	Re	R	Re		
a m	eur	r	Sa	a	uu	Caa	Caa	Haa	Saa	oo	ee	Sa	a	lu	ut	s	r	d	i	i	a	A	e	e	t	t		
e	co	ott	t	l	a	t	t	l	t	t	e	t	t	e	t	t	n	a	e	t	t	e	r	r	t	t		
	t	dd	ree	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e			
	u	a	SS	e	CC	s	CC	d	HH	SS	oo	ASS	l	l	c	i	r	d	d	R	y	i	A	i	n			
	c	c	t	t	g	a	s	l	l	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e			
	t	t	err	o	t	t	a	a	a	t	t	e	CC	j	t	t	i	t	e	a	a	a	a	i	P			
	g	a	r	e	e	ss	dd			oo	AA	o	i	t	r	r	e	t	b	i	n	e						
	y	t	t	y	g	g	ss	ee		dd	sd	no	k	k	sel	l	gr											
	e	e	oo	rr						e	e	t	j	j	s	n	e	e	se	a	R	D						
	g	g	rr							mu	u	s	t	t	R	b	s	a										
	y	y	yy							e	s				a	l	t	y										
										n	t				t	e												
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Table 16-16 (Cont.) Module – Rate

Da ta m El e m en g t a m e u r e m e u a c t t t t t g a y e g y	X	DN	NU	DN	UD	N	UD	NU	DN	UD	N	UD	NU	DR	C	R	N	D	U	A	D	N	D	A	R	Des
cript ion Bel t y r e P i t Br c A e e t i a A e e t v i o a n s P b i n e g r D R b a l t y e R s a t e s																										
RA TE CL AS S	R	C	XXX	X	XXXXXXX										X											Rate Clas s-- Heir arch y is Rate Clas s, Rate Cate gory and Rate Cod e
RA TE CO DE	R	CXX	XXXXXX												X											XX
RA TE FL O R	R	N																								XX

Table 16-16 (Cont.) Module – Rate

Da X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	C	R	N	D	U	A	D	N	D	A	R	Des	
ta m	ae	pe	ep	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	cript
El l	t	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	tion
e T	a	Pa	e	Ra	e	Ra	e	Ra	e	Ra	e	Ra	e	Sa	e	Ra	e	Ha	e	a	e	Ye	a	e	Bel t	
m a	Tr	t	t	a	t	t	a	t	t	a	t	t	a	t	t	a	t	t	u	t	t	R	Ti	t	t	ty
en g	yo	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	
t N	pd	PP	e	RR	e	RR	e	RR	e	RR	e	RR	e	RR	e	RR	e	RR	e	RR	e	RR	e	RR	e	
a m	eur	r	Sa	a	uu	Caa	Caa	Haa	Saa	oo	ee	Sa	a	lu	ut	s	r	d	i	i	a	A	e	e	t	
e	c	oo	t	t	l	a	t	t	l	t	t	e	t	t	e	t	n	a	e	t	t	e	r	r	t	
	t	d	d	r	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	
	u	a	S	S	e	C	C	s	C	C	d	H	H	S	S	o	o	A	S	S	l	i	c	i	o	
	c	c	t	t	g	a	a	s	l	l	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	
	t	t	e	r	o	t	t	a	a	r	a	a	t	t	e	C	C	j	t	t	i	t	e	a	a	
	g	a	r	e	e	s	s	d	d	o	o	u	A	A	o	i	t	r	r	e	t	b	i	n	e	
	y	t	t	y	g	g	s	s	e	e	d	s	d	d	n	o	k	k	s	e	l	l	g	r	e	
	e	e	o	o	r	r	e	e	t	j	j	s	n	e	e	s	e	a	r	D						
	g	g	r	r						mu	u	s	t	t	R	b	s	a								
	y	y	y	y						e	s				a	l	t	y								
										n	t	t			t	e	e									
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Table 16-16 (Cont.) Module – Rate

Da X	DNUDNU DNUDN UD NUDNUDN UDNU DNUDR C RND UADNDAR Des
ta m	aepe epeepee pe epeepee peepeepee epeal ae ppee epe cript
El l	twl wdl wdl wdl wdl wdl wdl wdl wdl wdl t e twl dpl wlp s ion
e T	aPae Rae RaeRae RaeRaeRaeS aeRae Hae e aeYe al eBel t
m a	Trt t at t utt a t t att a t t att e t t at t utt Rr Ti t t ytety r
en g	yoeete eleet ee teeteet eea eete e eeee Rie e eDes ePi
t N	pdPPeRRReRRRe RR e RR eRR e RRs SSe RRdHHs e el Y YaDt Br c
a eur r	Saa uuCaa CaaHaaS aao eeSa al uut s rdi i i aAeet
m coo t t	llatt lttettett ttnaett errr t Meelivsvi
e tddree	eeae eaeet eeCsste e ddi r all ylat a o
uuaSS	e CCs CCdHH SSo ooASS llci r ddRyi Ai n
cct t t	gaas llee eeed nndee eet c kMMaRI vl s
tterr	ott aaraa tte CCj t t i t ea ataa ai P
gaa	ree ss dd oouAA oi trretbine
yt t	ygg ss ee ddsdd no kksel lgr
ee	oo rr eet j j sn ee se aRD
gg	rr mu u s t t Rbs a
yy	yy ess alt y
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Table 16-16 (Cont.) Module – Rate

Da X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	C	R	N	D	U	A	D	N	D	A	R	Des	
ta m	ae	pe	ep	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	cript	
El l	t	w	d	l	w	d	l	w	d	l	w	d	l	w	d	l	w	d	l	w	d	l	w	d	l	ion
e T	a	P	a	e	R	a	e	R	a	e	R	a	e	R	a	e	S	a	e	R	a	e	H	a	e	e
m a	T	r	t	t	a	t	t	a	t	t	a	t	t	a	t	t	a	t	t	a	t	t	a	t	t	Bel t
en g	y	o	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	Pi	
t N	p	d	P	P	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	Des
a e	ur	r	S	a	u	C	a	a	C	a	a	H	a	a	S	a	a	o	e	e	S	a	a	l	Br c	
m c	o	o	t	t	l	a	t	t	l	t	t	t	e	t	t	n	a	e	t	t	e	r	r	r	t	Aeet
e t	d	d	r	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	Me	
	u	a	S	S	e	C	C	s	C	C	d	H	H	S	S	o	o	o	A	S	S	l	i	c	l	
	c	c	t	t	g	a	a	s	l	l	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	all
	t	t	e	r	o	t	t	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	l
	g	a	a	r	e	e	s	s	d	d	d	d	d	d	d	d	d	d	d	d	d	d	d	d	d	l
	y	t	t	y	g	g	s	s	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	l
	e	e	o	o	r	r	e	e	t	j	j	s	n	e	e	s	e	a	R	D					R	
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Table 16-16 (Cont.) Module – Rate

Da X	DN	UD	NU	DN	UD	N	UD	NU	DN	UD	N	UD	NU	DR	C	RN	U	AD	N	DA	R	Des																					
ta m	ae	pe	ep	ee	pee	pe	e	pee	pee	pee	pee	pee	pee	pee	pee	pe	e	pe	a	l	ae	pee	pee	cript																			
El l	t	w	l	w	l	w	l	w	l	w	l	w	l	w	l	t	e	t	w	l	d	l	w	l	ps																		
e T	a	P	a	e	R	a	e	R	a	e	R	a	e	R	a	e	S	a	e	R	a	e	H	a	e	e	a	e	Y	e	a	l	e	B	e	l	t						
m a	T	r	t	t	a	t	t	a	t	t	a	t	t	a	t	t	e	t	t	a	t	t	u	t	t	R	r	T	i	t	t	y	t	e	t	y	r						
en g	y	o	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	R	i	e	e	e	D	e	s	e	P	i							
t N	p	d	P	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	S	S	e	R	R	d	H	H	e	e	l	Y	Y	a	D	t	B	r	c						
a	e	u	r	r	S	a	a	u	u	C	a	a	C	a	a	H	a	a	S	a	a	e	e	S	a	a	l	u	u	t	s	r	d	i	i	a	A	e	e				
m	c	o	o	t	t	l	a	t	t	l	t	t	t	e	t	t	n	a	e	t	t	e	r	r	r	t	M	e	e	l	i	v	s	v	i								
e	t	d	d	r	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	C	s	s	t	e	e	d	d	i	r	a	l	l	y	a	t	a
	u	a	S	S	e	C	C	s	C	C	d	H	H	S	S	o	o	A	S	S	l	l	c	i	r	d	d	R	y	i	A	i	n										
	c	c	t	t	g	a	a	s	l	l	e	e	e	e	e	d	n	n	d	e	e	e	e	c	k	M	M	a	R	i	v	l	s										
	t	t	e	r	o	t	t	a	a	a	a	t	t	e	C	C	j	t	t	i	t	e	a	a	a	a	i	P															
	g	a	r	e	e	s	s	d	o	o	u	A	A	o	i	t	r	r	e	t	b	i	n	e																			
	y	t	t	y	g	g	s	e	d	s	d	d	n	o	k	k	s	e	l	l	g	r																					
	e	e	o	o	r	r	e	e	t	j	j	s	n	e	e	s	e	a	R	D																							
	g	g	r	r	mu	u	s	t	t	R	b	s	a																														
	y	y	y	y	e	s	a	l	t	y																																	
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Table 16-16 (Cont.) Module – Rate

Da	X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	C	R	ND	U	AD	N	D	A	R	Des																					
ta	m	ae	pe	ep	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	cript																				
El	l	t	w	l	w	l	w	l	w	l	w	l	w	l	w	l	w	l	t	e	t	w	d	l	w	l	p	s	ion																
e	T	a	P	a	e	R	a	e	R	a	e	R	a	e	R	a	e	S	a	e	R	a	e	H	a	e	a	e	Y	e	a	e	B	e	l	t									
m	a	T	r	t	t	a	t	t	t	a	t	t	t	a	t	t	t	e	t	t	a	t	t	u	t	t	R	r	T	i	t	t	y	t	e	t	y	r							
en	g	y	o	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	R	i	e	e	e	D	e	s	e	P	i								
t	N	p	d	P	P	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	S	S	e	R	R	d	H	H	e	e	l	Y	Y	a	D	t	B	r	c
a	e	u	r	r	S	a	a	u	u	C	a	a	C	a	a	H	a	a	S	a	a	o	e	e	S	a	a	l	u	u	t	s	r	d	i	i	a	A	e	e	t				
m	c	o	o	t	t	l	a	t	t	l	t	t	t	t	e	t	t	n	a	e	t	e	r	r	r	t	M	e	e	l	i	v	s	v	i										
e	t	d	d	r	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e		
		u	a	S	S	e	C	C	s	C	C	d	H	H	S	S	o	o	o	A	S	S	l	l	c	i	r	d	d	R	y	i	A	i	n										
		c	c	t	t	g	a	a	s	l	l	e	e	e	e	e	e	d	n	n	d	e	e	e	e	e	e	e	c	k	M	M	a	R	i	v	l	s							
		t	t	e	r	o	t	t	a	a	r	a	a	t	t	e	C	C	j	t	t	i	t	e	a	a	t	a	a	a	i	P													
		g	a	a	r	e	e	s	s	d	d	o	o	u	A	A	o	i	t	r	r	e	t	b	i	n	e																		
		y	t	t	y	g	g	s	s	e	e	d	d	s	d	n	o	k	k	s	e	l	l	g	r																				
		e	e	o	o	r	r	e	e	t	j	j	s	n	e	e	s	e	a	R	D																								
		g	g	r	r	mu	u	s	t	t	R	b	s	a																															
		y	y	y	y	e	s	a	l	t	y																																		
						n	t	t	e	e																																			
						t	m	m	e	R	s																																		
						e	e	s	a																																				
						n	n	t																																					
						t	t	e																																					
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it does today. When unchecked, the rate will not post (or post a discounted amount based on the type of Posting Rhythm) only

Table 16-16 (Cont.) Module – Rate

Da X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	C	R	N	D	U	A	D	N	D	A	R	Des		
ta m	ae	pe	ep	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	cript	
El l	tw	dl	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	ion
e T	aPa	eRa	eRae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Bel t	
m a	Trt	t at	tutt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tatt	tyr	
en g	yoe	ete	ee	et	ee	et	ee	et	ee	et	ee	et	ee	et	ee	et	ee	et	ee	et	ee	et	ee	et	ee	Des ePi	
t N	pd	Pe	RRe	RR	e	RR	e	RR	e	RR	e	RR	e	RR	e	RR	e	RR	e	RR	e	RR	e	RR	e	Br c	
a e	urr	Saa	uu	Caa	Caa	Haa	Saa	oo	ee	Saa	lu	ut	sr	di	ii	a	A	e	e	t						Aeet	
m co	ott	ll	att	ll	att	ll	att	ll	att	ll	att	ll	att	ll	att	ll	att	ll	att	ll	att	ll	att	ll	att	Me	
e t	dd	ree	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	elivsvi	
	ua	SS	e	CC	s	CC	d	HH	SS	oo	ASS	ll	ci	r	dd	R	yi	A	i	n							
	c	ctt	t	g	aa	s	ll	eee	ee	d	n	nd	ee	ee	t	c	k	M	M	a	R	i	v	l	s		
	t	terr	o	t	t	aa	ra	aa	t	t	e	CC	j	t	t	i	t	e	a	a	a	a	i	P			
	g	aa	r	ee	ss	dd			oo	u	AA	oi	t	r	r	e	t	b	i	n	e						
	y	t	t	y	gg	ss	ee		d	d	s	d	no	k	k	s	e	l	l	g	r						
	e	e	oo	rr					e	e	t	j	j	s	n	ee	se	a	R	D							
	g	g	rr						m	u	u	s	t	t	R	b	s	a									
	y	y	yy						e	s	s				a	l	t	y									
									n	t	t				t	e	e										
									t	m	m				e	R	s										
									e	e					s	a											
									n	n					t												
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RE R D X  
ST es  
RI tri  
CT cti  
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Table 16-16 (Cont.) Module – Rate

Da X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	C	R	N	D	U	A	D	N	D	A	R	Des	
ta m	ae	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	e	cript
El l	tw	ld	wd	ld	wd	ld	wd	ld	wd	ld	wd	ld	wt	te	tl	dpl	wlps	ion								
e T	aPae	Rae	Rae	Rae	Rae	Rae	Rae	Rae	Sae	Rae	Hae	ae	Ye	al	eBel	t										
m a	Trt	t at	tutt	t att	t att	t att	t att	t att	t att	t att	t att	t att	t att	t att	t att	t att	t att	t att	t att	t att	t att	t att	t att	t att	t att	
en g	yoe	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	ee	
t N	pd	Pe	RRe	RR	e	RR	e	RR	e	RR	e	RR	e	RR	e	RR	e	RR	e	RR	e	RR	e	RR	e	
a eurr	Saa	uu	Caa	Caa	Haa	Saa	ooo	Saa	lu	ut	s	r	d	i	i	a	A	e	e	t						
m co	ott	t ll	att	l	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	
e t	d	d	r	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	
	uua	SS	e	CC	s	CC	d	HH	SS	ooo	ASS	ll	c	i	r	d	d	R	y	i	A	i	n			
	cct	t	t	g	a	s	l	l	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	
	t	t	r	o	t	t	a	a	a	t	t	e	CC	j	t	t	i	t	e	a	a	a	i	P		
	g	a	r	e	e	s	s	d	d	o	o	u	A	A	o	i	t	r	r	e	t	b	i	n	e	
	y	t	t	y	g	g	s	s	e	e	d	d	s	d	d	n	o	k	k	s	e	l	l	g	r	
	e	e	o	o	r	r	e	e	t	j	j	s	n	e	e	s	e	a	R	D						
	g	g	r	r						m	u	s	t	t	R	b	s	a								
	y	y	y							e	s				a	l	t	y								
										n	t				t	e										
										t	m				e	R	s									
										e	e				s	a										
										n	n				t											
										t	t				e											
															s											

RE R D XXX  
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RE R D XXX  
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Table 16-16 (Cont.) Module – Rate

Da	X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	C	R	ND	U	AD	N	D	A	R	Des		
ta	m	ae	pe	ep	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	cript	
El	l	tw	dl	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	ion
e	T	aPa	eRa	eRae	Rae	Rae	Rae	Rae	Rae	Sae	Rae	Hae	eae	eYe	al	eBel	t									
m	a	Tr	tt	at	tutt	att	att	att	att	tett	tatt	utt	Rr	Ti	tt	ty	tety	r								
en	g	yoe	ete	elee	et	eete	eet	ee	eet	ee	ere	eee	Ri	eee	eDes	ePi										
t	N	pd	Pe	RRe	RR	eRR	eRR	eRR	eRR	RR	SSe	RR	dHH	e	el	YY	aDt	Br	c							
a	m	eur	rSa	aa	uu	Caa	Caa	Haa	Saa	oo	ee	Sa	al	uut	srd	ii	aA	eet								
e		co	ott	ll	att	l	tt	tt	tt	e	tt	na	aet	terr	t	Me	eliv	svi								
		t	dd	ree	eet	ee	ae	ee	aet	ee	Cs	ste	ee	dd	r	all	yl	ata	o							
		u	aa	SS	e	CC	s	CC	dHH	SS	oo	ASS	ll	ci	r	dd	Ryi	Ai	n							
		c	ct	tt	g	aa	sl	lee	ee	ee	nd	ee	eet	c	k	M	Ma	Ri	vl	s						
		t	ter	r	ott	aa	ra	aa	tt	e	CC	j	tt	i	t	ea	at	aa	ai	P						
		g	aa	ree	ss	dd				oo	AA		oi	t	r	r	e	t	b	i	n	e				
		y	tt	y	gg	ss	ee			dd	sd		no	k	k	sel	l	gr								
		e	e	oo		rr				e	e	j	j	s	n	e	e	se	a	R	D					
		g	g	rr							mu	u	s	t	t	R	b	s	a							
		y	y	yy							e	s				a	l	t	y							
											n	t				t	e									
											t	m				e	R	s								
											e					s	a									
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Table 16-16 (Cont.) Module – Rate

Da X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	C	R	N	D	U	A	D	N	D	A	R	Des	
ta m	ae	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	cript	
El l	t	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	ion
e T	a	Pa	e	Ra	e	Ra	e	Ra	e	Ra	e	Ra	e	Sa	e	Ra	e	Ha	e	a	e	Ye	a	e	Bel	
m a	Tr	t	a	t	t	a	t	t	a	t	t	a	t	t	a	t	t	a	t	t	a	t	t	a	t	t
en g	yo	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	
t N	pd	PP	e	R	e	R	e	R	e	R	e	R	e	R	e	R	e	R	e	R	e	R	e	R	e	
a e	ur	r	Sa	a	uu	C	aa	C	aa	H	aa	S	aa	ee	Sa	a	lu	ut	s	r	d	i	i	a	A	
m co	ott	t	l	a	t	t	l	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	
e t	dd	ree	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	
	u	a	S	e	C	C	s	C	C	d	H	S	S	o	o	A	S	S	l	i	c	i	r	d	d	
	c	c	t	t	g	a	s	l	l	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	
	t	t	e	r	o	t	t	a	a	r	a	a	t	t	e	C	C	j	t	t	i	t	e	a	a	
	g	a	r	e	e	s	s	d	d	o	o	u	A	A	o	i	t	r	r	e	t	b	i	n	e	
	y	t	t	y	g	g	s	s	e	e	d	d	s	d	n	o	k	k	s	e	l	l	g	r	e	
	e	e	o	o	r	r	e	e	t	j	j	s	n	e	e	s	e	a	r	D						
	g	g	r	r						mu	u	s	t	t	R	b	s	a								
	y	y	y	y						e	s				a	l	t	y								
										n	t				t	e										
										t	m				e	R	s									
										e					s	a										
										n					t											
										t					e											
										t					s											
RO	R	C	XXX							XXXX	XX				XX	X	XXXX								XX	
O	oo																									
M	m																									
TY	T																									
PE	y																									
	pe																									
RO	R	C																							XX	
O	oo																									
M	m																									
TY	T																									
PE	y																									
S	pe																									
	s																									
RU	R	D	XXX																							
LE	ul																									
BE	e																									
GI	B																									
N	eg																									
DA	in																									
TE	D																									
	at																									
	e																									
RU	R	C	XXX																							
LE	ul																									
CO	eC																									
DE	o																									
	de																									

Table 16-16 (Cont.) Module – Rate

Da X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	C	R	ND	U	AD	N	D	A	R	Des	
ta m	ae	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	cript
El l	t	w	l	w	l	w	l	w	l	w	l	w	l	w	l	t	e	t	w	l	d
e T	a	P	a	e	R	a	e	R	a	e	R	a	e	R	a	e	S	a	e	R	a
m a	T	r	t	a	t	t	a	t	t	a	t	t	a	t	t	e	t	a	t	t	u
en g	y	o	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	Des
t N	p	d	P	P	e	R	R	e	R	R	e	R	R	e	R	R	e	R	R	e	Pi
a e	u	r	r	S	a	a	u	C	a	a	C	a	a	H	a	a	S	a	a	e	Br
m c	o	o	t	t	t	l	a	t	t	t	t	t	t	t	t	t	t	t	t	t	A
e t	d	d	r	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e
	u	a	S	S	e	C	C	s	C	C	d	H	H	S	S	o	o	A	S	S	l
	c	c	t	t	g	a	a	s	l	l	e	e	e	e	e	e	e	e	e	e	e
	t	t	e	r	o	t	t	a	a	a	t	t	e	C	C	j	t	t	i	t	e
	g	a	r	e	e	s	s	d	d	o	o	u	A	A	o	i	t	r	r	e	t
	y	t	y	g	g	s	s	e	e	d	d	s	d	d	n	o	k	k	s	e	l
	e	e	o	o	r	r	e	e	t	j	j	s	n	e	e	s	e	a	R	D	
	g	g	r	r						m	u	u	s	t	t	R	b	s	a		
	y	y	y	y						e	s	s				a	l	t	y		
										n	t	t				t	e	e			
										t	m					e	R	s			
										e	e					s	a				
										n	n					t					
										t	t					e					
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RU R D XXX  
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DA d  
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RU R C XXX  
LE ul  
TY eT  
PE y  
pe

SE R C XXX  
AS ul  
O eS  
N ea  
CO so  
DE n  
C  
o  
de

SE Se CXX X XXX XX  
AS as  
O o  
N n  
CO C  
DE o  
de

Table 16-16 (Cont.) Module – Rate

Da	X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	C	R	ND	U	AD	ND	DA	R	Des	
ta	m	ae	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	ee	pe	cript
El	l	tw	dl	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	wd	l	tion
e	T	aPa	eRa	eRae	Rae	Rae	Rae	Rae	Sae	Rae	Hae	eae	Ye	al	e	Bel	t							
m	a	Trt	t	at	t	utt	t	att	t	att	t	ett	t	att	t	utt	Rr	Ti	t	t	yt	ty	r	
en	g	yo	ee	e	ee	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	
t	N	pd	Pe	RR	Re	RR	Re	RR	Re	RR	Re	RR	S	Se	RR	d	HH	e	el	Y	Ya	Dt	Br	
a	e	urr	Saa	uu	Caa	Caa	Haa	Saa	oo	ee	Saa	lu	ut	sr	di	ii	A	e	e	e	e	e	e	
m	e	co	ott	ll	att	ll	t	tt	e	tt	e	tt	na	e	tt	err	rt	Me	e	l	i	v	svi	
e		td	ree	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	
		uua	SS	e	CC	s	CC	d	HH	SS	oo	ASS	ll	ci	r	dd	Ryi	Ai	n					
		c	ct	t	g	a	s	l	lee	e	e	e	e	e	e	e	e	e	e	e	e	e	e	
		t	ter	r	o	t	a	a	r	a	t	t	e	CC	j	t	i	t	e	a	a	a	i	
		g	a		r	e	s	s	dd		oo	AA		oi	t	r	r	e	t	b	i	n	e	
		y	t		y	g	g	s	ee		d	s	d	no	k	k	s	e	l	g	r			
		e	e		oo		r	r		e	e	t	j	s	n	e	e	s	e	a	R	D		
		g	g		r	r					mu	u		s	t	t	R	b	s	a				
		y	y		y	y					e	s								a	l	t	y	
											n	t								t	e	e		
											t	m								e	R	s		
											e	e								s	a			
											n	n								t				
											t	t								e				
																				s				

SE Se CXX  
LL llS  
SE ep  
PA ar  
RA at  
TE e

SE Se CXX  
PA p  
RA ar  
TE at  
LI eL  
NE in  
e

SE Se N XXX  
Q q  
UE ue  
NC nc  
E e

SE Se C X  
T tO  
O n  
N

Table 16-16 (Cont.) Module – Rate

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Da X DNUDNU DNUDN UD NUDNU DN UDNU D NU DR C RND UADNDAR Des  
 ta m aepe epe epee pe e pepee pee pee pe epea l ae e ppee epe cript  
 El l twdl wdl wdl wdl wdl wdl wdl wdl wdl l t e t w l d p l w l p s ion  
 e T aPae Rae RaeRae RaeRaeRaeSaeRae Hae e a eYe a l eBel t  
 m a Trt t at t ut t a t t a t t a t t e t t a t t ut t Rr Ti t t y t e t y r  
 en g yoe e t e e l e e t e e t e e e e e e a e e t e e r e e e R i e e e D e s e P i  
 t N pdPPeRRReRRRe RR e RR e RR e RR e RR s SSe RR d HH s e e l Y Ya D t B r c  
 a eur r Sa a uuCaa CaaHaaSaa e e Sa a l u u t s r d i i i a A e e t  
 m co o t t t l l a t t l t t e t t e t t n a e t t e r r r t M e e l i v s v i  
 e t d d r e e e e t e e a e e e a e e t e e C s s t e e d d i r a l l y l a t a o  
 u u a S S e C C s C C d H H S S o o o A S S l l c i r d d R y i A i n  
 c c t t t g a a s l l e e e e e d n n d e e e e t c k M M a R l v l s  
 t t e r r o t t a a r a a t t e C C j t t i t e a a t a a i P  
 g a a r e e s s d d o o u A A o i t r r e t b i n e  
 y t t y g g s s e e d d s d d n o k k s e l l g r  
 e e o o r r e e t j j s n e e s e a R D  
 g g r r m u u s t t R b s a  
 y y y y e s s a l t y  
 n t t t e e  
 t m m e R s  
 e e s a  
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SH P CXX  
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 DE S  
 SC h  
 RI or  
 PT tD  
 IO es  
 N c

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 OR h  
 T or  
 TE tT  
 XT ex  
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SO So C XXXX XX  
 UR ur  
 CE ce  
 CO C  
 DE o  
 de

ST St C X  
 AY ay

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### Module – Rate

Table 16-17 Module – Rate

Da	X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	CR	ND	UA	DN	D	AR	Desc														
ta	m	ae	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	e	pe	pe	al	ae	pp	pe	e	peripti													
Ele	l	tw	dl	wd	l	wd	l	wd	l	wd	l	wd	l	w	dl	l	t	et	wl	dpl	wl	pson													
me	T	aPa	eR	ae	Rae	Rae	Rae	Rae	Rae	Rae	Sae	Rae	Ha	ee	ae	Ye	ale	Be	lt																
nt	a	Tr	t	a	t	t	u	t	a	t	t	a	t	t	a	t	t	u	t	t	Rr	Ti	t	t	y	t	e	t	yr						
	g	yo	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	Ri	e	e	e	De	s	e	Pi						
N	pd	PP	eR	Re	RR	eR	Re	RR	eR	Re	RR	S	S	e	RR	dH	H	se	e	l	Y	Ya	D	Br	c										
a	eur	r	S	aa	uu	C	aa	C	aa	H	aa	S	aa	oe	e	S	a	al	u	u	s	r	d	i	i	i	a	A	e	e					
m	co	o	t	t	l	a	t	t	l	t	t	e	t	e	t	n	a	e	t	t	e	r	r	r	t	Me	e	l	i	v	s	vi			
e	t	d	d	r	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e			
	u	u	a	S	S	e	C	C	s	C	C	d	H	H	S	S	o	o	A	S	S	l	l	c	i	r	d	d	R	y	i	A	i	n	
	c	c	t	t	g	a	a	s	l	e	e	e	e	e	e	e	d	n	n	d	e	e	e	e	t	c	k	M	M	a	R	i	v	l	s
	t	t	e	r	o	t	t	a	a	r	a	a	t	t	e	C	C	j	t	t	i	t	e	a	a	t	a	a	a	i	P				
	g	a	a	r	e	e	s	s	d	d	o	o	u	A	A	o	i	t	r	r	e	t	b	i	n	e									
	y	t	t	y	g	g	s	s	e	e	d	d	s	d	d	n	o	k	k	s	e	l	l	g	r										
	e	e	o	o	r	r	e	e	t	j	j	s	n	e	e	s	e	a	R	D															
	g	g	r	r					m	u	u	s	t	t	R	b	s	a																	
	y	y	y	y					e	s	s				a	l	t	y																	
									t	n	t				t	e	e																		
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Table 16-17 (Cont.) Module – Rate

Da	X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	CR	ND	UA	ND	AR	Desc																				
ta	m	ae	pee	pe	epee	pe	epee	pe	epee	pe	epee	pe	epee	pe	epee	pe	ee	al	ae	pp	ee	e	peripti																				
Ele	l	tw	dl	wl	dl	wl	dl	wl	dl	wl	dl	wl	dl	wl	dl	wl	l	t	et	wl	dpl	wl	pson																				
me	T	aPa	eR	ae	Rae	Rae	Rae	Rae	Rae	Rae	Sae	Rae	Ha	ee	ae	Ye	al	eB	e	l	e	B	elt																				
nt	a	Tr	t	a	t	t	u	t	t	a	t	t	a	t	t	a	t	t	u	t	t	R	r	T	i	t	t	y	t	e	t	e	r										
	g	y	oe	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	Ri	e	e	e	Des	e	Pi													
N	pd	PP	eR	Re	RR	eR	Re	RR	eR	Re	RR	S	S	e	RR	dH	H	see	l	Y	Ya	D	Br	c																			
a	eur	r	S	a	uu	C	a	C	a	H	a	S	a	oe	e	S	a	l	u	t	s	r	d	i	i	i	A	e	e	t													
m	co	o	t	t	l	a	t	t	l	t	t	e	t	e	t	n	a	e	t	t	e	r	r	r	t	Me	e	l	i	v	s	v	i										
e	t	d	d	r	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	C	s	s	t	e	e	d	d	i	r	a	l	l	y	l	a	t	a	o
	u	a	S	S	e	C	C	s	C	C	d	H	H	S	S	o	o	A	S	S	l	l	c	i	r	d	d	R	y	i	A	i	n										
	c	c	t	t	g	a	s	l	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	C	s	s	t	e	e	d	d	i	r	a	l	l	y	l	a	o		
	t	t	e	r	o	t	a	a	r	a	a	t	t	e	C	C	j	t	t	i	t	e	a	a	t	a	a	a	i	P													
	g	a	a	r	e	e	s	s	d	d	o	o	u	A	A	o	i	t	r	r	e	t	b	i	n	e																	
	y	t	t	y	g	g	s	s	e	e	d	d	s	d	d	n	o	k	k	s	e	l	l	g	r																		
	e	e	o	o	r	r	e	e	t	j	j	s	n	e	e	s	e	a	R	D																							
	g	g	r	r					m	u	u	s	t	t	R	b	s	a																									
	y	y	y	y					e	s	s				a	l	t	y																									
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Table 16-17 (Cont.) Module – Rate

Da	X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	CR	ND	UA	ND	AR	Desc																
ta	m	ae	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	e	pe	pe	al	a	ee	pe	e	peripti														
Ele	l	tw	dl	wd	l	wd	l	wd	l	wd	l	wd	l	w	dl	wd	l	t	et	wl	dpl	wl	pson													
me	T	aPa	eR	ae	Rae	Rae	Rae	Rae	Rae	Rae	Sae	Rae	Ha	ee	ae	Ye	ale	Be	lt																	
nt	a	Tr	t	a	t	u	t	a	t	a	t	a	t	t	e	t	t	R	T	i	t	t	yt	e	t	yr										
	g	yo	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	Ri	e	e	e	De	s	e	Pi											
N	pd	PP	eR	Re	RR	eR	Re	RR	eR	Re	RR	S	S	e	RR	dH	H	se	e	l	Y	Ya	D	Br	c											
a	eur	r	S	a	uu	C	a	C	a	H	a	S	a	o	e	S	a	al	u	t	s	r	d	i	i	a	A	e	e	t						
m	co	o	t	t	l	a	t	t	l	t	t	e	t	e	t	n	a	e	t	t	e	r	r	r	t	Me	e	l	i	v	s	v				
e	t	d	d	r	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e				
	u	a	S	S	e	C	C	s	C	C	d	H	H	S	S	o	o	A	S	S	l	l	c	i	r	d	d	R	y	i	A	i	n			
	c	c	t	t	g	a	s	l	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e			
	t	t	e	r	o	t	a	a	r	a	a	t	t	e	C	C	j	t	t	i	t	e	a	a	t	a	a	i	P							
	g	a	a	r	e	e	s	s	d	d	o	o	u	A	A	o	i	t	r	r	e	t	b	i	n	e										
	y	t	t	y	g	g	s	s	e	e	d	d	s	d	d	n	o	k	k	s	e	l	l	g	r											
	e	e	o	o	r	r	e	e	t	j	j	s	n	e	e	s	e	a	R	D																
	g	g	r	r					m	u	u	s	t	t	R	b	s	a																		
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Table 16-17 (Cont.) Module – Rate

Da	X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	CR	ND	UA	DN	D	AR	Desc															
ta	m	ae	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	e	pe	pe	al	a	ee	pe	e	peripti														
Ele	l	tw	dl	wd	l	wd	l	wd	l	wd	l	wd	l	w	dl	wd	l	t	et	wl	dpl	wl	pson													
me	T	aPa	eR	ae	Rae	Rae	Rae	Rae	Rae	Rae	Sae	Rae	Ha	ee	ae	Ye	al	eB	e	l	t															
nt	a	Tr	t	a	t	t	u	t	a	t	t	a	t	t	a	t	t	u	t	t	Rr	Ti	t	t	y	t	e	t	yr							
	g	yo	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	Ri	e	e	e	Des	e	Pi									
N	pd	PP	Pe	RR	eRR	eRR	eRR	eRR	eRR	RS	SS	e	RR	dH	H	see	l	YY	a	Dt	Br	c														
a	eur	r	S	a	u	C	a	C	a	H	a	S	a	o	e	e	S	a	l	u	t	s	r	d	i	i	i	A	e	e	t					
m	co	o	t	t	l	a	t	t	t	t	e	t	t	n	a	e	t	t	e	r	r	r	t	M	e	e	l	i	v	s	v	i				
e	t	d	d	r	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e			
	u	a	S	S	e	C	C	C	d	H	H	S	S	o	o	A	S	S	l	l	c	i	r	d	d	R	y	i	A	i	n					
	c	c	t	t	g	a	s	l	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e		
	t	t	e	r	o	t	a	a	r	a	a	t	t	e	C	C	j	t	t	i	t	e	a	a	t	a	a	i	P							
	g	a	a	r	e	e	s	s	d	d	o	o	u	A	A	o	i	t	r	r	e	t	b	i	n	e										
	y	t	t	y	g	g	s	s	e	e	d	d	s	d	d	n	o	k	k	s	e	l	l	g	r											
	e	e	o	o	r	r	e	e	t	j	j	s	n	e	e	s	e	a	R	D																
	g	g	r	r					m	u	u	s	t	t	R	b	s	a																		
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Table 16-17 (Cont.) Module – Rate

Da	X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	CR	ND	UA	DN	DA	Desc														
ta	m	ae	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	e	pe	pe	al	ae	pp	ee	e	peripti												
Ele	l	tw	dl	wd	l	wd	l	wd	l	wd	l	wd	l	w	dl	wd	l	t	et	wl	dpl	wl	pson											
me	T	aPa	eR	ae	Rae	Rae	Rae	Rae	Rae	Rae	Sae	Rae	Ha	ee	ae	Ye	al	eB	e	l	t													
nt	a	Tr	t	a	t	t	u	t	a	t	t	a	t	t	a	t	t	u	t	t	Rr	Ti	t	t	t	y	t	e	t	e	t	yr		
	g	yo	e	e	t	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	Ri	e	e	e	Des	e	Pi						
N	pd	PP	eR	Re	RR	eR	Re	RR	eR	Re	RR	S	S	e	RR	dH	H	se	e	l	Y	Ya	D	Br	c									
a	eur	r	S	a	uu	C	a	C	a	H	a	S	a	o	e	S	a	l	u	t	s	r	d	i	i	a	A	e	e	t				
m	co	o	t	t	l	a	t	t	l	t	t	e	t	e	t	n	a	e	t	t	e	r	r	r	t	M	e	l	i	v	s	v		
e	t	d	r	e	e	e	e	e	e	e	e	e	e	e	e	C	s	s	t	e	e	d	d	i	r	a	l	l	y	a	t	a	o	
	u	a	S	S	e	C	C	s	C	C	d	H	H	S	S	o	o	A	S	S	l	l	c	i	r	d	R	y	A	i	n			
	c	c	t	t	g	a	s	l	e	e	e	e	e	e	e	d	n	n	d	e	e	e	t	c	k	M	M	a	R	i	v	l	s	
	t	t	e	r	o	t	a	a	r	a	a	t	t	e	C	C	j	t	t	i	t	e	a	a	t	a	a	a	i	P				
	g	a	a	r	e	e	s	s	d	d	o	o	u	A	A	o	i	t	r	r	e	t	b	i	n	e								
	y	t	t	y	g	g	s	s	e	e	d	d	s	d	d	n	o	k	k	s	e	l	l	g	r									
	e	e	o	o	r	r	e	e	t	j	j	s	n	e	e	s	e	a	R	D														
	g	g	r	r					m	u	u	s	t	t	R	b	s	a																
	y	y	y	y					e	s	s				a	l	t	y																
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TIE Ti N X <NU LL>. Values sent will be number, number. I.e if Tier One was configured as 1-7 Days. The value in the element for Tier1 will be '1,7'

Table 16-17 (Cont.) Module – Rate

Da	X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	CR	ND	UA	DN	D	AR	Desc	
ta	m	ae	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	e	pe	pe	pe	pe	pe	pe	pe	ri
Ele	l	tw	dl	wd	l	wd	l	wd	l	wd	l	wd	l	w	dl	l	t	et	wl	dpl	wl	pson
me	T	aPa	eR	ae	Rae	Rae	Rae	Rae	Rae	Rae	Sae	Rae	Ha	ee	ae	Ye	ale	Be	lt			
nt	a	Tr	t	a	t	t	u	t	a	t	t	a	t	t	a	t	t	u	t	t	Rr	Ti
	g	yo	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	Ri	e
	N	pd	PP	eR	Re	Re	Re	Re	Re	Re	RS	SS	e	RR	dH	Hse	e	l	Y	Ya	Dt	Br
	a	eur	r	S	a	uu	C	a	C	a	H	a	S	a	o	e	S	a	l	u	t	s
	m	co	o	t	t	l	a	t	t	t	e	t	e	t	n	a	e	t	t	e	r	r
	e	t	d	r	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e
		u	a	SS	e	CC	s	CC	d	H	SS	o	o	A	SS	l	l	c	i	r	d	
		c	c	t	t	g	a	s	l	e	e	e	e	e	e	e	e	e	e	e	e	e
		t	t	e	r	o	t	a	a	r	a	a	t	t	e	CC	j	t	t	i	t	e
		g	a	a	r	e	e	s	s	d	d	o	o	u	AA	o	i	t	r	r	e	
		y	t	t	y	g	g	s	s	e	e	d	d	s	d	n	o	k	k	s	e	
		e	e	o	o	r	r	e	e	t	j	j	s	n	e	e	s	e	s	e	a	
		g	g	r	r					m	u	u	s	t	t	R	b	s	a			
		y	y	y	y					e	s	s				a	l	t	y			
										n	t	t				e	e					
										t	m	m				e	R	s				
										e	e					s	a					
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Table 16-17 (Cont.) Module – Rate

Da	X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	CR	ND	UA	DN	D	AR	Desc																				
ta	m	ae	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	e	pe	pe	pe	al	a	ee	pe	e	peripti																		
Ele	l	tw	dl	wd	l	wd	l	wd	l	wd	l	wd	l	w	dl	wd	l	t	et	wl	dpl	wl	pson																		
me	T	aPa	eR	ae	Rae	Rae	Rae	Rae	Rae	Rae	Sae	Rae	Ha	ee	ae	Ye	al	eB	e	l	t																				
nt	a	Tr	t	a	t	t	u	t	t	a	t	t	a	t	t	e	t	t	a	t	t	u	t	Rr	Ti	t	t	y	t	e	t	yr									
	g	yo	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	Ri	e	e	e	Des	e	Pi											
N	pd	PP	Pe	RR	eRR	eRR	eRR	eRR	eRR	eRR	Ss	e	RR	dH	H	se	e	l	Y	Y	a	D	Br	c																	
a	eur	r	S	a	uu	C	a	C	a	H	a	S	a	o	e	S	a	l	u	u	t	s	r	d	i	i	i	A	e	e	t										
m	co	o	t	t	l	a	t	t	t	e	t	e	t	n	a	e	t	t	e	r	r	r	t	Me	e	l	i	v	s	v	i										
e	t	d	d	r	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	C	s	s	t	e	e	d	d	i	r	a	l	l	y	a	t	a	o
		u	a	S	S	e	C	C	s	C	C	d	H	H	S	S	o	o	A	S	S	l	l	c	i	r	d	d	R	y	i	A	i	n							
		c	c	t	t	g	a	s	l	e	e	e	e	e	e	e	d	n	n	d	e	e	e	e	t	c	k	M	M	a	R	i	v	l	s						
		t	t	e	r	o	t	a	a	r	a	a	t	t	e	C	C	j	t	t	i	t	e	a	a	t	a	a	a	i	P										
		g	a	a	r	e	e	s	s	d	d	o	o	u	A	A	o	i	t	r	r	e	t	b	i	n	e														
		y	t	t	y	g	g	s	s	e	e	d	d	s	d	d	n	o	k	k	s	e	l	l	g	r															
		e	e	o	o	r	r	e	e	t	j	j	s	n	e	e	s	e	a	R	D																				
		g	g	r	r					m	u	u	s	t	t	R	b	s	a																						
		y	y	y	y					e	s	s				a	l	t	y																						
										t	m	m																													
										e	e																														
										n	n																														
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TIE Tier 3  
 X  
 Values sent will be number, number. I.e if Tier Three was configured as 1-7 Days. The value in the element for Tier3 will be '1,7'

Table 16-17 (Cont.) Module – Rate

Da	X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	CR	ND	UA	DN	D	AR	Desc	
ta	m	ae	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	e	pe	pe	pe	pe	pe	pe	pe	ri
Ele	l	tw	dl	wd	l	wd	l	wd	l	wd	l	wd	l	w	dl	l	t	et	wl	d	pl	wl
me	T	aPa	eR	ae	Rae	Rae	Rae	Rae	Rae	Rae	Sae	Rae	Ha	ee	ae	Ye	ale	Be	lt			
nt	a	Tr	t	a	t	t	u	t	a	t	t	a	t	t	a	t	t	u	t	t	R	r
	g	yo	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	Ri	e
N	pd	PP	RR	eRR	eRR	eRR	eRR	eRR	eRR	S	S	e	RR	dH	H	see	l	Y	Ya	D	Br	
a	eur	r	S	aa	uu	C	aa	C	aa	H	aa	S	aa	oe	e	S	aa	lu	ut	sr	d	
m	co	ot	t	l	l	a	t	t	t	t	e	t	t	n	aa	e	t	t	e	r	r	
e	t	dd	r	ee	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	
	u	ua	SS	e	CC	s	CC	d	H	H	SS	oo	o	o	o	o	o	o	o	o	o	
	c	ct	t	g	a	a	s	l	e	e	e	e	e	e	e	e	e	e	e	e	e	
	t	te	rr	o	t	a	a	r	a	a	t	t	e	CC	j	t	t	i	t	ea	at	
	g	aa	r	e	e	ss	d	d	o	o	u	AA	oi	tr	re	t	bi	ne				
	y	tt	y	g	g	ss	e	e	dd	s	dd	no	kk	sel	l	gr						
	e	e	o	o	r	r	e	e	t	j	j	sn	ee	se	a	RD						
	g	g	r	r					m	u	u	s	t	t	R	bs	a					
	y	y	y	y					e	s	s				al	ty						
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Table 16-17 (Cont.) Module – Rate

Da	X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	CR	ND	UA	DN	D	AR	Desc															
ta	m	ae	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	e	pe	pe	al	a	ee	pe	e	peripti														
Ele	l	tw	dl	wd	l	wd	l	wd	l	wd	l	wd	l	w	dl	l	t	et	wl	dpl	wl	pson														
me	T	aPa	eR	ae	Rae	Rae	Rae	Rae	Rae	Rae	Sae	Rae	Ha	ee	ae	Ye	al	eB	e	l	t															
nt	a	Tr	t	a	t	t	u	t	a	t	t	a	t	t	a	t	t	u	t	t	Rr	Ti	t	t	y	t	e	t	e	yr						
	g	yo	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	Ri	e	e	e	Des	e	Pi									
N	pd	PP	Pe	RR	eRR	eRR	eRR	eRR	eRR	eRR	SS	e	RR	dH	H	se	e	l	YY	a	Dt	Brc														
a	eur	r	S	a	uu	C	a	C	a	H	a	S	a	o	e	e	S	a	l	u	t	s	r	d	i	i	i	a	A	e	e	t				
m	co	o	t	t	l	a	t	t	l	t	t	e	t	e	t	n	a	e	t	t	e	r	r	r	t	Me	e	l	i	v	s	v	i			
e	t	d	d	r	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e		
	u	u	a	SS	e	CC	s	CC	d	H	H	SS	o	o	o	A	SS	l	l	c	i	r	d	d	R	y	i	A	i	n						
	c	c	t	t	g	a	s	l	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	
	t	t	e	r	o	t	t	a	a	r	a	a	t	t	e	CC	j	t	t	i	t	e	a	a	t	a	a	i	P							
	g	a	a	r	e	e	s	s	d	d	o	o	u	A	A	o	i	t	r	r	e	t	b	i	n	e										
	y	t	t	y	g	g	s	s	e	e	d	d	s	d	d	n	o	k	k	s	e	l	l	g	r											
	e	e	o	o	r	r	e	e	t	j	j	s	n	e	e	s	e	a	R	D																
	g	g	r	r					m	u	u	s	t	t	R	b	s	a																		
	y	y	y	y					e	s	s				a	l	t	y																		
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Table 16-17 (Cont.) Module – Rate

Da	X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	CR	ND	UA	DN	D	AR	Desc															
ta	m	ae	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	e	pe	pe	al	a	ee	pe	e	peripti														
Ele	l	tw	dl	wd	l	wd	l	wd	l	wd	l	wd	l	w	dl	l	t	et	wl	d	pl	wl	pson													
me	T	a	Pa	e	R	a	e	R	a	e	R	a	e	R	a	e	S	a	e	R	a	e	Ha	ee	ae	Ye	a	e	B	e	l	t				
nt	a	Tr	t	a	t	t	ut	t	a	t	t	a	t	t	a	t	t	et	t	a	t	t	ut	t	R	r	T	i	t	t	y	t	e	t	yr	
	g	yo	e	e	t	e	e	e	t	e	e	e	e	e	t	e	e	e	e	e	Ri	e	e	e	Des	e	Pi									
N	pd	PP	e	RR	e	RR	e	RR	e	RR	e	RR	e	RR	s	SS	e	RR	d	H	H	see	l	YY	a	D	Br	c								
a	eur	r	S	a	uu	C	a	a	C	a	H	a	S	a	o	e	e	S	a	a	l	u	t	s	r	d	i	i	i	A	e	e	t			
m	co	o	t	t	l	a	t	t	l	t	t	e	t	e	t	n	a	e	t	t	e	r	r	r	t	M	e	l	i	v	s	v	i			
e	t	d	d	r	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e		
	u	a	S	S	e	C	C	s	C	C	d	H	H	S	S	o	o	A	S	S	l	l	c	i	r	d	d	R	y	i	A	i	n			
	c	c	t	t	g	a	s	l	e	e	e	e	e	e	e	e	d	n	n	d	e	e	e	e	t	c	k	M	M	a	R	i	v	l	s	
	t	t	e	r	r	o	t	t	a	a	r	a	a	t	t	e	C	C	j	t	t	i	t	e	a	a	t	a	a	i	P					
	g	a	a	r	e	e	s	s	d	d	o	o	u	A	A	o	i	t	r	r	e	t	b	i	n	e										
	y	t	t	y	g	g	s	s	e	e	d	d	s	d	d	n	o	k	k	s	e	l	l	g												
	e	e	o	o	r	r	e	e	t	j	j	s	n	e	e	s	e	a	R	D																
	g	g	r	r					m	u	u	s	t	t	R	b	s	a																		
	y	y	y	y					e	s	s				a	l	t	y																		
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Table 16-17 (Cont.) Module – Rate

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Da	X	DN	UDN	UD	NU	NU	DNU	NU	DNU	NU	N	UD	NU	DRCR	NDU	AD	ND	AR	Desc																
ta	m	ae	pee	pe	epee	pe	epee	pe	epee	pe	epee	pe	epee	al	a	e	pee	e	peripti																
Ele	l	t	wl	wl	wl	wl	wl	wl	wl	wl	wl	wl	wl	t	t	wl	dpl	wl	pson																
me	T	a	Pa	e	Rae	Rae	Rae	Rae	Rae	Rae	Sae	Rae	Ha	e	e	ae	Ye	a	e	Bel															
nt	a	Tr	t	t	a	t	t	a	t	t	a	t	t	t	ut	t	Rr	T	i	t	t	y	t	e	t	yr									
	g	yo	e	e	t	e	e	e	e	e	t	e	e	e	e	e	e	Ri	e	e	e	De	s	e	Pi										
N	pd	PP	e	RR	e	RR	e	RR	e	RR	e	RR	s	SS	e	RR	d	H	H	see	l	YY	a	Dt	Brc										
a	eur	r	S	a	u	u	C	a	a	C	a	H	a	S	a	o	e	e	S	a	a	l	u	t	s	r	d	i	i	i	A	e	e	t	
m	co	t	t	t	l	l	a	t	t	l	t	t	t	e	t	t	n	a	e	t	t	e	r	r	r	t	M	e	e	l	i	v	s	v	i
e	t	d	r	e	e	e	e	e	e	e	e	e	e	e	e	C	s	s	t	e	e	d	d	i	r	a	l	l	y	l	a	t	a	o	
	u	u	a	SS	e	C	C	s	C	C	d	H	H	SS	o	o	o	A	SS	l	l	c	i	r	d	d	R	y	i	A	i	n			
	c	c	t	t	g	a	a	s	l	l	e	e	e	e	e	d	n	n	d	e	e	e	e	t	c	k	M	M	a	R	i	v	l	s	
	t	t	e	r	o	t	t	a	a	r	a	a	t	t	e	C	C	j	t	t	i	t	e	a	a	t	a	a	a	i	P				
		g	a	a	r	e	e	s	s	d	d		o	o	u	A	A		o	i	t	r	r	e	t	b	i	n	e						
		y	t	t	y	g	g	s	s	e	e		d	d	s	d	d		n	o	k	k	s	e	l	l	g	r							
			e	e	o	o		r	r		e	e	t	j	j		s	n	e	e	s	e	a	R	D										
			g	g	r	r						m	u	u		s	t	t	R	b	s	a													
			y	y	y	y							e	s	s							a	l	t	y										
														n	t	t						e	R	s											
														t	m	m						s	a												
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Table 16-17 (Cont.) Module – Rate

Da	X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	CR	ND	UA	DN	D	AR	Desc													
ta	m	ae	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	e	pe	pe	al	a	ee	pe	e	peripti												
Ele	l	tw	dl	wd	l	wd	l	wd	l	wd	l	wd	l	w	dl	wd	l	t	et	wl	dpl	wl	pson											
me	T	aPa	eR	ae	Rae	Rae	Rae	Rae	Rae	Rae	Sae	Rae	Ha	ee	ae	Ye	al	eB	e	l	t													
nt	a	Tr	t	a	t	u	t	a	t	a	t	a	t	t	e	t	t	a	t	t	u	t	Rr	Ti	t	t	y	t	e	t	yr			
	g	yo	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	Ri	e	e	e	Des	e	Pi					
N	pd	PP	Pe	RR	eRR	eRR	eRR	eRR	eRR	eRR	sSS	e	RR	dH	H	see	l	YY	a	D	t	Br	c											
a	eur	r	S	a	uu	C	a	C	a	H	a	S	a	o	e	e	S	a	l	u	t	s	r	d	i	i	i	a	A	e	e	t		
m	co	t	t	l	l	a	t	t	l	t	t	e	t	e	t	n	a	e	t	t	e	r	r	r	t	Me	e	l	i	v	s	v	i	
e	t	dd	r	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	
	u	u	a	SS	e	CC	s	CC	d	H	SS	o	o	o	A	SS	l	l	c	i	r	dd	R	y	i	A	i	n						
	c	c	t	t	g	a	s	l	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e
	t	t	e	r	o	t	a	a	r	a	a	t	t	e	CC	j	t	t	i	t	e	a	a	a	a	i	P							
	g	a	a	r	e	e	s	s	d	d	o	o	u	AA	o	i	t	r	r	e	t	b	i	n	e									
	y	t	t	y	g	g	s	s	e	e	d	d	s	d	d	n	o	k	k	s	e	l	l	g	r									
	e	e	o	o	r	r	e	e	t	j	j	s	n	e	e	s	e	a	R	D														
	g	g	r	r					m	u	u	s	t	t	R	b	s	a																
	y	y	y	y					e	s	s				a	l	t	y																
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Table 16-17 (Cont.) Module – Rate

Da	X	DN	UD	NU	DN	UD	NU	DN	UD	NU	DN	UD	NU	DR	CR	ND	UA	DN	D	AR	Desc															
ta	m	ae	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	pe	e	pe	pe	al	ae	pp	ee	e	peripti														
Ele	l	tw	dl	wd	lwd	lwd	lwd	lwd	lwd	lwd	lwd	lwd	lwd	w	dl	l	t	et	wl	dpl	wl	pson														
me	T	aPa	eR	ae	Rae	Rae	Rae	Rae	Rae	Rae	Sae	Rae	Ha	ee	ae	Ye	al	eB	el	t																
nt	a	Tr	t	a	t	t	u	t	a	t	t	a	t	t	a	t	t	u	t	t	Rr	Ti	t	t	y	t	e	t	y	r						
	g	yoe	et	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	Ri	e	e	e	Des	e	Pi									
N	pd	Pe	RR	eR	Re	RR	eR	Re	RR	eR	Re	RR	S	S	e	RR	dH	H	se	e	l	Y	Y	a	D	B	r	c								
a	m	eur	r	S	aa	uu	C	a	a	C	a	H	a	S	a	oe	e	S	a	al	u	t	s	r	d	i	i	i	A	e	e	t				
e	t	dd	r	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e			
	u	ua	SS	e	CC	s	CC	d	H	H	SS	oo	o	A	SS	l	l	ci	r	dd	R	y	i	A	i	n										
	c	ct	t	g	a	sl	l	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e	e		
	t	terr	o	t	a	a	r	a	a	t	t	e	CC	j	t	t	i	t	e	a	a	a	a	i	P											
	g	aa	r	e	e	ss	d	d	o	o	u	AA	oi	t	r	r	e	t	b	i	n	e														
	y	t	t	y	g	g	ss	e	e	d	s	dd	no	k	k	s	e	l	l	g	r															
	e	e	o	o	r	r	e	e	t	j	j	sn	e	e	s	e	a	R	D																	
	g	g	r	r					m	u	u	s	t	t	R	b	s	a																		
	y	y	y	y					e	s	s																									
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Table 16-18 Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	R	S	N	U	D	T	N	U	D	U	Description
ACCOMPANYING GUEST	AccompanyingGuest	C	X	X	X	X	X	X	X	X	X	X	X	X	X									For actions specific to Accompanying Guest, this will trigger the NEW ACCOMPANYING GUEST and DELETED ACCOMPANYING GUEST data elements and works independently of the ACCOMPANYING GUEST data element.

Table 16-18 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	S	N	U	D	T	N	U	D	U	Description
ACCOMPANYING GUEST FIRST	AccompanyingGuestFirst	C	X	X	X	X	X	X	X	X	X	X	X	X	X								For actions specific to Accompanying Guest First, this will trigger the NEW ACCOMPANYING GUEST FIRST and DELETED ACCOMPANYING GUEST FIRST data elements and works independently of the ACCOMPANYING GUEST FIRST data element.

Table 16-18 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	S	N	U	D	T	N	U	D	U	Description
ACCOMPANYING	AccompanyingNameID	N	X	X	X	X	X	X	X	X	X	X	X	X	X								For actions specific to Accompanying Guest ID, this will trigger the NEW ACCOMPANYING NAMEID and DELETED ACCOMPANYING NAMEID data elements and works independently of the ACCOMPANYING NAMEID data element.
ADULTS	Adults	N	X	X	X	X	X	X	X	X	X	X	X	X	X								

Table 16-18 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	R	S	N	U	D	T	N	U	D	U	Description	
ALERTS	AlertsModifedYn						X																	Available when the Reservations>Alerts application function is set to Y, when an alert is added to a reservation, this business event is triggered and will be sent to ORS to help central reservation agents identify alert information on bookings.	
ARRIVALCARRIERCODE	ArrivalCarrierCode	C	X	X	X	X	X	X	X	X	X	X	X	X	X										

Table 16-18 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	R	S	N	U	D	T	N	U	D	U	Description	
ARRIVAL COMMENTS	ArrivalComments	C	X	X	X	X	X	X	X	X	X	X	X	X	X										
ARRIVAL DATE	ArrivalDate	D	X	X	X	X	X	X	X	X	X	X	X	X	X				X						
ARRIVAL DATE TIME	ArrivalDateTime	D	X	X	X	X	X	X	X	X	X	X	X	X	X										
ARRIVAL ESTIMATE TIME	ArrivalEstimateTime	T	X	X	X	X	X	X	X	X	X	X	X	X	X										
ARRIVAL STATUS CODE	ArrivalStatusCode	C	X	X	X	X	X	X	X	X	X	X	X	X	X										
ARRIVAL TIME	ArrivalTime	T	X	X	X	X	X	X	X	X	X	X	X	X	X										
ARRIVAL TRANSPORT CODE	ArrivalTransportCode	C	X	X	X	X	X	X	X	X	X	X	X	X	X										
ARRIVAL TRANSPORTATION	ArrivalTransportation	C	X	X	X	X	X	X	X	X	X	X	X	X	X										

Table 16-18 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	S	N	U	D	T	N	U	D	U	Description	
ARRIVAL	ArrivalType	C	X	X	X	X	X	X	X	X	X	X	X	X	X									
TRANSPORT TYPE	TransportType	C	X	X	X	X	X	X	X	X	X	X	X	X	X									
AUTHORIZE DIRECT BILL	AuthorizeDirectBill	C	X	X	X	X	X	X	X	X	X	X	X	X										
AUTHORIZE R	AuthorizeR																	X	X	X			Only available for subscription if the license code OPP_GCA is active.	
AUTHORIZE R ACCOUNT NUMBER	AuthorizeRAccountNumber																	X	X	X			Only available for subscription if the license code OPP_GCA is active.	
AUTHORIZE R LIMIT	AuthorizeRLimit																	X	X	X			Only available for subscription if the license code OPP_GCA is active.	

Table 16-18 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	S	N	U	D	T	N	U	D	U	Descripti on
BEGIN DATE	BeginDate					X	X	X															
BILLING CONTACT ID	billingContactID								X														
BLOCK CODE	BlockCode	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					
CANCELLATION DATE	CancellationDate	D	X																				
CANCELLATION NO	CancellationNo	C	X																				
CANCELLATION REASON CODE	CancellationReasonCode	C	X																				
CANCELLATION REASON DESCRIPTION	CancellationReasonDesc	C	X																				



Table 16-18 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	R	S	N	U	D	T	N	U	D	U	Description
CERTIFICATE ACTION	CertStatus																							X
CERTIFICATE NUMBER	CertNum																							X
CHECKOUT TIME	CheckoutTime	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CHILDREN	Children	N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CHILDREN 1	Children1	N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CHILDREN 2	Children2	N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CHILDREN 3	Children3	N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CHILDREN AGE	ChildrenAge	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CITY	City	C																						X
COMMENT TYPE	CommentType	C				X	X	X																

Table 16-18 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	S	N	U	D	T	N	U	D	U	Description			
		a	a	h	h	o	e	pd	e	l	o	ea	e	e	e	o	e	e	ur	e	p	e	p	on		
		t	n	e	e	i	w	at	e	t	S	ct	a	v	v	ll	p	w	d	l	n	w	d	l	da	
		a	c	c	c	n	R	e	e	h	i	v	ct	e	e	b	ar	T	a	e	a	R	a	e	te	
		T	e	k	k	G	e	s	R	R	o	at	i	v	r	r	a	at	r	t	t	w	o	t	C	
		y	l	l	O	u	er	e	s	e	s	w	e	at	s	s	c	e	a	e	e	ay	u	e	e	er
		p	n	u	e	v	a	er	e	r	N	e	e	e	k	G	c	T	T	s	t	R	R	t	t	
		e		t	s	t	i	v	a	v	a	o	W	C	C	C	u	e	r	r	a	a	n	u	u	
					t	o	t	i	o	n	n	h	o	S	ai	h	h	a	e	a	a	n	u	u	at	
						n	n	n				o	st	w	h	t	l	i	e	e	n	st	c	c	c	
															o	st	c	c	c	Fr	e	e				
COM	Com	C					X	X	X										X	X	X	X		Only		
MENT	ment																							available		
S	s																							for		
																								subscription		
																								to the		
																								Business		
																								Events of		
																								New		
																								Routing,		
																								Update		
																								Routing		
																								and		
																								Delete		
																								Routing		
																								if the		
																								license		
																								code		
																								OPP_GCA		
																								is active.		

Module – Reservation

Table 16-19 Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	R	S	N	U	D	T	N	U	D	U	Description		
		a	a	h	h	o	e	p	e	e	e	e	e	e	o	e	e	p	e	u	e	p	e	l	p	
		t	n	e	e	i	w	d	e	S	a	a	v	v	l	p	w	d	l	r	w	d	e	t	d	
		a	c	c	c	n	R	a	t	e	h	c	c	e	e	b	a	T	a	e	n	R	a	e	a	t
		T	e	k	k	G	e	R	o	t	i	t	i	r	r	a	r	r	t	t	a	o	t	R	e	
		y	l	l	O	u	s	R	e	w	v	v	s	s	c	a	a	e	e	w	u	e	o	C		
		p	n	u	e	e	r	e	s	a	a	e	e	k	t	c	T	T	a	t	i	R	u	e	r	
		e	t	s	v	e	r	e	r	e	t	t	C	C	C	e	e	r	r	y	n	o	t	i	f	
							t	a	v	e	e	h	h	a	G	a	a	s	g	u	n	t	i	c		
							i	o	t	a	v	e	e	h	h	a	G	a	a	s	g	u	n	t	i	c
							n	o	i	o																
							n	n																		
										S	i	t	k	k	e	s										
										h	l	i	l	O	I	t										
										o	s	n	u													
										w	t															
COMMISSION PAID TO	CompType	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
COMPANY NAME	CompAnyName	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
COMPANY NAME ID	CompAnyNameID	N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CONFIRMATION LEG NO	ConfirmationLegNo	N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CONFIRMATION LETTER YN	ConfirmationLetterYn	C					X																			

Table 16-19 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	R	S	N	U	D	T	N	U	D	U	Description
CONFIRMATION	ConfirmationNo	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	When a reservation is for a connecting room, then CONFIRMATION YN = Y
COUNTRY	Country																	X						
COUPONNUMBER	CouponNumber																			X	X	X		Only available for subscription if the license code OPP_GCA is active.



Table 16-19 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	R	S	N	U	D	T	N	U	D	U	Description	
		a	a	h	h	o	e	p	e	e	e	e	e	e	o	e	e	p	e	u	e	p	e	p	
		t	n	e	e	i	w	d	e	S	a	a	v	v	l	p	w	d	l	r	w	d	e	t	
		a	c	c	c	n	R	a	t	e	h	c	c	e	e	b	a	T	a	e	n	R	a	e	a
		T	e	k	k	G	e	R	o	t	i	t	i	r	r	a	r	r	t	t	a	o	t	R	e
		y	l	l	O	u	s	R	e	w	v	v	s	s	c	a	a	e	e	w	u	e	o	C	
		p	n	u	e	r	e	s	a	a	e	e	k	t	c	T	T	a	t	i	R	u	e	r	
		e	t	s	v	e	r	e	t	t	C	C	C	e	e	r	r	y	n	o	t	i	f	i	
					t	a	t	a	v	e	h	h	a	G	a	a	s	g	u	n	i	c	a	t	
					i	o	t	i	a	N	W	e	e	n	u	c	c	t	i	g	n	e	s		
					n	o	i	o	o	a	c	c	c	e	e	e									
					n	n	n	n	S	i	t	k	k	e	s										
									h	l	i	l	O	I	t										
									o	s	n	u	F												
									w	t		t	r												
CURR ENCY CODE	Cur ren cyC ode	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	The curren cy code that the reserva tion was created in. Either based on the attache d Rate Code or if No Rate Code, than the Rate Amoun t assigne d in the Reserv ation.

Table 16-19 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	R	S	N	U	D	T	N	U	D	U	Description		
		a	a	h	h	o	e	p	e	e	e	e	e	e	o	e	e	p	e	u	e	p	e	l	p	
		t	n	e	e	i	w	d	e	S	a	a	v	v	l	p	w	d	l	r	w	d	e	t	d	
		a	c	c	c	n	R	a	t	e	h	c	c	e	e	b	a	T	a	e	n	R	a	e	a	t
		T	e	k	k	G	e	R	o	t	i	t	i	r	r	a	r	r	t	t	a	o	t	R	e	
		y	l	l	O	u	s	R	e	w	v	v	s	s	c	a	a	e	e	w	u	e	o	C		
		p	n	u	e	r	e	s		a	a	e	e	k	t	c	T	T	a	t	i	R	u	e	r	
		e		t	s	v	e	r	e	t	t	C	C	C	e	e	r	r	y	n	o	t	i	f		
						t	a	v	a	v	e	e	h	h	a	G	a	a	s	g	u	n	i	c		
						i	o	t	i	a	t	N	W	e	e	n	u	c	c							
						n	o	i	o	n	S	i	t	k	k	e	s									
						n	n				h	l	i	l	O	I	t									
											o	s	n	u		F										
											w	t				r										
																o										
																m										
																S										
																h										
																a										
																r										
																e										
DELETED	Deleted	N					X																		Triggered for an action specific to an Accompanying Guest and works independently of the ACCOMPANYING GUEST data element.	

Table 16-19 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	R	S	N	U	D	T	N	U	D	U	Description	
		a	a	h	h	o	e	p	e	e	e	e	e	e	e	e	e	e	e	e	p	e	p		
		t	n	e	e	i	w	d	e	S	a	a	v	v	l	p	w	d	l	r	w	d	e	d	
		a	c	c	c	n	R	a	t	e	h	c	c	e	e	b	a	T	a	e	n	R	a	e	a
		T	e	k	k	G	e	R	o	t	i	t	i	r	r	a	r	r	t	t	a	o	t	R	e
		y	l	l	O	u	s	R	e	w	v	v	s	s	c	a	a	e	e	w	u	e	o	C	
		p	n	u	e	e	r	e	s	a	a	e	e	k	t	c	T	T	a	t	i	R	u	e	
		e	t	s	v	e	r	e	r	t	t	C	C	C	e	e	r	r	y	n	o	t	i	f	
					t	a	t	v	a	v	e	e	h	h	a	G	a	a	s	g	u	n	i	c	
					i	o	t	i	a	t	N	W	e	e	n	u	c	c			t	i	g	a	
					n	o	i	o	n	S	i	t	k	k	e	s					g			s	
										h	l	i	l	O	I	t									
										o	s	n	u		F										
										w	t		t		r										
															o										
															m										
															S										
															h										
															a										
															r										
															e										
DELETED	Deleted	N					X																	Triggered for an action specific to an Accompanying Guest and works independently of the ACCOMPANYING NAMEID data element.	
DELETED	Guest Name	C					X																		
DELETED	Reservation ID	N					X																		



Table 16-19 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	C	J	N	U	D	N	R	R	R	R	R	S	N	U	D	T	N	U	D	U	Description		
		a	a	h	h	o	e	p	e	l	o	e	e	e	e	o	e	e	p	e	u	e	p	e	l	p	
		t	n	e	e	i	w	d	e	t	S	a	a	v	v	l	p	w	d	l	r	w	d	e	t	d	
		a	c	c	c	n	R	a	t	e	h	c	c	e	e	b	a	T	a	e	n	R	a	e	a	t	
		T	e	k	k	G	e	R	o	t	i	t	i	r	r	a	r	r	t	t	a	o	t	R	e		
		y	l	l	O	u	s	R	e	w	v	v	s	s	c	a	a	e	e	w	u	e	o	C			
		p	n	u	e	e	r	e	s		a	a	e	e	k	t	c	T	T	a	t	i	R	u	e		
		e		t	s	v	e	r	e	r	e	t	C	C	C	e	e	r	r	y	n	o	t	i	f		
						t	a	v	a	v	e	e	h	h	a	G	a	a	s	g	u	n	i	c			
						i	o	t	i	a	t	N	W	e	e	n	u	c	c								
						n	o	i	o	n	S	i	t	k	k	e	s	e	e								
						n					h	l	i	l	O	I	t										
											o	s	n	u		F											
											w	t	t		r												
															o	m											
															S												
															h	a											
															r												
															e												

DEPARTURECARRIERCODE	DepartureCarrierCode	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
DEPARTURECOMMENT	DepartureComments	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
DEPARTUREDATE	DepartureDate	D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
DEPARTUREDATE	DepartureTime	D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
DEPARTUREESTIMATE	DepartureEstimate	T	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

**Table 16-19 (Cont.) Module – Reservation**

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	R	S	N	U	D	T	N	U	D	U	Description		
		a	a	h	h	o	e	p	e	l	o	e	e	e	e	o	e	e	p	e	u	e	p	e	l	p
		t	n	e	e	i	w	d	e	t	S	a	a	v	v	l	p	w	d	l	r	w	d	e	t	d
		a	c	c	c	n	R	a	t	e	h	c	c	e	e	b	a	T	a	e	n	R	a	e	a	t
		T	e	k	k	G	e	R	o	t	i	t	i	r	r	a	r	r	t	t	a	o	t	R	e	a
		y	l	l	O	u	s	R	e	w	v	v	s	s	c	a	a	e	e	w	u	e	o	C	e	r
		p	n	u	e	e	r	e	s	a	a	e	e	k	t	c	T	T	a	t	i	R	u	e	r	e
		e	t	s	v	e	r	e	r	t	t	C	C	C	e	r	r	y	n	o	t	i	f	i	c	a
					t	a	v	a	v	e	e	h	h	a	G	a	a	s	g	u	n	i	c	a	t	e
					i	o	t	i	a	t	N	W	e	e	n	u	c	c	g	t	i	g	a	t	e	s
					n	o	i	o	n	S	i	t	k	k	e	s				g						
										h	l	i	l	O	I	t										
										o	s	n	u	F												
										w	t	t		r												
DEPARTURE STATUS CODE	Departure Status Code	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
DEPARTURE TRANSPORT CODE	Departure Transport Code	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
DEPARTURE TRANSPORT TYPE	Departure Transport Type	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
DEPARTURE TRANSPORTATION	Departure Transportation	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
DEPOSIT AMOUNT	Deposit Amount	N					X	X																		

Table 16-19 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	S	NU	D	T	N	U	D	U	Description
	Deposit Date						X	X	X													
	Discount Amount	X	X	X	X	X			X	X	X	X	X	X	X							
	Discount Percentage	X	X	X	X	X			X	X	X	X	X	X	X							
	Discount Reason	C	X	X	X	X	X		X	X	X	X	X	X	X							
	District																	X				
	End Date						X	X	X													
	Extension No	N				X	X	X	X						X	X	X					
	External Reference	C				X	X	X							X	X	X					

**Table 16-19 (Cont.) Module – Reservation**

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	S	N	U	D	T	N	U	D	U	Description		
		a	a	h	h	o	e	p	e	e	e	e	e	o	e	e	p	e	u	e	p	e	l	p	
		t	n	e	e	i	w	d	e	t	S	a	a	v	v	l	p	w	d	l	r	w	d	e	
		a	c	c	c	n	R	a	t	e	h	c	c	e	e	b	a	T	a	e	n	R	a	e	
		T	e	k	k	G	e	R	o	t	i	t	i	r	r	a	r	r	t	t	a	o	t	R	
		y	l	l	O	u	s	R	e	w	v	v	s	s	c	a	a	e	e	w	u	e	o	C	
		p	n	u	e	e	r	e	s	a	a	e	e	k	t	c	T	T	a	t	i	R	u	e	
		e	t	s	v	e	r	e	r	t	t	C	C	C	e	e	r	r	y	n	o	t	i	f	
					t	a	v	a	v	e	e	h	h	a	G	a	a	s	g	u	n	i	c		
					i	o	t	i	a	t	N	W	e	e	n	u	c	c	g	t	i	g	a	t	
					n	o	i	o	n	S	i	t	k	k	e	s	e	e		n		g	e	s	
					n	n				h	l	i	l	O	I	t									
										o	s	n	u	F											
										w	t	t		r											
														o	m										
														S											
														h											
														a											
														r											
														e											
EXTERNAL	External						X	X	X									X	X	X					
REFERENCE	Reference																								
RENC	Ren																								
ELEG	Cell																								
NUMBER	Number																								
EXTERNAL	External																								
TRAC	Trace																								
EID	Id																								
EXTERNAL	External						X	X	X																
TYPE	Type																								
EXTERNAL	External						X	X	X																
USER	User																								
ID	Id																								
EXTR	Extra						X	X	X																
A	As																								
BEDS	Beds																								



## Module – Reservation

**Table 16-20** Module – Reservation

Data Element	Xml Tag	D	C	C	C	J	Ne	U	De	NR	R	R	R	R	S	N	U	D	T	N	U	D	U	Description	
		a	a	h	h	o	w	p	let	o	ea	e	e	e	ol	e	e	p	e	ur	e	p	el	pd	ion
	ame	t	n	e	e	i	Re	da	e	S	ct	a	v	v	lb	p	w	d	l	n	w	d	e	at	
	e	a	c	c	c	n	se	te	Re	h	iv	ct	e	e	a	ar	T	a	e	a	R	a	t	e	
		T	e	k	k	G	rv	R	se	o	at	iv	r	r	c	at	r	t	t	w	o	t	e	Ce	
		y	l	l	O	u	ati	es	rv	w	e	at	s	s	k	e	a	e	e	ay	u	e	R	rti	
		p	n	u	e	on	er	ati	N	e	e	e	C	G	c	T	T	s	ti	R	o	u	fic		
		e		t	s	va	on	o	W	C	C	a	u	e	r	r		n	o	u	at	es			
					t	ti	on	S	ai	h	h	n	es	a	a	g	u	t	i	n	g				
						o	h	st	o	st	k	k	l	O	m	S	h	are							
						n	w	l	n	u	t														
FIXED RATE	FixedRate	C	X	X	X	X	X	X	X	X	X	X	X	X	X										
GROUP NAME	GroupName	C	X	X	X	X	X	X	X	X	X	X	X	X	X										
GROUP NAME ID	GroupNameId	N	X	X	X	X	X	X	X	X	X	X	X	X	X										
GUEST NAME ID	GuestNameId	N		X	X	X	X	X	X	X	X	X	X	X	X										
HURDLE OVER RIDE	HurdleOverRide	C					X	X	X																Was the rate closed due to Hurdle, and reservation made anyway?

Table 16-20 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	Ne	U	De	N	R	R	R	R	S	N	U	D	T	N	U	D	U	Description
HURDLE RATE	HurdleRate	N				X	X	X															If the Rate Code booked was Yieldable, the amount of the Hurdle Rate for that Rate Code for the stay.
INSERT DATE	InsertDate	D				X	X	X						X	X	X							The date the Reservation was created.
JOINING RESERVATION NAME ID	JoiningReservationNameId	N				X	X	X															The internal reservation name id for the share with guests.









Table 16-20 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	Ne	U	De	N	R	R	R	R	R	S	N	U	D	T	N	U	D	U	Description					
		a	a	h	h	o	w	p	l	e	a	e	e	e	o	l	e	e	p	e	u	r	e	p	e	l	pd	ion	
		t	n	e	e	i	R	e	d	a	e	S	ct	a	v	v	l	b	p	w	d	l	n	w	d	e	a	t	
		a	c	c	c	n	s	e	t	e	R	e	h	i	v	ct	e	e	a	r	T	a	e	a	R	a	t	e	
		T	e	k	k	G	r	v	R	s	e	o	a	t	i	v	r	r	c	a	r	t	t	w	o	t	e	Ce	
		y	l	l	O	u	a	t	i	e	s	r	v	e	w	e	a	t	s	s	k	e	a	e	e	ay	u	e	R
		p	n	u	e	o	n	e	r	a	t	i	o	n	W	C	C	a	u	e	C	G	c	T	T	s	t	i	R
		e		t	s		v	a	o	n	o	S	ai	h	h	n	e	s	a	a	e	r	r	a	a	n	o	u	
							ti	o	h	o	st	c	c	e	l	Fr	e	e							g	u	ti		
							n		w																g	u	ti		
																										es	es		
NUM	Num	N	X	X	X	X	X	X	X	X	X	X	X	X	X	X							X						
BER	berO																												
OF	fRoo																												
ROO	ms																												
MS																													
ORIGI	Orig	C	X	X	X	X	X	X			X	X	X	X	X	X													
N	in																												

Suites:  
The value is only one room of the suite room type. Opera will then deduct from availability for the room types that make up that suite.

Table 16-20 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	Ne	U	De	N	R	R	R	R	S	N	U	D	T	N	U	D	U	Description
PACK	Pack		C				X																When the Begin and/or End Date fields are populated or changed on the Packages (PRODUCT_LIST) screen, this business event is triggered, with this element populated with a Y or N value.
AGE	aged																						
DATE	ates																						
S	Cha																						
CHAN	nged																						
GED																							



Table 16-20 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	Ne	U	De	N	R	R	R	R	R	S	N	U	D	T	N	U	D	U	Description			
		a	a	h	h	o	w	p	l	e	a	e	e	o	l	e	e	p	e	u	r	e	p	e	l	pd	
		t	n	e	e	i	Re	da	e	S	ct	a	v	v	l	b	p	w	d	l	n	w	d	e	a	t	
		a	c	c	c	n	se	te	Re	h	i	v	ct	e	e	a	ar	T	a	e	a	R	a	t	e	Ce	
		T	e	k	k	G	rv	R	se	o	at	iv	r	r	c	at	r	t	t	w	o	t	e	R	t	i	
		y	l	l	O	u	ati	es	rv	w	e	at	s	s	k	e	a	e	e	ay	u	e	R	t	i	f	
		p	n	u	e	on	er	ati	va	on	N	e	e	e	C	G	c	T	T	s	t	i	R	o	f	i	
		e		t	s		va	ti	o	h	ti	e	e	c	t	c	c									g	
							on			o	st	c	c	el	Fr	e	e										
										w		k	k		O	m											
															S	h											
															a	r											
															e												
POSTAL CODE	PostalCode	C																	X								
PRE REGISTERED YN	PreRegistered Yn	C				X	X																				
PREFERENCE GROUP	PrefereceGroup	C				X	X	X																			
PREFERENCE TYPE	PrefereceType	C				X	X	X																			
PREFERENCE TYPE DESCRIPTION	PrefereceType Description	C				X	X	X																			
PRINT RATE YN	PrintRate Yn	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

**Table 16-20 (Cont.) Module – Reservation**

Data Element	Xml Tag Name	D	C	C	C	J	Ne	U	De	N	R	R	R	R	R	S	N	U	D	T	N	U	D	U	Description	
		a	a	h	h	o	w	p	let	o	ea	e	e	e	ol	e	e	p	e	ur	e	p	e	l	pd	ion
		a	c	c	c	n	se	te	Re	h	iv	ct	e	e	a	ar	T	a	e	a	R	a	t	e		
		T	e	k	k	G	rv	R	se	o	at	iv	r	r	c	at	r	t	t	w	o	t	e	Ce		
		y	l	O	u	ati	es	rv	we	at	s	s	k	e	a	e	e	ay	u	e	R	t	i			
		p	n	u	e	on	er	ati	o	W	C	C	a	u	e	r	r	S	t	i	R	o	u	at		
		e		t	s	t	o	n		S	ai	h	h	n	es	a	a		g	u	t	i	es			
											o	st	c	c	el	Fr	e	e								
											w		k	k		O										
													n	u	t											
																ar										
																e										
PROD UCTS	Prod ucts	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X									The package s that are attached as add-on to the reservat ion. This can either be via the Rate Code or manuall y added to the Reservat ion.	
PRO MOTIONS	Pro motions	C					X	X	X																	
QUANTITY	Quantity	N					X	X	X																	

Module – Reservation

Table 16-21 Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	S	N	U	D	T	N	U	D	U	Description
RATE	Rate	N	X	X	X	X	X	X	X	X	X	X	X	X	X								This is the rate amount the guest will be charged. The amount can be based on the configuration of the rate code but not always. A reservation can be made without a rate code or a discount could be applied. The amount is always in the currency configured or selected in the LOV for currency on the
AMOUNT	Amount																						



**Table 16-21 (Cont.) Module – Reservation**

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	S	N	U	D	T	N	U	D	U	Descri	
		a	a	h	h	o	e	pd	el	o	e	e	e	o	e	e	ur	e	ur	e	ur	e	ur	on
		t	n	e	e	i	w	at	et	S	a	a	v	v	ll	p	w	d	l	n	w	d	l	da
		a	c	c	c	n	R	e	e	h	ct	ct	e	e	b	ar	T	a	e	a	R	a	e	te
		T	e	k	k	G	es	Re	R	o	iv	iv	r	r	a	at	r	t	t	w	o	t	t	C
		y	l	l	O	u	er	se	es	w	at	at	s	s	c	e	a	e	e	ay	u	e	e	er
		p	n	u	e	v	a	rv	er	e	e	e	e	k	G	c	T	T	s	t	i	R	R	t
		e		t	s	t	i	a	t	i	va	N	W	C	C	C	u	e	r	r	n	o	o	ic
						t	o	n	t	i	o	ai	h	h	a	e	a	a						
						n					S	t	l	i	e	e	n	st	c	c				
									n		h	st	c	c	c	F	e	e						
										o		k	k	e	r									
									w			l	O	l	o									
													n	u	m									
														t	S									
															h									
															a									
															r									
															e									
																							reservati	
																							on.	
																							External	
																							system	
																							should	
																							subscribe	
																							to	
																							element	
																							'Currency	
																							Code' if in	
																							a multi-	
																							currency	
																							property.	
RATE	Rate	C	X	X	X	X	X	X	X	X	X	X	X	X	X		X							
CODE	Code																							
RATEA	Rate	N	X	X	X	X	X	X	X	X	X	X	X	X										Amount
BLE	able																							used to
VALUE	Valu																							compare
	e																							to the
																								hurdle
																								rate if the
																								rate code
																								is non-
																								yieldable
																								or there
																								is not a
																								rate code,
																								this value
																								will be
																								empty.
REGIO	Regi																							X
N	on	C																						

Table 16-21 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	S	N	U	D	T	N	U	D	U	Description
REQU ESTED BY	Req uestedBy																		X	X	X		Only available for subscription if the license code OPP_GCA is active.
RESAC TION	Resac tion				X		X							X									
RESER VATION STATUS	Reser vationStatus					X	X																The Reservation Status - Reserved, Checked In, Checked Out, Cancelled, Waitlist, No Show, Checked Out.

Table 16-21 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	S	N	U	D	T	N	U	D	U	Description
RESERVATIONTYPE	ReservationType	X	X	X	X	X	X	X	X	X	X	X	X	X									Determine if a Reservation is Deduct or Non Deduct. Additionally, the Reservation Type can be configured to mandate an Arrival Type, if a credit card is required and if a deposit is required. These are user defineable.
RESERVEDBY	ReservedBy														X	X							
RESERVEDON	ReservedOn														X	X							

Table 16-21 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	S	N	U	D	T	N	U	D	U	Description
RESTRICTION OVER RIDE	RestrictionOverride	C				X	X	X															
RESV CONT ACT ID	resvContId	N					X																
ROOM	RoomNumber	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	What room number the reservation is assigned.
ROOM FEATURES	RoomFeatures	C				X	X	X															

Table 16-21 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	C	J	N	U	D	N	R	R	R	R	S	N	U	D	T	N	U	D	U	Description
		a	a	h	h	o	e	pd	el	o	e	e	e	e	o	e	e	e	ur	e	p	e	p	on
		t	n	e	e	i	w	at	et	S	a	a	v	v	ll	p	w	d	l	n	w	d	l	da
		a	c	c	c	n	R	e	e	h	ct	ct	e	e	b	ar	T	a	e	a	R	a	e	te
		T	e	k	k	G	es	Re	R	o	iv	iv	r	r	a	at	r	t	t	w	o	t	t	C
		y	l	l	O	u	er	se	es	w	at	at	s	s	c	e	a	e	e	ay	u	e	e	er
		p	n	u	e	va	rv	er	e	e	e	e	e	k	G	c	T	T	s	ti	R	R	tif	
		e		t	s	ti	ati	va	N	W	C	C	C	u	e	r	r			n	o	o	ic	
					t	o	on	ti	o	ai	h	h	a	e	a	a				g	u	u	at	
					n			o	S	tli	e	e	n	st	c	c				ti	ti	es		
								n	h	st	c	c	c	F	e	e				n	n			
									o					k	k	e	r			g	g			
									w					l	O	l	o							
														n	u	m								
														t		S	h							
																a	r							
																e								
ROOM TYPE	RoomType	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X					Suites: One room for the suite room type. Opera would then deduct from availability for the suite room type (not affecting inventory as there is not physical inventory of that room) and then the room types that make up that suite.
ROUTE TO	RouteTo	C																		X	X	X		
ROUTING BEGIN DATE	RoutingBeginDate	D																			X	X	X	

Table 16-21 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	S	N	U	D	T	N	U	D	U	Description	
		a	a	h	h	o	e	p	e	l	o	e	e	e	o	e	e	e	u	r	e	p	e	p
		t	n	e	e	i	w	a	t	e	S	a	a	v	v	l	p	w	d	l	n	w	d	l
		a	c	c	c	n	R	e	e	h	ct	ct	e	e	b	ar	T	a	e	a	R	a	e	t
		T	e	k	k	G	es	Re	R	o	iv	iv	r	r	a	at	r	t	t	w	o	t	t	C
		y	l	l	O	u	er	se	es	w	a	t	a	s	s	c	e	a	e	e	ay	u	e	e
		p	n	u	e	va	rv	er	e	e	e	e	k	G	c	T	T	s	t	i	R	R	t	
		e		t	s	t	i	a	ti	va	N	W	C	C	C	u	e	r	a	a	g	u	u	
					t	o	n	ti	o	ai	h	h	a	e	a	a					n	o	o	
					n			o	S	t	l	i	e	e	n	st	c	c			t	i	t	
								n	h	st	c	c	c	F	e	e					n	n	g	
									o	w				k	k	e	r						g	
													I	O	I	o							g	
													n	u	m								g	
														t	S	h	a	r	e					
ROUTING	RoutingEND DATE	D																			X	X	X	
ROUTINGTYPE	RoutingType	C																			X	X	X	Value of R, W, Q, C will be sent. R=Room, W=Window, Q=Request, C=Comp. Request and Comp are only available for routing if the license coe OPP_GCA is active.

Table 16-21 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	R	S	N	U	D	T	N	U	D	U	Description
RTC	RTC	C				X	X																	The Room Type to use to charge the guest their rate. This can be different than the assigned Room type the guest is staying in.
SEPARATING FROM RESV NAME ID	Separating From Reservation ID	N													X									The internal reservation name id of the previously shared guest.
SHARING YN	Sharing YN	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X								Is this reservation a share with? This field is reliable in both SYNC and STANDAR D data.

**Table 16-21 (Cont.) Module – Reservation**

Data Element	Xml Tag Name	D	C	C	C	J	N	U	D	N	R	R	R	R	R	S	N	U	D	T	N	U	D	U	Description	
		a	a	h	h	o	e	pd	el	o	e	e	e	e	e	o	e	e	e	ur	e	p	e	p	on	
		t	n	e	e	i	w	at	et	S	a	a	v	v	ll	p	w	d	l	n	w	d	l	da		
		a	c	c	c	n	R	e	e	h	ct	ct	e	e	b	ar	T	a	e	a	R	a	e	te		
		T	e	k	k	G	e	s	Re	R	o	iv	iv	r	r	a	at	r	t	t	w	o	t	t	C	
		y	l	l	O	u	e	r	se	e	s	w	at	at	s	s	c	e	a	e	e	ay	u	e	e	er
		p	n	u	e	v	a	rv	er	e	e	e	e	e	k	G	c	T	T	s	ti	R	R	tif		
		e		t	s	t	i	ati	va	N	W	C	C	C	C	u	e	r	r		n	o	o	ic		
						n		on	ti	o	ai	h	h	a	e	a	a				g	u	u	at		
								n	o	S	tli	e	e	n	st	c	c				ti	ti	es			
								n	h	st	c	c	c	c	F	e	e				n	n	g	g		
										o					k	k	e	r								
										w					l	O	l	o								
															n	u	m									
															t		S	h	ar	e						
SOURCE CODE	SourceCode	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
SOURCE NAME	SourceName	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
SOURCE NAME ID	SourceNameId	N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
SPECIAL REQUEST	SpecialRequest	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
SPLIT YN	SplitYN	C				X																			When the reservation is shared with another, was the room rate split between the guests?	
STATE	State	C																					X			
TAR RECORDER LOCATOR	TARRecordLocator	C				X	X	X									X	X	X							
TAX TYPE	TaxType	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		



Table 16-21 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	S	N	U	D	T	N	U	D	U	Description
TRACE DATE	TraceDate														X	X	X						
TRACE DEPARTMENTS	TraceDepartment														X	X	X						
TRACE INSERT DATE	TraceInsertDate														X								
TRACE INSERT USER	TraceInsertUser														X								
TRACE TEXT	TraceText														X	X	X						
TRACE UPDATE DATE	TraceUpdateDate														X	X							
TRACE UPDATE USER	TraceUpdateUser														X	X							
TRANSACTION DATE	TransactionDate																						X
TRANSACTION TIME	TransactionTime																						X

Table 16-21 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	S	N	U	D	T	N	U	D	U	Description	
TRANS	TransactiONS																						X X X	
TRAVEL	TravelAGENT NAME	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X							
TRAVEL	TravelAGENT NAME ID	N	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X							
TURN AWAY	TurnawayCODE																						X	
TURN DOWN	TurndownDATE	D	X	X			X					X	X											
TURN DOWN	TurndownSTATUS	C	X	X			X					X	X											
UDF CHAR	UdfChar01-UDF CHAR	C				X	X	X																

Table 16-21 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	S	N	U	D	T	N	U	D	U	Description
UDF DATE 01 – 01 –	Udf Date					X	X	X															
UDF DATE 20	Udf Date																						
UDF NUMBER 01 – 01 –	Udf Number	N				X	X	X															
UDF NUMBER 40	Udf Number																						
UPSOLD	Upsold	C				X	X																Displays the amount the upsold was completed for attached to the reservation.
VIDEO CHECKOUT	VideoCheckout	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X							
WAITLIST PRIORITY	WaitlistPriority	C				X	X																

Table 16-21 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	S	N	U	D	T	N	U	D	U	Description
WAITLIST REASON CODE	WaitlistReasonCode					X	X																
WAITLIST REASON DESCRIPTION	WaitlistReasonDescription					X	X																
WALKIN	WalkIn	C	X			X																	Value of Y or N will be sent. Populated with Y, when a Walkin Reservation is made.
WINDOW NUMBER	WindowNumber	N															X	X	X				
YIELD MARKET TYPE	YieldMarketType	C				X	X																

Table 16-21 (Cont.) Module – Reservation

Data Element	Xml Tag Name	D	C	C	J	N	U	D	N	R	R	R	R	S	N	U	D	T	N	U	D	U	Description	
		a	a	h	h	o	e	pd	el	o	e	e	e	o	e	e	p	e	ur	e	p	e	p	on
		t	n	e	e	i	w	at	et	S	a	a	v	v	ll	p	w	d	l	n	w	d	l	da
		a	c	c	c	n	R	e	e	h	ct	ct	e	e	b	ar	T	a	e	a	R	a	e	te
		T	e	k	k	G	es	Re	R	o	iv	iv	r	r	a	at	r	t	t	w	o	t	t	C
		y	l	l	O	u	er	se	es	w	at	at	s	s	c	e	a	e	e	ay	u	e	e	er
		p	n	u	e	va	rv	er	e	e	e	e	e	k	G	c	T	T	s	ti	R	R	tif	
		e		t	s	ti	ati	va	N	W	C	C	C	u	e	r	r	a	a	g	u	u	at	
					n	o	n	ti	S	tli	e	e	n	st	c	c				ti	ti	es		
						n	o	n	h	st	c	c	c	F	e	e				n	n			
									o	k	k	e	r							g	g			
									w	l	O	l	o											
											n	u	m											
												t	S	h	ar	e								
YIELD STATUS	YieldStatus	C				X	X	X															When a Yield License is active, Rate Codes can be assigned a Yield Status of Yieldable, Non-Yieldable or Stay Pattern Yieldable. If a Rate Code is Non-Yieldable, it is not compared to the Hurdle Rate for booking.	

## Configuring External Systems

External Systems configuration defines the external systems integrated with OPERA Cloud. All validated partner solutions exist as External Systems to activate, configure and establish 2-way communication with OPERA Cloud

Additionally, you can define a new External Systems for any ad-hoc requirements to generate Business Events and share with an external system.

Once configured, user activity in OPERA Cloud triggers creation of business event XML messages for dequeue by external systems via OPERA Exchange integrations

A Publisher is available to external systems to receive messages originating from another external system. To receive messages for events that originate outside OPERA Cloud, this relationship must be established. For example: If your property has two external systems: Yield System (YS) and Central Reservations (CRS), you can set up a relationship between these two external systems:

- If the yield system would like to receive Reservation Business Events that are generated from both OPERA Cloud and the CRS system. The Publisher would then be set on the YS External System to receive the generated business events from the CRS external system.
- If the CRS would like to receive Business Event messages when the Yield System sets restrictions or hurdle rates, the Publisher would be setup on the CRS External System to receive the generated Business Events from YS external system.

### Adding an External System

1. From the **Administration** menu, select **Interfaces**, select **Business Events** and then select **External Systems**.
2. Click **New** and enter the following details:
  - a. **Code**: Enter a code for the external system.
  - b. **Description**: Enter a name of the external system.
  - c. **External URI**: This HTNG features is equivalent to the URN that will be sent to OPERA Cloud from an external HTNG vendor .
  - d. **Sequence**: Specify sequence in which the external system will display in the External Systems list.
  - e. **Lookup**: Click to enable if the external system supports profile lookup.
  - f. Additional Details:
    - i. **Property**: Enter or select the property.
    - ii. **Active**: Click to activate.
    - iii. To delete details, click vertical ellipse and select **Delete**, click **Delete** to confirm.
3. Click **Save**.

### Editing an External System

1. From the **Administration** menu, select **Interfaces**, select **Business Events** and then select **External Systems**.
2. Enter search criteria and click **Search**.
3. Select the external system, click **vertical ellipsis** and select **Edit**.
4. Update details.
5. To delete Additional Details, click **vertical ellipsis** and select **Delete**, click **Delete** to confirm.
6. Click **Save**.

### Deleting an External System

1. From the **Administration** menu, select **Interfaces**, select **Business Events** and then select **External Systems**.
2. Enter search criteria and click **Search**.
3. Select the external system, click **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

### Managing External System Publishers

Defines a list of subscribers (external system and property) who want to receive ongoing messages from the OPERA Cloud Business Events module.

#### Adding Publisher

1. From the **Administration** menu, select **Interfaces**, select **Business Events** and then select **External Systems**.
2. Enter search criteria and click **Search**.
3. Select the external system, click **vertical ellipsis** and select **Publisher**.
4. Click **New**.
  - a. **Publisher**: Select an external system from the list.
  - b. **Property**: Enter or select a property.
5. Click **Save**.

#### Deleting Publisher

1. From the **Administration** menu, select **Interfaces**, select **Business Events** and then select **External Systems**.
2. Enter search criteria and click **Search**.
3. Select the external system, click **vertical ellipsis** and select **Publisher**.
4. Select the publisher, click the **vertical ellipsis** and select **Delete**.
5. Click **Delete** to confirm.

## Enhanced Room Key Generation

Room key generation enables you to create guest room keys before guests arrive and to configure default settings to streamline the key creation process and reduce manual input errors.

Use the room key validation, expiry, and additional rooms controls in conjunction with a third-party Door Lock System (DLS) to:

- Define the room key activation start date/time.
- Check if previous keys were made and for which additional rooms.
- Limit the number of additional rooms allowed for key creation.
- Override key options and suppress success notifications when creating keys for multiple reservations.

## Customizing the Additional Rooms Field

1. Go to **Miscellaneous - Property Interface Control**.
2. Choose a reservation and click **Create Key**.
3. Select the **Customize** link.
4. Click the pencil icon next to the **Additional Rooms** field.
5. In the **Basic** tab, select the **</> Custom Validator icon** next to the **Default Value** field.
6. In the Expression Builder screen from the Available Fields search, select the **PreviousKeyAdditionalRooms** binding:  
(Name) **PreviousKeyAdditionalRooms**  
(Description) **#(bindings.PreviousKeyAdditionalRooms.inputValue)**
7. Click **Evaluate**, and then click **Apply**.
8. Click **Save**, and then **Close Customize**.

With this customization, the **Additional Rooms** field populates with all additional rooms associated with the reservation room when the previous key was created (Previous Keys Made > 0).

After the Additional Rooms functionality is customized, when a new key is created with additional rooms selected, the additional rooms are logged and saved with the main room key information. This is per reservation and room.

## Customizing the Create Key Screen Additional Rooms Field

You can customize the Additional Rooms field on the Create Key to populate the Additional Rooms field with the room numbers that were selected when a new key is created for that reservation and room number. This applies to duplicate keys (when Previous Keys Made > 0).

### Prerequisites/Conditions

- **Allow Multiple Room Selection for Keys** check box is selected in the Property Interfaces Configuration for DLS (Door Lock System).
- OPERA Cloud Task **Customize Chain** or **Customize Property** in the **General - Access Options**.
- **Customization must be on for Property / Hub level** — Main Menu – Settings – Customization, select Property/Hub Level.

## DLS (Door Lock System) Property Interface Setup Options

### Administration – Interfaces – Property Interfaces – Property Interfaces

The following are additional setup options for the DLS type property interface for enhanced room key generation on the General Information panel.

- **Send Valid Start Date / Time** — When this check box is selected, the **Valid Start Date** and **Valid Start Time** fields appear on the Create Key screen and the Room Keys screen. These enable you to set the key activation date and time.



- **Limit Additional Number of Rooms To** — When the **Allow Multiple Room Selection for Keys** check box is selected, the **Limit Additional Number of Room To** field is available. This field limits the number of additional rooms you can select or manually enter in the **Additional Rooms** field.

## Enhanced Room Key Generation Validation Rules by Process

**Table 16-22** Enhanced Room Key Generation Validation Rules by Process

Reservation State/Status	Valid Start Date	Valid Start Time	Valid Until Date	Valid Until Time
Reserved, Pre-Arrival (before advance check in or before check in)	Reservation arrival date	Default time set in the <b>Key Valid Start Time</b> OPERA Controls Setting	<b>Valid Until Date</b> field defaults to the reservation departure date or the departure date plus the number of days in the OPERA Cloud Control <b>Key Expiry Days</b> setting.	The <b>Valid Until Time</b> field defaults with the time setting that is chosen in the OPERA Cloud Control <b>Default Keys Expiry Time</b> setting.
During advance check in or when the reservation is flagged as Advance Checked In	Current system date	Default time set in the <b>Key Valid Start Time</b> OPERA Controls Setting	<b>Valid Until Date</b> field defaults to the reservation departure date or the departure date plus the number of days in the OPERA Cloud Control <b>Key Expiry Days</b> setting.	The <b>Valid Until Time</b> field defaults with the time setting that is chosen in the OPERA Cloud Control <b>Default Keys Expiry Time</b> setting.
During check in process	Current system date	Current system time	<b>Valid Until Date</b> field defaults to the reservation departure date or the departure date plus the number of days in the OPERA Cloud Control <b>Key Expiry Days</b> setting.	The <b>Valid Until Time</b> field defaults with the time setting that is chosen in the OPERA Cloud Control <b>Default Keys Expiry Time</b> setting.
When reservation is in house	Current system date	Current system time	<b>Valid Until Date</b> field defaults to the reservation departure date or the departure date plus the number of days in the OPERA Cloud Control <b>Key Expiry Days</b> setting.	The <b>Valid Until Time</b> field defaults with the time setting that is chosen in the OPERA Cloud Control <b>Default Keys Expiry Time</b> setting.

## Enhanced Room Key Generation Impact

The Enhanced Room Key Generation functionality with its related controls and tasks (refer to *Enhanced Room Key Generation Prerequisites*) impacts the following areas.

### Property Interfaces Configuration for DLS

DLS property interface additional configuration setup to support sending room key valid start date and time validation (requires DLS vendor support). Refer to *DLS (Door Lock System) Property Interface Setup Options*.

- **Send Valid Start Date/Time** check box to send the start date and start time for the room key request to the third party DLS vendor.
- **Limit Additional Number of Rooms To** field to limit the maximum number (1-999) of additional rooms the key can access. When the **Allow Multiple Room Selection for Keys** check box is checked, the **Limit Additional Number of Room To** field is available. This limits the number of additional rooms you can select or manually enter in the **Additional Rooms** field..

#### Property Interface Control Screen

- Additional Search Criteria:
  - Arrival From
  - Arrival To
  - ETA From
  - ETA To
  - Reservation Status
  - Specials
  - Floors
  - Room Features
  - Room Class
  - Confirmation Number/CRS Number
  - Room Status
  - Include Linked Reservations
  - Include Blocks
- Additional Sort Options:
  - Arrival Date and ETR ascending
  - Arrival Date and ETR descending

#### Create Key Screen

- **Valid Start Date** field (default values):
  - In house: current business date
  - Future reservations: arrival date
- **Valid Start Time** field (default values):
  - In house: property system time
  - Future reservations: Key Valid Start Time setting, property system time
- **Previous Keys Made** number field:
  - Tracks the number of keys created since the last new key previously made for this specific reservation and room.
  - When there are previous keys made for this reservation and room, the Key Type in the Create Key screen defaults to Duplicate Key.
- **Additional Rooms** field with customization to show the room numbers of additional rooms with previous keys made for that reservation. Refer to *Customizing the Additional Rooms Field*.

- **Number of Keys** field defaults to the number of adults on the reservation.

#### Room Keys Screen

- New screen when creating keys for multiple reservations.
- **Suppress Key Success Message** check box to hide the notification that keys have been successfully created to avoid interruption while in the create key process for multiple reservations.
- **Overriding Associated Key Options** check box to override or append the key options (access to specific areas of the property) in the Room Keys screen. Refer to *Overriding Associated Key Options*.
- **Additional Rooms** field with customization to show the room numbers of additional rooms with previous keys made for that reservation. Refer to *Customizing the Additional Rooms Field*.

#### Changes Log Screen

Activity Group = Reservation, Activity Type = Keys

- Details the number of keys created or modified for the primary room number, confirmation number, and the logged in user.
- Records the additional room numbers selected. These are only logged on the reservation that the primary key was created for, not on the reservations for those additional rooms.

## Enhanced Room Key Generation Conditions/Assumptions

- Multiple rooms on one room key and Valid Start Date / Valid Start Time functionality is dependent on the DLS supporting it.
- When more than one DLS interface is active at the property, each must be configured with unique room numbers and must support the same functionality. The correct encoder/terminal for the DLS must be chosen during the Create Key process.
- Room key creation functionality shows the room key creation success or failure according to the DLS response.
- If the DLS doesn't respond within the timeout value set in the DLS property interface configuration, OPERA Cloud shows a message that the room key creation timed-out. If this occurs, you can retry creating the room key.

## Prerequisites for Enhanced Room Key Generation

#### OPERA Controls

**Group:** IFC

**Settings:** Key Valid Start Time

**Settings:** Default Keys Expiry Time

#### OPERA Cloud Tasks

**Group:** Bookings

Property Interface Controls from Reservation:

- Edit Key Valid Start Date
- Edit Key Valid Start Time
- Edit Key Valid Until Date
- Edit Key Valid Until Time

**Group:** Miscellaneous

- Edit Key Valid Start Date
- Edit Key Valid Start Time
- Edit Key Valid Until Date
- Edit Key Valid Until Time

**Property Interface:** DLS (Door Lock System) Interface

- Send Valid Start Date / Time
- Allow Multiple Room Selection For Keys
  - Limit Additional Number of Rooms To

## Configuring Credit Card Readers (Magnetic Stripe)

### [Prerequisites for Configuring Credit Card Readers](#)

Configure the Magnetic Stripe Credit Card Reader device types available at your property.

A credit card reader is a device that decodes the credit card information contained on the magnetic strip of a credit or debit card.

### Adding Magnetic Credit Card Reader Devices

1. From the **Administration** menu, select **Interfaces**, click **Interface Devices**, and then select **Credit Card Reader Devices**.
2. Click **New** and enter the following details:
  - a. **Reader Number.** Enter a unique reader number for the type of reader.
  - b. **Description.** Enter a description/name of the reader
  - c. **Separator**
    - i. **Expiry:** Enter the character used as the expiration start date character. Typically, this will be "=".
    - ii. **End of Track:** Enter the character used as the end-of-track separator. Typically, this will be "?".
    - iii. **Name:** Enter the character used as the name separator. Typically, this will be "^".
    - iv. **Track 2:** Enter the character used as the track two separator. Typically, this will be ";".
  - d. **Encrypted Device**
    - i. **Secure. Reader:** Available when the CC Vault OPERA Control is active; select the check box if communication with the credit card reader device is encrypted. Enter the appropriate details in the fields below to enable parsing the needed data from the encrypted string provided from the device. (The credit card merchant or device vendor will need to provide the details to be entered).

- ii. **Software ID:** Enter the version number of the reader device software, as assigned by the device manufacturer (not mandatory except for HID Format Type). This is used as the default value to all workstations that have this Reader No. attached to it.
- iii. **Encryption Format Codes:** Enter the code assigned by the Credit Card Provider for the encrypted data format for the swiped information.
- iv. **Format Type:** Choose the type of format used for the encrypted device. IDTECH is specific to the IDTech M130 device; POSITION indicates the needed encrypted data can be found in a specific position in the entire string; FIELDID indicates the needed encrypted data can be found in a specific field in the entire string; HID is specific to the Magtek DynaPro device.
- v. Separator
  - **Start Data:** Enter the start delimiter defining the fields of encrypted data.
  - **End Data:** Enter the end delimiter defining the fields of encrypted data.
- vi. Position
  - **KSN Field:** Enter the ordinal number of the Field ID or the Position that holds the KSN, Encryption Key Serial Number, and Transaction Counter data.
  - **ET1 Field:** Enter the ordinal number of the Field ID or the Position that holds the ET1 and Encrypted Track 1 data.
  - **ETS2 Field:** Enter the ordinal number of the Field ID or the Position that holds the ET2 and Encrypted Track 2 data.

3. Click **Save**.

#### Editing Magnetic Credit Card Reader Devices

1. From the **Administration** menu, select **Interfaces**, click **Interface Devices**, and then select **Credit Card Reader Devices**.
2. Enter search criteria and click **Search**.
3. Select the device, then click the **vertical ellipsis** and select **Edit**.
4. Update configuration.
5. Click **Save**.

#### Deleting Magnetic Credit Card Reader Devices

1. From the **Administration** menu, select **Interfaces**, click **Interface Devices**, and then select **Credit Card Reader Devices**.
2. Enter search criteria and click **Search**.
3. Select the device, then click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Configuring Credit Card Readers

### OPERA Cloud Tasks

Interfaces Admin

- Property Interfaces

## Configuring Credit Card Terminals (PIN Entry Payment Devices)

### Prerequisites for Configuring Credit Card Terminals

OPERA Cloud supports Chip and PIN for credit card authorizations and payments. Chip and PIN payment utilizes the EMV standard and requires a microchip on the credit card that holds the cardholder authentication information. To process Chip and PIN payments, you must set up the Chip and PIN payment devices available at your property. Chip & PIN devices can be grouped by [device areas](#) to assist mobile users with finding the required, nearby device.

### Adding Credit Card Terminals

1. From the **Administration** menu, select **Interfaces**, select **Interface Devices**, and then select **Credit Card Terminals**.
2. Click **New** and enter the following details:
  - a. **Property**: Enter or select the property
  - b. **Terminal ID**: Enter the terminal ID number provided by the vendor.
  - c. **Terminal Label**: Enter a label or name for the device that identifies its physical location.
  - d. **Device Area**: Link the device to an area. Refer to [Configuring Device Areas](#).
3. Click **Save**.

### Editing Credit Card Terminals

1. From the **Administration** menu, select **Interfaces**, select **Interface Devices**, and then select **Credit Card Terminals**.
2. Enter search criteria and click **Search**.
3. Select the device, then click the **vertical ellipsis** and select **Edit**.
4. Update configuration.
5. Click **Save**.

### Deleting Credit Card Terminals

1. From the **Administration** menu, select **Interfaces**, select **Interface Devices**, and then select **Credit Card Terminals**.
2. Enter search criteria and click **Search**.
3. Select the device, then click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Configuring Credit Card Terminals

### OPERA Controls

**Group:** Credit Card Group

**Functions:** Chip and PIN

### OPERA Cloud Tasks

Chain and Property Management

- Interfaces Admin
- Property Interfaces

## Configuring Delivery Management

Delivery Management is available for you to configure the email, SMS and SFTP (for Scheduled Reports) gateway details for delivery of OPERA Cloud reports, guest stationery and other messaging such as Queue room notifications.

The following configuration options are available.

**Table 16-23 Configuration methods and purpose**

Method	Purpose
General	Reports via email and Scheduled Reports via SFTP
Confirmation Letters	Reservation confirmations via email and SMS
Guest Message	Guest messages via SMS
Billing Folios	Folios via email
Text to Guest	Queue Room ready notification to Guest via SMS
Text to Housekeeping	Queue Rush Room via SMS

### Configuring Report Delivery

#### Editing Report Email Delivery

1. From the **Administration** menu, select **Interfaces**, and then select **Delivery Management**.
2. Select **General** and click **Search**.
3. Click **Edit** and enter the following details:
  - a. **Property:** Enter or select the property.
  - b. **Activate Email Delivery:** Select to activate email delivery functionality.

- c. **From Email Address:** Enter the sender email address. You can set a "display name" along with the email address, If you do so, enclose the email address in < and >.
  - d. **(SMTP) Server Name:** Enter the FQDN of SMTP Server (Oracle SMTP server).
  - e. **User ID:** Enter the user ID for SMTP server.
  - f. **Password:** Enter the password for SMTP server.
  - g. **Email Subject:** Enter the subject that is to appear in the email message.
4. Click **Save**.

#### Deleting Report Email Delivery

1. From the **Administration** menu, select **Interfaces**, and then select **Delivery Management**.
2. Select **General** and click **Search**.
3. Click **Vertical Ellipse** and select **Delete**.
4. Click **Delete** to confirm.

#### Configuring SFTP Report Delivery

##### Adding SFTP Report Delivery

1. From the Administration menu, select **Interfaces**, then select **Delivery Management**.
2. Select **General** and click **Search**.
3. In the General section > SFTP Delivery Settings, click **New** and enter the following:
  - a. **Property:** Enter or select the property.
  - b. **Destination:** Enter the SFTP endpoint.
  - c. **Description:** Enter a description.
4. Click **Save**.

##### Editing SFTP Report Delivery:

1. From the Administration menu, select **Interfaces**, then select **Delivery Management**.
2. Select **General** and click **Search**.
3. In the General section > SFTP Delivery Settings, select the SFTP entry, click the **Vertical ellipsis** and then select **Edit**.
4. Update details.
5. Click **Save**.

##### Deleting SFTP Report Delivery

1. From the Administration menu, select **Interfaces**, then select **Delivery Management**.
2. Select **General** and click **Search**.
3. In the General section > SFTP Delivery Settings, select the SFTP entry, click the **Vertical ellipsis** and then select **Delete**.
4. Click **Delete** to confirm.



## Configuring Reservation Confirmation Delivery

### Editing Reservation Confirmation Email Delivery

1. From the **Administration** menu, select **Interfaces**, and then select **Delivery Management**.
2. Select **Confirmations** and click **Search**.
3. Click **Edit** and enter the following details:
  - a. **Property**: Enter or select the property.
  - b. **Activate Email Delivery**: Select to activate email delivery functionality.
  - c. **HTML Format Delivery**: Select to generate email as embedded HTML.

 **Note:**

All images included in the stationery (such as logos) must be available on a publicly accessible web-server.

- d. **From Email Address**: Enter the sender email address. You can set a "display name" along with the email address, . If you do so, enclose the email address in < and >.
- e. **(SMTP) Server Name**: Enter the FQDN of SMTP Server (Oracle SMTP server).
- f. **User ID**: Enter the user ID for SMTP server.
- g. **Password**: Enter the password for SMTP server.
- h. **Email Subject**: Enter the subject that is to appear in the email message. You can use conditional blocks to dynamically generate a subject line

```
<?><Status>[='RESERVED']Reservation confirmation
#<ConfirmationNumber> for <ResortFullName></?> <?
><Status>[='CANCELLED']Reservation cancellation
#<CancellationNo> for <ResortFullName></?>
```

- i. **Email Body**: You can configure an email body when HTML delivery is not enabled. The reservation confirmation is attached in PDF format. Use the rich text editor to enter text and select merge codes to display reservation-specific values in the email body. Select the **Merge Codes** button to view and select from the list to insert merge code into the message body. For example, name and confirmation number merge code can be inserted. Select the **Conditions** button to insert condition blocks of text in the message. All merge codes will be inserted in the position where your cursor is placed. See [Using the Rich Text Editor](#).
4. Click **Save**.

### Deleting Reservation Confirmation Email Delivery

1. From the **Administration** menu, select **Interfaces**, and then select **Delivery Management**.
2. Select **Confirmations** and click **Search**

3. Click **Vertical Ellipse** and select **Delete**.
4. Click **Delete** to confirm.

### Configuring Confirmation SMS (Text Message) Delivery

1. From the **Administration** menu, select **Interfaces**, and then select **Delivery Management**.
2. Select **Confirmations** and click **Search**.
3. In the **Text Message Delivery Settings** panel, click **Edit** and enter the following details:
  - a. **Delivery Method:**
    - i. **URL (HTTP POST):** Post to URL.
    - ii. **Email:** Send as email (email to sms). See [Using the Rich Text Editor](#).
  - b. **Partner/User ID:** Enter the Partner ID or User ID for the delivery provider. This is the Text Messaging Provider name.
  - c. **Service Type/Server:** Enter the service type or SMTP email server address.
  - d. **Service ID/Account:** Enter the service ID or SMTP email server account.
  - e. **Password:** Enter the SMTP email password.
  - f. **URL:** Enter the URL address for the Text Messaging Provider.
  - g. **URL Parameter Format:** Select Text or XML.
  - h. **Timeout in seconds:** Enter the delivery timeout in seconds for the message. Any message exceeding this limit will be timed out.
  - i. **Message Format:** . For email to SMS enter or select the following from the list of values: <TO\_MOBILE>@<URL\_NAME>. The <URL\_NAME> tag is the value from the URL field..
  - j. **Text Message:** Use the rich text editor to enter text and select merge codes to display reservation-specific values in the message. Select the **Merge Codes** button to view and select from the list to insert merge code into the message body. For example, name and confirmation number merge code can be inserted. Select the **Conditions** button to insert condition blocks of text in the message. All merge codes will be inserted in the position where your cursor is placed.
4. Click **Save**.

### Configuring Guest Message Delivery

#### Editing Guest Message Email Delivery

1. From the **Administration** menu, select **Interfaces**, and then select **Delivery Management**.
2. Select **Guest Messages** and click **Search**.
3. Click **Edit** and enter the following details:
  - a. **Property:** Enter or select the property.
  - b. **Activate Email Delivery:** Select to activate email delivery functionality.
  - c. **From Email Address:** Enter the sender email address. You can set a "display name" along with the email address, . If you do so, enclose the email address in < and >.
  - d. **(SMTP) Server Name:** Enter the FQDN of SMTP Server (Oracle SMTP server).

- e. **User ID:** Enter the user ID for SMTP server.
  - f. **Password:** Enter the password for SMTP server.
  - g. **Email Subject:** Enter the subject that is to appear in the email message.
4. Click **Save**.

#### Deleting Guest Message Email Delivery

1. From the **Administration** menu, select **Interfaces**, and then select **Delivery Management**.
2. Select **Guest Messages** and click **Search**.
3. Click **Vertical Ellipse** and select **Delete**.
4. Click **Delete** to confirm.

#### Configuring Guest Message SMS (Text Message) Delivery

1. From the **Administration** menu, select **Interfaces**, and then select **Delivery Management**.
2. Select **Confirmations** and click **Search**.
3. In the **Text Message Delivery Settings** panel, click **Edit** and enter the following details:
  - a. **Delivery Method:**
    - i. **URL (HTTP POST):** Post to URL.
    - ii. **Email:** Send as email (email to sms).
  - b. **Partner/User ID:** Enter the Partner ID or User ID for the delivery provider. This is the Text Messaging Provider name.
  - c. **Service Type/Server:** Enter the service type or SMTP email server address.
  - d. **Service ID/Account:** Enter the service ID or SMTP email server account.
  - e. **Password:** Enter the SMTP email password.
  - f. **URL:** Enter the URL address for the Text Messaging Provider.
  - g. **URL Parameter Format:** Select Text or XML.
  - h. **Timeout in seconds:** Enter the delivery timeout in seconds for the message. Any message exceeding this limit will be timed out.
  - i. **Message Format:** . For email to SMS enter or select the following from the list of values: <TO\_MOBILE>@<URL\_NAME>. The <URL\_NAME> tag is the value from the URL field..
  - j. **Text Message:** Use the rich text editor to enter text and select merge codes to display reservation-specific values in the message. Select the **Merge Codes** button to view and select from the list to insert merge code into the message body. For example, name and confirmation number merge code can be inserted. Select the **Conditions** button to insert condition blocks of text in the message. All merge codes will be inserted in the position where your cursor is placed.
4. Click **Save**.

#### Configuring Billing Folios Delivery

#### Editing Billing Folios Email Delivery

1. From the **Administration** menu, select **Interfaces**, and then select **Delivery Management**.
2. Select **Billing Folios** and click **Search**.
3. Click **Edit** and enter the following details:
  - a. **Property**: Enter or select the property.
  - b. **Activate Email Delivery**: Select to activate email delivery functionality.
  - c. **From Email Address**: Enter the sender email address. You can set a "display name" along with the email address, . If you do so, enclose the email address in < and > .
  - d. **(SMTP) Server Name**: Enter the FQDN of SMTP Server (Oracle SMTP server).
  - e. **User ID**: Enter the user ID for SMTP server.
  - f. **Password**: Enter the password for SMTP server.
  - g. **Email Subject**: Enter the subject that is to appear in the email message.
4. Click **Save**.

#### Deleting Billing Folios Email Delivery

1. From the **Administration** menu, select **Interfaces**, and then select **Delivery Management**.
2. Select **Billing Folios** and click **Search**.
3. Click **Vertical Ellipse** and select **Delete**.
4. Click **Delete** to confirm.

#### Configuring SMS (Text Message) to Guest

Used to send Queue room ready notifications to guests via SMS

1. From the **Administration** menu, select **Interfaces**, and then select **Delivery Management**.
2. Select **Text to Guest** and click **Search**.
3. In the **Text Message Delivery Settings** panel, click **Edit** and enter the following details:
  - a. **Delivery Method**:
    - i. **URL (HTTP POST)**: Post to URL.
    - ii. **Email**: Send as email (email to sms). See [Using the Rich Text Editor](#).
  - b. **Partner/User ID**: Enter the Partner ID or User ID for the delivery provider. This is the Text Messaging Provider name.
  - c. **Service Type/Server**: Enter the service type or SMTP email server address.
  - d. **Service ID/Account**: Enter the service ID or SMTP email server account.
  - e. **Password**: Enter the SMTP email password.
  - f. **URL**: Enter the URL address for the Text Messaging Provider.
  - g. **URL Parameter Format**: Select Text or XML.
  - h. **Timeout in seconds**: Enter the delivery timeout in seconds for the message. Any message exceeding this limit will be timed out.

- i. **Message Format:** . For email to SMS enter or select the following from the list of values: <TO\_MOBILE>@<URL\_NAME>. The <URL\_NAME> tag is the value from the URL field..
  - j. **Text Message:** Use the rich text editor to enter text and select merge codes to display reservation-specific values in the message. Select the **Merge Codes** button to view and select from the list to insert merge code into the message body. For example, name and confirmation number merge code can be inserted. Select the Conditions button to insert condition blocks of text in the message. All merge codes will be inserted in the position where your cursor is placed.
4. Click **Save**.

### Configuring SMS (Text Message) to Housekeeping

Used to send Queue room rush room notifications to Housekeeping via SMS

1. From the **Administration** menu, select **Interfaces**, and then select **Delivery Management**.
2. Select **Text to Housekeeping** and click **Search**.
3. In the **Text Message Delivery Settings** panel, click **Edit** and enter the following details:
  - a. **Delivery Method**
    - i. **URL (HTTP POST):** Post to URL.
    - ii. **Email:** Send as email (email to sms). See [Using the Rich Text Editor](#).
  - b. **Partner/User ID:**Enter the Partner ID or User ID for the delivery provider. This is the Text Messaging Provider name.
  - c. **Service Type/Server:** Enter the service type or SMTP email server address.
  - d. **Service ID/Account:** Enter the service ID or SMTP email server account.
  - e. **Password:** Enter the SMTP email password.
  - f. **URL:** Enter the URL address for the Text Messaging Provider.
  - g. **URL Parameter Format:**Select Text or XML.
  - h. **Timeout in seconds:** Enter the delivery timeout in seconds for the message. Any message exceeding this limit will be timed out.
  - i. **Message Format:** . For email to SMS enter or select the following from the list of values: <TO\_MOBILE>@<URL\_NAME>. The <URL\_NAME> tag is the value from the URL field..
  - j. **Text Message:** Use the rich text editor to enter text and select merge codes to display reservation-specific values in the message. Select the **Merge Codes** button to view and select from the list to insert merge code into the message body. For example, name and confirmation number merge code can be inserted. Select the Conditions button to insert condition blocks of text in the message. All merge codes will be inserted in the position where your cursor is placed.
4. Click **Save**.

# Configuring Device Areas

Device Areas are specific areas or locations on your property where assigned RFID key encoders and EMV PIN Entry devices are located. You can create Device Areas, copy them to respective properties, and then assign each RFID key encoder or EMV PED to a respective device area. When processing payment or encoding a room key, you can use Device Area as a filter, so it is much easier to find the devices assigned to that area.

## Adding Device Areas

1. From the **Administration** menu, select **Interfaces**, and then select **Device Areas**.

 **Note:**

When the OPERA Multi-Property Reservation Cloud Service is active, new Device Areas are created by selecting the Template tab. Once created, you can copy locators to specific properties using the Copy action. Refer to [Copying Configuration Codes to Multiple Properties](#) for more information.

2. Click **New** and complete the following fields:
  - a. **Property.** Enter or search for and select a property for the device area.
  - b. **Code.** Enter a code that briefly describes the device area (for example, FD for front desk, HL for hall, LBBY for lobby, PL for pool, CF for club floor, VIP for VIP lounge, and so on).
  - c. **Description.** Enter a description of the device area (for example, front desk, hall area, lobby area, pool, club floor, VIP lounge, and so on).
  - d. **Manage Translations.** (Available when the **Multi Language** function under the **General** group is active.) Select to open the multi-language descriptions screen and configure a language translation for the description.
  - e. **Sequence.** Enter a number that controls the position of this code in listings. Codes without a sequence number assigned are listed in alphabetical order following codes with a sequence assigned.
3. Click **Save**.

## Editing Device Areas

1. From the **Administration** menu, select **Interfaces**, and then select **Device Areas**.
2. Enter search criteria and click **Search**.
3. In the search results, select the code then click the **vertical ellipsis** and select **Edit**.
4. Update the configuration..
5. click **Save**.

## Deleting Device Areas

1. From the **Administration** menu, select **Interfaces**, and then select **Device Areas**.
2. Enter search criteria and click **Search**.

3. In the search results, select the code then click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

**Note:**

Device Area codes cannot be deleted if associated to an EMV or RFID Encoder device.

## Export Mapping

### Prerequisites for Export Mapping

Export Mapping provides a way to associate certain codes/values that are external to OPERA Cloud (such as general ledger codes or back office application codes that are typically determined by the property or the chain) to codes used in OPERA Cloud (such as transaction codes or market codes). When export mapping is configured for an OPERA Cloud code, the export can include the associated information needed for processing externally. For example, when generating an export that contains transaction codes and transaction totals you may require certain codes/values, such as a GL code, to be associated with the transaction code. In this case, each OPERA Cloud transaction code would require an export mapping associated with it.

Export Mapping configuration involves these steps:

- Setting up the export mapping types.
  - For each export mapping type, defining the property/chain-specific export mapping codes which will be associated with an OPERA Cloud code. For more information, see [Configuring Export Mapping Types and Codes](#)
- Link the export mapping codes with the OPERA Cloud code, and assigning specific values to the export mapping codes. For more information, see [Configuring Export Mappings](#)

**Note:**

If mappings are configured and are to be included in any export, that export definition must be updated in order to refer to such mappings.

## Prerequisites for Export Mapping

### OPERA Cloud Tasks

**Group:** Interface Admin

**Task:** Property Interfaces

- Export Mapping
  - New/Edit Export Mapping

- Delete Export Mapping

## Configuring Export Mapping Types and Codes

### Adding Export Mapping Types

1. From the **Administration** menu, select **Interfaces**, select **Export Mapping** then select **Export Types/Codes**.
2. Click **New** and complete the following
  - a. **Property**: Enter or select the property from the list
  - b. **Mapped To**: Select the type of code in OPERA Cloud to which the export mapping type relates and for which a value will be defined using export mapping codes.
  - c. **Type**: Enter a unique code for this export mapping type.
  - d. **Description**: Enter a description for this export mapping type.
3. Click **Save** or click **Save and Continue** to add another.

### Adding Export Mapping Codes to Export Mapping Types

Once export mapping types have been configured, you can edit an export mapping type and configure the export mapping codes for that export mapping type.

1. From the **Administration** menu, select **Interfaces**, select **Export Mapping** then select **Export Types/Codes**.
2. Enter search criteria and click **Search**.
3. From the search result, select the mapping type then click the vertical ellipsis and select **Edit**.
  - a. Expand the **Mapping Codes** section
  - b. Click **New** and complete the following
    - i. **Mapping Codes**: Enter the export mapping code to associate with an OPERA Cloud code
    - ii. **Description**: Enter a description of the mapping code
    - iii. **Column Type**: Select a data type from the list
    - iv. **Sequence**: Enter a number to indicate the position of this export mapping code value when multiple export mapping codes are associated with the export mapping type. During the export OPERA Cloud uses a function that retrieves all mapping codes for the export mapping type with one command
    - v. **Required**: Select this check box if a value must be specified for this export mapping code when it is associated with an OPERA Cloud code.
    - vi. **Use LOV**: Select this check box to present a list of values for this export mapping code. You can then select from that LOV when specifying a value for this export mapping code when assigning it to an OPERA Cloud code. Otherwise, the assigned value can be entered directly.
      - i. **LOV Name**: Select value from the list to choose the LOV that will present the values for this export mapping code when linking export mapping codes to OPERA Cloud codes. For more information, see: [Configuring UDF Groups](#).
  - vii. Click **Save**.



4. Click **Save**.

#### Editing Export Mapping Types & Codes

1. From the **Administration** menu, select **Interfaces**, select **Export Mapping** then select **Export Types/Codes**.
2. Enter search criteria and click **Search**.
3. From the search result, select the mapping type then click the vertical ellipsis and select **Edit**.
4. Update details.
5. Expand the **Mapping Codes** section.
6. Select the code, then click vertical ellipsis and select **Edit**.
  - a. Update Mapping Code details.
  - b. Click **Save**.
7. Click **Save**.

#### Deleting Export Mapping Codes

1. From the **Administration** menu, select **Interfaces**, select **Export Mapping** then select **Export Types/Codes**.
2. Enter search criteria and click **Search**.
3. From the search result, select the mapping type then click the vertical ellipsis and select **Edit**.
4. Expand the **Mapping Codes** section.
  - a. Select the code, then click vertical ellipsis and select **Delete**.
  - b. Click **Delete** to confirm.

#### Deleting Export Mapping Types

1. From the **Administration** menu, select **Interfaces**, select **Export Mapping** then select **Export Types/Codes**.
2. Enter search criteria and click **Search**.
3. From the search result, select the mapping type then click the vertical ellipsis and select **Delete**.
4. Click **Delete** to confirm

#### Copying Export Mapping Types/Codes to Other Properties

You can copy export mapping types/codes to other properties from a [Hub location](#).

1. From the **Administration** menu, select **Interfaces**, select **Export Mapping** then select **Export Types/Codes**.
2. Enter search criteria and click **Search**.
3. From the search result, select the mapping type then click the vertical ellipsis and select **Copy**.
  - a. **Property**: Enter or select the source property from the list.
  - b. **Mapping Types/Codes**: Select one or more codes from the list.

- c. **Target Property:** Enter or select one or more properties from the list.
- d. Click **Save**.
- e. Review the details, then click **Copy and Continue**.

## Desktop ID Document Scanning

### Prerequisites for Desktop ID Scanning

When the Oracle Hospitality OPERA ID Document Scanning Cloud Service is active you can configure and enable the scanning of identification documents using a partner scanning solution and hardware.

ID document scanning is available in the [Identification panel](#) of a guest or contact profile and is also as available as part of the reservation [check-in](#). On completion of an ID document scan, you are presented with the profile information comparison screen, enabling you to retain or overwrite existing values obtained from the scan. In addition to the document data, an image of the ID document may be captured and stored securely as an attachment on the profile. For more information see, [OPERA Controls — Profile](#). Stored ID Document Image Type setting.

### Supported ID Documents Types

- Passport
- Visa
- Drivers License
- ID Card

### Supported ID Scan Vendors

See the Validated Interfaces list available on [docs.oracle.com](https://docs.oracle.com) .

## Prerequisites for Desktop ID Scanning

### Licenses / Subscriptions

Oracle Hospitality OPERA ID Document Scanning Cloud Service (OPP\_IDS)

### OPERA Controls

**Group:** General

**Functions:** File Attachments

**Group:** Profiles

**Settings:** Stored ID Document Image Type

### OPERA Cloud Tasks

**Group:** Client Relations

**Tasks:** Profiles Management

Identification

- New/Edit Identification
- Delete Identification
- View Identification Details

**Group:** Interfaces Admin

**Tasks:** ID Document Scanner Setup

- New/Edit ID Document Scanner Setup
- Delete ID Document Scanner Setup

## Configuring a Desktop ID Document Scanner

### Adding a Desktop ID Document Scanner

1. From the Administration menu, select **Interfaces**, and select **ID Document Scanners**.
2. Click **New** and complete the following:
  - a. **Property:** Enter or select the property.
  - b. **Scanner Type:** Select the Desktop radio button. If ID Document scanning configuration already exists for the selected property, you are presented with the following warning message: Desktop scanner configuration for [Property Code] already exists. If you continue and save this new configuration it will overwrite the existing record. DELETE IMAGE
  - c. **ID Document Scanner:** Enter the partner name or other identifier. This is a free text field.
  - d. **URL:** Enter the URL for the ID scanning solution; including domain, port, and resource location . Example: <https://domain.com:443/scan>.
  - e. **ID Type Mapping:** Select the applicable [Identification Types](#) for the supportable ID Document Types displayed
    - Drivers License. Select the ID Type for drivers license from the list
    - ID Card. Select the ID Type for ID Card from the list
    - Passport. Select the ID Type for Passport from the list
    - Visa. Select the ID Type for Visa from the list
- Click **Save**.

### Editing a Desktop ID Document Scanner

1. From the Administration menu, select **Interfaces**, and select **ID Document Scanners**.
2. Select the **ID Document Scanner** configuration entry that has the Desktop column checked.
3. Click the **vertical ellipsis** and select **Edit**.
4. Update the configuration:
  - a. **Inactive:** Select checkbox to mark this integration as inactive.

 **Note:**

Property and Scanner Type are read only.

5. Click **Save**.

#### Deleting a Desktop ID Document Scanner

1. From the Administration menu, select **Interfaces**, and select **ID Document Scanners**.
2. Select the **ID Document Scanner** configuration entry that has the Desktop column checked.
3. Click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Mobile ID Document Scanning

### Prerequisites for Mobile ID Scanning

ID Document Scanning is functionality built to support hotel employees embracing the freedom to greet guests anywhere. Architected to fit into the Cloud-first approach of OPERA Cloud, the integration offer's REST APIs for partners to integrate with and take advantage of the hardware built into the tablet. By initiating the scan process from either the guest profile or during the reservation check-in, the tablet camera is used to take an image of the ID Document. Once you are satisfied with the quality of the image, OPERA Cloud will send it to the partner to analyze the information and return them back to OPERA Cloud. You will be presented with a profile information comparison screen that allows you to select which existing information to overwrite with the data read from the ID Document, which to keep and which to remove. This functionality requires the OPERA Cloud Add-on "Oracle Hospitality OPERA ID Document Scanning Cloud Service" to be active and for the property to contract an integrated vendor.

### Supported ID Documents Types

Passport, Visa, Driver License, and ID Card.

### Supported Vendors

See the Certified Third-Party Interfaces list available on [docs.oracle.com](https://docs.oracle.com)

## Prerequisites for Mobile ID Scanning

### Licenses / Subscriptions

Oracle Hospitality OPERA ID Document Scanning Cloud Service (OPP\_IDS)

### OPERA Controls

**Group:** General

**Functions:** File Attachments

**Group:** Profiles

**Settings:** Stored ID Document Image Type

### OPERA Cloud Tasks

**Group:** Client Relations

**Tasks:** Profiles Management

Identification

- New/Edit Identification
- Delete Identification
- View Identification Details

**Group:** Interfaces Admin

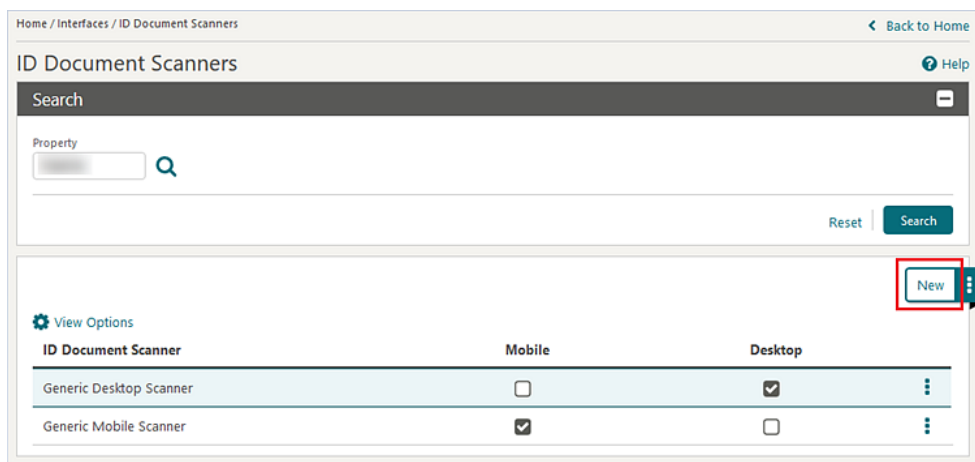
**Tasks:** ID Document Scanner Setup

- New/Edit ID Document Scanner Setup
- Delete ID Document Scanner Setup

## Configuring a Mobile ID Document Scanner

### Adding a Mobile ID Document Scanner

1. From the Administration menu, select **Interfaces**, and select **ID Document Scanner**.
2. Click **New**.



3. Select the **Property** if signed in at Hub level. If signed in at property level, the Property field is populated by default.

4. Select the **Scanner Type – Mobile** radio button. If ID Document scanning for Desktop configuration already exists for the selected property, you are presented with the following warning message: Mobile scanner configuration for [Property Code] already exists. If you continue and save this new configuration it will overwrite the existing record.

5. Enter the name of the partner into the ID Document Scanner field. This is a free text field.
6. In the Communication section enter details provided by vendor:
  - a. **Scan URL** – enter the full Scan API URL, including domain, port, and resource location. Example: https://domain.com:443/scan.
  - b. **Register URL** – enter the full Register API URL, including domain, port, and resource location. Example: https://domain.com:443/client-register.
  - c. **Account ID**– value provided by vendor if required for their service.
  - d. **Access Secret** – value provided by vendor if required for their service.
  - e. **API Key** – value provided by vendor if required for their service.

Home / Interfaces / ID Document Scanners / ID Document Scanner Configuration

ID Document Scanner Configuration Help

**Required Field**  Inactive

Scanner Details

**Property**

**Scanner Type**  Desktop  Mobile

**ID Document Scanner**

**Communication**

**Scan URL (?)**

**Register URL (?)**

**Account ID**

**Access Secret**

**API Key**

**ID Type Mapping**

**Driver's License**

**Passport**

**Visa**

**ID Card**

The current Stored ID Document Image Type setting value is FACE\_IMAGE. You can update this setting in Administration / Enterprise / OPERA Controls under Profile group.

- After entering all values provided by vendor in the Communication section, click **Register** to identify the property to the vendor and generate a security token if entered details are valid.

Home / Interfaces / ID Document Scanners / ID Document Scanner Configuration

ID Document Scanner Configuration Help

**Required Field**  Inactive

Scanner Details

**Property**

**Scanner Type**  Desktop  Mobile

**ID Document Scanner**

**Communication**

**Scan URL (?)**

**Register URL (?)**

**Account ID**

**Access Secret**

**API Key**

**ID Type Mapping**

**Driver's License**

**Passport**

**Visa**

**ID Card**

The current Stored ID Document Image Type setting value is FACE\_IMAGE. You can update this setting in Administration / Enterprise / OPERA Controls under Profile group.

**Information**

Registration with ID document scanning vendor was successful.

- In the ID Type Mapping section, select the **Identification Types** configured in Administration > Client Relations > Geographic Management > Identification Types for the supportable ID Document Types displayed.
- Click **Save**.

### Editing a Mobile ID Document Scanner

- From the Administration menu, select **Interfaces**, and select **ID Document Scanner**.
- Select the ID Document Scanner configuration entry that has the Mobile column checked.

3. Click the **vertical ellipsis** and select **Edit**.
4. The following fields are read only:
  - a. Property
  - b. Scanner Type
5. You can modify the following fields:
  - a. Inactive check box
  - b. ID Document Scanner
  - c. Scan URL
  - d. ID Type Mappings
  - e. Register URL
  - f. Account ID
  - g. Access Secret
  - h. API Key
6. If any of the Communication fields related to scan registration (including Register URL, Account ID, Access Secret, and API Key) have been updated, click **Register** to update the vendor registration and token.
7. Click **Save**.

#### Deleting a Mobile ID Document Scanner

1. From the Administration menu, select **Interfaces**, and select **ID Document Scanner**.
2. Select the **ID Document Scanner** configuration entry that has the Mobile column checked.
3. Click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

#### Inactivating a Mobile ID Document Scanner

1. From the Administration menu, select **Interfaces**, and select **ID Document Scanner**.
2. Select the **ID Document Scanner** configuration entry that has the Mobile column checked.
3. Click the **vertical ellipsis** and select **Edit**.
4. Select the **Inactive** check box in the upper right corner.
5. Click **Save**.

## Configuring Printers

Printers with email-to-print capabilities must be configured in order to be available for selection in the OPERA Cloud application.

Reports generated are emailed directly to the printer to be printed.

Printers defined here can be selected for Scheduled Reports. For more information, see [Managing Scheduled Reports](#) .



With the Alert functionality active you can indicate which printers can be used for alert printing. For more information, see [Reservation Alerts](#).

Printers that don't support email-to-print do not need to be configured - reports can be previewed as PDF and printed to a local or network printer using the locally installed printers on the workstation.

### Adding Printers

1. From the **Administration** menu, select **Interfaces**, and then select **Printer Configuration**.
2. Click **New** and complete the following:
  - a. **Location:**
    - i. **Global** : printer is shared across multiple properties when a users location is set to a Hub.
    - ii. **Property** : printer is property-specific , select the property from the list.
  - b. **Output Type:**
    - i. **Print**: not used
    - ii. **Email**: the print job will be delivered via email directly to the printer (the printer has email-to-print capabilities)
  - c. **Printer (Name)**: the name of the printer that will display to users. Use a naming convention that indicates the physical location of the printer to help users correctly identify the printer.
  - d. **Printer Location**: not used (displayed based on output type = printer).
  - e. **Printer Email Address**: Enter the email address for the printer.
  - f. **Description**: Enter additional information for the printer - for example the manufacturer, model, install date.
  - g. **Folio Printer**: Enabled when the Credit Bill OPERA Control is active or when the Fiscal Folio Printing OPERA Control is active, or for selected country modes.
  - h. **Use Alert Printing**: Enabled when the Alerts OPERA Control is active. Select this check box if this email addressable printer is to be available for printing alerts. For more information, see [Reservation Alerts](#).
  - i. **Print Tasks**: Select various print tasks that the printer will support. Highlight the required print tasks in the left pane; I and click > to move print tasks to the selected panel; use >> to select all.
3. Click **Save**.

### Editing Printers

1. From the **Administration** menu, select **Interfaces**, and then select **Printer Configuration**.
2. Enter search criteria and click **Search**.
3. In the search results, select the printer and click the **Vertical Ellipsis**.
4. Click **Edit**.
5. Update the configuration.

6. Click **Save**.

### Deleting Printers

1. From the **Administration** menu, select **Interfaces**, and then select **Printer Configuration**.
2. Enter search criteria and click **Search**.
3. In the search results, select the printer and click the **Vertical Ellipsis**.
4. Click **Delete**.
5. Click **Delete** to confirm.

### Copying Printers

You can copy or clone a printer. This is a new printer in edit state. You can make changes to these printers on the Printer Configuration screen with defaults from the printer copied.

For example, if you have 1, 2, and 3 front desk printers, setup printer 1, then select this printer and copy. On the Printer Configuration screen, update the information for printer 2, such as Printer Name, Printer Location, Description as so on and save it. Repeat the process for printer 3.

1. From the **Administration** menu, select **Interfaces**, and then select **Printer Configuration**.
2. In the search results, select the printer and click the **Vertical Ellipsis**.
3. Click **Copy**. New printer configuration is displayed, with the details populated from source / original printer. Update the information, such as Printer Name, Printer Location, Description.
4. Click **Save**.

## Prerequisites for Printer Configuration

### OPERA Cloud Tasks

**Group:** Interfaces Admin

**Tasks:** Property Interfaces

Printer Configuration

- Printer Configuration
- New/Edit Printer Configuration
- Delete Printer Configuration

## Configuring Stationery Custom Message Texts

### Configuring Stationery Custom Message Texts

This feature enables you to configure messages strings to output on stationery and can be used to add promotional text or other message texts that you want to include in the stationery output. The message text can be updated in OPERA Cloud anytime in the future without having to make further modifications to the customised stationery template.

Two message codes are available for each stationery template; these message codes are suffixed with the `property_code` to support different messages per property.

When the Multi-language OPERA Control is active you can also add translation for each message string so that the correct text is fetched and output based on the profile language.

### Editing Custom Message Texts

1. From the **Administration** menu, select **Interfaces**, and select **Report Text Configuration**.
2. Enter search criteria and select the merge code which matches the template name you intend to update, then click **Search**.
3. Select the message text in the search result, then click the vertical ellipsis and select **Edit**.
4. Add your custom text in the Reports Text box.
  - a. Click **Manage Translation** to added translated text for each language. (Available when the Multi-language OPERA Control is active).
5. Click **Save**.

## Prerequisites for Custom Message Texts for Stationery

### OPERA Cloud Tasks

**Group:** Interfaces Admin

**Tasks:** Report Text Configuration

## Configuring Property Interface

### Prerequisites for Configuring Property Interfaces

Property Interfaces are integrations with systems such as door locks, on-demand video, call accounting, PBX, voicemail, point of sale, minibar, payment, building management and WIFI/Internet; that require reservation check in and check out details. Events such as an arrival, room move or departure trigger room and reservation details to be sent to various property interfaces. Systems such as call accounting, minibar and point of sale can also post charges to reservation and AR accounts. Integration with payment solutions, for pre-auth, settlement and refunds is also processed via property interfaces.

### Adding a Property Interface

1. From the **Administration** menu, select **Interfaces**, and then select **Property Interfaces**.
2. Click **New** and enter the following details:
  - a. **Property:** Enter or select the property from the list.
  - b. **Interface Type:** Select the interface type from the list.
  - c. **Product Code:** Enter the product ID of the validated system.
  - d. **IFC8 Product Code:** Will auto-populate based on the Product Code.

- e. **Name:** Enter the display name of the system for identification.
  - f. **All Charges:** Choose the default transaction code for any incoming posting messages.
  - g. **Cashier ID:** Select a cashier ID for the interface from the list. See [Configuring Cashiers](#).
  - h. **Path ID:** Enter the Path ID of the interface. In most cases this is a **1**. Only if the vendor is supporting multi-property with one interface, is there a need for more. If setting up a multi-property, the first property must be defined as **1**, and all subsequent properties must follow sequentially and with no gaps.
  - i. **Machine:** Select a server name from the list (where Machines have been configured) where the IFC Controller is installed.
  - j. **Timeout:** Enter a timeout value in seconds on how long the UI will wait for response on outbound messages (Room key and credit card transaction requests).
  - k. **Version:** Will auto-populate once an IFC Controller connects with the specific interface.
3. Click **Save**.
  4. Refer to the Table 16-24 Property Interface Detail Links in the section below for complete interface configuration.

### Editing a Property Interface



#### Note:

Interface configuration uses a [presentation page](#), select or customise the presentation style to suit your needs.

1. From the **Administration** menu, select **Interfaces**, and then select **Property Interfaces**.
2. Enter the search criteria and click **Search**.
3. Select the interface, then click **vertical ellipsis** and click **Edit**.
  - a. Update configuration. See the table 16.3 below.
  - b. **Inactive:** Select checkbox to inactivate the interface (not yet in use for outbound/inbound messages).
4. Click **Save**.

**Table 16-24 Property Interface Detail Links**

Links to Property Interface Configuration		
<a href="#">Property Interface Primary Information</a>	<a href="#">Property Interface Class of Service</a>	<a href="#">Property Interface Room Status</a>
<a href="#">Property Interface General Information</a>	<a href="#">Property Interface Postings</a>	<a href="#">Property Interface Translation</a>
<a href="#">Property Interface Transaction Codes</a>	<a href="#">Property Interface Workstation Setup</a>	<a href="#">Property Interface Rights</a>
<a href="#">Property Interface Rooms</a>	<a href="#">Property Interface Unit Charges</a>	

### Deleting a Property Interface

1. From the **Administration** menu, select **Interfaces**, and then select **Property Interfaces**.
2. Enter the search criteria and click **Search**.
3. Select the interface, then click **vertical ellipsis** and click **Delete**.
4. Click **Delete** to confirm.

## Prerequisites for Configuring Property Interfaces

### OPERA Cloud Tasks

#### Property Interfaces

- New/Edit Property Interfaces
- Delete Property Interfaces

## Configuring Property Interface Rights

### Adding Property Interface Rights

1. From the Administration menu, select **Interfaces**, then select **Property Interfaces**.
2. Enter search criteria and click **Search**.
3. Select the interface, then click the vertical ellipsis and select **Edit**.
4. In the Interface Rights panel, click **New** and complete the following
  - a. **Category**: Select the category to configure the right for. Selecting a category is optional, however if left blank, all available interface rights will appear in the Right field list of values.
  - b. **Right**: Select the interface right from the list
  - c. **Code**: Enter a unique code for the interface right. This field is limited to five characters. This value will appear on the Room Status or Group Bar/Unbar screens when working with the Interface Menu screen.
  - d. **Description**: Enter a short description of the interface right. This value will appear on the Room Status or Group Bar/Unbar screens when working with the Interface Menu screen.
5. Click **Save**.

### Editing Property Interface Rights

1. From the Administration menu, select **Interfaces**, then select **Property Interfaces**.
2. Enter search criteria and click **Search**.
3. Select the interface, then click the vertical ellipsis and select **Edit**.
4. In the Interface Rights panel,

- a. Select the right, then click the vertical ellipsis and select **Edit**.
  - b. Update configuration.
5. Click **Save**.

#### Deleting Property Interface Rights

1. From the Administration menu, select **Interfaces**, then select **Property Interfaces**.
2. Enter search criteria and click **Search**.
3. Select the interface, then click the vertical ellipsis and select **Edit**.
4. In the Interface Rights panel,
  - a. Select the right, then click the vertical ellipsis and select **Delete**.
  - b. Click **Delete** to confirm.

## Configuring Property Interface Primary Information

#### Editing Interface Primary Information

1. From the **Administration** menu, select **Interfaces**, then select **Property Interfaces**.
2. Enter search criteria and click **Search**.
3. Select the interface, then click the **vertical ellipsis** and select **Edit**
4. Select the Primary Information link.
5. Select **Edit**.
  - a. **IFC8 Product Code**: Will auto-populate based on the Product Code.
  - b. **Name**: Enter the display name of the system for identification.
  - c. **Cashier ID**: Select a cashier ID for the interface from the list. See [Configuring Cashiers](#).
  - d. **Path ID**: Enter the Path ID of the interface. In most cases this is **1**. Only if the vendor is supporting multi-property with one interface, is there a need for more. If setting up a multi-property, the first property must be defined as **1**, and all subsequent properties must follow sequentially and with no gaps.
  - e. **Machine**: Select a server name from the list (where Interfaces>Machines have been configured) where the IFC Controller is installed.
  - f. **Timeout**: Enter a timeout value in seconds on how long the UI will wait for response on outbound messages (Room key and credit card transaction requests).
  - g. **Version**: Will auto-populate once an IFC Controller connects with the specific interface.
  - h. **Message Expires After (minutes)**: Enter the number for minutes that will remove a stale outbound record from the table at startup of the interface.
  - i. **Menu Type**: Select the system type menu that can be used.
  - j. **Menu Name**: Enter a descriptive name for the menu item (Miscellaneous>Property Interface Control).
  - k. **Inactive**: Select checkbox to inactivate the interface (not yet in use for outbound/inbound messages).

6. Click **Save**.

## Configuring Property Interface General Information

The General panel allows you to configure several general interface settings, including night audit commands, EFT setup, wake-up call options, video checkout options, and bill display options. Depending on the interface type you are setting up, the available configurations vary. Refer to the Property Interfaces General Information table below.

### Editing Interface General Information

1. From the **Administration** menu, select **Interfaces**, then select **Property Interfaces**.
2. Enter search criteria and click **Search**.
3. Select the interface, then click the **vertical ellipsis** and select **Edit**.
4. Select the General Information link.
5. Select **Edit**.
  - See Table Property Interfaces General Information for the applicable interface type.
  - To configure the interface rights. See [Configuring Interface Rights](#).
6. Click **Save**.

**Table 16-25 Property Interfaces General Information****EFT Interfaces**





- **Handle night audit commands.** Select the check box to notify the vendor, mostly EFT and FIAS interfaces, that the PMS night audit was started and stopped and that the PMS business date had been rolled. If this check box is not selected, the vendor will not be notified of this information.
- **CC Vault Function.** Select the check box to indicate that the EFT interface supports the credit card vault functionality. Selection of this check box will activate the credit card vault interface functionality for this property. See **Credit Card Vault** for details.
- **Regular Transaction.** Selected by default when creating a new EFT Interface, indicates whether or not this interface handles regular transactions.
- **Courtesy Card Handling.** An indication of whether or not the interface handles courtesy cards.
- **Port.** The port that the interface is configured on.
- **IP Address.** The IP address used for the interface.
- **Prepaid Card.** Select this check box to configure the stored value system. An interface should be selected as a Stored Value System when the vendor supports the ability to activate, issue reload, and redeem stored value cards (gift cards).
- **Create Prepaid during Checkin.** Displayed when the Stored Value System check box is selected, select to create a stored value account when the guest is checking in.
- **Show Prepaid Pin.** Displayed when the Stored Value System check box is selected, select the check box to display the stored value pin that is provided by the vendor. The vendor can define whether a PIN is in use or not. This should not be checked unless the Vendor has indicated they will use PINs.
- **Device.** Displayed when the Stored Value System check box is selected, select the device from the list of values if a device is used to read the stored value card (gift card). An example would be an RFID device. This field is rarely populated.
- **Show Prepaid Trxn.** Displayed when the Stored Value System check box is selected, select to choose OPERA Transactions, Vendor Transactions, or both OPERA and Vendor Transactions. The option that is selected controls what is displayed in the Stored Value Account Maintenance screen for the interface and the specific stored value account.
- **Prepaid Redeem Trx.** Displayed when the Stored Value System check box is selected, select the stored value redeem transaction method from the drop down list. The transaction code that is selected here will be used any time a stored value account is redeemed.

**CCW Interfaces**



**Table 16-25 (Cont.) Property Interfaces General Information**

**EFT Interfaces**

- **Send AR Auth Type.** Select to send the AR authorization type to the vendor. This check box should be selected if credit card authorizations will be used for AR Accounts. See [AR Credit Cards](#) for details.
-  **Note:**  
The Send AR Auth Type check box cannot be selected at the same time as the Enable DB Verification check box.
- **Allow CC Cancel Transactions.** Select to allow credit card transaction cancelations with the CCW interface. This check box should be selected in order to send a notice to the vendor that the credit card settlement transaction was canceled for any reason (e.g., communication error). This notice will only be sent one time to the vendor when the credit card transaction is canceled.
- **CC Vault Function.** Select the check box to indicate that the CCW interface supports the credit card vault functionality. Selection of this check box will activate the credit card vault interface functionality for this property. See [Credit Card Vault for details](#). The credit card vendor must support the vault functionality. Verify with the vendor that it is supported before activating this function.
- **Enable Resend.** Select to enable the functionality to resend any credit card settlement payments for a reservation, deposit, or AR account that may have failed due to a disruptive event, such as a session disconnect or an error occurred before the posting could be made, and the settlement was sent to the interface. OPERA would then check on the settlement posting the next time the reservation is accessed and for any payments that were sent to the interface but not posted to OPERA another settlement would be initiated with an extra field in the IFC request indicating to the vendor that the record is a resend. This includes any postings from [Billing,Deposits](#), or [AR](#) and will not include postings from [Passer By, Post It](#), and [Fiscal Payments](#).
-  **Note:**  
During the resend of the failed posting, if the interface returns an error/failed status, no reprocessing of the failed resend will occur and no posting will be completed.
- **Enable DB Verification.** Select to allow direct bill authorizations and settlements with the interface. See [Direct Bill Authorizations and Settlements](#) for details.
-  **Note:**  
Selection of the Enable DB Verification check box displays the CASHIERING > DIRECT BILL AUTHORIZATIONS AND SETTLEMENTS application parameter.
-  **Note:**  
The Enable DB Verification check box cannot be selected at the same time as the Send AR Auth Type check box.
- **Enable Failover.** This check box can be selected to use the Failover URL for all credit card transactions. When it is not selected, then the URL address defined in the URL field will be used for all credit card transactions.
- **Card Present Flag.** Only displayed when MICROS Payment Gateway is the active Credit Card IFC. Select this check box to display a Card Present check box on the Payment,

**Table 16-25 (Cont.) Property Interfaces General Information****EFT Interfaces**

Deposit, and Post It screens. The will allow the user to check this check box if a credit card is present at the time of the payment. This is useful to provide an indicator to the Credit Card Vendor to follow a different process depending on the card present or not.

- **URL.** The URL of the CCW Interface.
- **Send End of Day.** An indication of whether or not information is sent as part of the end of day routine.
- **Send Enhanced Fields.** Select to send additional fields for a credit card transaction request that include Workstation, RoomNum, OriginalAuthSequence, Version, and CardType. With most CCW vendors, these fields will be required.
- **Prepaid Card.** Select this check box to configure the stored value system. An interface should be selected as a Stored Value System when the vendor supports the ability to activate, issue reload, and redeem stored value cards (gift cards).
- **Create Prepaid during Checkin.** Displayed when the Stored Value System check box is selected, select to create a stored value account when the guest is checking in.
- **Show Prepaid Pin.** Displayed when the Stored Value System check box is selected, select the check box to display the stored value pin that is provided by the vendor. The vendor can define whether a PIN is in use or not. This should not be checked unless the Vendor has indicated they will use PINs.
- **Device.** Displayed when the Stored Value System check box is selected, select the device from the list of values if a device is used to read the stored value card (gift card). An example would be an RFID device. This field is rarely populated.
- **Show Prepaid Trxn.** Displayed when the Stored Value System check box is selected, select to choose OPERA Transactions, Vendor Transactions, or both OPERA and Vendor Transactions. The option that is selected controls what is displayed in the Stored Value Account Maintenance screen for the interface and the specific stored value account.
- **Prepaid Redeem Trx.** Displayed when the Stored Value System check box is selected, select the stored value redeem transaction method from the drop down list. The transaction code that is selected here will be used any time a stored value account is redeemed.
- **Failover URL.** The Failover URL as specified by the Credit Card Interface vendor is displayed here. This URL will be used for all credit card transactions when the Enable Failover check box is selected, in case the vendor's main system goes down for an extended period. When the Enable Failover check box is not selected, then the URL address defined in the URL field will be used for all credit card transactions.

**SVS Interfaces**

**Table 16-25 (Cont.) Property Interfaces General Information**

**EFT Interfaces**

- **URL.** The interface URL.

 **Note:**

When using the URL field for the interface, the IP Address and Port fields do not need to be populated.

- **IP Address.** The IP address. The IP Address that is entered needs to match with the interface machine that the .exe is running on.
- **Port.** The port that the interface is configured on. The Port number that is entered needs to match with the Port number configured for the SVS Interface Type configuration file.

 **Note:**

The IP Address and Port fields need to be populated when using a Socket type approach.

- **Stored Value System.** Select this check box to configure the stored value system. An interface should be selected as a Stored Value System when the vendor supports the ability to activate, issue reload, and redeem stored value cards (gift cards).
- **Create SV during Checkin.** Displayed when the Stored Value System check box is selected, select to create a stored value account when the guest is checking in.
- **Show Stored Value Pin.** Displayed when the Stored Value System check box is selected, select the check box to display the stored value pin that is provided by the vendor. The vendor can define whether a PIN is in use or not. This should not be checked unless the Vendor has indicated they will use PINs.
- **Device.** Displayed when the Stored Value System check box is selected, select the device from the list of values if a device is used to read the stored value card (gift card). An example would be an RFID device. This field is rarely populated.
- **Show SV Trxn.** Displayed when the Stored Value System check box is selected, select to choose OPERA Transactions, Vendor Transactions, or both OPERA and Vendor Transactions. The option that is selected controls what is displayed in the Stored Value Account Maintenance screen for the interface and the specific stored value account.
- **SV Redeem Trx.** Displayed when the Stored Value System check box is selected, select the stored value redeem transaction method from the drop down list. The transaction code that is selected here will be used any time a stored value account is redeemed.

**DLS (Key Encoding) Interfaces**


**Table 16-25 (Cont.) Property Interfaces General Information****EFT Interfaces**

- **Handle night audit commands.** Select the check box to notify the vendor, mostly EFT and FIAS interfaces, that the PMS night audit was started and stopped and that the PMS business date had been rolled. If this check box is not selected, the vendor will not be notified of this information.
- **On Line Key System.** An indication of whether or not this is an ONLINE key system and this relates to if whether the vendor supports KeyDataChange Requests or not. What determines if a Key Interface is an ONLINE key system or not is that for an ONLINE key system, the vendor requires the KeyRequest, KeyAnswer, KeyRead (Optional), KeyDelete (Optional), and KeyDataChange. If the key system is an OFFLINE system, then the vendor requires only the KeyRequest and KeyAnswer (KeyRead and KeyDelete are optional).
- **Allow Multiple Room Selection for Keys.** An indication of whether or not multiple rooms can be accessed from the same key through this interface, for example one key can be used for connecting rooms that are part of a reservation.
- **Send Track2 Data.** An indication of whether or not Track2 data is sent to the vendor. This is a sequence number that connects the key card to the room. This sequence number can be manipulated if a membership is attached or if the key card is also being used as a gaming card.
- **Send Track1 Data.** An indication of whether or not Track1 data is sent to the vendor. Track 1 is used by the key vendors to get specific data from the PMS and use as needed or for printing on the keycard. It is configurable as a User Defined Format where fields can be chosen from the reservation tables or a literal expression can be entered. One of the uses for Track1 would be to send the Membership ID when the keycard is also used as a gaming card.
- **Display Key Pin Code.** Available only for DLS Interface Types with a KSS Menu Type, select to display the PIN code used to access the guest room. This PIN code is passed in Track3 generated by the key vendor and sent to OPERA or a Kiosk terminal to provide to the guest instead of a key card.
- **Delete IFC Keys on KeyDelete.** Select to delete the IFC\_KEYS record at the time of Check Out or when a Checked In Reservation is Canceled.
- **Default All Print Details On.** Checked (default) to automatically select all the Print Detail fields when requesting a Room Key, Universal Card, or Gaming Card. Unchecked does not select all the Print Detail fields automatically. When requesting a key, select/deselect any of the Print Details on the Card Details To Be Printed screen. Print Details are available when configured on the Class of Service tab with the PRINT menu Right (in the grid).

**PBX Interfaces**

Table 16-25 (Cont.) Property Interfaces General Information

## EFT Interfaces

- **Handle night audit commands.** Select the check box to notify the vendor, mostly EFT and FIAS interfaces, that the PMS night audit was started and stopped and that the PMS business date had been rolled. If this check box is not selected, the vendor will not be notified of this information.
  - **Enable Rollup Transactions.** Select to enable a rollup transaction functionality for outgoing transactions requested by the interface to display on the vendor's side in a view of the folio as one bill item. Rollup transactions are multiple transactions that were made on the same day that have the same Reference (e.g., Check Number), and can be rolled into one line item. These are identified by having a + sign next to the line item on the Billing screen for example.
  - **Phone Display Name.** When the guest calls the Front Desk, selecting this check box displays the primary sharer's name on the Front Desk phone display. A room with sharers will send the guest name from the first reservation checked in for that room to the IFC Vendor; this name will continue to be sent in the messages for all of the following sharer Check-Ins and any reservation changes. A room with no sharers will send the guest name that is on the reservation.
-  **Note:**

The name that is displayed can manually be changed to one of the other sharer names from Miscellaneous > Interfaces > Interfaces > Display Name after all sharers are checked in. The Display field can only be selected for one guest name per room.
- **Bill display options.** The following bill display options are available.
    - **User defined folio.** Select this option to select a user-defined folio window where the bill is displayed. When you select this option, the Folio field appears. Select the drop-down arrow and select this folios where the bill will be displayed.
    - **Guest folio.** Select this option to display windows that have the guest profile linked to the folio window.
    - **Off.** Select this option to turn the bill display options off through the video system.
  - **Video checkout options.** The following video checkout options are available for VID interfaces only.
    - **Allow video check out.** Select this option to allow videos to be checked out from this room. Once this option is selected, you can alter the Check credit limit, Check balance, and Check routing settings.
    - **Check credit limit.** Not currently used.
    - **Check balance.** Select this option to check the video balance against the total balance in OPERA.
    - **Check routing.** Select this option to allow the charges to go to another room.
  - **Wakeup call options.** The following wake up call options are available.
    - **Handle wakeup calls.** Select this option to allow wake up calls through the video or phone system.
    - **OPERA.** If the OPERA button is selected, then a WakeupSet is sent to IFC8 at the time of the wake up call. The Number of Retries field needs to be completed to define the number of times OPERA attempts to resend the message to the vendor before the call is finally set to unsuccessful (if there is no response or there is an unsuccessful response). The Retry Interval field also needs to be completed to define the amount of time between the retries.
    - **Vendor.** If this option is selected, the WakeupSet message is instantly communicated with the vendor phone system, and the vendor handles the wake up call. This option is only visible if the Handle wake up calls option is selected. If this option button is

**Table 16-25 (Cont.) Property Interfaces General Information**

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**EFT Interfaces**

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selected, the Number of Retries field should be set to 0 and the value entered in the Retry Interval field is the amount of time that OPERA waits for a response from vendor before the call is set to unsuccessful.

- **Number of retries.** Indicates the number of times to retry a wake up call if the original wake up call fails. This option is mandatory if the Handle wake up calls option is selected, and should be set to "0" if the Vendor option button is selected.
- **Retry interval.** If the OPERA button is selected, this is the retry interval of the wake up calls, in seconds. For example, if 60 is entered, then the wakeup call will be retried every minute until the number entered in the Number of Retries is reached. If the Vendor option button is selected, the value entered is the amount of time that OPERA waits for a response from vendor before the call is set to unsuccessful. This option is mandatory if the Handle wakeup calls option is selected.
- **Wake Set.** Available when the OPERA button is selected, enter the number of seconds the call should be sent to the vendor before the actual set time of the call in OPERA. For example, if the wakeup call is set for 08:00 but it needs to go to the vendor at 07:58, then the Wake Set would be set to 120. If the field is blank, then the wakeup call will go out at the set wake time.

**VID Interfaces**

**Table 16-25 (Cont.) Property Interfaces General Information****EFT Interfaces**

- **Handle night audit commands.** Select the check box to notify the vendor, mostly EFT and FIAS interfaces, that the PMS night audit was started and stopped and that the PMS business date had been rolled. If this check box is not selected, the vendor will not be notified of this information.
- **Enable Rollup Transactions.** Select to enable a rollup transaction functionality for outgoing transactions requested by the interface to display on the vendor's side in a view of the folio as one bill item. Rollup transactions are multiple transactions that were made on the same day that have the same Reference (e.g., Check Number), and can be rolled into one line item. These are identified by having a + sign next to the line item on the Billing screen for example.
- **Bill display options.** The following bill display options are available.
  - **User defined folio.** Select this option to select a user-defined folio window where the bill is displayed. When you select this option, the Folio field appears. Select the drop-down arrow and select this folios where the bill will be displayed.
  - **Guest folio.** Select this option to display windows that have the guest profile linked to the folio window
  - **Off.** Select this option to turn the bill display options off through the video system.

**Video checkout options.** The following video checkout options are available for VID interfaces only.

- **Allow video check out.** Select this option to allow videos to be checked out from this room. Once this option is selected, you can alter the Check credit limit, Check balance, and Check routing settings.
- **Check credit limit.** Not currently used.
- **Check balance.** Select this option to check the video balance against the total balance in OPERA.
- **Check routing.** Select this option to allow the charges to go to another room.

**Wakeup call options.** The following wake up call options are available.

- **Handle wakeup calls.** Select this option to allow wake up calls through the video or phone system.
- **OPERA.** If the OPERA button is selected, then a WakeupSet is sent to IFC8 at the time of the wake up call. The Number of Retries field needs to be completed to define the number of times OPERA attempts to resend the message to the vendor before the call is finally set to unsuccessful (if there is no response or there is an unsuccessful response). The Retry Interval field also needs to be completed to define the amount of time between the retries.
- **Vendor.** If this option is selected, the WakeupSet message is instantly communicated with the vendor phone system, and the vendor handles the wake up call. This option is only visible if the Handle wake up calls option is selected. If this option button is selected, the Number of Retries field should be set to "0" and the value entered in the Retry Interval field is the amount of time that OPERA waits for a response from vendor before the call is set to unsuccessful.
- **Number of retries.** Indicates the number of times to retry a wake up call if the original wake up call fails. This option is mandatory if the Handle wake up calls option is selected, and should be set to "0" if the Vendor option button is selected.
- **Retry interval.** If the OPERA button is selected, this is the retry interval of the wake up calls, in seconds. For example, if 60 is entered, then the wakeup call will be retried every minute until the number entered in the Number of Retries is reached. If the Vendor option button is selected, the value entered is the amount of time that OPERA waits for a response from vendor before the call is set to unsuccessful. This option is mandatory if the Handle wakeup calls option is selected.
- **Wake Set.** Available when the OPERA button is selected, enter the number of seconds the call should be sent to the vendor before the actual set time of the call in OPERA. For example, if the wakeup call is set for 08:00 but it needs to go to the vendor at 07:58, then

**Table 16-25 (Cont.) Property Interfaces General Information**

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**EFT Interfaces**

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the Wake Set would be set to 120. If the field is blank, then the wakeup call will go out at the set wake time.

**TIK Interfaces**

- **URL.** The interface URL.
- **Default Trx.** Select a default transaction code as an alternate transaction code if a Ticket Package cannot post to the packages transaction code.

**MSC Interfaces**



**Table 16-25 (Cont.) Property Interfaces General Information****EFT Interfaces**

- **Handle night audit commands.** Select the check box to notify the vendor, mostly EFT and FIAS interfaces, that the PMS night audit was started and stopped and that the PMS business date had been rolled. If this check box is not selected, the vendor will not be notified of this information.
- **Enable Rollup Transactions.** Select to enable a rollup transaction functionality for outgoing transactions requested by the interface to display on the vendor's side in a view of the folio as one bill item. Rollup transactions are multiple transactions that were made on the same day that have the same Reference (e.g., Check Number), and can be rolled into one line item. These are identified by having a + sign next to the line item on the Billing screen for example.
- **Video checkout options.** The following video checkout options are available for VID interfaces only.
- **Allow video check out.** Select this option to allow videos to be checked out from this room. Once this option is selected, you can alter the Check credit limit, Check balance, and Check routing settings.
- **Check credit limit.** Not currently used.
- **Check balance.** Select this option to check the video balance against the total balance in OPERA.
- **Check routing.** Select this option to allow the charges to go to another room.

**Bill display options.** The following bill display options are available.

- **User defined folio.** Select this option to select a user-defined folio window where the bill is displayed. When you select this option, the Folio field appears. Select the drop-down arrow and select this folios where the bill will be displayed.
- **Guest folio.** Select this option to display windows that have the guest profile linked to the folio window.
- **Off.** Select this option to turn the bill display options off through the video system.

**Wakeup call options.** The following wakeup call options are available.

- **Handle wakeup calls.** Select this option to allow wake up calls through the video or phone system.
- **OPERA.** If the OPERA button is selected, then a WakeupSet is sent to IFC8 at the time of the wake up call. The Number of Retries field needs to be completed to define the number of times OPERA attempts to resend the message to the vendor before the call is finally set to unsuccessful (if there is no response or there is an unsuccessful response). The Retry Interval field also needs to be completed to define the amount of time between the retries.
- **Vendor.** If this option is selected, the WakeupSet message is instantly communicated with the vendor phone system, and the vendor handles the wake up call. This option is only visible if the Handle wake up calls option is selected. If this option button is selected, the Number of Retries field should be set to 0 and the value entered in the Retry Interval field is the amount of time that OPERA waits for a response from vendor before the call is set to unsuccessful.
- **Number of retries.** Indicates the number of times to retry a wake up call if the original wake up call fails. This option is mandatory if the Handle wake up calls option is selected, and should be set to "0" if the Vendor option button is selected.
- **Retry interval.** If the OPERA button is selected, this is the retry interval of the wake up calls, in seconds. For example, if 60 is entered, then the wakeup call will be retried every minute until the number entered in the Number of Retries is reached. If the Vendor option button is selected, the value entered is the amount of time that OPERA waits for a response from vendor before the call is set to unsuccessful. This option is mandatory if the Handle wakeup calls option is selected.
- **Wake Set.** Available when the OPERA button is selected, enter the number of seconds the call should be sent to the vendor before the actual set time of the call in OPERA. For example, if the wakeup call is set for 08:00 but it needs to go to the vendor at 07:58, then

**Table 16-25 (Cont.) Property Interfaces General Information****EFT Interfaces**

the Wake Set would be set to 120. If the field is blank, then the wakeup call will go out at the set wake time.

**MBS Interfaces**

**Handle night audit commands.** Select the check box to notify the vendor, mostly EFT and FIAS interfaces, that the PMS night audit was started and stopped and that the PMS business date had been rolled. If this check box is not selected, the vendor will not be notified of this information.

**Enable Rollup Transactions.** Select to enable a rollup transaction functionality for outgoing transactions requested by the interface to display on the vendor's side in a view of the folio as one bill item. Rollup transactions are multiple transactions that were made on the same day that have the same Reference (e.g., Check Number), and can be rolled into one line item. These are identified by having a + sign next to the line item on the Billing screen for example.

**Bill display options.** The following bill display options are available.

- **User defined folio.** Select this option to select a user-defined folio window where the bill is displayed. When you select this option, the Folio field appears. Select the drop-down arrow and select this folios where the bill will be displayed.
- **Guest folio.** Select this option to display windows that have the guest profile linked to the folio window.
- **Off.** Select this option to turn the bill display options off through the video system.

**Wakeup call options.** The following wake up call options are available.

- **Handle wakeup calls.** Select this option to allow wake up calls through the video or phone system.
- **OPERA.** If the OPERA button is selected, then a WakeupSet is sent to IFC8 at the time of the wake up call. The Number of Retries field needs to be completed to define the number of times OPERA attempts to resend the message to the vendor before the call is finally set to unsuccessful (if there is no response or there is an unsuccessful response). The Retry Interval field also needs to be completed to define the amount of time between the retries.
- **Vendor.** If this option is selected, the WakeupSet message is instantly communicated with the vendor phone system, and the vendor handles the wake up call. This option is only visible if the Handle wake up calls option is selected. If this option button is selected, the Number of Retries field should be set to 0 and the value entered in the Retry Interval field is the amount of time that OPERA waits for a response from vendor before the call is set to unsuccessful.
- **Number of retries.** Indicates the number of times to retry a wake up call if the original wake up call fails. This option is mandatory if the Handle wake up calls option is selected, and should be set to "0" if the Vendor option button is selected.
- **Retry interval.** If the OPERA button is selected, this is the retry interval of the wake up calls, in seconds. For example, if 60 is entered, then the wakeup call will be retried every minute until the number entered in the Number of Retries is reached. If the Vendor option button is selected, the value entered is the amount of time that OPERA waits for a response from vendor before the call is set to unsuccessful. This option is mandatory if the Handle wakeup calls option is selected.
- **Wake Set.** Available when the OPERA button is selected, enter the number of seconds the call should be sent to the vendor before the actual set time of the call in OPERA. For example, if the wakeup call is set for 08:00 but it needs to go to the vendor at 07:58, then the Wake Set would be set to 120. If the field is blank, then the wakeup call will go out at the set wake time.

**All Other Interfaces**

If configuring an interface other than an EFT, CCW, PBX, VID, SVS, MAK, TIK, MSC, MBS, or key card (DLS) interface, the General panel contains of the following options, depending on the interface you select in the Interface Status screen

**Table 16-25 (Cont.) Property Interfaces General Information****EFT Interfaces**

**Handle night audit commands.** Select the check box to notify the vendor, mostly EFT and FIAS interfaces, that the PMS night audit was started and stopped and that the PMS business date had been rolled. If this check box is not selected, the vendor will not be notified of this information.

**Enable Rollup Transactions.** Select to enable a rollup transaction functionality for outgoing transactions requested by the interface to display on the vendor's side in a view of the folio as one bill item. Rollup transactions are multiple transactions that were made on the same day that have the same Reference (e.g., Check Number), and can be rolled into one line item. These are identified by having a + sign next to the line item on the Billing screen for example.

**Video checkout options.** The following video checkout options are available.

- **Allow video check out.** Select this option to allow videos to be checked out from this room. Once this option is selected, you can alter the Check credit limit, Check balance, and Check routing settings.
- **Check credit limit.** Not currently used.
- **Check balance.** Select this option to check the video balance against the total balance in OPERA.
- **Check routing.** Select this option to allow the charges to go to another room.

 **Note:**

Video checkout options are only available for VID Interfaces.

**Bill display options.** The following bill display options are available.

- **User defined folio.** Select this option to select a user-defined folio window where the bill is displayed. When you select this option, the Folio field appears. Select the drop-down arrow and choose the folios where the bill will be displayed.
- **Guest folio.** Select this option to display windows that have the guest profile linked to the folio window.
- **Off.** Select this option to turn the bill display options off through the video system.

**Wakeup call options.** The following wake up call options are available.

- **Handle wakeup calls.** Select this option to allow wake up calls.
- **OPERA.** If this option is selected, OPERA communicates with the phone system two minutes before a wake up call is scheduled to notify it of the wake up call. This option is only visible if the Handle wake up calls option is selected.
- **Vendor.** If this option is selected, the wake up call information is instantly communicated with the phone system, then they handle the wake up call. This option is only visible if the Handle wake up calls option is selected.
- **Number of retries.** Indicates the number of times to retry a wake up call if the original wake up call fails. This option is only visible if the Handle wake up calls option is selected.
- **Retry interval.** The interval of the wake up calls, in seconds. This option is only visible if the Handle Wakeup calls option is selected.

## Configuring Property Interface Transaction Codes

The Transaction Codes panel allows you to configure how the interface handles posting accounts, sales itemizers, and transaction codes. This would be used by any

external system posting charges to OPERA Cloud . For example: minibar, POS or PBX.

### Editing Interface Transaction Codes

1. From the **Administration** menu, select **Interfaces**, then select **Property Interfaces**.
2. Enter search criteria and click **Search**.
3. Select the interface, then click the **vertical ellipsis** and select **Edit**
4. Select the Transaction Codes link.
5. Select **Edit**.
  - a. **Cash/Credit Card Postings**: Setting this value will allow you to configure the posting of cash and credit card payments from the Point of Sales (POS) system. Your selection options are:
    - i. **Do not post**: Selecting this option does not post to a customer account.
    - ii. **Post to A/C, no autobalance**: Selecting this option posts a charge to the customer's account, but does not auto-balance the account. Selecting this option also activates the Posting Accounts and Transaction codes option buttons, allowing you to configure the posting account and transaction code settings.
    - iii. **Post to A/C autobalance**: Selecting this options posts a charge to the customer's account and auto-balances the account. Selecting this option also activates the Posting Accounts and Transaction Codes option buttons, allowing you to configure the posting account and transaction code settings.
  - b. **Subtotal Postings**: Setting this value allows you to configure splitting of the incoming charge from the point of sales system. Your selection options are:
    - i. **Do not post**: Selecting this option does not post to the customer account.
    - ii. **Split TIP only**: Selecting this option splits out the tip only. Selecting this option also activates the Posting Accounts, Sales Itemizers, and Transaction Codes option buttons, allowing you to configure the posting account and transaction code settings.
    - iii. **Full split**: Selecting this option allows you to split incoming charges from the point of sales system to the various folios associated with the account. Selecting this option also activates the Posting Accounts, Sales Itemizers, and Transaction Codes option buttons, allowing you to configure the posting account, sales itemizers, and transaction code settings.
  - c. **Difference Posting**: Select a value from the list for when the IFC8 program detects a difference between the total amount and the sum of the individual itemizers, such as Sales-, Tax, Discount itemizers and so on sent by the vendor.
    - **Post**: The interface posts the sales items amounts plus the Difference amount to guest folio using the selected transaction code.
    - **Ignore**: The interface ignores the difference amount and would post the Sales items amount in guest folio to the appropriate transaction codes and the default if needed.
    - **Reject**: The interface rejects the posting of a check when there is a difference in total amount and sales items amount.
6. **Posting Accounts**: It determine how payments are posted from the point of sales system
  - a. Click **New**:

- i. **Posting Type:** Select a value from the list.
  - ii. **Account:** Available for the PM Account and PM Account (No Autobalancing) posting types, select the account number (room) from the list.
  - iii. **Transaction Code:** Available for the PM Account posting type, select the transaction code.
  - iv. **Payment Method:** Enter the payment method code from the POS.
  - v. **Sales Outlet:** Enter the sales outlet code that corresponds to where the posting was originated, for example bar, restaurant, store, etc.
- b. Click **Save**.
  - c. To Edit, click the **Vertical Ellipsis** and select **Edit**.
  - d. To delete, click the **Vertical Ellipsis** and select **Delete**.
7. **Sales Itemizers:** Determines how payments are posted from the point of sales system.
- a. Click **New**:
    - i. **Code:** Select a value from the list. ST1 – ST16 (Sales Itemizer1 – Sales Itemizer16), DC1 – DC16 (Discount Itemizer 1 – Discount Itemizer16), SC1 – SC16 (Service Charge 1 – Service Charge 16), TX1 - TX63 (Tax1 - Tax63).
    - ii. **Post Number:** Enter number identifying each record uniquely. There must be no gaps in the numbering. For example, a valid entry is "1, 2, 3, 4, 5, 6, 7". An invalid entry is "1, 2, 4, 5, 7", where the numbers 3 and 6 are missing.
    - iii. **Factor:** Enter a multiplying factor that the itemizer is multiplied with. The standard is 1.
    - iv. **Posting Description:** Enter a posting description reference (Food, Beverage, Tobacco, misc. etc.).
  - b. Click **Save**.
    - i. **Transaction Codes:** This allows you to configure the different methods for routing a charge to the different transaction codes configured in OPERA Cloud. If you select a different value, OPERA Cloud displays a message informing you that current transaction code settings will be deleted.
    - ii. **Dialed Digits:** Select the number of dialed digits that the call accounting system should look at for the unit charge, and/or the number of dialed digits that OPERA Cloud should look at for transactions. For example, if 4 is selected in this field and the number dialed is "1-239-555-1212", the call accounting system will only look at "1239" (the first four digits) as the unique identifier of the unit charge. OPERA Cloud will look at these same four digits as the unique identifier for transactions.
    - iii. **All Charges:** This is where you select your default transaction code for this interface. Note: When configuring transaction codes that will be applied to charges posted by interfaces (e.g., telephone and minibar interface postings), the Post Exclusive Tax as Itemizer OPERA Control will only apply if the Generates Inclusive option is not selected. If the Generates Inclusive option is selected, OPERA Cloud will still generate taxes and service charges according to the generates configuration and lump the generates with the base charge. For example,

if the Post Exclusive Tax as Itemizer OPERA Control is active and the transaction code assigned to the phone interface postings in Interface Configuration has the Generates Inclusive option selected, OPERA Cloud will not itemize taxes on phone postings received through the interface. See [Transaction Code Configuration](#) for details.

- iv. **Minibar Charges:** This is your default minibar transaction code.
- c. To Edit, click the **Vertical Ellipsis** and select **Edit**.
- d. To delete, click the **Vertical Ellipsis** and select **Delete**.
- 8. Transaction Code Mapping
  - a. Click **New**:
    - i. **Default:** Select a transaction code from the list.
    - ii. **Description:** Enter a description.
    - iii. **Revenue Center:** Enter the revenue center.
    - iv. **Code:** Select a transaction code from the list ; repeat for each itemizer listed.
  - b. Click **Save**.
- 9. Click **Save**.

## Configuring Property Interface Rooms

The rooms panel allows you to filter, add, and edit room entries for interfaces

### Adding Interface Rooms

1. From the **Administration** menu, select **Interfaces**, and then select **Property Interfaces**.
2. Enter the search criteria and click **Search**.
3. Select the interface, then click **vertical ellipsis** and click **Edit**.
4. Select the Rooms link.
5. Click **New** and enter the following details:
  - a. **Room:** Select a room from the list.
  - b. **Line Number:** Enter a telephone line number.
  - c. **Type:** Select a type from the list
    - i. **R** - Room type
    - ii. **#** - Extension number
    - iii. **H** - House extension
    - iv. **B** - Booth (telephone booth)
  - d. **Wake Up Call:** Select an option from the list.
  - e. **Do Not Disturb:** Select an option from the list.
  - f. **Class of Service:** Select an option from the list.
  - g. **Direct Inward Dial:** Select an option from the list.
  - h. **Message Waiting:** Select an option from the list.
  - i. **Mask Dial Number:** Select an option from the list.

6. **Requires line number setup:** Select check box when configuring a Door Lock Interface.
7. Click **Save**.

### Importing Interface Rooms

The Import Rooms option allows you to configure line number to room number translation for an interface. For example, the phone lines associated with a hotel room.

Select room type(s) from the lower panel and configure the applicable line types. Complete the following desired fields and select the **Import**.

1. From the **Administration** menu, select **Interfaces**, and then select **Property Interfaces**.
2. Enter the search criteria and click **Search**.
3. Select the interface, then click **vertical ellipsis** and click **Edit**.
4. Select the Rooms link.
5. Click the **vertical ellipsis** and select **Import**.
  - a. **Number of Lines:** Select the number of lines that you would like to import for your IFC room configuration. For example, if a room has three lines - extension 1, extension 2, and a fax line, you would select 3.
  - b. **Remove leading Zeros:** Select this check box to remove the leading zeroes on a room number prior to adding a prefix
  - c. **Line Number Prefix:** Enter the number that you would like to precede the room number when creating your external line number. You need to do this for each line that exists in the room (the number of lines are defined in the Number of Lines field).
  - d. **Add to Line Numbers:** Enter the numerical value that you would like to add to the line number during an import. For example, if the room number is 100 and you enter 50 in this field, when the import is done, the line number would become 150.
  - e. **Setup Mask:** Depending on the number of lines defined in the Number of Lines field, one or more Setup Mask - Line xx where "xx" is the line number. Select the link to access the Setup Mask screen and enter the mask field information for the selected line type. .
    - i. **Wake Up Call:** Select an option from the list.
    - ii. **Do Not Disturb:** Select an option from the list.
    - iii. **Class of Service:** Select an option from the list.
    - iv. **Direct Inward Dial:** Select an option from the list.
    - v. **Message Waiting:** Select an option from the list.
    - vi. **Mask Dial Number:** Select an option from the list.
  - f. **Room Types:** Select one or more room types.
  - g. Click **Import**.

### Editing Interface Rooms

1. From the **Administration** menu, select **Interfaces**, and then select **Property Interfaces**.
2. Enter the search criteria and click **Search**.
3. Select the interface, then click **vertical ellipsis** and click **Edit**.
4. Select the Rooms link.
5. Select the Room, then click **vertical ellipsis** and click **Edit**.
6. Update configuration.
7. Click **Save**.

### Deleting Interface Workstation Setup

1. From the **Administration** menu, select **Interfaces**, and then select **Property Interfaces**.
2. Enter the search criteria and click **Search**.
3. Select the interface, then click **vertical ellipsis** and click **Edit**.
4. Select the Rooms link.
5. Select the Room, then click **vertical ellipsis** and click **Delete**.
6. Click **Delete** to confirm.

## Configuring Property Interface Class of Service

### Editing Interface Class of Service

1. From the **Administration** menu, select **Interfaces**, then select **Property Interfaces**.
2. Enter search criteria and click **Search**.
3. Select the interface, then click the **vertical ellipsis** and select **Edit**.
4. Select the Class of Service link and click **Edit**.
  - a. Voice Mail Notification
    - i. **Disabled**: Select to disable voice mail notifications in OPERA Cloud.
    - ii. **Enabled**: Select to enable voice mail notifications in OPERA Cloud.
  - b. Message light
    - i. **On/Off**: Select to turn on the message light when a new voice mail arrives.
    - ii. **Not changeable**: Select to indicate that the message light is not supported.
  - c. Automatic Check-in/out
    - i. **Disabled**: Select to disable automatic check-in/out.
    - ii. **Enabled**: Select to allow automatic check-in/out.
    - iii. **Enable with room move**: Select this checkbox to allow automatic check-in/out when a room switch occurs only. Note: On a checked-in reservation, changes to any of the following fields will trigger a guest update record message to the IFC Vendor (upon saving the reservation) - Last Name, First Name, Language, Title,



Vip Code, Departure Date, Specials, Member Number, Member Level, and Member Type.

- d. **Enable with Queue Room:** Select this checkbox to send a check-in message to the interface system when the reservation room is placed on queue. Expectation is that the vendor system handles the logic when guest's are currently in the room. (Available when the Queue Room OPERA Control is active).
- e. Name Display Format
  - i. **Standard format:** Select a value from the list to determine how the guest's name is displayed in the external system.
  - ii. **User defined format:** Select this check box to configure an expression for different data to be provided to the external system.
    - **Defined Format:** Select from the list of values to configure the specific tag for the data.
    - **Format Expression Table:** Select a value from the list for the table to be used to retrieve the data. Table Columns will display in the Available panel for selection.
    - **Format Expression:** Select values from the Available panel and click > to move to the Selected panel. The Format Expression field will be updated based on your selection and can have free text added.

 **Note:**

Upon creating a new MICROS POS of M87 or SPH, the User Defined Format is automatically activated and populated with the required data fields supported by this Vendor.

- f. **Disable Room Equipment @ Check-in:** Select this check box to disable sending a RoomEquipment message to the vendor immediately after the GuestIn message when the RoomEquipment does not change any guest rights. This is to eliminate processing unnecessary records when vendors support all messages but the needed data (Class of Service, No Post, etc.) is included in or understood with the GuestIn message.
  - g. **Disable Room Equipment @ Check-out.:** Select this check box to disable sending a RoomEquipment message to the vendor immediately before the GuestOut message when the RoomEquipment does not change any guest rights. This is to eliminate processing unnecessary records when vendors support all messages but the needed data (Class of Service, No Post, etc.) is included in or understood with the GuestOut message.
  - h. **Disable Guest Data Change @ Check-out.:** Select this check box to disable sending a GuestdataChange message to the interface at the time of a Checkout. This is to eliminate processing unnecessary records when vendors support all messages but the needed data is included in or understood with the GuestOut message.
5. Click **Save**.

## Configuring Property Interface Postings

### Editing Interface Postings

1. From the **Administration** menu, select **Interfaces**, then select **Property Interfaces**.
2. Enter search criteria and click **Search**.
3. Select the interface, then click the **vertical ellipsis** and select **Edit**.
4. Select the Postings link and click **Edit**.
  - a. **Reference Field.** Select the value you would like to see entered in the Reference field for postings. This field allows you to provide additional information about the charge. When the IFC>Swap Reference and Supplement application parameter is set to Y and a value exists in the Reference field, any interface posting's will have the information selected in this field displayed under the Supplement column. Depending on the how the default folio is setup it will either display supplement or reference field information on it. Switching this parameter will make the posted charge have different data in the different fields and will display differently on the billing screen as well as the folio.

#### Note:

If attributes are selected for the Reference or Supplement fields, those will take precedence over the attribute selected for this field. But if both of Reference or Supplement fields are blank, then this attribute selected will be used.

- i. **Do not post:** Does not record and zero charge postings.
  - ii. **Post:** Posts zero charge postings.
  - iii. **Only to IFC\_HIST:** Only sends zero charge postings to the history file.
  - iv. **Post and to IFC\_HIST:** Records zero charge posting and records them to the history file.
  - v. **Post to IFC\_HIST:** Select this check box to have the interface record a copy of all postings to the IFC\_HIST table.
- b. **Zero Charge Postings.:** Set this option to configure how the interface will deal with zero charge postings.
  - c. **Postings.** Set this option to configure the different checks the interface should make before allowing a posting. Your selection options are:
    - i. **Do not check NOPOST flag :** When selected, sends 990000000000 as the credit limit to the interface.
    - ii. **Check NOPOST flag only:** When selected, sends 990000000000 as the credit limit to the interface when the No Post flag is not selected on the reservation. If the No Post flag is selected on the reservation, then the credit limit will be 0.
    - iii. **Check credit limit:** The following displays how the credit limit will be calculated when this is selected for Postings: Actual Credit Limit(greatest of the approval

amount or the credit limit set for the guest payment method) - Guest folio balance - Charges due for remaining stay.

- iv. **Check credit limit per Guest:** Controls on an interface-by-interface basis which interfaces should check the individual spending limit. When selected, the interface will check to see if there is available spending for that particular guest's key, and will then further check that there is enough credit on the room.
- v. **Number Masking:** This setting allows you to indicate whether or not to mask any details displayed in the supplement field. Select a value from the list.
- d. **Default Charge:** This default charge will be used when the incoming minibar posting has none or invalid OPERA articles in the PostSimple message.
- e. **Override Credit Limit:** This check box controls whether to allow an override of the credit limit on postings. When this check box is selected, a PostRequest that is over the credit limit will fail with No Credit response unless the payment method included in the PostRequest is configured to a Room posting type that is associated with the Manager Override (see [Configuring Property Interface Transaction Codes](#) for details).
- f. **Check "NoPost" during guest information change:** Select this checkbox to check the NoPost field on the reservation when updating the guest information.
- g. **IFC Generates Tax.:** The functionality for this check box is also based on how the IFC Post Exclusive Tax As Itemizer OPERA Control is set. Selecting the check box will have the IFC include the tax and leaving the check box unselected will have PMS generate the tax. But when the IFC Post Exclusive Tax As Itemizer OPERA Control is active and this check box is selected, then exclusive taxes will be posted as itemizers by the POS Interface.
- h. **Charge Scaling:** This option allows you to set the various charge scaling options. Use this to divide or multiply a charge.

**Post Type:** Select the posting type. The available options are:

- i. **Direct:** Uses the actual dollar amount from the message.
- ii. **Minibar:** Uses the dollar amount from the Article Configuration, not from the message.
- iii. **Phone:** Uses the dollar amount, based on the transaction configuration, from the Trans Codes IFC Configuration Tab, not from the message.
- i. **Reference:** Click to select the attributes to include in the Reference field for postings. Select values from the Available panel and click > to move to the Selected panel. When attributes are selected here, they will take precedence over the item selected in the Reference Field drop down list field.
- j. **Supplement:** Click to select the attributes to include in the Supplement field for postings. Select values from the Available panel and click > to move to the Selected panel. When attributes are selected here, they will take precedence over the item selected in the Reference Field drop down list field.

5. Click **Save**.

## Configuring Property Interface Room Status

The Interface Room Status panel enables changing the configuration of the room status.

### Editing Interface Room Status

1. From the **Administration** menu, select **Interfaces**, then select **Property Interfaces**.
2. Enter search criteria and click **Search**.
3. Select the interface, then click the **vertical ellipsis** and select **Edit**
4. Select the Room Status link.
5. Select **Edit**.
  - a. **Send Room Status**. Selecting this check box will send **Checked In, Check Out, Out of Order, Out of Service, Clean, Dirty, Inspected, and Pickup** (Entry-Code set up in the grid) to the Interface any time the room status is changed in OPERA. The Interface sends the message to the external system with the updated status of the room. This room status could then be reflected, for example, on a display floor panel for each floor as a reference for housekeeping attendants.

 **Note:**

This requires a standalone interface with a partner that supports outgoing Room Status schema only (not through the same Interface that supports guest information and incoming Room Status messages).

6. Click **Save**.
7. **Custom Room Status Translations**
  - a. Click **New**
    - i. **Custom Room Status**: Select a value from the list.
    - ii. **Entry-Code**: Enter the code provided by the vendor to indicate the specific room status that is sent and received by the interface.
    - iii. **Description**: A free-form text description of the room status.
  - b. Click **Save**.
  - c. To Edit, select the translation entry, click the **vertical ellipsis** and select **Edit**
  - d. To Delete, select the translation entry, click the **vertical ellipsis** and select **Delete**

## Configuring Property Interface Translation

The Translation panel is used to configure additional instructions and information for the Interface.

### Editing Interface Translation

1. From the **Administration** menu, select **Interfaces**, then select **Property Interfaces**.
2. Enter search criteria and click **Search**.
3. Select the interface, then click the **vertical ellipsis** and select **Edit**
4. Select the Translation link.

5. Select **Edit**.
  - a. **Guest Number Length**: This determines how long the `resv_name_id` is that is sent to the vendor. Some vendor systems only support a certain number of digits in the message.
  - b. **Guest Message ID Length**: Select the length of the `messageid` sent to the vendor. Message IDs are assigned to text messages sent to vendor, and some vendors only support up to a certain number of digits in the message.
  - c. **Group Number Length**: This determines the length of the Block ID sent to the vendor. Some vendor systems only support a certain number of digits in the message.
  - d. **Select Transaction (Type)**: Select the appropriate option to indicate the type of translation and then select the **New** or **Edit** actions to work with that translation type.
    - i. **Merchant ID**. This is used by some EFT Interfaces. When this is selected, the Origin Code and Merchant ID columns appear in the grid to the right.
    - ii. **Article Number**. Select to translate the article number between OPERA Cloud and the vendor. Refer to [Articles](#) for additional information on article numbers.
    - iii. **Language Code**. Select to translate the language used between OPERA Cloud and the Vendor system.
    - iv. **Key Options**. Select to set up interface key option translations and define how the key options interact with IFC8. When this option button is selected, the OPERA Key Option, IFC8 Key Option, Priority, and Position columns appear in the grid. Select the **New** or **Edit** buttons to create new or edit existing key options. The Key Options Translation - New or Edit screens appear. Complete the fields below and select the **OK** button.
      - i. **OPERA Key Option**. Select the OPERA key option from the list of values. The key options list of values are defined in the property [preferences](#) setup.
      - ii. **IFC8 Key Option**: Enter a 1 or 0 (on or off).
      - iii. **Priority**: Enter the priority of the key option. This allows for greater flexibility when setting up multiple key option configurations.
      - iv. **Position**: Enter the position of the key option within the IFC8 interface configuration.
  - e. **Translation**:
    - i. Click **New** to add Translation.:
      - i. Add details.
      - ii. Click **Save**.
    - ii. To Edit, click the **vertical ellipsis** and select **Edit**.
    - iii. To delete, click the **vertical ellipsis** and select **Delete**.
6. Click **Save**.

## Configuring Property Interface Workstation (Encoder) Setup

The Workstation Setup panel allows you to setup the room key encoders for your door lock system.

Prior to adding Workstations/Encoders, [configure Device Areas](#) in order to group key encoders into physical areas at your property.

### Adding Interface Workstation Setup

1. From the **Administration** menu, select **Interfaces**, and then select **Property Interfaces**.
2. Enter the search criteria and click **Search**.
3. Select the interface, then click **vertical ellipsis** and click **Edit**.
4. Select the Workstation Setup link.
5. Click **New** and enter the following details:
  - a. **Terminal**: Enter the terminal ID for the workstation.
  - b. **Device IP / Encoder Number**: Enter the ID or encoder number for the RFID encoder device.
  - c. **Device Area**: Enter or select the area where the workstation device physically resides at your property.
  - d. **Location**: Enter a location of the encoder at your property.
  - e. **Type**: Enter or select the type of encoder.
6. Click **Save**.

### Editing Interface Workstation Setup

1. From the **Administration** menu, select **Interfaces**, and then select **Property Interfaces**.
2. Enter the search criteria and click **Search**.
3. Select the interface, then click **vertical ellipsis** and click **Edit**.
4. Select the Workstation Setup link.
5. Select the Workstation to update, then click **vertical ellipsis** and click **Edit**.
6. Update configuration.
7. Click **Save**.

### Deleting Interface Workstation Setup

1. From the **Administration** menu, select **Interfaces**, and then select **Property Interfaces**.
2. Enter the search criteria and click **Search**.
3. Select the interface, then click **vertical ellipsis** and click **Edit**.
4. Select the Workstation Setup link.
5. Select the Workstation to update, then click **vertical ellipsis** and click **Delete**.
6. Click **Delete** to confirm.

## Configuring Property Interfaces Unit Charges

The Unit Charge panel allows you to configure the unit prices for a PBX phone system. When a call is made, OPERA Cloud looks at all defined variables/parameters to try and identify the call and assign a unit charge. If OPERA Cloud is unable to identify the call based on the variables/parameters defined in the system, OPERA Cloud identifies the call as a House call and the default charge is used.

### Editing Post Unit Charges

1. From the **Administration** menu, select **Interfaces**, and then select **Property Interfaces**.
2. Enter search criteria and click **Search**.
3. Select the interface, then click the vertical ellipsis and select **Edit**.
4. Select the **Unit Charges** link and then click **Edit**.
5. **Post unit charge based on**. Select a value from the list:
  - a. Meter pulse
  - b. Total Amount
  - c. Auto choose
6. Click **Save**.

### Adding Property Interface Unit Charges

1. From the **Administration** menu, select **Interfaces**, and then select **Property Interfaces**.
2. Enter search criteria and click **Search**.
3. Select the interface, then click the vertical ellipsis and select **Edit**.
4. Select the **Unit Charges** link and then click **New**.
  - a. **Trunk ID**. Enter the trunk ID. A trunk can be defined as a set of phone line going out of or coming into the hotel. A single property can have several trunks. For example, one trunk could be strictly used for local calls and another trunk could be strictly used for international calls.
  - b. **Line Type**. Select the line type. The options are:
    - R1 (Line 1)
    - R2 (Line 2)
    - B (Booth)
    - H (House)
  - c. **VIP code**. Select the VIP code.
  - d. **Default Charge**. Enter the default charge. When a call is made, OPERA Cloud looks at all defined variables/parameters to try and identify the call and assign a unit charge. If OPERA Cloud is unable to identify the call based on the variables/parameters defined in the system, OPERA Cloud identifies the call as a House call and the value entered in this field is used as the default charge.

- e. **Tariff.** Enter the tariff number. The tariff number allows you to charge a different monetary value for each line type. For example, tariff 1 may be for line 1 and tariff 2 may be for a house line.
5. Click **Save**.

### Editing Property Interface Unit Charges



#### Note:

When editing existing unit charges, charges with an identical trunk ID/line type/VIP code/tariff combinations are grouped together.

1. From the **Administration** menu, select **Interfaces**, and then select **Property Interfaces**.
2. Enter the search criteria and click **Search**.
3. Select the interface, then click the vertical ellipsis and select **Edit**.
4. Select the **Unit Charges** link.
5. Select the charge unit then click the vertical ellipsis and select **Edit**.
6. Update details.
7. Click **Save**.

### Deleting Property Interface Unit Charges

1. From the **Administration** menu, select **Interfaces**, and then select **Property Interfaces**.
2. Enter the search criteria and click **Search**.
3. Select the interface, then click **vertical ellipsis** and click **Edit**.
4. Select the **Unit Charges** link.
5. Select the charge unit then click the vertical ellipsis and select **Delete**.
6. Click **Delete** to confirm.

## Configuring Scheduled (Leisure) Activities

### [Prerequisites for Scheduled Activities](#)

The follow topics relate to the setup required for integrating with a leisure activity scheduling solution.

## Prerequisites for Scheduled Activities

### OPERA Cloud Tasks

#### Property Interfaces

- Access to Scheduled Activities Configuration
  - New/Edit Scheduled Activity Status
  - Delete Scheduled Activity Status



- New/Edit Scheduled Activity Location
- Delete Scheduled Activity Location
- New/Edit Scheduled Activity Types
- Delete Scheduled Activity Types

## Configuring Scheduling Activities Location

The OPERA Cloud integration with an External Activities Scheduler system requires you to identify the locations where scheduled activities take place so that OPERA Cloud can distinguish these, internally, from locations set up for other purposes .

### Adding Scheduled Activities Locations

1. From the **Administration** menu, select **Interfaces**, select **Scheduled Activities**, then select **Locations**.
2. Click **New** and enter the following details:
  - a. **Property**: Enter or select the property.
  - b. **Locations**: Enter a code for the location.
  - c. **Description**: Enter a status description.
3. Click **Save**.

### Editing Scheduled Activities Locations

1. From the **Administration** menu, select **Interfaces**, select **Scheduled Activities**, then select **Locations**.
2. Enter search criteria and click **Search**.
3. Select the status code, click the **vertical ellipsis** and select **Edit**.
4. Update details.
5. Click **Save**.

### Deleting Scheduled Activities Locations

1. From the **Administration** menu, select **Interfaces**, select **Scheduled Activities**, then select **Locations**.
2. Enter search criteria and click **Search**.
3. Select the status code, click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Scheduling Activities Status Codes

The OPERA Cloud integration with an External Activities Scheduler system requires you to identify the status codes for scheduled activities so that OPERA Cloud can distinguish these, internally, from status codes set up for other purposes.

### Adding Scheduled Activities Status Codes

1. From the **Administration** menu, select **Interfaces**, select **Scheduled Activities**, then select **Status Codes**.
2. Click **New** and enter the following details:
  - a. **Property**: Enter or select the property.
  - b. **Status Code**: Enter a code for the status.
  - c. **Description**: Enter a status description.
  - d. **Application**: Select an application for this status code from the list.
  - e. **Language**: Select a language from the list.
  - f. **Priority**: Select a priority to assign to the status from the list.
3. Click **Save**.

### Editing Scheduled Activities Status Codes

1. From the **Administration** menu, select **Interfaces**, select **Scheduled Activities**, then select **Status Codes**.
2. Enter search criteria and click **Search**.
3. Select the status code, click the **vertical ellipsis** and select **Edit**.
4. Update details.
5. Click **Save**.

### Deleting Scheduled Activities Status Codes

1. From the **Administration** menu, select **Interfaces**, select **Scheduled Activities**, then select **Status Codes**.
2. Enter search criteria and click **Search**.
3. Select the status code, click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Scheduling Activities Types

The OPERA Cloud integration with an External Activities Scheduler system requires you to identify the activity types for scheduled activities so that OPERA Cloud can distinguish these, internally, from activities set up for other purposes.

### Adding Scheduled Activities Types

1. From the **Administration** menu, select **Interfaces**, select **Scheduled Activities**, then select **Types**.
2. Click **New** and enter the following details:
  - a. **Property**: Enter or select the property.
  - b. **Locations**: Enter a code for type.
  - c. **Description**: Enter a status description.

3. Click **Save**.

#### Editing Scheduled Activities Types

1. From the **Administration** menu, select **Interfaces**, select **Scheduled Activities**, then select **Types**.
2. Enter search criteria and click **Search**.
3. Select the status code, click the **vertical ellipsis** and select **Edit**.
4. Update details.
5. Click **Save**.

#### Deleting Scheduled Activities Types

1. From the **Administration** menu, select **Interfaces**, select **Scheduled Activities**, then select **Types**.
2. Enter search criteria and click **Search**.
3. Select the status code, click the **vertical ellipsis** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring UDF Mapping

UDF Mapping is used to configured customer tags for an outgoing XML message used with external systems (such as OWS, HTNG). For example, if your property uses UDF10 on a profile to store EmergencyContact; in UDF Mapping you would configure the label (tag) in the profile XML message to be **EmergencyContact** instead of the XML containing the tag **UDF10**.

#### Editing UDF Flex Field Mapping

1. From the **Administration** menu, select **Interfaces**, then select **UDF Mapping**.
2. Select **Reservation** or **Profile** and enter UDF flex field and click **Search**.
3. In the search result, select the field and click the vertical ellipse and select **Edit**.
  - a. **Label:** Enter an XML label for the flex field.
  - b. **Active:** Select to activate UDF mapping for the field.
  - c. **Update Allowed:** Select to allow update of the the UDF field by external systems (such as OWS). If it is not selected, this UDF is read only by external systems.
4. Click **Save**.

# Part IV

## Role Manager

This part of the OPERA Cloud Help system contains information on working within the Role Manager menu for those responsible for managing OPERA Cloud users and their roles, permissions, and tasks.

# Manage Roles

When you create roles in Oracle Identity Manager (OIM), you must import and assign tasks (privileges) to these roles in OPERA Cloud. Additionally, the users you create in OIM must be assigned roles (Chain and/or Property). However, role assignment alone does not grant users access to properties. To have access to properties, users must also be assigned to one or more [hubs](#).

In Role Manager, there are two levels of roles:

- **Chain Roles:** Enable the same privileges across all properties in the chain (tenancy).
- **Property Roles:** Typically created from a template (template roles), these roles assign privileges for a single property. When the Property Role without Template OPERA Control is active an independent property role can be created which is not based on a template role.

A user can have one or multiple roles assigned to them, which can be Chain or Property roles or a combination of both. This provides you with flexibility in designing the access privileges that best suit your business requirements.

## Property Role Examples

An example of a user with a property role would be a Front Desk user working at a single property. This user would have access to the default hub plus a property role.

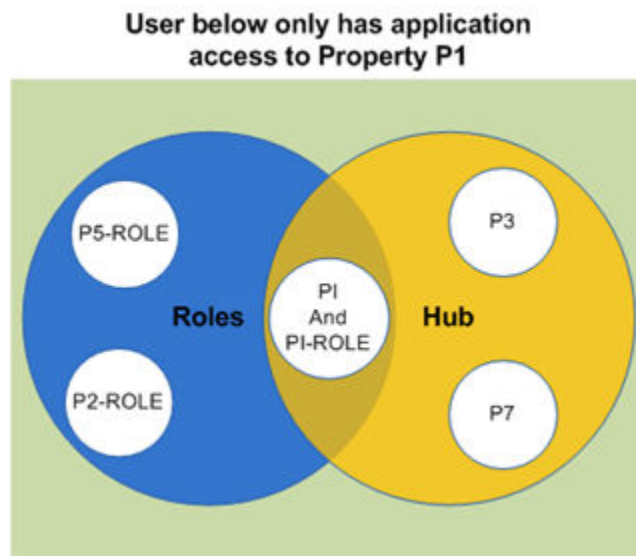
An example of a user with multiple property roles would be a Reservation Manager responsible for a single hotel but requiring different levels of access. This user would have the default hub assigned to them plus a Reservation Agent property role and the Reservation Manager property role for elevated privileges.

## Chain Role Examples

An example of a user with a chain role would be a Regional General Manager responsible for multiple hotels and the same privileges across all of them. If this user requires access to all properties in the chain with the same privileges, this user would have the default hub and a chain role assigned to them. However, if this user only needs access to a subset of properties in the chain, the administrator could create a new hub with only that subset of properties assigned to them. That user would be granted access to this new hub as well as a chain role assigned.

An example of a user with a combination of chain and property roles would be a Revenue Manager requiring access to multiple properties within a chain but only elevated access to select properties. Limited access to some or all properties in the chain is provided through a chain role and either the default hub or a new hub with a subset of properties. Elevated access to select properties is provided through property roles.

The following figure illustrates the configuration of a user's assigned property roles and assigned hub. In this figure, P1 (Property 1) and P1-Role (Property 1 Role) are the only intersecting access credentials when looking at the roles and properties attached to this user's assigned hub. As a result, a user with this configuration can only access the P1 Property.

**Figure 17-1 Assigned Property Roles and Hub**

## Configuring Chain Roles

You first configure chain roles in Oracle Identity Manager (OIM) and then access them from the **OPERA Cloud Role Manager** menu by selecting **Manage Chain Roles**.

### Adding a Chain Role

1. From **OPERA Cloud Role Manager**, select **Manage Chain Roles**.
2. Click **Search**. You can optionally enter a **Role** and/or **Display Name** to filter results.

 **Note:**

New roles from Oracle Identity Manager (OIM) appear with a red triangle and exclamation mark to indicate the role does not yet exist in OPERA Cloud.

3. Click the **vertical ellipsis** for a new OIM role (indicated with the red triangle and exclamation mark) and select **Create Role from LDAP**. The Manage Role page appears from which you can grant various tasks to the Chain Role.
4. From the top panel of the Manage Role screen, complete the following fields:
  - a. **Role**. This field is read-only and displays the name of the role as it was configured in OIM.
  - b. **Display Name**. Enter the display name for the role in OPERA Cloud.
  - c. **Description**. Enter a description of the role in OPERA Cloud.
5. Click **Save**.

### Assigning Tasks to a Role

Once you add a chain role, the next step is to assign tasks to the role. See [Assigning Tasks to a Role](#) for details.

### Editing a Chain Role

1. From **OPERA Cloud Role Manager**, select **Manage Chain Roles**.
2. Click **Search**. You can optionally enter a **Role** and/or **Display Name** to filter results.
3. Click the **vertical ellipsis** for the role and select **Edit**.  
The Manage Role page appears.
4. Under **Available Tasks**, select or deselect the assigned tasks from the role.

 **Note:**

You can filter the available tasks that appear in Role Manager by entering the task in the **Filter** field and selecting **Filter**.

See [Assigning Tasks to a Role](#) for more information.

5. Click **Save**.

### Viewing Users Assigned to a Chain Role

1. From **OPERA Cloud Role Manager**, select **Manage Chain Roles**.
2. Click **Search**. You can optionally enter a **Role** and/or **Display Name** to filter results.
3. Click the **vertical ellipsis** for the role and select **View Users**.  
The Users screen appears with the User ID and Display Name for each user.

### Deleting a Chain Role

1. From **OPERA Cloud Role Manager**, select **Manage Chain Roles**.
2. Click **Search**. You can optionally enter a **Role** and/or **Display Name** to filter results.
3. Click the **vertical ellipsis** for the role and select **Delete Role from Database**.

## Configuring Template and Property Roles

### Prerequisites for Configuring Template and Property Roles

Template roles are available as a way to maintain the same privileges (tasks) across multiple properties.

Property roles are then created from template roles. You can remove tasks from a property role based on a template role; however, tasks cannot be assigned to a property role if the template role does not already have those tasks assigned.

When the Property Role without Template OPERA Control is active you can also configure property roles without the need for a template role.

An administrator can remove tasks from a property role; however, tasks cannot be added to a property role if the template role does not already have them. The benefit of a template role is to maintain the same privileges across multiple properties.

### Configuring Property Roles based on a Template Role

A property role can be based on a template role and these roles can be applied to one, multiple, or all properties.

When creating a new property role in Oracle Identity Manager (OIM) and a template of the same name exists, you can apply it to the role in OPERA Cloud. Otherwise, you can create a new template and apply it to the role when there is no template existing of the same name.

### Creating a Template Role

1. From the Side Menu, select **Role Manager**, select **Manage Property Roles**.
2. Click **New** in the Template Roles section.

 **Note:**

A template role cannot be created with the same name as a property role.

3. From the **Available Tasks** panel, select the tasks to assign to the role. See [Assigning Tasks to a Role](#).
4. Click **Save**.

### Applying Template to a Property Role

1. From the Side Menu, select **Role Manager**, select **Manage Property Roles**.
2. Enter or select an Organization (Property) and click **Search** to view all configured template roles and property roles for the property.

 **Note:**

When a property role is created in Oracle Identity Manager (OIM) with the same name as a template role, it appears at the bottom panel with a red triangle and warning link to indicate that the template found and with action link **Apply Template to Role**.

3. Click the vertical ellipsis button for the property role and then select **Apply Template to Role** or click the link provided in the warning message.
4. From the **Available Tasks** panel, select the tasks to assign to the role. See [Assigning Tasks to a Role](#).
5. An **Inconsistent** indicator is displayed when there is an inconsistency with the number of tasks assigned to the property role and the number of tasks assigned to the template role. Click **Edit the Role** to update the property role and add missing tasks.
6. Click **Save**.



### Creating a Template and Applying to a Property Role

1. From the Side Menu, select **Role Manager**, select **Manage Property Roles**.
2. Enter or select an Organization (Property) and click **Search** to view all configured template roles and property roles for the property.

 **Note:**

When a property role is created in Oracle Identity Manager (OIM) without a template role existing in OPERA Cloud, the role appears in the bottom panel with a red triangle and a "No corresponding template found" warning with **Create Template and Apply to Role** action link.

3. Click the vertical ellipsis button for the property role and then select **Create Template and Apply to Role** or click the link provided in the warning message.
4. From the **Available Tasks** panel, select the tasks to assign to the role. See [Assigning Tasks to a Role](#).
5. Click **Save**.

### Editing a Template Role

 **Note:**

When the Activate Template Tasks on all Dependant Roles OPERA Control is active, amending the tasks on a template role will result in the tasks assigned to property roles (based on this template role) being updated accordingly. Deleted tasks on template results in deletion of tasks from property role. Addition of tasks on template results in addition of tasks to property role. When the OPERA Control is inactive, each property role must be manually updated to take advantage of the additional tasks added to the template.

1. From the Side Menu, select **Role Manager**, select **Manage Property Roles**.
2. Enter search criteria and click **Search**.
3. Select the template role then click the **vertical ellipsis** and select **Edit**.
4. From the **Available Tasks** panel, select the tasks to assign to the role. See [Assigning Tasks to a Role](#).
5. Click **Save**.

### Configuring Independent Property Roles without Template

When the **Property Role without Template** OPERA Control is active an independent property role can be created which is not based on a template role.

The same property role can be configured in multiple properties and tasks assigned directly to the property role; each independent property role can therefore have different tasks granted in different properties.

When creating a new property role in Oracle Identity Manager (OIM), the name of the role must not be the same as a template role in OPERA Cloud.

You can then assign tasks to the role without inheriting tasks from any template.

### Assigning Tasks to Property Role without Template

1. From the Side Menu, select **Role Manager**, select **Manage Property Roles**.
2. Enter or select an Organization (Property) and click **Search** to view all configured template roles and property roles for the property.

 **Note:**

When a Property Role is created in Oracle Identity Manager (OIM) and the role name doesn't match with any of the existing template roles, it appears at the bottom panel with a red triangle and Warning link to indicate that "No corresponding template found" and with action link **Assign Tasks to Role Without Template**.

3. Click the vertical ellipsis button for the property role and then select **Assign Tasks to Role Without Template** or click the link provided in the warning message.
4. From the **Available Tasks** panel, select the tasks to assign to the role. See [Assigning Tasks to a Role](#).
5. Click **Save**.

## Prerequisites for Configuring Template and Property Roles

### OPERA Controls

**Group:** General

**Parameters:** Property Role without Template

### OPERA Cloud Tasks

**Group:** Role Manager

**Tasks:** Manage Roles

Manage Property Roles and Tasks

- Apply Templates to Property Role
- Assign Tasks to Property Roles without Template

## Assigning Tasks to a Role

Once you add a chain or property role, you must add tasks to the role to provide users with access to menus, pages and actions. Regardless of the OPERA Controls active at each property all available tasks are listed for assignment to roles.

The lower part of the Manage Role screen is divided into a Main Tasks panel and an Available Tasks panel. The Main Tasks align with the functional areas in OPERA Cloud and you can select the required tasks for the role you are creating. The All green dot for a Main Task category indicates all tasks in the category are already assigned to the role.

Under the Main Tasks panel, task categories have a “New” indicator next to them when new tasks exist after an upgrade.



**Note:**

Assign report group tasks to grant access to specific report groups. Refer to [Report Groups](#) for more information.

### Adding Tasks to a Role

1. From **OPERA Cloud Role Manager**, select either **Manage Property Roles** or **Manage Chain Roles**.
2. Enter or select an **Organization (Property)** or enter a **Role** and click **Search**.



**Note:**

The **Role** search filter is only for Manage Chain Roles and is optional.

3. Click the **vertical ellipsis** button for the property or chain role to which you want to assign tasks and select **Edit**.
4. From the **Available Tasks** panel, select the **Tasks** you want to assign to the role.



**Note:**

You can select a category from the **Main Tasks** panel to load its tasks under the **Available Tasks** panel for selection.



**Note:**

To grant access to specific report groups, select the respective report group tasks.

5. **Select Tasks** column; displays the number of selected tasks/number of all available tasks.
6. To filter the list of available tasks, enter the name of a specific task or a partial description into the filter field and click **Filter**.
7. Select **View By** check boxes to filter tasks to show tasks **Granted** and/or **Not Granted** to the role.
8. Choose **Select All** to select all tasks in a task category.
9. Click **Save** when you are finished selecting tasks.

## Associating Transaction (Charge) Codes to a Chain Role

[Prerequisites for Associating Transaction \(Charge\) Codes to a Chain Role](#)

With the Transaction Code by User Role OPERA Control active you can restrict the charges a user can post by associating transaction codes to their role(s).

#### Associate Transaction Codes with a Chain Role

1. From the Side menu, select **Role Manager**, then select **Manage Chain Roles**.
2. Enter a Role and click **Search**.
3. Select the chain role , then click the **vertical ellipsis** and select **Associate Transaction Codes**.
4. Enter or select a Property.
5. In the Available panel, click the transaction codes you want to assign to the role.

 **Note:**

Use the filter to search by entering a specific transaction code or a partial description and clicking **Go**.

6. Click the arrow **>** to move the selected transaction codes to selected panel.
7. Click the arrow **<** to remove selected transaction codes in selected panel.
8. Click the double greater than arrow **>>** to move all transactions codes matching the search filter to the selected panel.
9. Repeat for next property.
10. Click **Save** when finished.

## Prerequisites for Associating Transaction (Charge) Codes to a Chain Role

#### OPERA Controls

**Group:** Cashiering

**Function:** Transaction Code by User Role

# Managing Users

After users are registered in Oracle Identity Manager (OIM), you must update them with application-specific attributes in OPERA Cloud. This includes assigning the user to one or more hubs for property access. See the Assigning Hubs to a User section.

## Editing a User

1. From **OPERA Cloud Role Manager**, select **Manage Users**.
2. Select the **Organization** (Property) from the list and click **Search**. The list of value displays all the organizations that includes Enterprise, Chain and Support based on user assigned roles that are associated with the Manage User task.

 **Note:**

The search retrieves users associated with the selected organization.

3. Click the **Vertical Ellipsis** and select **Edit**.

 **Note:**

The read-only attributes for a user are defined in Oracle Identity Manager (OIM).

4. Complete the following fields for the user:
  - a. **Act as**. This field enables you to select **Conference Sales Person**, **Reservation Sales Person**, or **External System**.
    - **Conference Sales Person**: Select this option for OPERA Cloud Sales and Event Management users. Once selected, the **At** field becomes active and displays **Property**.
    - **Reservation Sales Person**: Select this option for OPERA Cloud PMS users. Once selected, the **At** field becomes active and displays **Property**.
    - **External System**: Select this option only for users created specifically for integration with third-party solutions. External System determines which interfaces are booking group rooms against the Sales Allowance when the **Block Origin for Sales Allowance** setting is available in the Blocks group in OPERA Controls. The **At** field is not available.
  - b. **At**: After you select either **Conference Sales Person** or **Reservation Sales Person**, the **At** field becomes active and you can select **Property**.
  - c. **Clear Location**: Select to clear the At location.
  - d. **Cashier ID**: Enter or select a cashier ID for the user. Financial transactions posted by a user are tracked by this cashier ID. See [Configuring Cashiers](#) for more information.

- e. **Owner Code:** (Enabled when the OWNER OPERA Control is active). This field allows you to define the user as a sales owner. When the Owner OPERA Control is active a sales owner is select in each sales account (company/ agent) profile and in every business block. When the Oracle Hospitality OPERA Cloud Service, Sales and Event Management Standard Edition Or Oracle Hospitality OPERA Cloud Service, Sales and Event Management Premium Edition is active, [Activities](#) can also be managed for each sales owner. Enter a unique value for the Owner Code; typically the users initials can be used.
  - f. **Department:** Enter or select a specific department to associate with the user. See [Configuring Departments](#) for more information.
  - g. **Job Title:** Enter or select a job title for the user. See [Configuring Job Titles](#) for more information.
  - h. **Employee ID:** Enter up to 20 alpha / numeric characters for the user's employee ID. The data on this field is propagated from OIM and may contain a combination of up to 20 alpha/numeric characters.
5. Click **Save** when finished.

### Assigning Hubs to a User

The assignment of hubs determines a user's property access in multi-property operations.

1. The assignment of hubs determines a user's property access in multi-property operations.
2. Click the **Manage** link.

#### **Note:**

The Available Hubs section lists all hubs available for assignment to the user.

3. Use the **Up Arrow** and **Down Arrow** action buttons to move selected hub(s) between the Available and Selected Hubs sections.
4. When finished click **Select**.

#### **Note:**

When the multi-property Cloud service is inactive, a default hub is assigned to all users.

5. Click **Save**

### Viewing Assigned Roles

1. Expand the **Roles** pane to view all roles currently assigned to the user.

This area is read-only and shows you which roles are assigned to the user in OIM. This area displays the **Organization** the user belongs to, the **Role Code**, **Role Level** (property or chain), and a **Description** of the role.

### Resetting User PIN

1. From **OPERA Cloud Role Manager**, select **Manage Users**.
2. Enter at least one search criteria, such as the Organization (Property), and click **Search**.
3. Click the **Vertical Ellipse** and select **Reset PIN**.

 **Note:**

User can set a new PIN via [Settings](#).

# 19

## Generating the Configured Roles and Tasks Report

Once roles have been configured and tasks assigned to the roles, you can generate a report listing roles and their assigned tasks per task group.

1. From **Role Manager**, select **Configured Roles and Tasks Report**.
  - a. **Level**: Select either Chain or Property role level
  - b. **Task Group(s)**: Select a Module. For example, Booking Management or Financials from the list.
  - c. **Role(s)**: Select one or more Roles (for example, Admin or Front Desk).
  - d. Click **Search**.
2. Once the report is generated, click **I Want To...** and select **Printable Page** to view a printable version of the online report.



## OPERA Cloud Tasks

OPERA Cloud Tasks are actions that a user can perform. Tasks are predefined. OPERA Cloud Tasks provide the ability to manage role specific privileges based on the functional requirements and on security considerations. You can do this by enabling and disabling the parent task, tasks, and sub tasks for each role.

OPERA Cloud Tasks comprise the entire set of tasks that are available in role-based security. Some examples of tasks include View Cash Transactions in Reports, Manage Reports, and View Internal Reports / Report Groups.

Each parent task consists of a set of tasks and sub tasks, which are also predefined. For example, the Reservation Management parent task contains the Routing Instruction task and contains New/Edit Routing Instructions and Delete Routing Instructions sub tasks.

The following sections provides a breakdown of Parent Tasks, Tasks, and Sub Tasks for each task group. Based on your property's configuration and your user credentials, you may not have access to all of the tasks listed here.

### OPERA Cloud Tasks — Bookings

Find the Task permissions by navigating to **Role Manager, Role Management**, and selecting **Manage Chain Roles** or selecting **Manage Property Roles**.

Granting or revoking tasks in OPERA Tasks for chain or property roles are logged in the changes log.

**Table 20-1 Task Permissions**

Parent Task	Task	Subtask
Reservation Management	Routing Instructions	New/Edit Routing Instructions
		Delete Routing Instructions
		Decline Comp Requests
		Delete Comp Requests
		Delete Comp Routing from other Authorizers
		Add Comp Routing Instructions
		Approve Comp Requests
		Associated Profiles
		Edit Profile
		Select Another Profile
Stay Details	Edit Stay Details	Attach Accompanying Guest
		Attach Travel Agent
		Attach Source
	Edit Additional Details	

**Table 20-1 (Cont.) Task Permissions**

Parent Task	Task	Subtask
	Copy Credit Card Payment Methods	
	External Reference	New/Edit External Reference Delete External Reference
	Prepaid Cards	Manage Prepaid Cards
	Catering Events	Catering Events Catering Events
	Link Reservations	N/A
	Copy Reservation	Copy Payment Methods
	Cancel Reservations	N/A
	Merge Reservations	N/A
	Check In Reservations	Mass Check In Reservations
	Advance Check In Reservations	Mass Advance Check In Reservations
	Check Out Reservations	N/A
	Override Max Nights Upper Limit	N/A
	Override Max Rooms Upper Limit	N/A
	View Suppressed Rates	N/A
	Lookup Reservations	N/A
	Reservation Activities	N/A
	Override Item Sell Control	N/A
	Fixed Charges	New/Edit Fixed Charges Delete Fixed Charges
	Deposit Policy	New/Edit Deposit Policy Delete Deposit Policy
	Post Deposit Payment	N/A
	Transfer Deposit	N/A
	Create e-Signed Registration Cards	
	View e-Signed Registration Cards	
	Queue Reservations	Change Priority Remove from Queue Send Text to Guest Send Text to Housekeeping
	Cancellation Policy	New/Edit Cancellation Policy Delete Cancellation Policy
	Transaction Diversions	New/Edit Transaction Diversions Delete Transaction Diversions
	Reservation Alerts	New/Edit Reservation Alerts Delete Reservation Alerts Override Global Alerts
	Synchronize Reservations	N/A

Table 20-1 (Cont.) Task Permissions

Parent Task	Task	Subtask
	Confirmations	Customize Confirmation Letter
	Guest Messages	New/Edit Guest Messages Delete Guest Messages
	Reservation Notes	New/Edit Reservation Notes Delete Reservation Notes
	Reservation Traces	New/Edit Reservation Traces Delete Reservation Traces
	Transportation	Edit Transportation
	Shares	Combine/Break Share Reservations Manage Share Reservation Rates
	Room Diary	N/A
	Look To Book Sales Screen	Oversell Room Type for a reservation or block At House Level Oversell Room Type for a reservation or block At Room Class Level Oversell Room Type for a reservation or block At Room Type Level Override Maximum Occupancy Override LTB and Edit Reservation Override Restricted Profiles for Reservation Override Rate Code Restriction View Closing Script Block Pick Up Override Block Availability Override Turnaway Statistic Collection Override Sell Limits Move to Another Property Force Sell/Cancel
	Reservations Workspace	Generating Registration Cards Generate Confirmation Letters
	Discounts on Reservations	N/A
	Override Rate Amount	N/A
	Wake Up Calls	New/Edit Wake Up Calls Delete Wake Up Calls
	Room Assignment	Auto Room Assignment Unassign Room Manual room Assignment AI Room Assignment
	Do Not Move Room	N/A

**Table 20-1 (Cont.) Task Permissions**

Parent Task	Task	Subtask
	Reservation Housekeeping	Manage Housekeeping Schedule for Reservations
	Awards / Certificates	N/A
	Upgrade Reservation	Reservation Upgrade for New Reservation Reservation Upgrade for change Reservation Reservation Upgrade for Check In
	Membership	New/Edit Membership Delete Membership Link Membership
	Packages	New/Edit Packages Delete Packages Override Package Amount
	Attachments	New Attachments Delete Attachments Preview/Download Attachments
	Payment Instructions	Edit Payment Instructions Access Payment Instructions Actions View Credit Card Details
	Preferences	New Preferences Delete Preferences
	Item Inventory	New/Edit Item Delete Item
	Call History	New Call History
	Create House Posting Account	N/A
	Allow Pseudo/Physical Room Type Change	N/A
	Reservation Pre-Registration	N/A
	Reinstate Reservation	N/A
	Mass Cancellation	N/A
	Guest Locators	New/Edit Guest Locators Delete Guest Locators
	eCoupons	New/Edit eCoupons Delete eCoupons
	Tickets	New/Edit Tickets Delete Tickets Issue Tickets Inquiry Tickets Reprint Tickets Refund Tickets
	Generate Key Packets	N/A

**Table 20-1 (Cont.) Task Permissions**

Parent Task	Task	Subtask
	Copy Credit Card Payment Methods	N/A
	Move Room for an In House Reservation	Override Room Move Status
	Custom Charge Exemptions	
Manage Blocks	New/Edit Block	N/A
	Delete Block	
	Room Rate Grid	Override Rate Code Amounts New/Edit Room Rate Grid Cut Off
	Block Detail	N/A
	Block Reservations	N/A
	Block Status	Change Block Status
	Override Block Locking Owner	N/A
	Overbook Sales Allowance	
	Block Sell Messages	New/Edit Block Sell Messages Delete Block Sell Messages
	Block Restrictions	New/Edit Block Restrictions Delete Block Restrictions
	Block Traces	New/Edit Block Traces
	Block Access Exclusion	New/Edit Block Access Exclusion Delete Block Access Exclusion
	Rates/Packages/Items	New/Edit Packages Delete Packages New/Edit Rate Code Delete Rate Code New/Edit Items Delete Items
	Block Security	New/Edit Block Security Edit Synchronize Block
	Edit Synchronize Block	
	Block Wash Schedule	New/Edit Block Wash Schedule Delete Block Wash Schedule
	Block Lookup	N/A
Group Rooms Control	N/A	N/A
Manage Events	New/Edit Catering Events	Set Do Not Move Override Space Capacity Override Do Not Move
	Manage Event Postings	
	Delete Catering Events	

**Table 20-1 (Cont.) Task Permissions**

Parent Task	Task	Subtask
	Event Notes	New/Edit Event Notes Delete Event Notes
	Event Revenue	Edit Event Revenue
	Manage Resources	Edit Event Resources Delete Event Resources
Manage Event Waitlist	Prioritize Events	
	Force Availability	
Function Diary	N/A	N/A
Property Interface Controls from Reservation	Edit Key Valid Start Date	N/A
	Edit Key Valid Start Time	
	Edit Key Valid Until Date	
	Edit Key Valid Until Time	

## OPERA Cloud Tasks — Booking Admin

Find the Task permissions by navigating to **Role Manager, Role Management**, and then selecting **Manage Chain Roles** or selecting **Manage Property Roles**. Granting or revoking tasks in OPERA Tasks for chain or property roles are logged in the changes log.

**Table 20-2 Task Permissions**

Parent Task	Task	Subtask
Booking Rules and Schedules	Deposit Rules	New/Edit Deposit Rules
		Delete Deposit Rules
	Cancellation Penalties	New/Edit Cancellation Penalties
		Delete Cancellation Penalties
	Reservation Types	New/Edit Reservation Types
		Delete Reservation Types
	Deposit Rules Schedules	New/Edit Deposit Rules Schedules
Delete Deposit Rules Schedules		
Cancellation Penalties Schedules	Reservation Types Schedules	New/Edit Cancellation Penalties Schedules
		Delete Cancellation Penalties Schedules
		Delete Reservation Types Schedules
Reservation Management	Manage Reservation	N/Ao

Table 20-2 (Cont.) Task Permissions

Parent Task	Task	Subtask
	Manage Alerts	New/Edit Alerts Delete Alerts
	Manage Trace Texts	New/Edit Trace Texts Delete Trace Texts
	Cancellation Reasons	New/Edit Cancellation Reasons Delete Cancellation Reasons
	Waitlist	New/Edit Waitlist Delete Waitlist
	Property Move Reason	New/Edit Property Move Reason Delete Property Move Reason
	Discount Reasons	New/Edit Discount Reasons Delete Discount Reasons Manage Advanced Discounts
	Purpose Of Stay	New/Edit Purpose of Stay Delete Purpose of Stay
	Country Entry Points	New/Edit Country Entry Points Delete Country Entry Points
	Turnaway Codes	New/Edit Turnaway Codes Delete Turnaway Codes
	Guest Status	New/Edit Guest Status Delete Guest Status
	Immigration Status	New/Edit Immigration Status Delete Immigration Status
	Room Move Reasons	New/Edit Room Move Reasons Delete Room Move Reasons
	Pre-Registration Rules	New/Edit Pre-Registration Rules Delete Pre-Registration Rules
	Auto Attach Element	New/Edit Auto Attach Element Delete Auto Attach Element
	Upgrade Rules	New/Edit Upgrade Rules Delete Upgrade Rules
	Guest Messages	New/Edit Guest Messages Delete Guest Messages
	Guest Types	New/Edit Guest Types Delete Guest Types
	Guest Locators	New/Edit Guest Locators Delete Guest Locators
	Room Assignment Ratings	Edit Room Assignment Ratings
	eCoupons	New/Edit eCoupons Delete eCoupons

**Table 20-2 (Cont.) Task Permissions**

Block Management	Booking Types	New/Edit Booking Types Delete Booking Types
	Lost Reasons	New/Edit Lost Reasons Delete Lost Reasons
	Rate Override Reasons	New/Edit Rate Override Reasons Delete Rate Override Reasons
	Refused Reasons	New/Edit Refused Reasons Delete Refused Reasons
	Block Cancellation Reasons	New/Edit Block Cancellation Reasons Delete Block Cancellation Reasons
	Destination Codes	New/Edit Block Destination Codes Delete Destination Codes
	Reservation Methods	New/Edit Reservation Methods Delete Reservation Methods
	Block Status	New/Edit Block Status Delete Block Status
	Contract Billing Instructions	New/Edit Contract Billing Instructions Delete Contract Billing Instructions
	Wash Schedule	New/Edit Wash Schedule Delete Wash Schedule
	Block Ranking	New/Edit Block Ranking Delete Block Ranking
	Block Conversion	New/Edit Block Conversion Delete Block Conversion
	Sales Allowance	New/Edit Sales Allowance Delete Sales Allowance
	Sales Manager Goals	New/Edit Sales Manager Goals Delete Sales Manager Goals
	Marketing Management	Sell Messages
Market Codes		New/Edit Market Codes Delete Market Codes
Market Groups		New/Edit Market Groups Delete Market Groups
Source Codes		New/Edit Source Codes Delete Source Codes
Source Groups		New/Edit Source Groups Delete Source Groups
Marketing Regions		New/Edit Marketing Regions Delete Marketing Regions



Table 20-2 (Cont.) Task Permissions

Resource Management	Marketing Cities	New/Edit Marketing Cities Delete Marketing Cities
	Origin Codes	New/Edit Origin Codes Delete Origin Codes
	Item Pools	New/Edit Item Pools Delete Item Pools
	Item Class	New/Edit Item Class Delete Item Class
	Catering Package and Template Management	New/Edit Catering Package and Template Management Delete Catering Package and Template Management
	Catering Revenue	New/Edit Catering Revenue Delete Catering Revenue
	Item Inventory	New/Edit Item Inventory Delete Item Inventory
	Catering Codes	New/Edit Catering Codes Delete Catering Codes
	Item Rates	New/Edit Item Rates Delete Item Rates
	Item Templates	New/Edit Item Templates Delete Item Templates
	Meal Periods	New/Edit Meal Periods Delete Meal Periods
	Menu Management	New/Edit Menu Management Delete Menu Management
	Event Forecast Maintenance	New/Edit Event Forecast Maintenance Delete Event Forecast Maintenance

## OPERA Cloud Tasks — Channel

Find the Task permissions by navigating to **Role Manager, Role Management**, and then selecting **Manage Chain Roles** or selecting **Manage Property Roles**.

Granting or revoking tasks in OPERA Tasks for chain or property roles are logged in the changes log.

**Table 20-3 Task Permissions**

Parent Task	Task	Subtask
Channel Inventory	New/Edit Channel Sell Limits	N/A
	Delete Channel Sell Limits	
Channel Accounts	New/Edit Channel Accounts	N/A
	Delete Channel Accounts	
Channel Statements	New/Edit Channel Statements	N/A
	Delete Channel Statements	

## OPERA Cloud Tasks — Client Relations Admin

Find the Task permissions by navigating to **Role Manager, Role Management**, and then selecting **Manage Chain Roles** or selecting **Manage Property Roles**. Granting or revoking tasks in OPERA Tasks for chain or property roles are logged in the changes log.

**Table 20-4 Task Permissions**

Parent Task	Task	Subtask
Marketing Management	Sell Messages	New/Edit Sell Messages
		Delete Sell Messages
	Market Codes	New/Edit Market Codes
		Delete Market Codes
	Market Groups	New/Edit Market Groups
		Delete Market Groups
	Source Codes	New/Edit Source Codes
		Delete Source Codes
	Source Groups	New/Edit Source Groups
		Delete Source Groups
Marketing Regions	New/Edit Marketing Regions	
	Delete Marketing Regions	
Marketing Cities	New/Edit Marketing Cities	
	Delete Marketing Cities	
Origin Codes	New/Edit Origin Codes	
	Delete Origin Codes	
Profile Management	Communication Types	New/Edit Communication Types
		Delete Communication Types
	Address	New/Edit Address
		Delete Address
Profile Inactive Reasons	New/Edit Profile Inactive Reasons	
	Delete Profile Inactive Reasons	
Account Types	New/Edit Account Types	
	Delete Account Types	

Table 20-4 (Cont.) Task Permissions

Parent Task	Task	Subtask
	Profile Restriction Reasons	New/Edit Profile Restriction Reasons Delete Profile Restriction Reasons
	VIP Levels	New/Edit VIP Levels Delete VIP Levels
	Account Priorities	New/Edit Account Priorities Delete Account Priorities
	Competition Codes	New/Edit Competition Codes Delete Competition Codes
	Territories	New/Edit Territories Delete Territories
	Industry Codes	New/Edit Industry Codes Delete Industry Codes
	Influence Codes	New/Edit Influence Codes Delete Influence Codes
	Scope Codes	New/Edit Scope Codes Delete Scope Codes
	Scope City Codes	New/Edit Scope City Codes Delete Scope City Codes
	Sources	New/Edit Sources Delete Sources
	Business Potential	New/Edit Business Potential Delete Business Potential
	Keyword Types	New/Edit Keyword Types Delete Keyword Types
	Potential	New/Edit Potential Delete Potential
	Guest Titles	New/Edit Guest Titles Delete Guest Titles
	Alternate Language Guest Titles	New/Edit Alternate Language Guest Titles Delete Alternate Language Guest Titles
	Travel Agent Types	New/Edit Travel Agent Types Delete Travel Agent Types
	Company Types	New/Edit Company Types Delete Company Types
	Preference Groups	New/Edit Preference Groups Delete Preference Groups
	Preferences	New/Edit Preferences Delete Preferences

**Table 20-4 (Cont.) Task Permissions**

Parent Task	Task	Subtask
	Global Action Codes	New/Edit Global Action Codes Delete Global Action Codes
	Exclusive Preferences	New/Edit Exclusive Preferences Delete Exclusive Preferences
	Mailing Action Codes	New/Edit Mailing Action Codes Delete Mailing Action Codes
	Business Segment	New/Edit Business Segment Delete Business Segment
	Profile Name Validations	New/Edit Profile Name Validations Delete Profile Name Validations
	Profile Protection	N/A
	Credit Ratings	New/Edit Credit Ratings Delete Credit Ratings
	Relationships	New/Edit Relationships Delete Relationships
	Claim Adjustment Limits	N/A
	Profile Match Rules	New/Edit Profile Match Rules Delete Profile Match Rules
Membership Management	Membership Types	New/Edit Membership Management Delete Membership Management
	Claim Types	New/Edit Claim Types Delete Claim Types
	Claim Origins	New/Edit Claim Origins Delete Claim Origins
	Rate Groups	New/Edit Rate Groups Delete Rate Groups
	Property Groups	New/Edit Property Groups Delete Property Groups
	Market Groups	New/Edit Market Groups Delete Market Groups
	Revenue Groups	New/Edit Revenue Groups Delete Revenue Groups
	Revenue Types	New/Edit Revenue Types Delete Revenue Types
	Membership Class	New/Edit Membership Class Delete Membership Class
	Transaction Groups	New/Edit Transaction Groups Delete Transaction Groups

Table 20-4 (Cont.) Task Permissions

Parent Task	Task	Subtask
	Enrollment Codes	New/Edit Enrollment Codes Delete Enrollment Codes
	Enrollment Groups	New/Edit Enrollment Groups Delete Enrollment Groups
	Status Codes	New/Edit Status Codes Delete Status Codes
	Awards	New/Edit Awards Delete Awards
	Membership Rates	New/Edit Membership Rates Delete Membership Rates
	Membership Room Groups	New/Edit Membership Room Groups Delete Membership Room Groups
	Qualifying Rates	New/Edit Qualifying Rates Delete Qualifying Rates
	Membership Type Rules	New/Edit Membership Type Rules Delete Membership Type Rules
	OCIS E-Certificates	New/Edit OCIS E-Certificates Delete OCIS E-Certificates
Geographic Management	Nationalities	New/Edit Nationalities Delete Nationalities
	Districts	New/Edit Districts Delete Districts
	Distance Types	New/Edit Distance Types Delete Distance Types
	Birth Country	New/Edit Birth Country Delete Birth Country
	Identification Country	New/Edit Identification Country Delete Identification Country
	Identification Type	New/Edit Identification Type Delete Identification Type
	Tax Category	New/Edit Tax Category Delete Tax Category
	Tax Office	New/Edit Tax Office Delete Tax Office
	Tax Type	New/Edit Tax Type Delete Tax Type
	Fiscal Guest Type	New/Edit Fiscal Guest Type Delete Fiscal Guest Type
	Languages	New/Edit Languages Delete Languages

**Table 20-4 (Cont.) Task Permissions**

Parent Task	Task	Subtask
	Regions	New/Edit Regions
		Delete Regions
	Countries	New/Edit Countries
		Delete Countries
	States	New/Edit States
		Delete States
	City Postal Codes	New/Edit City Postal Codes
Delete City Postal Codes		
Fiscal Regions	New/Edit Fiscal Regions	
	Delete Fiscal Regions	
	Country Main Group	New/Edit Country Main Group
		Delete Country Main Group
Activity Management	Activity Types	New/Edit Activity Types
		Delete Activity Types
	Activity Results	New/Edit Activity Results
Delete Activity Results		
	Trace Codes	New/Edit Trace Codes
		Delete Trace Codes

## OPERA Cloud Tasks — Client Relations

Find the Task permissions by navigating to **Role Manager, Role Management**, and then selecting **Manage Chain Roles** or selecting **Manage Property Roles**. Granting or revoking tasks in OPERA Tasks for chain or property roles are logged in the changes log.

**Table 20-5 Task Permissions**

Parent Task	Task	Subtask	
Profiles Management	Scheduled Activities	N/A	
		Create Profile	
	Correspondence		Guest Profile
			Company Profile
			Travel Agent Profile
			Source Profile
			Group Profile
			Contact Profile
			New/Edit Guest Privacy Options
	Edit Mailings and Sales Information		

Table 20-5 (Cont.) Task Permissions

Parent Task	Task	Subtask
	Attachments	New Attachment Delete Attachment Preview/Download Attachment
	Delivery Types	New/Edit Delivery Types Delete Delivery Types
	Efolio Export	Edit Efolio Export Delivery Method Delete Efolio Export Delivery Method
	Identification	New/Edit Identification Delete Identification View Identification Details
	Profile Financials	Manage Payment And Routing Instructions
	Manage Incognito Name for Profiles	N/A
	Manage Suspended Profiles	N/A
	Negotiated Rates	New/Edit Negotiated Rates Delete Negotiated Rates
	Profile Memberships	New/Edit Memberships Delete Memberships Calculate Membership Points New Membership Transaction Access Membership Name on Card Access Primary Membership Level Access Restricted Levels Membership Exceptions
	Web User Accounts	New/Edit Web User Accounts Delete Web User Accounts
	Account Receivables	N/A
	Profile Details	Edit Additional Details
	Relationships	New/Edit Relationships Delete Relationships
	Profile Lookup	N/A
	Primary Details	Edit Primary Details
	Communications	Manage Communications
	Keyword	New/Edit Keyword Delete Keyword
	Preferences	New/Edit Preferences Delete Preferences

**Table 20-5 (Cont.) Task Permissions**

Parent Task	Task	Subtask
	Future And Past Stays	N/A
	Profile Notes	New/Edit Profile Notes Delete Profile Notes
	Override Profile Protection	Override Profile Protection For Contact Profile Override Profile Protection For Guest Profile Override Profile Protection For Source Profile Override Profile Protection For Travel Agent Profile Override Profile Protection For Company Profile Override Profile Protection For Group Profile
	Mark/Unmark Profile as Protected	N/A
	Mark/Unmark Profile as Property Exclusive	N/A
	Award List	N/A
	Tier Management	N/A
	Transfer Points	N/A
	E-Certificates	Issue E-Certificate Consume E-Certificate Extend E-Certificate
	Anonymize Profile	N/A
	Lookup Screen Customization	N/A
	Batch Profile Update	N/A
	Enrollments	New/Edit Enrollments
	Profile Merge	Contact Profile Guest Profile Source Profile Travel Agent Profile Company Profile Group Profile
	Profile Commission	New/Edit Profile Commission Delete Profile Commission
Batch Profile Update		
Enrollments	New/Edit Enrollments	
Profile Merge	Contact Profile Guest Profile Source Profile	



**Table 20-5 (Cont.) Task Permissions**

Parent Task	Task	Subtask
	Travel Agent Profile	
	Company Profile	
	Group Profile	
Profile Commission	New/Edit Profile Commission	
	Delete Profile Commission	
Activities	New/Edit Activity	
	Delete Activity	
	Attachments	New Attachment
		Delete Attachment
		Download/Preview attachment

## OPERA Cloud Tasks — Enterprise Admin

Find the Task permissions by navigating to **Role Manager, Role Management**, and then selecting **Manage Chain Roles** or selecting **Manage Property Roles**. Granting or revoking tasks in OPERA Tasks for chain or property roles are logged in the changes log.

**Table 20-6 Task Permissions**

Parent Task	Task	Subtask	
Chain and Property Management	Global Hubs	New/Edit Global Hubs	
	Hubs	New/Edit Hubs	
	Properties	Edit Properties	
	Attractions		New/Edit Attractions
			Delete Attractions
	Airports		New/Edit Airports
			Delete Airports
	Communication Methods		New/Edit Communication Methods
			Delete Communication Methods
	Delivery Status		New/Edit Delivery Status
			Delete Delivery Status
	Departments		New/Edit Departments
			Delete Departments
	Property Types		New/Edit Property Types
		Delete Property Types	
Attraction Categories		New/Edit Attraction Categories	
		Delete Attraction Categories	
Owner Teams		New/Edit Owner Teams	
		Delete Owner Teams	

**Table 20-6 (Cont.) Task Permissions**

Parent Task	Task	Subtask
	Transportation	New/Edit Transportation Delete Transportation
	Amenities	New/Edit Amenities Delete Amenities
	Corporate Information	New/Edit Corporate Information Delete Corporate Information
	Service Requests	Override Change Restriction New/Edit Service Requests Delete Service Requests
	Track It	New/Edit Track It Delete Track It
	Note Types	New/Edit Note Types Delete Note Types
	Closing Scripts	New/Edit Closing Scripts Delete Closing Scripts
	Electronic Registration Card	New/Edit Electronic Registration Card Delete Electronic Registration Card
	Web Reg Card	New/Edit Web Reg Card Delete Web Reg Card
	Property Detail Categories	New/Edit Property Detail Categories Delete Property Detail Categories
	Property Details	New/Edit Property Details Delete Property Details
	Job titles	New/Edit Job titles Delete Job Titles
Distribution Management		
OPERA Controls	Edit HUB Controls Edit Global Controls Edit Property Controls	
Chain Specific Management	Smoking Type	New/Edit Smoking Type Delete Smoking Type
	Room Preference Priority	New/Edit Room Preference Priority Delete Room Preference Priority
	Floor Type	New/Edit Floor Type Delete Floor Type
	Newspaper	New/Edit Newspaper Delete Newspaper
	Snack	New/Edit Snack Delete Snack

**Table 20-6 (Cont.) Task Permissions**

Parent Task	Task	Subtask
	Beverage	New/Edit Beverage Delete Beverage
	Pillow Type	New/Edit Pillow Type Delete Pillow Type
	Room Amenities	New/Edit Room Amenities Delete Room Amenities
	Interests	New/Edit Interests Delete Interests
	Titles	New/Edit Titles Delete Titles
	Bed Type Request	New/Edit Bed Type Request Delete Bed Type Request
	Room Groups	New/Edit Room Groups Delete Room Groups
	GRS Codes	New/Edit GRS Codes Delete GRS Codes
OPERA Scheduler	Manage OPERA Scheduler	
Image Management	Property	
	Memberships	
	Attractions	
	Packages	
	Item Inventory	
	Nationality	
	Maps	
	Site Plans	
	Floor Plan	New/Edit Floor Plan Delete Floor Plan
	Out Of Order/Service	
	Room	
	Room Type	
	Room Maintenance	
	Room Condition	
Function Space	Add/Edit Function Space Delete Function Space	
Track It Type	Add/Edit Track It Type Delete Track It Type	
	Logo	
User Interface Management	Presentation Styles	New/Edit Presentation Styles Delete Presentation Styles

**Table 20-6 (Cont.) Task Permissions**

Parent Task	Task	Subtask
	User Defined Fields	Edit User Defined Fields Delete User Defined Fields
	Delete Customization	Delete Chain Customization Delete Hub/Property Customization Delete Users Personalization Delete Personalization

## OPERA Cloud Tasks — Exchange Interfaces

Find the Task permissions by navigating to **Role Manager, Role Management**, and then selecting **Manage Chain Roles** or selecting **Manage Property Roles**. Granting or revoking tasks in OPERA Tasks for chain or property roles are logged in the changes log.

**Table 20-7 Task Permissions**

Parent Task	Task	Subtask
Interface Setup	Automatic Transmission Schedules	New/Edit Automatic Transmission Schedules
		Delete Automatic Transmission Schedules
	Interface Setup	New/Edit Interface Setup
		Delete Interface Setup
	Communication Methods	Edit Communication Methods
	Data Request	
Interface Mapping	Interface Capabilities	
	Copy Conversion Codes	
	New/Edit Interface Mapping	
Message Status Workspace	Delete Interface Mapping	
	Messages From External Systems	
	Messages To External Systems	
	Accumulated Business Events	
	Reprocess All	
Interface Controls		
	Edit Interface Controls	
Profile Match Rule		
	New/Edit Profile Match Rule	

**Table 20-7 (Cont.) Task Permissions**

Parent Task	Task	Subtask
	Delete Profile Match Rule	
Interface Resynchronization		
Switch Interface		

## OPERA Cloud Tasks — Financial Admin

Find the Task permissions by navigating to **Role Manager, Role Management**, and then selecting **Manage Chain Roles** or selecting **Manage Property Roles**. Granting or revoking tasks in OPERA Tasks for chain or property roles are logged in the changes log.

**Table 20-8 Task Permissions**

Parent Task	Task	Subtask
Rate Management	Property Calendar	New/Edit Property Calendar Delete Property Calendar
	Package Codes	New/Edit Package Codes Delete Package Codes
	Package Groups	New/Edit Package Groups Delete Package Groups
	Package Forecast Groups	New/Edit Package Forecast Groups Delete Package Forecast Groups
	Rate Category	New/Edit Rate Category Delete Rate Category
	Rate Class	New/Edit Rate Class Delete Rate Class
	Rate Seasons	New/Edit Rate Seasons Delete Rate Seasons
	Hurdle Rates	New/Edit Hurdle Rates Delete Hurdle Rates

**Table 20-8 (Cont.) Task Permissions**

Parent Task	Task	Subtask
Financial Transactions	Rate Codes	New/Edit Rate Codes
		Delete Rate Codes
		Approve Rate Codes
		Manage Privileged Rate Codes
		Manage Privileged Rate Code Restrictions
		New/Edit Pricing Schedules
		Delete Pricing Schedules
		Edit Rate Code Type
		Override Custom Rate Protection
		Override Property Rate Protection
		Override Central Rate Protection
		Override Rate Floor
		Rate Distributions
	Download Rate Codes	
	Rate Protection Strategies	Edit Rate Protection
		New/Edit Strategies
	Display Sets	Delete Strategies
		New/Edit Display Sets
	Mass Rate Update Yield	Delete Display Sets
		N/A
Promotion Codes	New/Edit Yield	
	Delete Yield	
Promotion Groups	New/Edit Promotion Codes	
	New/Edit Promotion Groups	
Rate Groups	Delete Promotion Groups	
	New/Edit Rate Groups	
Transaction Groups	Delete Rate Groups	
	New/Edit Transaction Groups	
	Delete Transaction Groups	
	New/Edit Transaction Sub Groups	
	Delete Transaction Sub Groups	
	New/Edit Transaction Codes	
	Delete Transaction Codes	
	Override Property Protection	
	Override Central Protection	
	Edit Transaction Code Protection	
New/Edit Revenue Type Mapping		
Articles	Delete Revenue Type Mapping	
	New/Edit Articles	
	Delete Articles	

Table 20-8 (Cont.) Task Permissions

Parent Task	Task	Subtask
	Routing Codes	New/Edit Routing Codes Delete Routing Codes
	Payment Methods	New/Edit Payment Methods Delete Payment Methods
	Transaction Diversions	New/Edit Transaction Diversions Delete Transaction Diversions
	Revenue Buckets	New/Edit Revenue Buckets Delete Revenue Buckets
	Tax Brackets	New/Edit Tax Brackets Delete Tax Brackets
	Credit Card Types	New/Edit Credit Card Types Delete Credit Card Types
Account Receivables	Restricted Reasons	New/Edit Restricted Reasons Delete Restricted Reasons
	Account Types	New/Edit Account Types Delete Account Types
Cashiering Management	Cashiers	New/Edit Cashiers
	Auto Folio Settlement Types	New/Edit Auto Folio Settlement Types Delete Auto Folio Settlement Types
	Authorization Rules	New Authorization Rules Edit Authorization Rules Delete Authorization Rules
	Folio Copy Legend	N/A
	GUI Number	N/A
	Foreign Currency Codes	New/Edit Foreign Currency Codes Delete Foreign Currency Codes Edit Foreign Currency Limits
	Adjustment Codes	New/Edit Adjustment Codes Delete Adjustment Codes
	Tax Types	New/Edit Tax Types Delete Tax Types
	Folio Types	New/Edit Folio Types Delete Folio Types
	Folio Grouping Codes	New/Edit Folio Grouping Codes Delete Folio Grouping Codes
	No Show Posting Rules	New/Edit No Show Posting Rules Delete No Show Posting Rules
	Number to Words	Edit Number to Words
	Period Definition	New/Edit Period Definition Delete Period Definition

**Table 20-8 (Cont.) Task Permissions**

Parent Task	Task	Subtask
	Exchange Service Tax	New/Edit Exchange Service Tax Delete Exchange Service Tax
	Folio Print Queue	New/Edit Folio Print Queue Delete Folio Print Queue
	Collecting Agent Taxes	New/Edit Collecting Agent Taxes Delete Collecting Agent Taxes
	Fiscal Folio Parameters	New/Edit Fiscal Folio Parameters Delete Fiscal Folio Parameters
	Fiscal Folio Parameters	New/Edit Fiscal Folio Parameters Delete Fiscal Folio Parameters Fiscal Folio Parameters Template
	BIR Guest Type	Edit BIR Guest Type Delete BIR Guest Type
	BIR Doc Sequences	Edit BIR Doc Sequences
	Cashier Shift Drop Locations	New/Edit Cashier Shift Drop Locations Delete Cashier Shift Drop Locations
	Custom Number	New/Edit Custom Numbers Delete Custom Numbers
	Custom Charge Config	New/Edit Custom Charge Config Delete Custom Charge Config Custom Charge Exemptions
Budget Forecast	N/A	N/A
Commissions Management	Bank Accounts	New/Edit Bank Accounts Delete Bank Accounts
	Stop Processing Reasons	New/Edit Stop Processing Reasons Delete Stop Processing Reasons
	Commission Codes	New/Edit Commission Codes Delete Commission Codes
Comp Accounting	Comp Authorizer Groups	New/Edit Comp Authorizer Groups Delete Comp Authorizer Groups
	Comp Authorizers	New/Edit Comp Authorizers New/Edit Comp Authorizer Routing Instructions Delete Comp Authorizer Routing Instructions
	Comp Transaction Codes	New/Edit Comp Transaction Codes Delete Comp Transaction Codes
	Comp Types	New/Edit Comp Types Delete Comp Types



**Table 20-8 (Cont.) Task Permissions**

Parent Task	Task	Subtask
	Comp Routing Codes	New/Edit Comp Routing Codes Delete Comp Routing Codes
	Comp Redemption Codes	New/Edit Comp Redemption Codes Delete Comp Redemption Codes
Routine Management	End of Day Procedures	New/Edit Procedures Delete Procedures
	End of Day Reports	New/Edit Reports Delete Reports

## OPERA Cloud Tasks — Financials

Find the Task permissions by navigating to **Role Manager, Role Management**, and then selecting **Manage Chain Roles** or selecting **Manage Property Roles**. Granting or revoking tasks in OPERA Tasks for chain or property roles are logged in the changes log.

**Table 20-9 Task Permissions**

Parent Task	Task	Subtask
Manage Financial Postings	Post Negative Amounts Change Revenue Date Update Charge Details Post Charges to No-Post Reservations Override Credit Card Surcharge Make Payment in Foreign Currency Reverse Redemption Credit Card Rebate Can Exceed Credit Card Payments Reverse Cash/Check Payments Override Flagged Account Direct Bill Override Prepay Rules at Check In And Reservation Update Post Service Recovery Adjustment Adjust Custom Charges Reverse Direct Bill	N/A
Void Folio		
Generate Debit Bill in Folio History	Generate Full Debit Bill	
Manage Accounts Receivables	Account Setup	New/Edit Setup Delete Setup
	Aging	N/A

**Table 20-9 (Cont.) Task Permissions**

Parent Task	Task	Subtask	
Accounts Receivables Workspace	Fixed Charges	New/Edit Fixed Charges Delete Fixed Charges	
	Future And Past Stay	N/A	
	Notes	New/Edit Notes Delete Notes	
	Reminders	N/A	
	Statements	N/A	
	Invoices	Manage Invoices	
	Traces	New/Edit Traces Delete Traces	
	Year View	N/A	
	Override Credit Limit	N/A	
	Batch Reminders	N/A	
	Batch Statements	N/A	
	Direct Bill Transfer	N/A	
	Apply Batch Postings	N/A	
	Batch Charges	N/A	
	Credit Card Transfer	N/A	
	Transaction Research	N/A	
	Cashiering Workspace	Apply Batch Deposits	N/A
Apply Batch Postings		N/A	
Batch Charges			
Cashier Report		N/A	
Open Cashiers		N/A	
Close Cashiers			
Posting Journal		Update Approval Status	
Prepaid Cards		Manage Prepaid Cards	
Currency Exchange Calculator			Currency Exchange Rates Manage Currency Exchange Rates Delete Past Exchange Rates
		Folio History	Convert Folio Resend Fiscal Folio
	Credit Card Settlement	N/A	
Receipt History	N/A		
Post It		Charge It Fast Postings Post a Negative Post It Article	
		Charge to Room	
	Batch Folios	N/A	

Table 20-9 (Cont.) Task Permissions

Parent Task	Task	Subtask
	Generate Batch Folios	N/A
	Credit Card Authorizations	N/A
	Reverse Certificate Postings	N/A
	Credit Limit Overages	N/A
	Send Fiscal Commands	N/A
Manage Commissions	Attach/Detach Reservations	
	Hold Release Payment	
	Payment Activity	
	Manage Checks	
	Discard Checks	
	Reprint Checks	
	Reservation Search	
Comp Accounting Workspace	Comp Posting Journal	Update Approval Status
	Comp Authorizer Limits	N/A
	Comp Routing Instructions	N/A
	Player Statistics	N/A
	Player Snapshot	N/A
	Access Comp Windows	N/A
	Edit Price Quantity Comp No Approval	N/A
	Edit Price Quantity Comp With Approval	N/A
	Transfer Posting Comp No Approval	N/A
EFolio Export		N/A
Fiscal Printing	N/A	N/A
End Of Day	Manage End Of Day	N/A
	Override Mandatory Check In of Pseudo Rooms	
	Manage Income Audit	
	End of Day Reports	
	Automatic Cashier Closure	
Reverse Direct Bill	Reverse Direct Bill	N/A

## OPERA Cloud Tasks — General

Find the Task permissions by navigating to **Role Manager, Role Management**, and then selecting **Manage Chain Roles** or selecting **Manage Property Roles**. Granting or revoking tasks in OPERA Tasks for chain or property roles are logged in the changes log.

**Table 20-10 Task Permissions**

Parent Task	Task	Subtask
Access During Maintenance	N/A	N/A
Credit Card Terminal	N/A	N/A
Dashboard Tiles	Edit Dashboard View Activities Tile View Advance Check In Tile View Appointments Tile View Arrivals Tile View Block Overview Tile View Custom Content Tile View Daily Projections Tile View Departures Tile View Events Tile View Image Gallery Tile View In House Tile View Max Available Rooms Tile View OXI Interface Status Tile View Queue Reservations Tile View Reservation Activity Tile View Reservations and Cancellations Today Tile View Reservation Revenue Summary Tile View Reservation Statistics Tile View Room Maintenance Tile View Room Status Tile View Rooms Summary Tile View Rooms Availability Summary Tile View Rooms Sold Summary Tile View 60 Minutes Tile View Task Sheet Tile View To Do List Tile View VIP Guests Tile View AI Room Assignment Tile View Comp Routing Tile	N/A
Access Options	Customize Chain Customize Property Personalize Column Options	N/A
Security	N/A	N/A
Quick Links	N/A	N/A

**Table 20-10 (Cont.) Task Permissions**

Parent Task	Task	Subtask
Property Brochure	Airports	N/A
	Alternate Properties	
	Conference Rooms	
	Dining	
	General Notes	
	Local Attractions	
	Maps / Directions	
	Miscellaneous	
	Property Calendar	
	Property Features	
	Property Images	
	Site Plan	
	Transportation	
Profile and Blocks Ownership	Add/Edit Owners	N/A
	Remove Owners	
Template Configuration	New/Edit Template	N/A
	Delete Template	
Activate / Inactivate Link Down	N/A	N/A
Notifications	N/A	N/A
Service Request Notifications	N/A	N/A
Device Notifications	N/A	N/A
Performance Meter	N/A	N/A
Dashboard Tiles	View AI Room Assignment Tile	N/A

## OPERA Cloud Tasks — Interfaces Admin

Find the Task permissions by navigating to **Role Manager, Role Management** and selecting **Manage Chain Roles** or selecting **Manage Property Roles**.

Granting or revoking tasks in OPERA Tasks for chain or property roles are logged in the changes log.

**Table 20-11 Task Permissions**

Parent Task	Task	Subtask
Property Mapping	Card Type	New/Edit Card Type
		Delete Card Type

**Table 20-11 (Cont.) Task Permissions**

Parent Task	Task	Subtask
Channel Configuration	Channel Marketing Text	New/Edit Global Channel Marketing Text
		Delete Global Channel Marketing Text
		New/Edit Property Channel Marketing Text
		Delete Property Channel Marketing Text
		Rate Code Mapping
	Reservation Type	New/Edit Rate Code Mapping
		Delete Rate Code Mapping
	Room Type Mapping	New/Edit Channel Negotiated Rates
		Delete Reservation Type
	Global Description	New/Edit Room Type Mapping
Delete Room Type Mapping		
Channel Setup	Channel Setup	New/Edit Global Description
		Delete Global Description
		New/Edit Channel Sub-Channels
		Delete Sub-Channels
		New/Edit Sub-Channels
		Delete Sub-Channels
		Error Codes
		New/Edit Error Codes
		Delete Error Codes
		Rate Categories
		New/Edit Rate Categories
		Delete Rate Categories
		Rate Levels
		New/Edit Rate Levels
		Delete Rate Levels
Room Types		
New/Edit Room Types		
Delete Room Types		
Channel Controls	New/Edit Channel Controls	
	Delete Channel Controls	
Template Type	New/Edit Template Type	
	Delete Template Type	
Distribution Templates	New/Edit Distribution Templates	
	Delete Distribution Templates	
Total Pricing Elements	New/Edit Total Pricing Elements	
	Delete Total Pricing Elements	
Channel Mapping	Amenities	New/Edit Amenities
		Delete Amenities

**Table 20-11 (Cont.) Task Permissions**

Parent Task	Task	Subtask
	Currencies	New/Edit Currencies Delete Currencies
	Reservation Types	New/Edit Reservation Types Delete Reservation Types
	Credit Cards	New/Edit Credit Cards Delete Credit Cards
	Properties	New/Edit Properties Delete Properties
	Letters	New/Edit Letters Delete Letters
Channel Processing	Reprocess Rates Reprocess Restrictions Reprocess Availabilities	N/A
Property Interfaces	Quick Address Software Setup	New/Edit Quick Address Software Setup Delete Quick Address Software Setup
	Document Scanner Setup	New/Edit Document Scanner Setup Delete Document Scanner Setup
	Chip and Pin Terminal Setup	New/Edit Chip and Pin Terminal Setup Delete Chip and Pin Terminal Setup
	Fiscal Terminal Setup	New/Edit Fiscal Terminal Setup Delete Fiscal Terminal Setup
	Delivery Management	New/Edit Delivery Management Delete Delivery Management
	Business Events	New/Edit Business Events Delete Business Events
	Interface Devices Setup	N/A
	Property Interfaces	New/Edit Property Interfaces Delete Property Interfaces
	Export Mapping	New/Edit Export Mapping Delete Export Mapping
	Printer Configuration	New/Edit Printer Configuration Delete Printer Configuration
	UDF Mappings	N/A

**Table 20-11 (Cont.) Task Permissions**

Parent Task	Task	Subtask
	Access to Scheduled Activities Configuration	New/Edit Scheduled Activity Status Delete Scheduled Activity Status New/Edit Scheduled Activity Location Delete Scheduled Activity Location New/Edit Scheduled Activity Types Delete Scheduled Activity Types
	Report Text Configuration	N/A

## OPERA Cloud Tasks — Inventory

Find the Task permissions by navigating to **Role Manager, Role Management**, and then selecting **Manage Chain Roles** or selecting **Manage Property Roles**. Granting or revoking tasks in OPERA Tasks for chain or property roles are logged in the changes log.

**Table 20-12 Task Permissions**

Parent Task	Task	Sub Task
Property Availability	Edit Available Rooms	N/A
	Edit Sell Limits	
	Edit Sell Control Rooms	
Par Console	N/A	N/A
Manage Restrictions	New/Edit Restrictions	N/A
	Delete Restrictions	
Room Management Workspace	Housekeeping Board	N/A
	Attendant Console	
	Out of Order	
	Out of Service	
	Room Discrepancies	
	Access All Task Assignments in Task Companion	
	Receive Task Companion Emergency Assistance Notifications	
	Receive Task Companion General Assistance Notifications	
	Heartbeat	
	Floor Plan	
	Site Plan	
	Task Sheets	Delete Task Sheet Merge Task Sheet Lock / Unlock Task Sheet



**Table 20-12 (Cont.) Task Permissions**

Parent Task	Task	Sub Task	
Place Rooms on Hold	Room Maintenance	New/Edit Room Maintenance	
		Delete Room Maintenance	
	Manage Room Status	Resolve/Unresolve Room Maintenance	Setting of a room to Dirty Status
			Setting of a room to Clean Status
			Setting of a room to Pickup Status
			Setting of a room to Inspected Status
			Change Status of an Out Of Service room
			Change Status of an Out Of Order room
			Room Condition
	Housekeeping Forecast	Delete Room Condition	
Room Search	Housekeeping Forecast	N/A	
	Allows placing rooms on hold under HOLD1 reason	N/A	
	Allows placing rooms on hold under HOLD2 reason		
	Allows placing rooms on hold under HOLD3 reason		
	Allows placing rooms on hold under HOLD4 reason		
Room Hold Override			
Room Search	N/A	N/A	

## OPERA Cloud Tasks — Inventory Admin

Find the Task permissions by navigating to **Role Manager** and selecting **Manage Chain Roles** or selecting **Manage Property Roles**.

Granting or revoking tasks in OPERA Tasks for chain or property roles are logged in the changes log.

**Table 20-13 Task Permissions**

Parent Task	Task	Sub Task
Manage Accommodations	Housekeeping Attendants	New/Edit Housekeeping Attendants
		Delete Housekeeping Attendants
	Room Types	New/Edit Room Types
		Delete Room Types

**Table 20-13 (Cont.) Task Permissions**

Parent Task	Task	Sub Task
	Task Sheets	New/Edit Task Sheets Delete Task Sheets Save Task Sheet Template
	Room Class	New/Edit Rooms Classes Delete Rooms Classes
	Room Conditions	New/Edit Room Conditions Delete Room Conditions
	Rooms	New/Edit Rooms Delete Rooms
	Bed Types	New/Edit Bed Types Delete Bed Types
	Out of Order/Service Reasons	New/Edit Out of Order/Service Reasons Delete Out of Order/Service Reasons
	Housekeeping Sections	New/Edit Housekeeping Sections Delete Housekeeping Sections
	Room Maintenance	New/Edit Room Maintenance Delete Room Maintenance
	Room Hierarchy	New/Edit Room Hierarchy Delete Room Hierarchy
	Floors	New/Edit Floors Delete Floors
	Room Features	New/Edit Room Features Delete Room Features
	Buildings	New/Edit Buildings Delete Buildings
	Room Pool	New/Edit Room Pool Delete Room Pool
Function Space Management	Function Space Types	New/Edit Function Space Types Delete Function Space Types
	Function Space Locations	New/Edit Function Space Locations Delete Function Space Locations
	Setup Styles	New/Edit Setup Styles Delete Setup Styles
	Rental Codes	New/Edit Rental Codes Delete Rental Codes
	Function Spaces	New/Edit Function Spaces Delete Function Spaces
	Event Types	New/Edit Event Types Delete Event Types

## OPERA Cloud Tasks — Miscellaneous

Find the Task permissions by navigating to **Role Manager, Role Management**, and then selecting **Manage Chain Roles** or selecting **Manage Property Roles**.

Granting or revoking tasks in OPERA Tasks for chain or property roles are logged in the changes log.

**Table 20-14 Task Permissions**

Parent Task	Task	Subtask
Exports	General Exports	New/Edit General Exports
		Delete General Exports
		Generate General Exports
	Country Exports	New/Edit Country Exports
		Delete Country Exports
		Generate Country Exports
	Membership Exports	New/Edit Membership Exports
		Delete Membership Exports
		Generate Membership Exports
	Back Office Exports	New/Edit Back Office Exports
Delete Back Office Exports		
Generate Back Office Exports		
Export Schedules	New/Edit Export Schedules	
	Delete Export Schedules	
Download Exports	New/Edit Download Exports	
	Delete Download Exports	
	Generate Download Exports	
Miscellaneous Workspace	Copy or Duplicate Export	
	Log It	New/Edit Log It
		Delete Log It
	Service Requests	New/Edit Service Requests
		Delete Service Requests
	Changes Log	Not Available
	Telephone Book	New/Edit Telephone Book
		Delete Telephone Book
	Monitoring Workspace	ADS Error Processing
		Business Event Queue
IATA Exceptions		
Delete IATA Exceptions		
Track It	New/Edit Track It	
	Delete Track It	
Telephone Operator	Not Available	
View Exports with Sensitive Data		

**Table 20-14 (Cont.) Task Permissions**

Parent Task	Task	Subtask
Property Interface Controls	Edit Key Valid Start Date	
	Edit Key Valid Start Time	
	Edit Key Valid Until Date	
	Edit Key Valid Until Time	

## OPERA Cloud Tasks — Reports

Find the Task permissions by navigating to **Role Manager, Role Management**, and then selecting **Manage Chain Roles** or selecting **Manage Property Roles**. Granting or revoking tasks in OPERA Tasks for chain or property roles are logged in the changes log.

**Table 20-15 Task Permissions**

Parent Task	Task	Subtask
View Cash Transactions in Reports	Not Available	Not Available
View Internal Reports / Report Groups	Not Available	Not Available
Manage Reports	Run Protected Reports	Not Available
	Manage Scheduled Reports	<ul style="list-style-type: none"> <li>• New/Edit Scheduled Reports</li> <li>• Delete Scheduled Reports</li> </ul>
	Executed Reports	<ul style="list-style-type: none"> <li>• Delete Executed Reports</li> <li>• New/Edit/Duplicate Reports</li> </ul>
	Copy Reports	Not Available
	Delete Reports	Not Available
	Manage Report Groups	<ul style="list-style-type: none"> <li>• New/Edit Report Groups</li> <li>• Delete Report Groups</li> </ul>
	Shift Reports	<ul style="list-style-type: none"> <li>• New/Edit Shift Reports</li> <li>• Delete Shift Reports</li> </ul>
	Definable Manager's Reports	<ul style="list-style-type: none"> <li>• New/Edit Definable Manager's Reports</li> <li>• Delete Definable Manager's Reports</li> </ul>

**Table 20-15 (Cont.) Task Permissions**

<b>Parent Task</b>	<b>Task</b>	<b>Subtask</b>
Report Groups	accounts	Not Available
	Accounts Receivable	
	Accounts Receivable Folio	
	Accounts Receivable Reminders and Statements	
	Accounts Receivable Statements	
	Alerts	
	Activity	
	Aging	
	Arrival	
	Blocks and Groups	
	Catering Configuration	
	Check Exchange Receipt	
	Commission	
	Commission Check	
	Confirmation letter	
	Currency Exchange Receipt	
	Comp Accounting	
	Configuration	
	Contacts	
	Dashboard	
	Departure	
	Deposit receipt	
	Dynamic Currency Conversion Receipt	
	Electronic Vouchers	
	Expense Folio	
	Events	
	FIT Contract	
	Financial	
	Forecast	
	Folio	
	Global Test Group	
	Group Folio	
	Guests in House	
	Housekeeping	
	Internal Reports	
	Key Packets	
	Kiosk Information	
	Labels	
	Mailings for Guests	
	Meeting rooms on the web	
	Membership Billing	
	Membership Letter	

**Table 20-15 (Cont.) Task Permissions**

Parent Task	Task	Subtask
	Messages	
	New Chain Group	
	ORS/OCIS General	
	Miscellaneous	
	OCIS E-Certificate	
	Passerby Folio	
	Payment Receipt	
	Post It Folio	
	Profile	
	Registration Cards	
	Reservation	
	Resources	
	SFA	
	Shift Reports	
	Statistical	
	TG Reports	
	Transaction Receipt	
	Utilities	
	Yield Management	

## OPERA Cloud Tasks — Role Manager

Find the Task permissions by navigating to **Role Manager, Role Management** and selecting **Manage Chain Roles** or selecting **Manage Property Roles**. Granting or revoking tasks in OPERA Tasks for chain or property roles are logged in the changes log.

**Table 20-16 Task Permissions**

Parent Task	Task	Subtask
Manage Users	New/Edit Users	Not Available
	Reset PIN	
Manage Roles	Manage Chain Roles and Tasks	Not Available
	Manage Property Roles and Tasks	Manage Property Role Templates
		Apply Templates to Property Roles
		Assign Tasks to Property Roles without Template

## OPERA Cloud Tasks — Toolbox

Find the Task permissions by navigating to **Role Manager, Role Management**, and selecting **Manage Chain Roles** or selecting **Manage Property Roles**.

Granting or revoking tasks in OPERA Tasks for chain or property roles are logged in the changes log.

**Table 20-17 Task Permissions**

Parent Task	Task	Subtask
Synchronization	Inventory	Not Available
	Stay Records	
	Room Pool	
	Financial Statistics	
	Room Status	
	Business Events	
	Block Occupancies	
	Physical Rooms	
	Catering Forecast Revenue	
	Summary Profile Statistics	
	Past Profile / Reservation Statistics	
	Sales Allowances	
	Package Prices	
	Block Rates	
	Event Item Class Sequence	
Data Management	Manage Business Date	
	Room Utilities	
	Change Function Space Code	
	Import Postal Codes	
	Status Code Update	
	External References Update	
	Update Market Code	
	Change Revenue Type	
	Membership Types	
	Imbalance Analysis	Create Signature Hash Folio
	Catering Event Function Space Monitor	Not Available
	Business Block Compare	
	Update Owners	
	Update Contact	
	AR Enter Old Balances	
Preference Utility		
Manual Profile Purge Routine		
Transaction Management		
Import Data		

Table 20-17 (Cont.) Task Permissions

Parent Task	Task	Subtask
External Databases	Not Available	Not Available

## OPERA Cloud Tasks — Worklist

Find the Task permissions by navigating to **Role Manager, Role Management**, and then selecting **Manage Chain Roles** or selecting **Manage Property Roles**. Granting or revoking tasks in OPERA Tasks for chain or property roles are logged in the changes log.

Table 20-18 Task Permissions

Parent Task	Task	Subtask
Approval Waitlist	Not Available	Not Available



# Part V

## Toolbox

This part of the OPERA Cloud Help system contains information on working within the Toolbox menu for those responsible for managing OPERA Cloud utilities, systems, and data synchronization.

# 21

## Utilities

The Utilities feature provides links for synchronizing data, scheduling background processes, data management, room utilities, and transaction management.

### Data Synchronization

OPERA Cloud works with large amounts of data gathered and exchanged across multiple database tables. This data can change by the minute, and sometimes data discrepancies are created. The Synchronization utilities let you recalculate key data, such as inventory, block rates, stay records, financial statistics, and more to ensure the latest information is correct in all application areas.

### Synchronizing Business Events

Business Event Synchronization enables you to capture past business event data and upload it to external systems. You should ensure that all users are logged out before running this utility. The synchronization process may cause a slowdown of the application.

To activate Business Event Synchronization:

1. From the OPERA Toolbox menu, select **Utilities**.
2. Select **Synchronization** and then select **Business Events**.
3. Select a property as the source of business events data.
4. Select the external system as the destination of your upload.
5. Select the check box belonging to the modules you wish to synchronize.
6. For each module you select, make any additional selections to refine the data upload.

For example, select date ranges for the requested data. Or, if selecting the Blocks module, specify either the Begin dates or the Stay dates.

7. Click **Synchronize Business Events**.

### Synchronizing Room Inventory

#### [Prerequisites for Synchronizing Room Inventory](#)

Synchronize Inventory is used to synchronize the room availability for a property.

1. From the Toolbox menu, select **Utilities**, select **Synchronization** then select **Inventory**.
  - a. **Property**. Select or confirm property
  - b. **From Date**. Enter or select a start date
  - c. **To Date**. Enter or select an end date

2. Click **Start**.
  - a. Synchronizing progress is indicated; click **OK** to close
  - b. Click **Status** to display progress.

## Prerequisites for Synchronizing Room Inventory

### OPERA Cloud Tasks

**Group:** Toolbox

**Tasks:** Synchronization

Inventory

## Synchronizing Room Status

### [Prerequisites for Synchronizing Room Status](#)

Synchronize Room Status is used to synchronize the room statuses for a property.

1. From the Toolbox menu, select **Utilities**, select **Synchronization** then select **Room Status**.
  - a. **Property**. Select or confirm property
  - b. **Date**. Enter or select a start date
2. Click **Synchronize Room Status**.

## Prerequisites for Synchronizing Room Status

### OPERA Cloud Tasks

**Group:** Toolbox

**Tasks:** Synchronization

Room Status

## Synchronizing Physical Rooms

### [Prerequisites for Synchronizing Physical Rooms](#)

Use this utility to recalculate and correct any issues with the inventory room count.

1. From the Toolbox menu, select **Utilities**, select **Synchronization** then select **Physical Rooms**.
  - a. **Property**. Select or confirm property
2. Click **Synchronize Physical Rooms**.

## Prerequisites for Synchronizing Physical Rooms

### OPERA Cloud Tasks

**Group:** Toolbox

**Tasks:** Synchronization

Physical Rooms

## Synchronizing Block Occupancies

### Prerequisites for Synchronizing Block Occupancies

Use this utility as directed by Oracle support to ensure that the sum of room nights booked in different occupancy levels on a block corresponds to the total number of room nights that has been booked for the same block.

The utility will also correct any discrepancies in the allotment change logs and update these change logs so that the sum of changes again corresponds to the total number of rooms held on the block at that moment in time.

1. From the Toolbox menu, select **Utilities**, select **Synchronization** then select **Block Occupancies**.
  - a. **Property.** Select or confirm property
  - b. **From Date.** Enter or select a start date
  - c. **To Date.** Enter or select an end date
  - d. Record Changes on
    - i. **Date of Last Block Change** - Use the date when the business block was most recently changed (the default).
    - ii. **Current Business Date** - Use today's business date.
2. Click **Synchronize Block Occupancies**.

## Prerequisites for Synchronizing Block Occupancies

### OPERA Cloud Tasks

**Group:** Toolbox

**Tasks:** Synchronization

Block Occupancies

## Synchronizing Stay Records

The Stay Records utility synchronizes guest stay history data elements in the OPERA Customer Information System (OCIS) and the OPERA Property Management System (PMS). You can prevent overwriting existing stay records information after a defined number of days

by entering a number of days in the Profiles > Synchronize Stay Override Days application settings.

1. From the Toolbox menu, select **Utilities** and then select **Synchronization**.
2. Select **Stay Records**.
3. Select a property.
4. Enter the **From Date** and the **To Date** to synchronize.
5. Click **Synchronize Stay Records**.

## Synchronizing Room Pools

### [Prerequisites for Synchronizing Room Pools](#)

Use this utility to synchronize group blocks with the mapped room pool room types. If the Room Pool OPERA Control is activated when blocks already exist, this utility will update the existing blocks with the configured room pools

1. From the Toolbox menu, select **Utilities**, select **Synchronization** then select **Room Pools**.
  - a. **Property**. Select or confirm property
2. Click **Synchronize Room Pools**.

## Prerequisites for Synchronizing Room Pools

### OPERA Cloud Tasks

**Group:** Toolbox

**Tasks:** Synchronization

Room Pool

## Synchronizing Summary Profile Statistics

### [Prerequisites for Synchronizing Summary Profile Statistics](#)

The Synchronize Summary Profile Statistics Utility is used to populate tables required for various OPERA Cloud reports.

1. From the Toolbox menu, select **Utilities**, select **Synchronization** then select **Summary Profile Statistics**.
  - a. **Property**. Select or confirm property
  - b. **Profile Type**. Select a profile type from the list
  - c. **Name**. Search and select a profile
  - d. **From Year / Month**. Enter or select a year and month from the list
  - e. **To Year / Month**. Enter or select a year and month from the list
2. Click **Synchronize Summary Profile Statistics**.

## Prerequisites for Synchronizing Summary Profile Statistics

### OPERA Cloud Tasks

**Group:** Toolbox

**Tasks:** Synchronization

Summary Profile Statistics

## Synchronizing Financial Statistics

### [Prerequisites for Synchronizing Financial Statistics](#)

Use this utility to recalculate and update the financial adjustments for a specified period; this ensures that all adjustments and transactions are included in the financial statistics.

1. From the Toolbox menu, select **Utilities**, select **Synchronization** then select **Financial Statistics**.
  - a. **Property.** Select or confirm property
  - b. **From Date.** Enter or select a start date
  - c. **End Date.** Enter or select an end date
2. Click **Synchronize Financial Statistics**.

## Prerequisites for Synchronizing Financial Statistics

### OPERA Cloud Tasks

**Group:** Toolbox

**Tasks:** Synchronization

Financial Statistics

## Synchronizing Catering Forecast Revenue

### [Prerequisites for Synchronizing Catering Forecast Revenue](#)

Use this utility to update forecast revenues on existing events with the updated forecast numbers that have already been configured for event types. The following are specific rules to be aware of when running this utility:

- The utility will not update Catering Package Events.
- The utility will not update revenue types with expected revenue unless the **Use Forecast Revenue Only** option is selected on the event details tab.
- If the new forecast revenue for an event type does not contain forecast figures for a specific revenue type, the forecast figures will be blanked out in any updated event with that revenue type.

- If the new forecast revenue for an event type contains forecast figures for revenue types that do not exist on the existing events, these forecast elements will be added to the updated event.
  - For existing forecast records, the figures will be updated with the new figures that have been set for the appropriate date range per event type and revenue type.
1. From the Toolbox menu, select **Utilities**, select **Synchronization** then select **Catering Forecast Revenue**.
    - a. **Property**. Select or confirm property
    - b. **From Date**. Enter or select a start date
    - c. **End Date**. Enter or select an end date
    - d. **Event Type**. Select one or more event types from the list
    - e. **Update Adjusted Forecast Records**. Select to also update forecast records that have been manually adjusted. When not selected, revenue types that have been manually updated will not be updated with this utility.
  2. Click **Synchronize Catering Forecast Revenue**.

## Prerequisites for Synchronizing Catering Forecast Revenue

### OPERA Cloud Tasks

**Group:** Toolbox

**Tasks:** Synchronization

Catering Forecast Revenue

## Synchronizing Past Profile / Reservation Statistics

### [Prerequisites for Synchronizing Past Profile / Reservation Statistics](#)

Recalculate Past Daily Statistics includes the following

#### Running Recalculate Detailed Statistics

This utility is used when a discrepancy in reported statistics is identified by your property. The utility recalculates daily reservation and profile statistics for a specified date range that are then repopulated in the statistics table

1. From the Toolbox menu, select **Utilities**, select **Synchronization** then select **Past Profile / Reservation Statistics**.
2. Select **Detailed Statistics** tab
  - a. **Property**. Select or confirm property
  - b. **From Date**. Enter or select a start date
  - c. **To Date**. Enter or select an end date

 **Note:**

Date ranges that are entered must not exceed three month period

3. Click **Recalculate Detailed Statistics**.

### Running Recalculate Summary Statistics

Recalculates yearly statistics for the specified year. This utility should be run only if it is requested by Oracle support.

1. From the Toolbox menu, select **Utilities**, select **Synchronization** then select **Past Profile / Reservation Statistics**.
2. Select **Detailed Statistics** tab
  - a. **Property**. Select or confirm property
  - b. **Year**. Enter or select a year
3. Click **Recalculate Summary Statistics**

### Running Recalculate Revenue Buckets

The Recalculate Revenue Buckets Utility recalculates revenue bucket amounts based on the transaction codes selected for each revenue bucket within a bucket type.

1. From the Toolbox menu, select **Utilities**, select **Synchronization** then select **Past Profile / Reservation Statistics**.
2. Select **Detailed Statistics** tab
  - a. **Property**. Select or confirm property
  - b. **From Date**. Enter or select a start date
  - c. **To Date**. Enter or select an end date

 **Note:**

Date ranges that are entered must not exceed three month period

3. Click **Recalculate Revenue Buckets**.

## Prerequisites for Synchronizing Past Profile / Reservation Statistics

### OPERA Cloud Tasks

**Group:** Toolbox

**Tasks:** Synchronization

Past Profile / Reservation Statistics

## Synchronizing Block Rates

[Prerequisites for Synchronizing Block Rates](#)



If the rate pricing schedules have been updated since the block was created and the Rate Guaranteed check box is not selected for the block, then the rate amounts on the block are updated to the new rate amounts .

The Rate Guaranteed check box on the Business Block exempts the block from refreshes implemented by this utility.

1. From the Toolbox menu, select **Utilities**, select **Synchronization** then select **Block Rates**.
  - a. **Property**. Select or confirm property
  - b. **From Date**. Enter or select a start date
  - c. **To Date**. Enter or select an end date
  - d. **Rate Code**. Select one or more rate codes from the list
2. Click **Synchronize Block Rates**.

## Prerequisites for Synchronizing Block Rates

### OPERA Cloud Tasks

**Group:** Toolbox

**Tasks:** Synchronization

Block Rates

## Synchronizing Item Class Sequence

### [Prerequisites for Synchronizing Event Item Class Sequence](#)

1. From the Toolbox menu, select **Utilities**, select **Synchronization** then select **Event Item Class Sequence**.
  - a. **Property**. Select or confirm property
  - b. **Minutes**. Enter number of minutes
2. Click **Event Item Class Sequence**.

## Prerequisites for Synchronizing Event Item Class Sequence

### OPERA Cloud Tasks

**Group:** Toolbox

**Tasks:** Synchronization

Event Item Class Sequence

## Data Management

Data Management enables you to perform back office data management tasks, including: export the property shell, reset data, change function space codes, import

postal codes, perform a full purge, and so on. You can access the Data Management features from the Toolbox menu. Data management functions require special permissions.

## Managing Business Date

### [Prerequisites for Managing Business Date](#)

At times you might want to run end of day (night audits) multiple, consecutive times to roll the business date forward several days. In such cases, you can use the Change Business Date utility to run the multiple, consecutive night audits.

To use this feature, change the proposed date to the future date you want for the property's business date. When the OPERA Multi-Property Could Service is active, you can set a different business date for each property. To run the Change Business Date utility, there cannot be financial transactions posted to the property and no night audits executed.

#### **Note:**

The **Multiple End of Days** OPERA Control must be active and your user role must have **Manage Business Date** task granted in order to use this feature. The **EOD Email Address** OPERA Control setting should be configured with the email address of an individual to receive the final status report upon completion of the multiple end of day processes.

When reaching the Roll Business Date step, OPERA Cloud requires that all other users be logged out before the End of Day sequence rolls the business date. The utility displays a notification message to all logged in users indicating the amount of time remaining to log out.

Observe the following conditions when using the utility to consecutively run multiple end of day processes:

- All inhouse reservations must be checked out before starting the procedure.
- There cannot be any reservations scheduled to check in between now and the target date.
- There cannot be any blocks with a start date between now and the target date.
- There cannot be any reservations with open folios.
- All prior business days must have a closed status.
- The **End of Day > Auto Continue** OPERA Control should be active.

#### **Note:**

When running end of day in multiple mode, the **End of Day > Income Audit** OPERA Control is ignored.

### Changing the Business Date

1. From the Toolbox menu, select **Utilities**, select **Data Management**, and then select **Manage Business Date**.
2. Enter the following details:

- a. Enter or confirm the **Property** name.
- b. Select the **Proposed Date**.
3. Click **Process**.
4. When prompted, click **Deactivate** to disable all non-mandatory procedures and reports from running during this process.

## Prerequisites for Managing Business Date

### OPERA Controls

**Group:** End Of Day

**Parameters:** Multiple End of Days

### OPERA Cloud Tasks

**Group:** Toolbox

**Tasks:** Data Management

Manage Business Date

## Imbalance Analysis

The Imbalance Analysis utility is available to provide the information required to investigate an out of balance financial report and can be very useful for verification purposes. If an imbalance is found in a report, please contact your local Oracle support office. If the report indicates no imbalances but believe your reports are incorrect, consider regenerating the report. If no imbalance is found, OPERA Cloud displays the message: **<Report Name> is in balance..**

### Running Imbalance Analysis

1. Enter the following details:
  - a. **Property:** Select a property from the list.
  - b. **Start Date:** Enter the start date to run the imbalance analysis. Date defaults to the business date, but it cannot be equal to or greater than the current business date.
  - c. **End Date:** Enter the end date to run the imbalance (maximum date range to be entered can be 180 days). Date defaults to business date, but it cannot be equal to or greater than the current business date.

 **Note:**

You cannot select dates still open when the Income Audit OPERA Control is active

- d. **Verification Type:** Select from the following:

- i. **Guest Ledger with Trial Balance:** Run to verify and view the imbalance between the Guest Ledger columns in the Financial\_Transactions table and the Trial\_Balance table. A grid is displayed informing the user of the transaction, where the difference in figures is originating from, and the dollar amount it is for.
  - ii. **Package Ledger with Trial Balance:** Run to verify and view the imbalance between the Package Ledger columns in the Financial\_Transactions table and the Trial\_Balance table. A grid is displayed informing the user of the transaction, where the difference in figures is originating from, and the dollar amount it is for.
  - iii. **Deposit Ledger with Trial Balance:** Run to verify and view the imbalance between the Deposit Ledger column in the Financial\_Transactions table and the Trial\_Balance table. A grid is displayed informing the user of the transaction, where the difference in figures is originating from, and the dollar amount it is for.
  - iv. **A/R Ledger with Trial Balance:** Run to verify and view the imbalance between the A/R Ledger columns in the Financial\_Transactions table and the Trial\_Balance table. A grid is displayed informing the user of the transaction, where the difference in figures is originating from, and the dollar amount it is for.
  - v. **Passer By:** Run to verify that all the Passer By totals in the Guest\_Ledger table are equal. If there is an imbalance, the transaction is displayed along with amount difference.
  - vi. **Cashiers:** Run to verify that all of the cashiers transactions are equal. If an imbalance should occur, the transaction is listed along with the difference in the amount.
  - vii. **C/O with Balance:** Run to view all the guests that have a "Checked Out" status and folio closed, but still have a balance with the property. Grid displays the name of the guest, Arrival and Departure dates, Reservation Status, and the remaining balance that is still owed.
  - viii. **Invalid Transactions:** Run to view all the invalid transactions, if any should develop. A list of the transactions that are invalid is displayed, along with the amount that it is wrong.
  - ix. **Effective Package Ledger:** Run to verify the accuracy of packages consumed by guests. A grid displays informing the Reservation and Guest ID, Arrival and Departure dates, Reservation Status, and the dollar amount difference. An **Autofix** button is available to attempt to fix the imbalance automatically.
  - x. **Package Ledger with Guest Ledger:** Checks that the Guest Ledger's wrapper transaction is equal to the amount posted in the Package Ledger for the room portion amount of the package.
  - xi. **Summary of All:** Checks all of the options available in the list, except the AR Health Check, and provides a **Send to File** button. A file called **<property>balance.txt** will be created. The file is located in the **\runtimes** directory in a Thick Client environment and in the **\export** directory in a Thin Client environment, to ensure that in a Thin Client environment the user will have the ability to download this file to the local PC to send to support.
2. Click **Start**.
  3. If an imbalance exists, write down the ledger that is shown as out of balance from running the verification. Next run the imbalance analysis for the verification type for the specific ledger only. This will display the list of dates for which that particular ledger is out of balance and other information regarding the transactions causing the imbalance.
  4. Run the **Repopulate Trial Balance** action to repopulate the **Trial Balance** table for a specific date.

- a. Enter the date.
  - b. Click Repopulate Trial Balance link and click **Start**.
  - c. Wait for the procedure to complete, click **OK** to close.
5. Re-Run the imbalance analysis for the verification type for that particular ledger to see if the trial balance table has resolved the imbalance.
- a. **Fix naguestleddetail and deposit\_ledger**: Fixes the Guest Ledger and Guest Ledger Detail reports for the property, by finding where the data was missing in the Reservation Details table and repopulating the information.
  - b. **Repopulate missing Bills into Folio Tax**: Select this option to find the missing bill information and repopulate it into the Folio\_Tax table for a specific date.
  - c. **Fix Invalid AR Posting**: Selecting this option fixes invalid A/R postings/bills in Financial\_Transactions table and repopulates the invoice into the AR\_Invoice\_Header for the property.
  - d. **Fix DBs For Adjusted Invoices**: Selecting this option fixes adjusted invoices in the database.

## Entering Old Balances for AR Accounts

This utility is available to enter AR Account balances from an incumbent accounts receivable solution into OPERA Cloud Accounts Receivable.

Once [AR Accounts](#) have been created you can use this utility to create individual back-dated invoices or enter totals per aging period creating one back-dated invoice per period.

Prior to using this utility please ensure:

1. [AR configuration](#) is complete.
2. An AR Old Balances (sales, non-revenue) [transaction code](#) is configured.
3. All the [AR OPERA Controls](#) have been set; especially the Default Market, Source and Room Class settings and Old Balance Transaction Code setting.

Your assigned role(s) must be granted the AR Enter Old Balances task to access this utility.

### Entering AR Accounts Old Balances

1. From the side menu, select **Toolbox**, select **Data Management** then select **AR Enter Old Balances**.
2. Select the property and enter other search criteria and click **Search**.
3. In the search result, click the Account Name of the AR Account you wish to enter balances for.
4. In the Enter Old Balance panel select either tab:
  - a. **Single Folio Balances** to enter details of individual invoices; complete the following:
    - i. **Guest Name**: Select a profile from list to create an invoice in a specific profile name. Default with the profile for the AR Account.

- ii. **Date:** Select the original invoice date; this will ensure the correct aging is calculated in OPERA Cloud.
  - iii. **Supplement:** Enter any supplemental information for this invoice.
  - iv. **Reference:** Enter any reference number for this invoice
  - v. Click **Save**.
  - vi. On the Invoice Details panel complete the following:
    - **Folio No:** Enter the invoice number for which you are entering an old balance.
    - **Original Amount:** Enter the total amount on the old invoice. This amount is tax inclusive. You may specify the individual tax amounts in the Tax 1-20 set of fields.
    - **Tax 1-20:** Enter the tax bucket number.
    - **Trx Code:** Select a tax transaction codes for the selected tax bucket number.
      - Click **Add** to post additional taxes for the invoice.
    - **Paid Amount:** Enter the amount paid against the original amount of this invoice (partial payment).
    - **Currency:** Click to select a currency from the list for the invoice amount. The default is your property local currency.
    - **Foreign Amount:** View-only field showing the amount displayed in foreign currency.
    - **Total:** View-only field showing the outstanding total balance on this folio, if any.
  - vii. Click **Post**.
- b. **Sums Per Aging Period** to enter balances per aging period; complete the following:
    - i. **Guest Name:** Select a profile from list to create an invoice in a specific profile name. Default with the profile for the AR Account.
    - ii. **Aging Periods:** Enter a total in each of the aging levels. OPERA Cloud will create back-dated invoices for the balances entered with an invoice date that falls in the middle of the period covered by the aging bucket. For example, if the business date is 06/29/04 and 150 is entered into the first aging bucket, which is 0 to 10 Days, an invoice dated 06/25/04 is generated for the 150 amount. 06/25/04 is the date for day 5, the mid-point, in the 11-day period between 06/29/04 (day 0) and 06/19/04 (day 10).
    - iii. **Date of Oldest Item:** Required if an amount is entered in the oldest aging bucket. Enter a date that will serve as the end point for the period covered by the oldest bucket; this will allow OPERA Cloud to compute a mid-point when assigning a date to the invoice for this balance. The default date is the minimum date if the balance is to fall within this aging bucket.
  - c. Click **Save**.
5. Repeat process for the next AR Account.

 **Note:**

Once complete you can generate the [OPERA Cloud AR Aging report\(s\)](#) to reconcile the AR Account balances with those in the incumbent AR system. See [Generating Reports](#).

## Business Block Compare

### [Prerequisites for Business Block Compare](#)

The Business Block Compare utility compares the number of rooms allotted and room allotment revenue figures shown on the business block room grid with the same information computed from the total activity recorded in the change log. Business blocks for which a mismatch exists are displayed in the Business Block Compare Utility grid. In the event of a discrepancy, you can use this utility to correct the change log so that the values on the business block room grid and change log match.

 **Note:**

This utility will correct all the discrepancies for the specified property.

1. From the Toolbox menu, select **Utilities**, select **Data Management** then select **Business Block Compare**.
  - a. **Property:** Enter or select a property.
  - b. **Block Name:** Search and select a block.
  - c. **Block Status:** Select one or more block statuses.
  - d. **From Date:** Enter a Start date of business block.
  - e. **To Date:** Enter an End date of business block.
2. Click **Search**.
3. Review list of blocks.
4. Click **Correct**.

## Prerequisites for Business Block Compare

### OPERA Cloud Tasks

**Group:** Toolbox

**Tasks:** Data Management

Business Block Compare

## Changing Function Space

### [Prerequisites for Change Function Space](#)

Use this utility to change the code associated with a function space and update all relevant events.

1. From the Toolbox menu, select **Utilities**, select **Data Management** then select **Change Function Space Code**.
  - a. **Property**: Enter or select a property.
  - b. **Code**: Select a function space from the list.
  - c. **New Code**: Enter a new code for the function space
2. Click **Change Function Space Code**.

## Prerequisites for Change Function Space Code

### OPERA Controls

**Group**: Events

**Functions**: Catering Events

**Functions**: Simple Events

### OPERA Cloud Tasks

**Group**: Toolbox

**Tasks**: Data Management

Change Function Space Code

## Purging Guest Profiles

### [Prerequisites for Manual Guest Profile Purge](#)

Use the Manual Profile Purge utility to select and purge unwanted guest profiles from OPERA Cloud.

When executing the utility the PURGE PROFILE business event is triggered to notify integrated systems of the profile deletion.

The business event will result in one of the following outcomes:

- Profile is also deleted in the integrated system if the business logic in that system allow it (e.g., no reservations, etc.).
- If a deletion is not allowed by the integrated system, remove the subscription in the integrated system as the profile pointed to by that subscription will no longer exist.

OPERA Cloud automatically performs the following validation checks:

- Cannot purge profiles other than Guest.
- Cannot purge profiles that have been updated within 1 day of when the Manual Profile Purge is going to be run.
- Cannot purge if AR Account is attached to profile.
- Cannot purge if profile is linked to an AR Account with open balance invoice. AR invoices with a zero balance are regarded as open. Profiles linked to such invoices can only be



purged after the zero balance invoices have been purged based on the Zero Invoice Purge Days OPERA Control.

- Cannot purge if profile has relationships to other profiles.
- Cannot purge if profile has current reservations with an outstanding balance.
- Cannot purge if profile has future reservations.
- Cannot purge if profile has outstanding commissions payable.
- Cannot purge if profile has an Inactive Date (marked inactive).

Profile purge activity is recorded in the [Changes Log](#) under Profile activity group and Purge Profile activity type.

**Note:**

The Manual Profile Purge Routine will purge a profile that meets all other purge criteria even if the **Keep History** check box is selected on the Profile.

**Running Guest Profile Purge**

1. From the Toolbox menu, select **Utilities**, select **Data Management** then select **Manual Profile Purge Routine**.
2. Enter profile search criteria
  - a. **Name:** Enter the full or part of the last name of the profile.
  - b. **First:** Enter the full or partial first name for the profile.
  - c. **Country:** Enter or select a country code to limit purge to profiles with primary address matching the country code.
  - d. **State:** Enter or select a state code to limit purge to profiles with primary address matching the state code.
  - e. **Birth Date:** Enter a date to limit purge to profiles with the specific date.
  - f. **Stays Fewer or Equal to:** Enter the minimum number of stays a profile must have to be retained; profiles with this or a fewer number of stays will be considered as candidates for purging.
  - g. **Last Stay Earlier than:** Select a cutoff date in order to search for profiles based on the recentness of their stay activity. Profiles that do not have any stay dates more recent than this date are considered as candidates for purging. By default, the date displayed is the current business date minus one day.
  - h. **VIP Code:** Select VIP Codes from the list to purge profiles with the specified VIP Code.
  - i. **Exclude Restricted:** Select to exclude all profiles marked a restricted.
3. Click **Search**.
4. In the search result, select profiles to purge
5. Click **Purge**.

## Prerequisites for Data Management - Manual Guest Profile Purge

### OPERA Cloud Tasks

**Group:** Toolbox

**Tasks:** Data Management

Manual Profile Purge Routine

## Updating External Reference

### [Prerequisites for External Reference Update](#)

The External Reference Update utility is used to maintain the external reference number of the reservation when changing external systems interfaced through OXI.

This utility might be used, for example, when the integrated central reservation system is switching to another solution provided by the same company/partner.

1. From the Toolbox menu, select **Utilities**, select **Data Management** then select **External Reference Update**.
  - a. **Property:** Enter or select a property.
  - b. **From External System.:** Select an external system from the list.
  - c. **To External System:** Select an external system from the list.
2. Click **Update External References**.

## Prerequisites for External References Update

### OPERA Cloud Tasks

**Group:** Toolbox

**Tasks:** Data Management

External References Update

## Updating Membership Types

### [Prerequisites for Update Membership Types](#)

#### Running Update Membership Type

Update Memberships utility can be used whenever it is necessary to replace one membership type with another membership type. When changing membership types you may also select the specific membership level you wish to change, as well as specifying the membership level to be assigned to members of the new membership type.

1. From the Toolbox menu, select **Utilities**, select **Data Management** then select **Update Membership Type**.

2. Select **Update** tab.
  - a. **From Membership**: Select a membership type from the list.
  - b. **From Membership Level**: Select a membership level from the list.
  - c. **To Membership**: Select a membership type from the list.
  - d. **To Membership Level**: Select a membership level from the list.
3. Click **Update Membership Type**.

### Running Delete Membership Type

Delete Membership Type utility enables you to delete selected membership type from OPERA Cloud. The process completely deletes the membership type and all its dependent records

This process requires a lock on many records and it is required that all users are logged off during the process.

1. From the Toolbox menu, select **Utilities**, select **Data Management** then select **Update Membership Type**.
2. Select **Delete** tab.
  - a. **Membership Type**: Select a membership type from the list.
3. Click **Delete Membership Type**.

## Prerequisites for Update Membership Types

### OPERA Cloud Tasks

**Group:** Toolbox

**Tasks:** Data Management

Membership Types

## Updating Owner

### Prerequisites for Update Owner

The Change Owners utility enables you to change the owner code from one or more selected owners to a new owner on Sales accounts, Contacts, Activities and Blocks

This utility is useful when sales staff leave your organization and new personnel commence, or when Sales responsibilities for a territory etc needs to be reallocated.



#### Note:

As this process requires a lock on many records ensure that users are logged off during the update process

1. From the **Toolbox** menu, select **Utilities**, select **Data Management** then select **Update Owners**.

2. Enter the following details:
  - a. **Property.** Select one or more properties from the list
  - b. **Change From Owner(s):** Select the sales manager / owner(s) from whom you wish to unassign ownership of accounts, contacts, activities, and blocks.
  - c. **Change to Owner:** Select the sales manager /owner to whom the accounts, contacts, activities, blocks are to be reassigned
  - d. **Make Primary For All:** Select to make the Owner primary on all entity types (make Primary checkbox selected and disabled in each section).
  - e. Apply Changes To:
    - i. **Sales Accounts:** Select to update Company, Agent, Source profiles.
      - **Make Primary:** Select to make the Owner primary.
      - Selection Criteria (Filter)
      - **Territory:** Select territories from the list.
      - **Business Segment:** Select business segments from the list.
      - **Country:** Select countries from the list.
      - **State:** Select states from the list.
      - **Industry Code:** Select industry codes from the list.
      - **Type:** Select account types from the list.
      - Postal Code:
        - **Use Free Format:** Manually enter postal codes in To/From.
        - **Use Configured Codes:** Select values from lists The available postal codes depends on your choice of countries and states.
        - **From/To:** Enter the range of postal codes you want to use to filter accounts. Enter only a From code to filter on an individual postal code. Down arrows allow you to select codes if the Use Configured Codes check box is selected.
    - ii. **Contacts:** Select to update contacts.
      - **Make Primary:** Select to make the Owner primary.
      - Selection Criteria (Filter)
      - **Territory:** Select territories from the list.
      - **Business Segment:** Select business segments from the list.
      - **Country:** Select countries from the list.
      - **State:** Select states from the list.
      - Postal Code:
        - **Use Free Format:** Manually enter postal codes in To/From.
        - **Use Configured Codes:** Select values from lists The available postal codes depends on your choice of countries and states.
        - **From/To:** Enter the range of postal codes you want to use to filter accounts. Enter only a From code to filter on an individual postal code. Down arrows allow you to select codes if the Use Configured Codes check box is selected.

- iii. **Activities:** Select to update **Activities**.
    - **Make Primary:** Select to make the Owner primary.
    - **From Date:** Enter a start date.
    - **To Date:** Enter an end date.
  - iv. **Blocks:** Select to update Blocks.
    - Selection Criteria (Filter)
    - **From Date:** Enter a block start date.
    - **To Date:** Enter a block end date.
    - **Type:** Select block types from the list.
    - **Market Segment:** Select market segments from the list.
    - **Exempt Status:** Select the block statuses that will be exempt from owner updates on business blocks.
    - **Overall Owner:** Select to update overall owner.
      - **Make Primary:** Select to make the Owner primary.
    - **Rooms Owner:** Select to update rooms owner.
      - **Make Primary:** Select to make the Owner primary.
    - **Catering Owner:** Select to update Catering owner.
      - **Make Primary:** Select to make the Owner primary.
3. Click **Review**.
  4. Click **Update Owners**.

## Prerequisites for Update Owner

### OPERA Cloud Tasks

**Group:** Toolbox

**Tasks:** Data Management

Update Owners

## Catering Event Function Space Monitor

The Catering Event Function Space Monitor utility allows you to ensure that all booked events have function space inventory records. This is especially useful in making sure that a function space has been properly booked for the event, thereby avoiding an overbooked situation.

The events shown in the grid are those for which there is a potential problem - inventory is not being held for the event, even though the function space listed in the Room column was attached to the event. (If the function space is properly booked for the event and inventory is being held, the event will not appear on this screen.)

For the events listed in the grid, you should access the event and attach or reattach the function space, then return to this utility to ensure that the inventory is recorded (that is, that the event no longer is listed).

If there is still a problem, delete and re-create the event.

### Running the Catering Event Function Space Monitor Utility

1. From the **Toolbox** menu, select **Utilities**, select **Data Management** then select **Catering Event Function Space Monitor**.
2. Enter search criteria and click **Search**.

## Updating Status Code

### Prerequisites for Block/Catering Status Code Updates

For block and catering statuses, you can rename a status code (for example, rename PEN to INQ).

For catering status, you can also change a status code from Deduct to Non-Deduct, or from Non-Deduct to Deduct.

1. From the **Toolbox** menu, select **Utilities**, select **Data Management** then select **Status Code Update**.
  - a. **Status:** Select a status from the list.
  - b. **New Status Code:** Enter a new status code.
    - i. **Change Catering Type to Non Deduct Inventory:** Select the update the catering type for the status code.
  - c. **Disconnect Minutes:** Enter the number of minutes to disconnect users.
2. Click **Update Status Code**.

## Prerequisites for Block/Catering Status Code Updates

### OPERA Controls

**Group:** Events

**Function:** Catering Events

### Opera Cloud Tasks

Data Management

- Status Code Update

## Changing Revenue Type

### Prerequisites for Changing Revenue Types

The Change Revenue Types Utility can be used to update an event revenue type to another event revenue type. For example, if you create a new revenue type, **BEV** this utility will

convert the existing **WINE** revenue type (which may be associated with events, menus, menu items, resource items, revenue type cross references, etc.), to the **BEV** revenue type.

 **Note:**

The Change Revenue Types Utility can be run while users are accessing OPERA Cloud. However, if you are actively working on a record that would be impacted by the change utility, a message warns that a lock has occurred, which prevents the utility from continuing.

1. From the **Toolbox** menu, select **Utilities**, select **Data Management** then select **Change Revenue Type**.
  - a. **Property:** Select or confirm the property.
  - b. **From Revenue Type:** Select a revenue type from the list; inactive revenue types are included in this list.
  - c. **To Revenue Type:** Select a revenue type from the list.
2. Click **Review** to review the implied changes.
3. Click **Change Revenue Type** .

## Prerequisites for Changing Revenue Types

### OPERA Controls

**Group:** Events

**Function:**

- Catering Events
- Event Resources

### Opera Cloud Tasks

Data Management

- Change Revenue Type

## Updating Contacts

### [Prerequisites for Updating Contact](#)

The Update Contact Utility can be used to replace the contact associated with future activities, business blocks, and/or reservations

1. From the **Toolbox** menu, select **Utilities**, select **Data Management** then select **Update Contact**.
  - a. **Property:** Select or confirm the property.
  - b. **Change From Contact:** Click to open the Contact search, select a contact to update.

- c. **Change To Contact:** Click to open Contact search, select the contact you want to replace with.
  - d. **Update Options:** Select the check boxes that correspond to the entities to update the contact.
    - **Activities:** All future activities.
    - **Blocks:**All future business blocks.
    - **Reservations:** All future reservations (Available when the Reservation Contacts OPERA Control is active).
  - e. **Make Primary for All:** Select this check box to make the new contact the primary contact for updated business blocks and activities.
2. Click **Update Contacts**.

## Prerequisites for Updating Contact

### OPERA Controls

**Group:** Events

**Function:** Contacts

### Opera Cloud Tasks

Data Management

- Update Contacts

## Room Utilities

The Room Utilities enables you to change room numbers, room types, and room class. The utility will update your changes in other functional areas impacted by your changes.

## Changing Room Type of a Room

1. From the Toolbox menu, select **Utilities** and then select **Change Room Type**.
2. Enter a valid OPERA Cloud Support Key number and click **Login**.
3. **Property:** Enter or select the property.
4. **Room:** Enter the room to update.
5. **Room Type:** Enter or select the new room type.
6. Click **Change Room Type**.

## Changing Rooms



The Change Room **Number** utility enables you to change system-generated rooms (required for Oracle Hospitality OPERA Room Reservations Cloud Service) to valid PMS rooms.

**Note:**

You will need an OPERA Cloud Support Key from your system administrator for this functionality.

1. From the Toolbox menu, select **Utilities** select **Room Utilities**, and then select **Change Room Number**.
2. Enter a valid OPERA Cloud Support Key number and click **Login**.
3. Search for your property and click **Change Room Number**.

## Changing Room Type to Another Room Type

The Change Room Type to Another Room Type utility enables changing a property's specified room types on rooms, blocks, and reservations to another configured room type. You will need a valid OPERA Cloud Support Key from your system administrator for this functionality.

The utility will update room types for in-house reservations and blocks with arrival dates on the current business date or on future dates. It will also update all associated room numbers to the newly defined room types and will update the new room types with the appropriate room class. Old room types that were changed will remain available in the system until you manually delete them.

For example, assume you change room type AAA to AA using the Change Room Type to Another Room Type utility. The following situations would occur:

- Room numbers previously associated with room type AAA will now associate with room type AA. The physical room count for room type AAA will become zero.
- Reservations made for room type AAA will now display for room type AA on the reservation details panel (provided the reservation is in-house or the reservation arrival date is the current business date or a future date).
- Block headers that held the room type AAA in the room type field will now display the room type AA (provided the block is in-house or the arrival date is the current business date or a future date).
- Block grid allocations will still display the room type AAA after the procedure runs. However, the target room type AA will be visible in the block grid and display the inventory that was previously associated with room type AAA.
- The Rate Query screen will display both room type AAA and room type AA columns, assuming the active dates for both room types are prior to the current business date. The Physical Inventory associated with the room type AAA column will shift and be accounted for in the room type AA column.

## Changing Room Type to Another Room Type

Use the following steps to change one room type to another room type and update the new room type on rooms, blocks, and reservations.

1. From the Toolbox menu, select **Utilities**.
2. From the drop-down, select **Room Utilities** and then select **Change Room Type to Another Room Type**.
3. Enter the OPERA Cloud Support Key number and click **Login**.
4. Select your property and click **New**.
5. In the Instructions panel, enter a **Source Room Type(s)** and enter a **Target Room Type**.
6. Click **Review** to see the expected results of your room type changes.
7. Click **Change Room Type**.

## Changing Room Class

Room classes typically define groups of room types having some characteristic in common. The Change Room Class utility enables you to associate one or more room types to a room class for a property. You can also use the utility to associate all room types to the internal room class ALL, effectively turning off the Room Class function.

To associate Room Types to a Room Class or turn off the Room Class function:

1. From the Toolbox menu, select **Utilities**.
2. From the drop-down, select **Room Utilities** and then select **Change Room Class**.
3. Enter a valid OPERA Cloud Support Key number and click **Login**.
4. If associating room types to a room class at your property, select the **Change Room Class** radio button.
5. Select a **Property**.
6. Select a **Room Class**.
7. Select **Room Types**.
8. Click **Change Room Class**.
9. If associating all room types to your property's internal Room Class ALL, click the **Default Room Class** radio button.
10. Search and select a Property.
11. Click **Change Room Class**.

## Transaction Management

Transaction Management utilities provides control over transaction codes. You can assign new transaction codes to existing transaction codes, move transaction codes to new subgroups, and update transaction code ownership from property ownership to central ownership and vice versa. In a multi-property environment, you can generate template records based on property transaction code records.

## Changing Transaction Codes

The Change Code Utility enables you to assign a new transaction code number to an existing transaction code.

This process may require significant time to run depending on the volume of financial data to be updated.

1. From the **Toolbox** menu, select **Utilities**, select **Transaction Management** and then select **Change Code**.
2. **Property**: Enter or select the property.
3. Click **New**.
  - a. **Transaction Code**: Select a transaction code the from list
  - b. **New Transaction Code**: Enter a new (non-existing) transaction code.
4. Click **New** to add another row.
5. Click **Delete** to remove a row.
  - a. Click **Delete** to confirm
6. When ready to process, click **Change Code**.
7. Update progress is indicated; click **OK** to close.
8. Click **Status** to display progress.

## Changing Subgroup

The Change Subgroup utility allows you to modify the Subgroup selected on one or more transaction code(s).

1. From the **Toolbox** menu, select **Utilities**, select **Transaction Management** and then select **Change Subgroup**.
2. **Property**: Enter or select the property.
3. Click **New**.
  - a. **Transaction Code**: Select a transaction code the from list
  - b. **New Subgroup**: Select a subgroup for the transaction code.
4. Click **New** to add another row.
5. Click **Delete** to remove a row.
  - a. Click **Delete** to confirm
6. When ready to process, click **Change Subgroup**.
7. Update progress is indicated; click **OK** to close.
8. Click **Status** to display progress.

## Copying Transaction Groups to Template

The Group to Template utility allows you to copy Transaction Groups from a property to the template in multi-property operations.

1. From the **Toolbox** menu, select **Utilities**, select **Transaction Management** and then select **Group Template**.
2. From the **Vertical Ellipse**, click **Copy to Template**.
3. **Source Property**: Enter or select the source property.
4. **Transaction Groups**: Select one or more transaction groups from the list.
5. Click **Save**.
6. Review and click **Copy and Continue**.
7. Confirmation panel will display result of the copy; click **Print** to generate a report in new window.

## Copying Transaction Subgroups to Template

The Subgroup (to) Template utility allows you to copy Transaction Subgroups from a property to the template in multi-property operations.

1. From the **Toolbox** menu, select **Utilities**, select **Transaction Management** and then select **Subgroup Template**.
2. From the **Vertical Ellipse**, click **Copy to Template**.
3. **Source Property**: Enter or select the source property.
4. **Transaction Subgroups**: Select one or more transaction groups from the list.
5. Click **Save**.
6. Review and click **Copy and Continue**.
7. Confirmation panel will display result of the copy; click **Print** to generate a report in new window.

## Copying Transaction Codes to Template

The Transaction Code (to) Template utility allows you to copy Transaction Codes from a property to the template in multi-property operations.

1. From the **Toolbox** menu, select **Utilities**, select **Transaction Management** and then select **Transaction Code Template**.
2. From the **Vertical Ellipse**, click **Copy to Template**.
3. **Source Property**: Enter or select the source property.
4. **Transaction Subgroups**: Select one or more transaction codes from the list.
5. Click **Save**.
6. Review and click **Copy and Continue**.
7. Confirmation panel will display result of the copy; click **Print** to generate a report in new window.

# System Setup

The System Setup menu provides options for configuring connections to external systems and importing data to OPERA Cloud.

## Configuring External Databases

The External Database Setup feature in the Toolbox menu is essential for external systems configuration in OPERA Cloud and for integration with the correct chain/property. Its purpose is to link each property in the multi-tenant cloud to its respective external system and external database ID.

The feature enables you to create new external database configurations based on existing Interface Types. You create a unique External Database Code with a description to identify each new configuration. The description should include the External Database Code and a full external database name to explain its system type and use. OPERA Cloud will provide a list of properties that use the Interface Type you specify in your search. From the list, you can highlight and select one or more properties to move into your new configuration. You can save and continue the process of creating the external database.

You can also edit external database setups to update database descriptions and to add or remove linked properties. The search function provides a list of databases, each identified by a code, a description, and an interface type. You can expand each database listed in your search results to reveal the properties attached to the database. You can also elect to show inactive database/interface types or to hide inactive database/interface types using. Database/interface types remain configured even if shown as inactive.

Use the following search criteria to locate an interface type for your property.

- **Interface Type:** Select an interface type from the list of values (LOV). The LOV filters the search results by an interface types already configured. You can then edit the interface type. The same interface type might be associated with multiple databases, so the LOV shows all of the available databases when referencing the interface type.
- **Property:** Enter the external database name to filter search results based on a specific property database. The property database can include multiple properties, depending on its current configuration and name.
- **Code:** Search by entering a known External Database full or partial code.

### Adding External Database

1. From the side menu select **Toolbox**, select **System Setup** then **External Databases**.
2. Click **New** and enter the following details:
  - a. **Code:** Enter a code for the external database. The code is displayed in profile subscriptions. This code is also seen when configuring Business Events for special External Databases.
  - b. **Description:** Enter full name to explain the location and use.

- c. **Interface Type:** Select an interface type from the list.
  - d. **Outbound Code:** Select outbound code to link with external database code
  - e. **Copy Subscription:** Select checkbox to copy default business events configuration for the database code created for an external system.
  - f. **Available > Selected:** Select applicable properties in the **Available** panel and click > to move selection to the **Selected** panel.
3. Click **Save and Continue**.

### Editing an External Database

1. From the side menu select **Toolbox**, select **System Setup** then **External Databases**.
2. Enter search criteria and click **Search**.

 **Note:**

Click **Vertical Ellipse** and select **Show Inactive** to include inactive records

3. Select an external database in the result, click **Vertical Ellipse** and select **Edit**.
4. Update details.
5. **Inactive:** Click to mark the external database inactive.
6. Click **Save**.

### Deleting an External Database

1. From the side menu select **Toolbox**, select **System Setup** then **External Databases**.
2. Enter search criteria and click **Search**.
3. Select an external database in the result, click **Vertical Ellipse** and select **Delete**.
4. Click **Delete** to confirm.

## Configuring Outbound Systems

Outbound System Configuration provides a way to enable integrations initiated from within OPERA Cloud.

For example, for an integrated CRM solution that follows the OPERA Cloud REST specification, you can define an Outbound Code with Outbound Type = CRM and configure the CRM system end point URL and authentication credentials. Then, from the respective area(s) of OPERA Cloud, you can make synchronous calls (GET/POST) from OPERA Cloud to/from the CRM system from the REST web services.

**Note:**

Outbound System Configuration is accessible to Tenant Administrators with the org > Admin role granted.

You can create Outbound Code at the global (tenant) or property level for the available Outbound Types.

**Adding Outbound Systems**

1. From the Toolbox menu, select **System Setup** and then select **Outbound System Configuration**.
2. Click **New** and complete the following:
  - a. **Context.** Select a value from the list.
    - i. Select **Global** when there is a need to define a one-time configuration that can be consumed by all properties of the tenant.
    - ii. Select **Property** when there is a need to define a property-specific outbound configurations.
  - b. **Outbound Type.** Select a value from the list.
    - i. **GAMING\_SGACSC:** when you want to create an Outbound Code for a Scientific Gaming ACSC Specification Integration configuration.
    - ii. **GAMING\_SGCMF:** when you want to create an Outbound Code for a Scientific Gaming CMP Specification Integration.
    - iii. **GAMING\_GENERIC:** when you want to create an Outbound Code for a Generic Gaming Integrations.
    - iv. **CRM:** when you want to create an Outbound Code for CRM Profile Lookup, Loyalty, and Membership system integration configuration.
    - v. **CRM\_LEGACY:** when you want to create an Outbound code for a legacy CRM system that follows XML Protocol standards.
    - vi. **CRM\_IATA:** when you want to create an Outbound code for a legacy IATA system integration.
    - vii. **OCUI:** when you want to create an Outbound code to invoke any vendor system web applications from the OPERA Cloud UI.
  - c. **Outbound Code.** Enter the unique Outbound Code you want to create in the recommended format, OUTBOUNDTYPE+VENDOR+PROP.
  - d. **Outbound Description.** Enter the External System description.
  - e. **Protocol.** Select a value from the list.
    - i. Select **REST** as it is the only supported protocol.
  - f. **Enable External System:** Select this option to create an External System Code and External Database Code in OPERA, same as Outbound Code.
  - g. **Enable Conversions:** This option is enabled when you select the above option. Select this option to define [Data Value Mappings](#) for the specific conversion groups.
    - i. When you try to create a Global Level Outbound Code, Enable Conversion is disabled as no versions are allowed at the Global level.

- ii. Data Value Mapping conversions can be defined only for Property Level Outbound Codes when this option is selected.
  - h. **External Property:** This field is visible when the above option is selected for defining a Property conversion code.
  - i. **Auth Type.** Select a value from the list.
    - i. **Basic** – when an external system provides only basic authentication details, such as user account and password details.
    - ii. **OAuth** – when an external system provides open authorization details, such as OAuth Token URL and credential details.
  - j. **Grant Type.** Select a value from the list.
    - i. **Password** – when an external system provides you with Service Account & Key and Client Id & Key details.
    - ii. **Client Credentials** – when an external system provides only the Client Id & Key details.
  - k. **Scope.** Enter the Scope URL provided by External System.
  - l. **Application Key.** Enter the Application Key provided by External System.
  - m. **Service Details.**  
Enter details.
  - n. **Service Name.** Defaulted value RESTAPIBaseURL.
  - o. **Service Path.** Enter the external system's REST APIs base URL. Path should not include any query parameters or path parameters.
3. Click **Save**.

### Editing Outbound System

1. From the side menu select **Toolbox**, select **System Setup**, and then select **Outbound System Configuration**.
2. Enter search criteria and click **Search**.
3. Select the **Outbound System** in search results, click the **vertical ellipsis**, and select **Edit**.
  - Update the configuration.
  - Select to make the outbound connection inactive or deselect to activate.
4. Click **Save**.

### Deleting Outbound System

1. From the side menu select **Toolbox**, select **System Setup**, and then select **Outbound System Configuration**.
2. Enter search criteria and click **Search**.
3. Select the **Outbound System** in search results, click the **vertical ellipsis**, and select **Delete**.
4. Click **Delete** to confirm.



### Testing Outbound System Connectivity

1. From the side menu select **Toolbox**, select **System Setup**, and then select **Outbound System Configuration**.
2. Enter search criteria and click **Search**.
3. Select the **Outbound System** in search results, click the **vertical ellipsis**, and select **Test**.
4. Click **OK**.

## Data Import

### Prerequisites for Importing Data



#### Watch Video

Data Import enables the import of data to a fully configured OPERA Cloud property. Data transformation is not available using this method; therefore, the data in the import data files must match the current OPERA Cloud property configuration.



#### Note:

Profile match and merge is not supported.

The following data types (objects) can be imported based on the Cloud Service(s) and OPERA Controls that are active in your property.

**Table 22-1 Data Types**

Data Type	Notes	Template Filename
Guest /Contact Profiles	Profile match and merge is not supported.	Guest_Contact_Profiles.csv
Sales Accounts (Travel Agent, Company, Source) Profiles	Profile match and merge is not supported.	Accounts.csv
Relationships (Account/Contact relationship only)	N/A	Relationships.csv
Reservations (Future)	Room type availability (including sell limits) are checked; reservations exceeding the room type availability will not be imported.  Block pickup is not possible; rooms are deducted from House. Use Rooming List import instead.	Reservations.csv

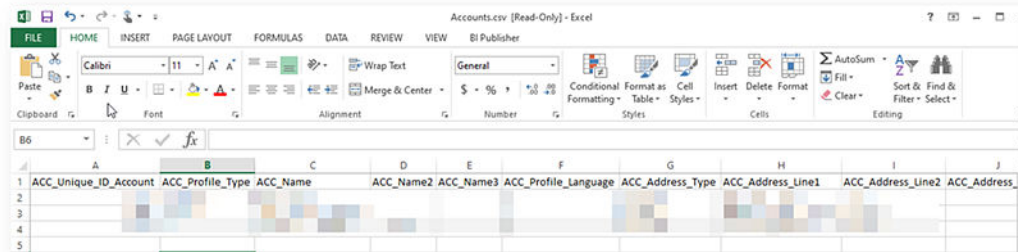
**Table 22-1 (Cont.) Data Types**

Data Type	Notes	Template Filename
Blocks and Room/ Rate Grid (Current and future only)	Only the primary Block, Account, and Contact will be imported. 3 Block Notes can be imported.	Blocks.csv Room_And_Rate_Grid.csv
Sales Activities	Only the primary Account and Contact will be imported.	Activities.csv

 **Note:**

Each data file can have a maximum file size of 10MB. You can upload and import multiple files per data type.

Only one import cycle per property is permitted at any given time.



The data import utility is intended for all entities to be uploaded, validated, and imported in one cycle to ensure data consistency.

- You can import data type: Guest/Contact Profiles only.
- You can import data type: Accounts only.
- You can import data types: Guest/Contact Profiles and Accounts together.
- You can import data types: Guest/Contact Profiles, Accounts and Relationships together. The unique Id's for Accounts and Guest/Contact Profiles referenced in the Relationships data type files must exist in the respective Accounts and Guest/Contact Profiles data type files.
- You can import data types: Guest/Contact Profiles and Reservations together. The unique Id's for Guest/Contact Profiles in the Reservations data type files must exist in the respective Guest/Contact Profiles data type files.
- You can import data types: Guest/Contact Profiles, Accounts, Relationships and Reservations together.
  - The unique Id's for Guest/Contact Profiles and Account profiles referenced in the Reservations data type files must exist in the respective Accounts and Guest/Contact Profiles profiles data type files.

- The unique Id's for Accounts and Guest/Contact Profiles referenced in the Relationships data type files must exist in the respective Accounts and Guest/Contact Profiles data type files.

You have 14 days from the first successful file upload to complete the data import cycle. If the data import cycle has not been completed in 14 days, you will need to restart the data import process again.

Data import user activity is tracked in the [+changes log](#) under the Miscellaneous group and Import Data action type.

### Data File Requirements and Considerations

The upload data files must meet the following requirements:

- All the mandatory columns should be present in the template along with values.
- Column data must meet (not exceed) the OPERA Cloud field length requirements.
- Column data only contains western characters .
- String values are imported 'as-is' in term of letter case.
- Unique Id's (primary key) in each data type must not be used in another file for same data type in the same import cycle. For example: if you are uploading two files Account01.csv and Accounts02.csv for Accounts data type, a ACC\_Unique\_ID\_Account value specified in file Account01.csv cannot be used in Account02csv or any other files for the same data type within the same import cycle.
- Unique Id's (primary key) from Guest\_Contact\_Profiles and Accounts data files are referenced as foreign keys in Relationships and Reservations data files.
- The order/sequence of the columns can be different.
- All column names must match with respective template provided
- The columns names are case-insensitive.
- Date column values must be in **YYYYMMDD** format
- There must not be any new line characters in the CSV files.
- The uploaded file for a data type must not contain any additional header columns which are not part of template.
- Non-mandatory columns can be excluded from upload file
- Any reservation exceeding the inventory checks in place in OPERA Cloud will not be imported, these records will be generated in the error file after the import process is completed. Ensure that the files uploaded for data type **Reservations**, the cumulative number of rooms for a room type in all the files do not exceed the inventory checks in place

### Data Types (Objects) and Data Elements

- Mandatory columns are marked in bold.
- The Keep History YN and ActiveYN fields for Guest/Contact profiles default to Y for all imported profiles.

Table 22-2 Guest/Contact Profiles

Column Name	Description	Max Data Length	Sample Data	Mandatory
<b>IC_Unique_ID_Ind_Contact (PK)</b>	Unique ID value for Guest/Contact Profiles in the uploaded csv files for data type <b>Guest/Contact Profiles</b> within an import cycle. <ul style="list-style-type: none"> <li>Primary Key</li> </ul>	200	Ex: (30001, INC20001)	Y
<b>IC_Contact_YN</b>	<ul style="list-style-type: none"> <li>Y or N</li> <li>Y for contact ; else N</li> </ul>	N/A	Ex: (Y, N)	Y
<b>IC_Last_Name</b>	The Last name of an Guest/Contact Profile name.	40	Ex: (Smith, Brown)	Y
IC_Middle_Name	The Middle name of an Guest/Contact Profile name.	40	Ex: (David, James)	
IC_First_Name	The First name of an Guest/Contact Profile name.	40	Ex: (Robert, John)	
IC_Profile_Language	Primary language used for the profile. The language code needs to be pre-configured in OPERA Cloud.	20	Ex: (DE, E, RU)	
IC_Title	The title of the Individual. The Title code needs to be pre-configured in OPERA Cloud.	20	Ex: (Mr., Mrs., Dr.)	
IC_Nationality	Nationality of the Individual. The Title code needs to be pre-configured in OPERA Cloud.	20	Ex: (IND, US)	
IC_Position	The business title for the Guest/Contact Profile.	60	Ex: (Director)	
IC_Owner_Code	Owner Code associated with the Guest/Contact Profile. If blank value is provided, it will be defaulted to <b>ALL</b> .	10	Ex: (ALL)	
IC_VIP_Code	VIP Code associated with the Guest/Contact Profile. The VIP code needs to be pre-configured in OPERA Cloud.	20	Ex: (VIP, VVIP)	
IC_Address_Type	The address type code. The address code needs to be pre-configured in OPERA Cloud.	20	Ex: (HOME, BUSINESS)	
IC_Address_Line1	The first line of street address.	80		
IC_Address_Line2	The second line of street address.	80		

**Table 22-2 (Cont.) Guest/Contact Profiles**

<b>Column Name</b>	<b>Description</b>	<b>Max Data Length</b>	<b>Sample Data</b>	<b>Mandatory</b>
IC_Address_Line3	The third line of street address.	80		
IC_Address_Line4	The fourth line of street address.	80		
IC_City	The City of this address.	40		
IC_Postal_Code	The Postal Code of the address.	15		
IC_Postal_Code_Ext	The Postal Code Extension of the address.	20		
IC_Country	The Country code of the address; pre-configured in OPERA Cloud.	40		
IC_State	The State code of the address; pre-configured in OPERA Cloud.	40		
IC_Address_Language	The Language code used for the address; pre-configured in OPERA Cloud.	20		
IC_Ref_Currency	Currency code to be used for the commission payment; pre-configured in OPERA Cloud.	20		
IC_Communication_Type1	The Communication type code; pre-configured in OPERA Cloud.	4000		
IC_Communication1	The value for the communication for IC_Communication_Type1.	4000		
IC_Communication_Type2	The Communication type code; pre-configured in OPERA Cloud.	4000		
IC_Communication2	The value for the communication for IC_Communication_Type2.	4000		
IC_Communication_Type3	The Communication type code; pre-configured in OPERA Cloud.	4000		
IC_Communication3	The value for the communication for IC_Communication_Type3.	4000	Ex: (xxx@ xxxxx. xxx)	
			Code: EMAIL	

**Sales Account Profiles (Company/Agent/Source)**

- Mandatory columns are marked in bold.
- The ActiveYN field for Accounts defaults to Y for all imported profiles.

**Table 22-3 Sales Account Profiles (Company/Agent/Source)**

Column Name	Description	Max Data Length	Sample Data	Mandatory
<b>ACC_Unique_ID_Account (PK)</b>	Unique ID value for Sales Account in the uploaded csv files for data type <b>Accounts</b> within an import cycle.		Ex: (40001, AC40001)	Y
<b>ACC_Profile_Type</b>	The type of sales account. The account type can be <b>TA</b> , <b>Source</b> , and <b>Company</b> .		Ex: ( TA, Source, Company)	Y
<b>ACC_Name</b>	Name of the account profile.	80	Ex: ( Company Name, Source Name)	Y
ACC_Name2	Second name of the account profile.	80		
ACC_Name3	Third name of the account profile.	80		
ACC_Profile_Language	Primary language of the profile; pre-configured in OPERA Cloud.	20	Ex: (DE, E, RU)	
ACC_Address_Type	The address type code; pre-configured in OPERA Cloud.	80	Ex: (HOME, BUSINESS)	
ACC_Address_Type1	The first line of street address.	80	Ex: 100 West Monroe	
ACC_Address_Type2	The second line of street address.		Ex: Suite 100	
ACC_Address_Type3	The third line of street address.			
ACC_Address_Type4	The fourth line of street address.			
ACC_City	The City of this address.		Ex: (Chicago)	
ACC_Postal_Code	The Postal Code of the address.		Ex: (60601)	
ACC_Postal_Code_Ext	The Postal Code Extension of the address.		Ex: (0401)	
ACC_Country	The Country code of the address; pre-configured in OPERA Cloud.		Ex: (US)	
ACC_State	The State code of the address; pre-configured in OPERA Cloud.		Ex: (IL)	
ACC_Address_Language	The Language code used for the address; pre-configured in OPERA Cloud.		Ex: (E, JPN, CHN)	

**Table 22-3 (Cont.) Sales Account Profiles (Company/Agent/Source)**

Column Name	Description	Max Data Length	Sample Data	Mandatory
ACC_Ref_Currency	Currency code to be used for the commission payment; pre-configured in OPERA Cloud.		Ex: (INR, USD)	
ACC_Communication_Type1	The Communication type code; pre-configured in OPERA Cloud.	4000	Ex: (MOBILE)	
ACC_Communication1	The value for the communication for ACC_Communication_Type1.	4000	Ex: 9999999111	
ACC_Communication_Type2	The Communication type code; pre-configured in OPERA Cloud.	4000	Ex: (WEB)	
ACC_Communication2	The value for the communication for ACC_Communication_Type2.	4000		
ACC_Communication_Type3	The Communication type code; pre-configured in OPERA Cloud.	4000	Ex: (EMAIL)	
ACC_Communication3	The value for the communication for ACC_Communication_Type3.	4000	Ex: (xxxx@xxxx.xxx Code: EMAIL)	
ACC_Owner_Code	Owner Code associated with the Guest/Contact Profile. If NULL, it will default to <b>ALL</b> .		Ex: (ALL, BB)	

**Relationships (Account/Contact)**

- Mandatory columns are marked in bold.
- Records reference the **ACC\_Unique\_ID\_Account** and **IC\_Unique\_ID\_Ind\_Contact** values from Sales Account and Guest/Contact data files respectively.
- The default relationship between the account and Guest/Contact profile will be Employer (Type: ACCOUNT) and Employee (Type: CONTACT) relationship.

**Table 22-4 Relationships (Account/Contact)**

Column Name	Description	Max Data Length	Sample Data	Mandatory
<b>REL_Unique_ID_Relationship (PK)</b>	Unique ID value for Relationship in the uploaded csv files for Data type <b>Relationships</b> within an Import cycle.	200	Ex: (50001, RL50001)	Y

Table 22-4 (Cont.) Relationships (Account/Contact)

Column Name	Description	Max Data Length	Sample Data	Mandatory
<b>ACC_Unique_ID_Account (FK)</b>	Foreign Key: Linked Unique ID value of Sales Account Profile. Reference PK value from Sales Account data file within an import cycle.	200	Ex: (40004, AC40004)	Y
<b>IC_Unique_ID_Ind_Contact (FK)</b>	Foreign Key: Linked Unique ID value of Guest Profile. Reference the PK value from Guest/Contact data file within an import cycle.	200	Ex: (30003, INC20003)	Y

### Sales Activities

- Mandatory columns are marked in bold.
- The **ACT\_Unique\_ID\_Activity** value is stored in "ORIG\_WO\_NUMBER" field.
- Child Activities will not be imported.

Table 22-5 Sales Activities

Name	Description	Max Data Length	Sample Data	Mandatory
<b>ACT_Unique_ID_Activity</b>	Unique ID value for Activity in the uploaded csv files for Data type "Activity" within an Import cycle.	200	Ex: (10001, 10002)	Y
<b>ACT_Start_Date</b>	The Start Date of the Activity. The format must be 'YYYYMMDD.'	Date	Ex: (20210121)	Y
<b>ACT_End_Date</b>	The End Date of the Activity. The format must be 'YYYYMMDD.'	Date	Ex: (20210122))	Y
<b>ACT_Start_Time</b>	The Start Time of the Activity. This field is available for an Appointment Activity. The format must be 'HH24MI.'	Time	Ex: (1400)	Y
ACT_End_Time	The End Time of the Activity. This field is available for an Appointment Activity. The format must be 'HH24MI.'	Time	Ex: (1500)	
<b>ACT_Type</b>	The Activity Type of the Activity. The Activity Type must be pre-configured in OPERA Cloud.	20	Ex: (FOL, SAL)	Y
ACT_Owner	The Owner of the Activity.	10	Ex: (ALL)	
<b>ACT_Class</b>	Activity Class like TODO, APPOINTMENT.	20	Ex: (TODO, APPOINTMENT)	Y



Table 22-5 (Cont.) Sales Activities

Name	Description	Max Data Length	Sample Data	Mandatory
<b>ACT_Purpose</b>	The description of this Activity.	2000	Ex: (Sales Call)	Y
ACT_Account_ID (FK)	The Primary Account ID linked to the Activity. Unique ID value for Account profile in the Uploaded csv files for Data type "Account" for an Import cycle.	200	Ex: (200010)	
ACT_Block_ID (FK)	The Primary Block ID linked to the Activity. Unique ID value for Block in the Uploaded csv files for Data type "Block" for an Import cycle.	200	Ex: (400010)	
ACT_Contact_ID (FK)	The Primary Contact ID linked to the Activity. Unique ID value for Guest/Contact profile in the Uploaded csv files for Data type "Guest/Contact Profiles" for an Import cycle.	200	Ex: (300010)	
ACT_Priority	Priority of the current Activity.	1	Ex: (Y, N)	
ACT_Completed_Date	Date on which the Activity was completed. The format must be 'YYYYMMDD.'	DATE	Ex: (20210122)	
ACT_Completed_Time	Time on which the Activity was completed. The format must be 'HH24MI.'	Time	Ex: (1500)	
ACT_Notes	Notes about the problem, which can be used by different employees working on this problem.	4000	Ex: (Follow Up call with Customer)	
ACT_RESULT	Activity result. This field is available when activity is completed and Activity Results parameter is Active. The Activity Result must be pre-configured in OPERA Cloud.	2000	Ex: (Success)	

### Reservations

- Mandatory columns are marked in bold.
- Records reference the **IC\_Unique\_ID\_Ind\_Contact** from the Guest/Contact data file.
- Reservation Status will be auto-populated with values: **Reserved** (if arrival date is greater than business date), **Arrival** (if arrival date is equal to business date).
- Payment method is defaulted to "CASH."

Table 22-6 Reservations

Column Name	Description	Max Data Length	Sample Data	Mandatory
<b>RES_Unique_ID_Reservation (PK)</b>	Unique ID value for reservation in the uploaded csv files for Data type <b>Reservations</b> within an Import cycle.	200	Ex: (30001, INC20001)	Y
<b>IC_Unique_ID_Ind_Contact (FK)</b>	Foreign Key: Unique ID for Linked Guest Profile. Reference PK value from Guest / Contact Profiles data file for an Import cycle.		Ex: (30001, INC20001)	Y
RES_Confirmation_Number	This is the confirmation number from OPERA5 or third-party PMS. If provided, res_confirmation_number will be migrated as an external reference number of type 'IMPORTCNF' A new/unique OPERA Cloud confirmation number is generated for each reservation.	50	Ex: ( 3451267345)	
RES_CRS_Number	This is the CRS confirmation number from OPERA5 or third-party PMS. res_crs_number will be migrated as an external reference number of type res_external_ref_type_crs (if provided) else 'IMPORTCRS' as default.	50	Ex: (56712345245)	
RES_External_Ref_Type_CRS	The External Reference Type code.	50	Ex: (CRS)	
<b>RES_Reservation_Type</b>	The Reservation Type code; pre-configured in OPERA Cloud.	20	Ex: (6PM)	Y
<b>RES_Arrival_Date</b>	The Arrival Date of the reservation. The format must be YYYYMMDD.		Ex: (20201121)	Y
<b>RES_Departure_Date</b>	The Departure Date of the reservation. The format must be YYYYMMDD.		Ex: (20201125)	Y
<b>RES_Room_Type</b>	The Room type code; pre-configured in OPERA Cloud.	50	Ex: (KNGN)	Y
RES_Room_Type_Charge	The room type to charge code; pre-configured in OPERA Cloud.	50	Ex: (KNGN)	
RES_Number_Rooms	The number of rooms for this reservation.	The value must be between 1 to 150	Ex: (1)	
RES_Number_Adults	The <b>Number of Adults</b> : Defaulted to 1 in case of Null value.	The value must be between 1 to 99	Ex: (2)	
RES_Number_Children	The number of Children.	The Value must be between 0- 99	Ex: (1)	

Table 22-6 (Cont.) Reservations

Column Name	Description	Max Data Length	Sample Data	Man datory
<b>RES_Rate_Code</b>	The Rate Code for the reservation; pre-configured in OPERA Cloud.	20	Ex: (RACK)	Y
<b>RES_Rate_Amount</b>	The Rate Amount for the reservation.		Ex: (100.00)	Y
RES_Currency_Code	The Currency code for the reservation; pre-configured in OPERA Cloud.	20	Ex: (USD)	
<b>RES_Fixed_RateYN</b>	The Fixed Rate Flag. • Y or N	1	Ex: ( Y, N)	Y
Room_Number	The Room Number allocated (pre-assigned) to the reservation.	200	Ex: (101)	
<b>RES_Market_Code</b>	The Market code; pre-configured in OPERA Cloud.	20	Ex: (CORPC)	Y
<b>RES_Source_Code</b>	The Source code; pre-configured in OPERA Cloud.	20	Ex: (REF)	Y
RES_Origin_Code	The Origin code; pre-configured in OPERA Cloud.	40	Ex: (PMS)	
RES_Source_Profile_ID (FK)	Unique ID value of the Source profile in the uploaded csv files for Data type <b>Accounts</b> within an Import cycle. Foreign Key: Unique ID for Linked Accounts Profile. Reference PK value from Accounts Profiles data file for an Import cycle.	200	Ex: (40002, AC40002)	
RES_Company_Profile_ID (FK)	Unique ID value for Company profile in the uploaded csv files for Data type <b>Accounts</b> within an Import cycle. Foreign Key: Unique ID for Linked Accounts Profile. Reference PK value from Accounts Profiles data file for an Import cycle.	200	Ex: (400013, AC40003)	
RES_Travel_Agent_Profile_ID (FK)	Unique ID value for Travel agent profile in the uploaded csv files for Data type <b>Accounts</b> within an Import cycle. Foreign Key: Unique ID for Linked Accounts Profile. Reference PK value from Accounts Profiles data file for an Import cycle.	200	Ex: (40004, AC40004)	
RES_Contact_Profile (FK)	Unique ID value of the Guest/contact profile of uploaded csv files for Data type <b>Reservations</b> within an Import cycle. Foreign Key: Unique ID for Linked Guest Profile. Reference PK value from Guest / Contact Profiles data file for an Import cycle.	200	Ex: (30003, INC20003)	

 **Note:**

Any reservation exceeding the inventory checks in place in OPERA Cloud will not be imported. These records will be generated in the error file after the import process is completed. For files uploaded with the data type "Reservations," ensure the cumulative number of rooms for a room type in all the files does not exceed the inventory checks in place.

**Blocks**

- Mandatory columns are marked in bold.
- "BLK\_Unique\_ID\_Block" CSV column value is stored in "ORIG\_ALLOTMENT\_HEADER\_ID" column (Table: Allotment\$Header).
- "BLK\_Start\_Date" CSV column value is stored in the "original\_begin\_date" column (Table: Allotment\$Header).
- Past dated Blocks will not be imported.
- Multiple Rate Codes and Owners are not allowed in import CSV.
- If the Multi Currency OPERA control is active, it is expected that the import file has property configured currency.
- Sell Limits cannot be imported.
- Blocks having a Start date less than the property date will be imported with an adjusted (Business Date) Start date.
- Master/Sub Blocks, Packages, and Attachments will not be imported.
- Production Data and Change Log Data will not be imported.
- Non-primary Blocks/Account/Contacts will not be imported.
- Block Begin Date must fall between Rate Code Date Range.

**Table 22-7 Blocks**

<b>Name</b>	<b>Description</b>	<b>Max Data Length</b>	<b>Sample Data</b>	<b>Mandatory</b>
<b>BLK_Unique_ID_Block</b>	Unique ID value for Block in the uploaded csv files for Data type "Block" within an Import cycle.	200	Ex: (40001, 40002)	Y
<b>BLK_Start_Date</b>	The Start Date of the Block. The format must be 'YYYYMMDD.'	Date	Ex: (20210121)	Y
<b>BLK_End_Date</b>	This field should not be less than the Block Start Date/Business Date.	Date	Ex: (20210122)	Y
<b>BLK_Name</b>	The Block Name.	40	Ex: (Wedding Block)	Y

Table 22-7 (Cont.) Blocks

Name	Description	Max Data Length	Sample Data	Mandatory
BLK_Code	Group Code. If OPERA Control "Block Code Template" is active, then the block code must be as per the template defined. For better consistency, follow the setting "Block Code Generation Pattern."	20	Ex: (201110 WEDD)	
<b>BLK_Room_Status</b>	Business Block Status. The Business Block Status must be pre-configured in OPERA Cloud.	4	Ex: (INQ)	Y
BLK_Account_ID	The Primary Account ID linked to the Block. Unique ID value for Account profile in the Uploaded csv files for Data type "Account" for an Import cycle.	200	Ex: (200010 )	
BLK_Contact_ID	The Primary Contact ID linked to the Block. Unique ID value for Guest/Contact profile in the Uploaded csv files for Data type "Guest/Contact Profiles" for an Import cycle.	200	Ex: (300010 )	
<b>BLK_Owner</b>	The Business Block Owner Code.	10	Ex: (All)	Y
<b>BLK_Market_Code</b>	The Main Market Code. The Market Code must be pre-configured in OPERA Cloud.	10	Ex: (CORP)	
<b>BLK_Source</b>	Origin of booking that is attached to this business block. The Source must be pre-configured in OPERA Cloud.	20	Ex: (CALL)	Y
<b>BLK_Reservation_Type</b>	The Reservation Type attached to the Block. The Reservation type must be pre-configured in OPERA Cloud.	8	Ex: (GNON)	Y
BLK_Inventory_Control	The number of days can be extended from the End Date even after expiration. The OPERA Control parameter "Elastic" should be active to import Elastic Inventory.	1	Ex: (Elastic, Non Elastic)	
BLK_Decision_Date	Decision Date for Rooms. The format must be 'YYYYMMDD.'	DATE	Ex: (202101 22)	
BLK_Followup_Date	Rooms Follow-up Date. The format must be 'YYYYMMDD.'	DATE	Ex: (202101 22)	

Table 22-7 (Cont.) Blocks

Name	Description	Max Data Length	Sample Data	Mandatory
BLK_Catering_Only	Flag which specifies if this is a Catering Only Booking.	1	Ex: (Y, N)	
BLK_Origin	Channel code attached to the business block.	20	Ex: (Default)	
BLK_Allotment_Origin	Determines which application created the Business block: PMS or SC.	3	Ex: SC	Y
BLK_Type	The Block Type. The OPERA Control Parameter "Business Block Type" should be active. The Block Type must be pre-configured in OPERA Cloud.	8	Ex: (G, W)	
BLK_Room_Owner	Rooms Sales Manager ID. In case the value is not populated in CSV, the value is defaulted to ALL.	10	Ex: (ALL)	
BLK_Rate_Code	The rate code for which this record applies. The Rate Code must be pre-configured in OPERA Cloud.	8	Ex: (RACK)	
BLK_Currency	Currency Code attached to the Business Block. The Currency Code must be pre-configured in OPERA Cloud. The sequence for the Currency import is as follows: <ul style="list-style-type: none"> <li>• If the Rate Code is populated in the Block Import csv, then Rate Code Currency.</li> <li>• If point.1 is not populated, then Block Import csv Currency column value.</li> <li>• If point.2 is not populated, then Property Currency.</li> </ul>	3	Ex: (USD)	
BLK_Print_Rate_YN	Default value used against Block reservations.	1	Ex: (Y, N)	
BLK_Cutoff_Date	Date on which the available inventory for the block will be cut-off by the system. The format must be 'YYYYMMDD.' In case both the Cut Off date and Cut Off days is populated in Csv, then consider Cut Off date for Import. The OPERA Control parameter "CutOff" should be active.	DATE	Ex: (20210122)	

Table 22-7 (Cont.) Blocks

Name	Description	Max Data Length	Sample Data	Mandatory
BLK_Cutoff_Days	The number of days prior to Arrival that the whole block will be cut off.	2 (The Number must be between 0 to 99)	Ex: (5, 6)	
BLK_Catering_Owner	Catering Sales Manager ID. In case value is not populated in CSV, the value is defaulted to ALL.	10	Ex: (ALL)	
BLK_Catering_Status	The Catering Status. The Currency Status must be pre-configured in OPERA Cloud. If left Blank, the value from Property catering Currency will be populated. This column should be populated when the OPERA control parameter "Use single Block status for Rooms and Catering" is not active.	4	Ex: (INQ)	
BLK_Event_Attendees	The number of Attendees for the Catering Events. This field should be populated when the catering Status is populated.	4 (The Number must be between 0 to 9999)	Ex: (10)	
BLK_Resource_Discount	The default discount percentage applied to the catering items.	3 (The Number must be between 0 to 100)	Ex: (20)	
BLK_Onsite_Name	The Group Representative.	40	Ex: (Adam)	
BLK_Function_Type	The Type of Catering Function.	60	Ex: (Wedding)	
BLK_PostAs	The Catering Info board name.	50	Ex: (Adam and Jill's Wedding)	
BLK_Note1	Block Notes 1	2000	Ex: (Outside Ceremony at 10:00A M)	

Table 22-7 (Cont.) Blocks

Name	Description	Max Data Length	Sample Data	Mandatory
BLK_Note2	Block Notes 2	2000	Ex: (Father of the Bride pays everything)	
BLK_Note3	Block Notes 3	2000	Ex: (The block's room charges will be charged to the company's visa.)	

**(Block) Room and Rate Grid**

- Mandatory columns are marked in bold.
- If the "BLK\_Rate\_Code" column value is populated in the Blocks Import csv, then consider the BLK\_Rate\_Amount (1, 2, 3, 4, AP) for import from the Block Rate Code configuration. Otherwise, consider the values for import from the Room and Rate Grid import CSV file.
- "BLK\_Room\_Type" column value within Room and Rate Grid CSV and Block's "Rate Code (Configured Room Types)" value should match. Otherwise, the record will not be imported.
- "BLK\_Block\_Date" column value within Room and Rate Grid CSV and Block's "Rate Code (Dates within pricing Schedule)" values should match. Otherwise, the record will not be imported.
- Room and Rate Grid details will not be imported for a Catering only Block.
- In case the OPERA Control "Occupancy Split per Room" is not active, only "BLK\_Occupancy\_1" Occupancy column should be populated.

Table 22-8 (Block) Room and Rate Grid

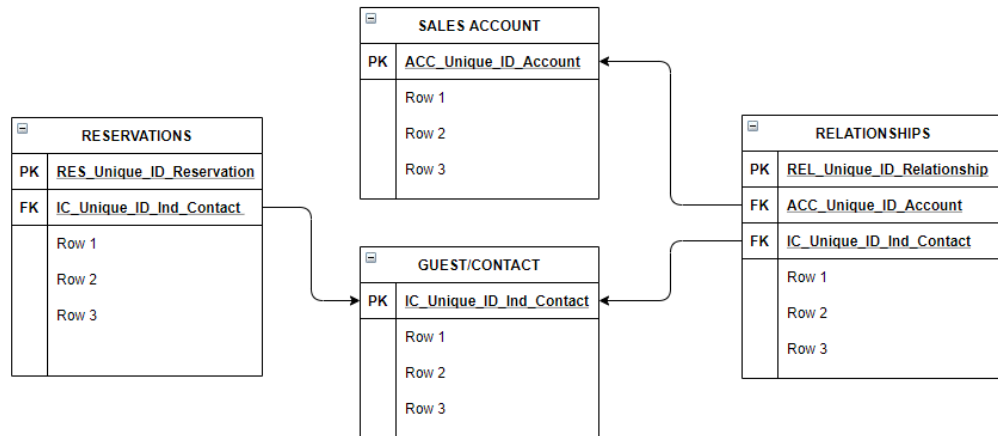
Name	Description	Max Data Length	Sample Data	Mandatory
<b>BLK_Unique_ID_Block</b>	Unique ID value for Block in the uploaded csv files for Data type "Room and Rate Grid" within an Import cycle.	200	Ex: (40001, 40002)	Y



Table 22-8 (Cont.) (Block) Room and Rate Grid

Name	Description	Max Data Length	Sample Data	Mandatory
<b>BLK_Room_Type</b>	This is the Room Type booked for this allotment. The Room Type must be pre-configured in OPERA Cloud.	20	Ex: (STDK, STDQ)	Y
<b>BLK_Block_Date</b>	Date of Allotment for which the specified room category is booked. The format must be 'YYYYMMDD.' This date should span within the Block dates for which the Grid is uploaded.	Date	Ex: (20210122)	Y
BLK_Rate_Amount_1	1 person rate		Ex: (100)	
BLK_Rate_Amount_2	2 person rate		Ex: (150)	
BLK_Rate_Amount_3	3 person rate		Ex: (200)	
BLK_Rate_Amount_4	4 person rate		Ex: (225)	
BLK_Rate_Amount_A P	Additional person rate.		Ex: (250)	
BLK_Occupancy_1	Projected number of rooms with Single occupancy for the particular room type & date to which this record corresponds.	4 (The Number must be between 0 to 9999)	Ex: (1)	
BLK_Occupancy_2	Projected number of rooms with Double occupancy for the particular room type & date to which this record corresponds.	4 (The Number must be between 0 to 9999)	Ex: (2)	
BLK_Occupancy_3	Projected number of rooms with Triple occupancy for the particular room type & date to which this record corresponds.	4 (The Number must be between 0 to 9999)	Ex: (3)	
BLK_Occupancy_4	Projected number of rooms with Quadruple occupancy for the particular room type & date to which this record corresponds.	4 (The Number must be between 0 to 9999)	Ex: (1)	

## Entity Relationships



## Prerequisites for Importing Data

### OPERA Cloud Tasks

**Group:** Toolbox

**Tasks:** Import Data

## Importing Data

### Preparing Template Data Files

1. From the side menu select **Toolbox**, select **System Setup** then **Import Data**.
2. Click **Download Templates** to download a **templates.zip** file to your workstation.
3. Open the ZIP file and extract the CSV files to a folder.
4. Navigate to the folder, open and prepare the CSV file data based on the templates requirements.

#### Note:

Each data file created must have a maximum file size of 10MB; you can upload and import multiple files per data type. Uniquely name each file; example: Account01.csv and Accounts02.csv.

### Uploading and Validating Data Files

1. From the side menu select **Toolbox**, select **System Setup** and then **Import Data**.
2. Enter or select the property to which you want to import data and click **Import Data**.
3. Click **Add Data Types (Objects) to Import** and specify the number of files you have to upload for each data type.
4. For each data type, click **Select/Upload File**.

- a. Click **Choose File** and select the CSV file from the file system. Click **Open** to select.
  - b. Click **OK**.
5. Repeat for each data type and file to upload.

 **Note:**

Once the first file is uploaded successfully you have 14 days to complete the import cycle. You can always **Save and Close** the existing import cycle during the 14 day time frame and come back later and make changes. If you don't initiate the **Import Validated Data** into OPERA Cloud within the 14 days' time frame, all the existing files and any references to the files will be removed.

6. Once all the files are uploaded successfully, click **Validate Data** to validate the data against the property configuration, column widths, and Primary-Foreign key relationships.

 **Note:**

Any unused rows must be removed for the validate action to be enabled. All the upload files status must indicate success state for the validate action to be enabled.

### Validation Errors

1. Any validation failures will generate an error file for each uploaded file. You can download the error file by clicking the error file name link or clicking the **Vertical Ellipse** and selecting **Download Error File**.
2. Review the **[template]\_errors.csv** file.
  - Each error record in the file will have **Unique\_Id\_Column** and a column called **ERROR\_MESSAGE** with the Error description (includes the column name, value and error message for ex: res\_rate\_code--proforma-reservation Rate Code is not configured in OPERA Cloud), res\_source\_code--ref--source\_code is not configured in OPERA Cloud), res\_room\_type--stdx--reservation Room Type is not configured in OPERA Cloud, res\_room\_type\_charge--stdx--reservation Room Type Charge is not configured in OPERA Cloud).
3. Correct the errors in the data CSV file uploaded and save changes to file.
4. From the vertical ellipse, click **Remove Uploaded File**, click **OK** to confirm.
5. Re-upload the corrected data CSV file, click **Select/Upload File**.
6. Re-validate the data, click **Validate Data**.

### Cancelling Upload and Validation Process

You can cancel the import process anytime during the 14 day time frame prior to initiating the import of validated data by clicking **Cancel Import Process** to remove all uploaded files and references to the current import cycle.

### Importing Validated Data

Once all files are validated successfully you can import the data.

1. Click **Import Validated Data**.

2. Click **Import Validated Data** to confirm.
3. A Data Import Overview page provides details about the import progress.
4. Once import is complete, click **Close** to return to the import data screen.
5. Click **OK** to confirm.

 **Note:**

This will remove all uploaded files and references to the current import cycle.

# Part VI

## Exchange

This part of the OPERA Cloud Help system contains information on working with OPERA Exchange for two-way real-time data communication between OPERA and external interfaces.

# OPERA Cloud Exchange Overview

## [Prerequisites for OPERA Exchange Interfaces](#)

OPERA Cloud Exchange is an electronic data exchange technology used by OPERA Cloud to transmit information between systems such as ORS and SYNXIS. The topics provided are guidelines for configuring a new interface in OPERA Cloud. Custom interfaces and formats are not supported by OPERA Cloud as the XML message is the supported format .

Before you configure a new interface, ensure that you have the necessary privileges. Then document is set up to lead you through the following prerequisites, such as identifying the external systems, defining the database codes, then configuring the interfaces, setting up communication methods, and defining the interface controls. Address the needed mapping for OPERA Cloud Codes with the external system codes and configuring the required business events. Lastly, activate the External Systems for the Property and Interface.

Ensure that the external system is activated only when you are ready to start processing the messages with external systems.

Best Practices: Do not activate the external system until the configuration is complete; this creates unnecessary business events being generated and failures.

### **Example**

When you update a reservation in OPERA Cloud, a business event is triggered and processed by the exchange module and sent to the outbound queue, and finally sent to external system as an XML message.

## Prerequisites for OPERA Exchange Interfaces

### **Subscription/License**

OXI Integration partner subscription (various)

### **OPERA Cloud Tasks**

Refer to [OPERA Cloud Tasks — Exchange Interfaces](#)

# 24

## Switching the Interface

Switch Interface is used to toggle between the configured interfaces from a central or Property specific setup. On the Switch Interface screen, view all of your configured central and property interfaces.

When a user is logged in at Hub level, both Central and Property configured interfaces are shown.

When a user is logged in at a Property level, only the Property configured interfaces are shown.

1. From the **OPERA Cloud Exchange** menu, select **Switch Interface** from the drop down menu. If an interface is not configured, go to Interface Setup to configure a new interface, which then appears in the switch interface drop-down. The interface that you select here appears as a default interface in other exchange screens.
2. The Type and Property fields show the records by default. Click to search and select an Interface from the list of existing interfaces and click **Select**.
3. Click **Save**.

# Interface Setup

Search page allows you to search by Property or by External systems code. The recommendation is to search interfaces by Property to get all the configured interfaces and search by Interfaces to get the selected interface. Selecting multiple properties and interfaces provides search results for all selected interfaces in the search results.

## Searching an Interface

1. From the **OPERA Cloud Exchange** menu, select **Interface Setup** , and then select **Interface Setup** from the drop down menu.
2. From the Search panel, select **Property** and click **Search**.
3. In the search results table, click the vertical ellipse to **Edit** or **Delete** the setup. Search result table shows External System Property Code and External System Active/Inactive status.
4. Click **I Want To...**, to update exchange capabilities. It allows you to configure the Business Events. It also allows you to activate External System if the external system is in an inactive state.

## Adding a New Interface

1. From the **OPERA Cloud Exchange** menu, select **Interface Setup** , then select **Interface Setup** from the drop down list.
2. On the Interface Setup screen, click **New**
3. Select the **Property**.
4. Select an **Interface** that you need to configure.
5. In the **Description** field, the description of the interface automatically populates when you select a defined interface.
6. Enter the **External Property**. This is the external system's property code that is configured for the selected interface. You must enter the correct external system resort code here.
7. The External Database automatically gets populated in the **External Database** field when you select an Interface. If the database code is not automatically populated, you can click the search icon to select a database.
  - a. On the External databases screen, search for databases by Interface. If there are no codes available, you can create a new database code in the recommended format, for example, CHAIN-INTERFACE.
  - b. Click **New** and in the External Databases dialog, enter the **Code**.
  - c. Enter a **Description** and select or deselect the **Copy Subscription** check box.
  - d. Select **Properties** from the available list and click **Save**.
  - e. Close the External Databases dialog. The database code gets defaulted to interface setup database field.



8. Select the **Delta Mode**.
  - a. Set it to **Yes** if the external system does not send the full message for changes. For example, a room type change is sent for a reservation. The external system sending these delta changes sends only the mandatory message items together with the changed room type. In this case, only the data sent would be updated in OPERA, and all other data is retained as inserted earlier. This also depends on OXI parameters.
  - b. Set it to **No** if the external system sends the entire message for changes as well. This is called a 'full overlay' of data. For example, the external system sends a full message with the updated room type for the room type change. In this case, all data for this record is deleted and re-entered in OPERA. Based on the interface ID, this is already pre-configured for custom interfaces.
9. Select the **Data Flow**. Data Flow defines the data flow for the interface and selects all boxes that apply.
  - **External System -> OPERA**: Select for all interfaces that receive data from an external system.
  - **OPERA -> External System**: Select for all interfaces that send data from OPERA to an external system.
10. In the Deletion Indicator panel you can set indicators for deleting data in the OPERA system from an incoming message. This section is accessible only if the Delta Changes flag is set to **Y**, which indicates that the external system does not always send full data for a change. In this case OXI leaves data that is not sent in the message untouched in OPERA. It is therefore important that the incoming message signals clearly when data gets deleted. This is the purpose of setting the deletion indicators.
  - a. Select the values from the **Character** drop-down list. Character allowed values ~, \*, ^
  - b. Select a numeric value from the **Numeric** drop-down list. Numeric allowed value -99999
  - c. Select a date from the **Date** drop-down list.
  - d. The **Message Format** defaults to XML format, which is the only format supported in cloud..
  - e. Select a version in the **Set All the Version As** drop-down list. When this drop-down is selected, the version in the XML Version grid also changes to the selected version when you click **Save**. If you wish to change the version only for a particular XML Type, select the row and change the version individually and save.
11. Click the vertical ellipse and then click **Negotiate**. This is applicable for OPERA to OPERA Interfaces such as ORS, MYFIDELIO, and so on, This option negotiates with the OPERA external system for the supported XML versions and updates in source interface XML versions for the XML types accordingly.
12. Click **Save**.

## Configuring Interface Communication Methods

Communication methods defines how the OXI interface receives and transmits messages.

In multi-property operations Communication Methods setup is either Global or Property specific.; when Property specific communication is setup this configuration overrides the Global configuration for the specific property.

The communication methods must be set up for each interface before the interface can be activated.

### Editing Interface Communication Methods



#### Note:

Each data flow direction requires its own setup. When no result are listed at a Property level, the Comm Method has been defined at Global (Chain) level.

1. From the Exchange menu, select Interface Setup and then select Communication Methods
2. In the search panel select
  - a. Location.
    - i. **Global.** Select to configure for all properties
    - ii. **Property.** Select to configure for a specific property
      - i. **Property.** Select a property from the list
  - b. **Interfaces.** Click to select one or more OXI interfaces from the list
  - c. Click **Search.**
3. Select an interface and data flow direction from the search result, then click the vertical ellipsis and select **Edit**
  - a. Location
    - i. **Global.** Select to configure for all properties
    - ii. **Property.** Select to configure for a specific property
      - i. **Property.** Select a property from the list
  - b. Communication Mode.
    - i. **HTTP(S)/Client.** Select if the data is sent from OPERA Cloud to the External System
    - ii. Details
      - i. **URL.** Based on the data flow selected, this will be the GET URL or POST URL and defines the web server location where OXI will either get the messages that are waiting for transfer to OPERA Cloud, or where it will post the messages to the external system.
      - ii. **Username.** Enter the username provided for the client URL when basic authentication is enabled.
      - iii. **Password** Enter the password provided for the client URL when basic authentication is enabled
      - iv. **Compress Data.** Select checkbox to enable compression of the OXI messages prior to transmission to external systems

- v. **Use Client Certificate.** This option is enabled only when the URL is configured as HTTPS protocol. Select this check box to have the OXI processor use the client certificate to authenticate against the external system server and encrypt the messages exchanged with the external system server NOTE: This requires an additional support process to implement
- vi. **Sleep Timeout.** Enter number of minute where the interface rests between waking up and doing POST and GET functions. If the interface continues to receive messages, then it will not sleep. This field accepts decimals for times smaller than the (1) minute time. Time entered with a dot (.1) will be read as seconds (10 seconds).
- vii. **Timeout.** Enter in seconds the duration the interface tries to establish a connection before treating it as "timed-out" and creating a log entry. At this time it will go into the "Sleep Time" before attempting again.
- iii. **Server.** Select if the data is posted from the External System to OPERA Cloud
  - i. **Sleep Timeout.** Enter number of minute where the interface rests between waking up and doing POST and GET functions. If the interface continues to receive messages, then it will not sleep. This field accepts decimals for times smaller than the (1) minute time. Time entered with a dot (.1) will be read as seconds (10 seconds).

ii.  **Note:**

When Communication Mode is Server, OXI/PMSInterface endpoint URL will be provided to External Systems to call for get/post messages with OPERA using Interface Service Account created in Shared Security Domain.

Refer [Document 2329730.1 -SSD SYSTEM ADMINISTRATOR - Creating Interface Service Accounts](#) for more details.

4. Click **Save**.

## Configuring Automatic Transmission Schedule (ATS)

This utility allows the external system to receive data in pre-definable, regular intervals. The AR EXPORT, BLOCK, INVENTORY and PROFILE DAILY STATS data modules are currently supported. At the time the next transmission kicks in, all data for the selected data module between the last transmission and this transmission is sent with this utility. This does not require OPERA Cloud business events, but it does require an OXI two-way Cloud Service subscription. When a message is sent it is identified as RTAV. You can set up multiple schedules that meet the business requirements of your property.

### Adding Automatic Transmission Schedule

1. From the **Exchange** menu, select **Interface Setup** and then select **Automatic Transmission Schedule**.
2. Click **New** and complete the following
  - a. **Property.** Enter or select the property

- b. **Interface.** Select the interface from the list
  - c. **Module.** Select a Module from the list
  - d. **Send Changes Only.** Select to only send changes (delta changes)
  - e. In the Recurrence Pattern panel,
    - i. Frequency
      - If you select Daily, select the hour in the day.
      - If it you select weekly, select the Days in the week and the Hour.
      - If you select Monthly, select the day in the month and hour in the day .
      - If you select Yearly, select the month and the day and hour in the month.
      - If you select Interval, enter the number of minutes to repeat
    - f. **\*Range Day \*** Select the Range Days in advance for which automatic transmission shall occur. If the range is set to 30 days, OXI sends the data with start dates from current business date until 30 days in advance. Automatic Transmission has a message limitation. If the range of days exceeds 30 days, for example 60 days, then the transmission is 2 RTAV messages of 30 days each. If the range of days is 90, then the transmission is 3 RTAV messages of 30 days each, and so on.
    - g. **\*Future Days.** \*Select the Future Days. It allows for a range in the future to be returned. For example: If the business date is 06/29/19 and the Range is set for 2 days, then the Range is set from 06/29/19 to 06/30/19. If the Future field is updated to 30, then the begin date of the Range that was sent is 30 days from 06/29/19. The Start Date and End Date calculates the dates based on the Range Days and Future Dates. The start date is calculated based on property's current business date and future days. End date is calculated based on start date and range days.
3. Click **Save**.

### Editing Automatic Transmission Schedule

1. From the **Exchange** menu, select **Interface Setup** and then select **Automatic Transmission Schedule**.
2. Enter search criteria and click **Search**.
3. Select the transmission schedule then click **Edit**.
  - a. Update the configuration
  - b. **Inactive.** Click to make the schedule inactive.
4. Click **Save**.

### Deleting Automatic Transmission Schedule

1. From the **Exchange** menu, select **Interface Setup** and then select **Automatic Transmission Schedule**.
2. Enter search criteria and click **Search**.
3. Select the transmission schedule then click **Delete**.
4. Click **Delete** to confirm.

## Data Request

The purpose for Data Request Utility is to have data synched from OPERA PMS to the ORS, initiated from ORS side. Data Request differs from the Resync Utility. In the Resync Utility it requests data from the external system, not sending data to the external systems from ORS. Offered requests are Reservations, Blocks, Rates, Packages, Profiles, key Configuration Items, Datamart and Inventory Items. Multiple modules can be flagged for requests together just by selecting the check box by each and populating the request criteria columns. Configuration responses populate the global template when required and the Property level.

Permissions are required to access this utility; at login provide the interface id and property. For the Reservations and Block requests there are three options available. They can be selected by the option button to the left of the date fields. The other modules offer one date range criteria to use.

To initiate any Data Request select the module or modules, Start and End Criteria and select Synchronize button.

1. From the **OPERA Cloud Exchange** menu, select **Interface Setup**, and then select **Data Request**, from the drop down list.
2. The **Property** field already has property by default. Search and select an **Interface**.
3. In the Data Request Module to Synchronize, select **Reservations** check box and then select an option from **Arrival**, **Stay**, and **Created**. Enter the **From Date** (first arrival date for the reservation resync) and **To Date** (last arrival date for the reservation resync) and then click Synchronize. You can select only one option at a time.
4. Select the **Blocks** check box and then select an option **Begin**, **Stay**, and **Created**. You can select only one option at a time. Enter the **From Date** (first restriction start date for the resync) and **To Date** (last restriction start date for the resync).
5. Select the **Rates** check box and then select the **From Date**. This is the first rate code start date for the resync. Only rate codes valid for this date are shown. Select the **To Date**. This is the last rate code start date for the resync. Only rate codes valid for this date are shown.
6. Select the **Profiles** check box and then select the **From Date** and **To Date**.
7. Select the **Configuration** check box and search and select an **Item**, **Level**, and **Items**.
8. Select the **Inventory** check box and then select **From Date** and **To Date**. You can resync for Inventory Out of Order and Overbooking.
9. Click **Synchronize** for whatever module you need to synchronize the data.

Example: Select Item Type = MARKET CODE and Level is = SPECIFIC. A Market Code of XYZ has been noted in messages but is not existing in the ORS configuration. Defaults have been substituted in place of this value. By free typing text XYZ and selecting the OK button, a message is sent to the external system requesting that specific data. A message is returned from the external system containing the Market Group and Market Code information. Which is populated to the Market Code Template and the Property level Market Codes grid.

When selecting a request where Level is = SPECIFIC:

Following are some recommendations if you are selecting the Rate option.

- Do not recommend resyncs for large periods of time during peak work hours

- A resync be done in the late to early morning hours where Night Management or Night Audit can run resync without system performance slow down
- If a resync is needed during peak hours we recommend only choosing a few rate codes to be synced to resolve updates to Rate Header and Rate Details

It is not recommended to select all displayed items in the list, instead use Level = ALL for that purpose. To request a large number of specific items, it is better to break up the selection into multiple smaller groupings.

## Copying Conversion Codes

Copying is an efficient way to populate the interface conversion codes, instead of manually inserting the codes one by one. Copy Conversion Codes helps you to copy the conversion codes from OPERA to the selected interface. Copy option also validates new and active/inactive OPERA codes. It copies these codes to the Interface Mapping conversions along with their respective groups. An example of an extensive list of conversion codes can be the Countries or Rate Codes. This form copies the conversion codes from OPERA based on the activated conversion codes for this interface. When copying, OPERA and external system values are populated with the same value in the conversion details.

To select conversion codes:

1. From the **OPERA Cloud Exchange** menu, select **Interface Setup** and then select **Copy Conversion Codes** from the drop down list.
2. On the Copy Conversion Codes screen, Property is selected by default. Select an **Interface** and click **Search**.
3. In the search results table, select a Conversion code row that is to be copied and then click **Copy**. You can select multiple rows.
4. You get an Information pop-up validating that it is copied successfully. Click **OK**.

## Profile Match and Merge

Profile matching is used with integrated systems sending profile data to OPERA Cloud ; ensuring existing OPERA Cloud profiles are matched to prevent the creation of duplicate profiles.

In order to match profiles you configure profile matching rules.

### Note:

If OPERA Cloud and the external system share their internal profile numbers and always have an ideal match, you can select not to enable profile matching for the interface.

### Internal Entry Match Criteria

The OXI Profile Matching module has an internal entry criteria matching system that checks for a primary match based on hard-coded, predefined columns in the name table and its child tables. These entry criteria are not configurable and not visible. For example in OPERA Cloud there is a guest profile with client id 1234. and the external system is sending a company profile type with client id 1234. This will not find the match due to internal merge criteria client id and name type, which is similar to configuring merge rule on "name code".

This is the base rule for every following weighing point matching activity. If the entry criteria match fails, no further weighing point match is attempted and the profile is either created newly or rejected based on Interface Controls settings for this interface ID in OXI. Note: This process also applies to an accompanying profile (as well as the primary guest profile). When a reservation change occurs, when only the first and last names of a profile for either a primary or accompanying profile associated with the reservation are sent with the reservation, duplicate profiles are not created. The Profile Match process is not included. Instead, OXI will update the profiles according to the internal name\_ID of the profile in OPERA Cloud that is linked to the reservation, without applying any further matches (based on the profile's same first and last name).

**Table 25-1 Guest / Contact Profile Types**

Message Displayed to the User	Internal Matching Criteria
Matched on Name Code	Matches on Client ID and Name Type
Matched on Membership Number	Matches on the Membership Number
Matched on Credit Card and Name	Matches on the Credit Card Number and the Last Name Note: When the Credit Card Vault functionality is active, credit card numbers are replaced with a Unique ID which will be communicated between OPERA Cloud and OXI.
Matched on Passport Number	Matches on the Passport Number Note: Id type role should be PASSPORT
Matched on Email	Matches on Communication Type Email. Note: This match will be made even when an email type other than EMAIL is used.
Matched on Last and Phone	Matches on the Last Name, Phone Number (stripped of all non-numeric characters), Phone Type
*Matched On Last, Address1, City	Matches on Last Name, Address line 1, and City
*Matched On Last and Address1	Matches on Last Name and Address line 1
*Matched On Last and Postal Code	Matches on Last Name and Postal Code
*Matched On Last and City	Matches on Last Name and City

**Table 25-2 Travel Agent / Company / Source / Group Profile Types**

Message Displayed to the User	Internal Matching Criteria
Matched on Name Code	Matches on Client ID (Name Code) and Name Type
Matched on Credit Card and Name	Matches on the Credit Card Number and the Last Name
Matched on Company and Phone	Matches on the Company Name and the Phone Number (stripped of all non-numeric characters), Phone Type
*Matched on Company, AR number	Matches on Company Name and AR number

**Table 25-2 (Cont.) Travel Agent / Company / Source / Group Profile Types**

Message Displayed to the User	Internal Matching Criteria
*Matched on Company and Address1	Matches on Company Name and Address line 1
*Matched on Company, Postal Code	Matches on Company Name and Postal Code.
*Matched on Company, City	Matches on Company Name and City

 **Note:**

The internal Interface Controls (hidden in normal Interface Controls table) DATABASE\_SIZE has a default value of Large. For a large property, only match criteria without the asterisk will be used for internal entry match. If the Interface Controls DATABASE\_SIZE is set to Small, for smaller properties that can afford a more accurate match without adding performance overhead, all match criteria including the ones with asterisk \* will be evaluated. Contact profiles will also go through Match and Merge rules. No additional setup is required in OXI for Profile Merge rules.

**Examples of Entry Match Criteria**

When a profile is sent to OPERA Cloud through OXI it will search the internal entry match criteria based on the above-mentioned hard coded requirements. When a profile does not meet any of these entry match criteria, it will automatically be created newly if the Interface Controls PROF\_CREATION is turned ON. If that Interface Controls is turned off, the profile match will fail and the profile will not be created.

Entry Match Criteria NOT successful:

Example: If a profile is sent with only a first name and last name, it will not even proceed to the weighing points match criteria, as the first name and last name are not sufficient for the entry match criteria. A new profile will be created if the Interface Controls PROF\_CREATION is turned ON. If that Interface Controls is turned OFF, the profile match will fail and the profile will not be created. An exception to the rule: We are preventing the duplication of profiles in case only last/first name are sent for a reservation change. OXI skips the profile match entirely in this case. It searches for the name\_ID (internal ID number) of the profile in OPERA Cloud that is linked to the reservation sent, and if that profile has the same last and first name as the profile sent as part of the reservation change, OXI will update the same profile without applying any further matches.

Entry Match Criteria successful:

Example: If a profile comes with a last name and a membership number, it will pass the entry match criteria and proceed on to the weighing points match criteria. From here, the weighing points configured in the OXI profile matching module decide whether the profile will be merged with an existing OPERA Cloud profile or not.

**Definable Weighing Points Match Criteria**

Once the internal entry match was successful, the system will continue matching on the defined weighing points. The configuration of merge rules and weighing points can be done



individually for each interface ID/OPERA Cloud property combination in OXI. Each profile type can be configured separately within an interface ID/OPERA Cloud property combination. You have to consider the best possible approach for distributing weighing points to the merge rules, as these may differ by profile type, geographical location of the property, data accuracy sent by external system, etc. All merge rules selected must add up to, or be above the threshold set. This means if the threshold is set to 1000 points, weighing points must be distributed to merge rules of columns or column combinations to add up to at least 1000 points in total. Otherwise no successful profile match will be made.

**Table 25-3 Available fields for setting up Merge Rules**

Merge Attribute	OPERA Cloud Field
ADDRESS1	Address1 within Address
TELEPHONE	Telephone number
CITY	City within address
COMPANY	Company Name related to account profile type
COUNTRY	Country field within address
EMAIL	Email address
FIRST	First Name of Guest or Contact Profile
LAST	Last Name of Guest or Contact Profile
MEMBERSHIPS	Membership Number on a profile
NAME_CODE	Client ID of a profile (IATA Code / CORP id for Account Profile)
PASSPORT_NO	Passport Number
POSTAL_CODE	Postal Code within address
STATE	State within address
AR_NUMBER	Accounts Receivable Number on profile

### Fields

**Profile Type.** The profile type for which merge rules and weighing points are configured. Options are guest, company, travel agent, source, and group.

**Merge Rule.** The 'Threshold' is the initial merge rule that is set automatically when a new interface is being configured. The 'Match' merge rules need to be set manually by you, and can consist of either one data field or a combination of data fields that need to be met to obtain your defined weighing points.

**Type.** OXI will automatically prompt 'Threshold' first in case no entries have been made into the profile matching setup yet. Once the threshold is set, all other types will become 'Match' as they apply to the merge rules.

**Points.** Weighing points for the threshold will be the minimum points a profile has to achieve in order to be matched. Weighing points for the matches are defined by you, and would be set according to the data field/combination of data fields that you select.

- Example: Assume the threshold for minimum points is set to 1000. When you define a merge rule with a single data field entry of Last Name, this will never be eligible to make the full match of 1000 points, so you would probably only give a

part of the points to it (e.g., 300). Then you will want to add the next merge rule for another data field that makes the 1000 points complete – like Memberships - where you would give the remaining 700 points to. You can also opt to add another several merge rules consisting of Address 1 and City, for example, and give respective weighing points to these in order to make the 1000 points complete.

- One of the easiest options will be to define a combination of data fields that would meet the necessary 1000 points within the same merge rule, as shown in the sample screen above.

**Apply.** The activation flag for the merge rule. This must be checked for the merge rule to be applied. A merge rule can also be created and then temporarily be deactivated by blanking out this flag.

### Setting up Merge Rules

The merge rules can be configured either as merge rules for individual data fields or for data field combinations, where the weighing points will only apply if all components in that combination match. When setting the merge rules, note the following:

- For Direct Guest merge rules use LAST for the Last name.
- For Travel Agent merge rule uses COMPANY for the TA name and NAME\_CODE for the IATA number.
- For Group merge rule use LAST for the group name.
- For Company merge rule uses COMPANY for the company name and NAME\_CODE for the Corporate ID.
- For Source merge rule use LAST for the source name.

### OXI Interface Controls and Profile Matching

The following OXI Controls determine the profile matching results:

- PROF\_MATCHING. Profile matching only occurs when set to Y. When PROFILE\_MATCHING is active, OXI will validate the incoming profile message before executing the match and merge process to verify that the data contained in the message is sufficient to exceed the threshold points. If the data is not sufficient an optional warning will be generated indicating there is not sufficient data to meet the threshold and the match and merge process will not be executed.

#### Note:

Profile matching can be set to N if , prior to system cut-over, the two systems are synchronizing data with the profiles sent from OPERA Cloud to the external system and the external system returning a unique ID. OPERA Cloud then stores this ID for primary match and merge. This process renders the use of match and merge a duplicate effort and therefore inefficient and not required.

- PROF\_CREATION. This Interface control determines whether a new profile should be created if the profile match was not successful. This must be set to Y for all interfaces that transmit reservations. If set to N, any non-matching profiles will be rejected and not created newly.

**OXI Interface Controls and Profile Update in OPERA Cloud****Table 25-4 Several OXI Interface Controls determine how the profiles are updated in OPERA Cloud:**

IND EXT SYS OVER	Profile overwrite priority for guest profiles. <ul style="list-style-type: none"><li>• When active the external system can update the OPERA Cloud profile details.</li><li>• When inactive the OPERA Cloud profile details will remain untouched when a profile is merged with the one sent by external system. This applies to all columns in the NAME table</li></ul>
TA EXT SYS OVER.	Profile overwrite priority for travel agent profiles. <ul style="list-style-type: none"><li>• When active the external system can update the OPERA Cloud profile details.</li><li>• When inactive the OPERA Cloud profile details will remain untouched when a profile is merged with the one sent by external system. This applies to all columns in the NAME table</li></ul>
CORP EXT SYS OVER	Profile overwrite priority for Company / Agent profiles <ul style="list-style-type: none"><li>• When active the external system can update the OPERA Cloud profile details.</li><li>• When inactive the OPERA Cloud profile details will remain untouched when a profile is merged with the one sent by external system. This applies to all columns in the NAME table</li></ul>
SOURCE EXT SYS OVER	Profile overwrite priority for source profiles <ul style="list-style-type: none"><li>• When active the external system can update the OPERA Cloud profile details.</li><li>• When inactive the OPERA Cloud profile details will remain untouched when a profile is merged with the one sent by external system. This applies to all columns in the NAME table</li></ul>
GROUP EXT SYS OVER.	Profile overwrite priority for group profiles <ul style="list-style-type: none"><li>• When active the external system can update the OPERA Cloud profile details.</li><li>• When inactive the OPERA Cloud profile details will remain untouched when a profile is merged with the one sent by external system. This applies to all columns in the NAME table</li></ul>

**Table 25-4 (Cont.) Several OXI Interface Controls determine how the profiles are updated in OPERA Cloud:**

PHONE/ADDR EXT SYS OVER	<p>Profile overwrite priority for phone and address collections.</p> <p>This parameter determines how the phones/addresses received from the external system update the phones/addresses in OPERA Cloud and which OPERA Cloud records are included in the outbound messages.</p> <p>This parameter will supersede the Delta setting of the interface.</p> <p>A = If received, replace OPERA Cloud values with the received values. If not received, remove the values from OPERA Cloud.</p> <p>B = If received, replace OPERA Cloud values with the received values. If not received, do not remove the values from OPERA Cloud.</p> <p>C = If received, merge the received values with OPERA Cloud values. If not received, remove the values from OPERA.</p> <p>D = If received, merge the received values with OPERA Cloud values. If not received, do not remove the values from OPERA Cloud .</p> <p>E = If received, replace only those OPERA Cloud values configured in conversion with the received values. If not received, remove only those OPERA Cloud values configured in conversion. In outbound messages, send only those records with converted types. N = Ignore the phone/addresses received. Do not touch the values in OPERA.INTEREST EXT SYS OVER. If set to Y, interests in the OPERA Cloud profile will always be overwritten by external system interests. If set to N, external system interests will be appended to existing OPERA Cloud ones.</p>
PREF EXT SYS OVER.	<p>This parameter is applicable only if the profiles are allowed to be updated in general. This means at least one of the parameters IND EXT SYS OVER, CORP EXT SYS OVER, TA EXT SYS OVER, SOURCE EXT SYS OVER, or GROUP EXT SYS OVER should be turned ON. If this parameter is set to Y or N and the interface is configured as 'Delta Changes = Y' and no preferences are received in the profile message, existing preferences in the OPERA Cloud profile will remain untouched. Otherwise, if this parameter is set to 'Y', existing preferences in OPERA Cloud profile will be replaced with the preferences received in the message, if set to 'N', preferences received in the message will be added to the existing preferences in OPERA Cloud profile, if set to 'C', OPERA Cloud profile preferences configured in 'Guest Preference' conversion will be replaced with the preferences received in the message.</p>

**Table 25-4 (Cont.) Several OXI Interface Controls determine how the profiles are updated in OPERA Cloud:**

PROFCOMMENTS EXT SYS OVER	This parameter is applicable only if the profiles are allowed to be updated in general. This means at least one of the parameters IND EXT SYS OVER, CORP EXT SYS OVER, TA EXT SYS OVER, SOURCE EXT SYS OVER, or GROUP EXT SYS OVER should be turned ON'. If this parameter is set to Y or N and the interface is configured as 'Delta Changes = Y' and no comments are received in the profile message, existing comments in the OPERA Cloud profile will remain untouched. Otherwise, if this parameter is set to 'Y', existing comments in OPERA Cloud profile will be replaced with the comments received in the message, if set to 'N', only those comments in OPERA Cloud profile last updated by this interface will be replaced with the comments received in the message, all other comments will remain unchanged, if set to 'C', OPERA Cloud profile comments configured in 'Comment Type' conversion will be replaced with the comments received in the message.
NEGRATES EXT SYS OVER	If you allow profiles to be overwritten in general. This means at least one of your parameters IND EXT SYS OVER, CORP EXT SYS OVER, TA EXT SYS OVER, SOURCE EXT SYS OVER, or GROUP EXT SYS OVER have to be turned ON. The functionality of this parameter is further determined by the 'mode' of your interface. If it works with delta changes set to 'yes' (interface configuration->edit interface), the external system can send profile changes only and does not need to send the full profile every time a small change to a profile occurs. OXI will then only update the changed data and not touch the additional data that was found in the OPERA Cloud profile. This also means that the external system needs to indicate intended deletions clearly with deletion indicators in the message. Sending simply blanks will not lead to data deletion if OXI works in 'delta mode'. The deletion indicators can be configured in interface configuration->edit interface. If your interface is set to delta changes 'no', OXI expects a full overlay of all profile data in every profile message, even if the external system only changes very little of the entire profile. Here is how the parameter works: If your interface is setup as 'Delta Changes = Y' and no negotiated rates are sent by the external system in the profile message, this parameter is ignored and the existing OPERA Cloud profile negotiated rates remain untouched. Otherwise the following parameter rules apply: If 'Y', negotiated rates sent by external system will overwrite existing OPERA Cloud profile negotiated rates. If 'N', negotiated rates sent by the external system will be appended to existing OPERA Cloud profile negotiated rates.

## Configuring Profile Match Rules

The merge rules can consist of either one data field or a combination of data fields that need to be met to obtain your defined weighing points.

When the total points meet or exceed the threshold specified for the profile type, the profile is considered a match.

### Adding Profile Match Rules

1. From the side menu, select **Exchange**, then select **Interface Setup** and select **Profile Match Rules**.
2. Click **New** and complete the following
  - a. **Property**. Enter or select the property from the list
  - b. **Interface**. Enter or select the interface from the list
  - c. **Profile Type**. Select a profile type from the list; options are Guest, Company, Travel Agent, Source, and Group
  - d. **Threshold**. Enter a threshold value
  - e. **Active**. Select checkbox to activate
  - f. **Match Criteria**. Click **New** and complete the following
    - i. **Match Rule**. Select one or more data fields from the list
    - ii. **Points**. Enter weighting points amount for the match rule
    - iii. **Active**. Select checkbox to activate the match rule.
    - iv. Repeat to add more match criteria
  - g. Click **Save**.

### Editing Profile Match Criteria

1. From the side menu, select **Exchange**, then select **Interface Setup** and select **Profile Match Rules**.
2. Enter search criteria and click **Search**.
3. Select the match rule and click **Edit**.
4. Update match rules.
5. Click **New** to add a match rule.
6. Select a match rule and click **Delete** to remove a match rule.

### Deleting Profile Match Criteria

1. From the side menu, select **Exchange**, then select **Interface Setup** and select **Profile Match Rules**.
2. Enter search criteria and click **Search**.
3. Select the match rule and click **Delete**.
4. Click **Delete** to confirm.

# Configuring Interface Mapping

Interface Mapping is used to configure conversion values for the OPERA Cloud codes and the External System codes.

Mapping UDFs allows the definition of all reservations, profile and stay UDFs to be exchanged with an external system.

## System Default Conversions

You can define the conversion values for the available conversion codes. A few conversion codes are activated and populated through the OXI installation wizard, as they contain the same values for all interfaces and are never changing. These conversion codes are Reservation Status, Reservation Action Types, Profile Types, and Guest Preference Types.

Standard Conversion Code Settings. These conversion code settings apply to all interfaces. (table)

## Adding Interface Mapping

1. From the **Exchange** menu, select **Interface Mapping** and then select **Interface Mapping**.
2. Enter search criteria and click **Search**.
3. From the search results, select a mapping group on the left side of the page.
  - a. Select the **Show Inactive** check box for first time activation of the conversion table. Highlight the conversions group that are required and select the **Activate** button.
  - b. To deactivate a conversion group, uncheck the **Show Inactive** check box, then highlight a conversion code group, and select **Inactivate**
4. Click **New** and complete the following
  - a. **Property**. Enter or select the property.
  - b. **Interface**. Enter or select the interface. .
  - c. **OPERA Code**. Select an OPERA Cloud code from the list
  - d. **External Code**. Enter the external system code/value.
  - e. **External-OPERA Default**: Select check box to select as default in the case of multiple same entries in the external system value column. It is possible that more OPERA Cloud values than the external system values exist for a conversion code. In this case the external system values would need to be duplicated and will occur more than once in the external system value columns. Only one of the duplicate external system values can be set as External->OPERA Default Y, and this is the record that OXI uses when processing data from the external system to OPERA Cloud. All other duplicate codes are set to N. OXI automatically warns you if a record has already been set to Y as a default, and you are trying to flag another record with the same external system value the same way.
  - f. **OPERA-External Default**: Select checkbox to select as default in the case of multiple same entries in the OPERA Cloud value column. It is possible that more

external system values than OPERA Cloud values exist for a conversion code. In this case the OPERA Cloud values need to be duplicated and occur more than once in the OPERA Cloud value columns. Only one of the duplicate OPERA Cloud value can be set as OPERA > External Default Y, and this is the record that OXI uses when processing data from OPERA Cloud to the external system. All other duplicate codes are set to N. OXI automatically warns you if a record has already been set to Y as a default, and you are trying to flag another record with the same external system value the same way.

- i. For example: The external system has more market codes than OPERA Cloud, and the OPERA Cloud market codes have to be entered multiple times in the conversion code. If a reservation with such a market code is sent by OPERA Cloud, OXI has to know which conversion record to use. The OPERA-> External Default is the identifier for the correct conversion record. Table 26-1 OPERA Cloud and External System Default Values (table info)

5. Click **Save**.

### Editing Interface Mapping

1. From the **Exchange** menu, select **Interface Mapping** and then select **Interface Mapping**.
2. Enter search criteria and click **Search**.
3. Select a conversion group on the left.
4. Select the mapping then click **\*Edit\***.
5. Update the configuration.
6. Click **Save**.

### Deleting Interface Mapping

1. From the **Exchange** menu, select **Interface Mapping** and then select **Interface Mapping**.
2. Enter search criteria and click **Search**.
3. Select a conversion group on the left.
4. Select the mapping then click **\*Delete\***.
5. Click **Delete** to confirm.



## Interface Controls

Interface Controls allows you to control the business use cases to turn-On/Off and allows ability to set the default values. Most of the parameters are defaulted with a system default value, you can change the values to instruct OPERA Cloud for the preferred behavior. Default values used in the handling of inbound and outbound message when no mappings/ conversion codes are found for the respective messages. The values configured here are used as defaults for incoming and outgoing messages if no matching conversion value from the conversion tables can be applied during data transmission, or if conversions are not activated.

1. From the **OPERA Cloud Exchange** menu, select **Interface Controls** , and then select **Interface Controls** from the drop down list.
2. The Type **Property** and **Interface** fields display the default interfaces based on the Switch Interface context.
3. Click **Search**.
4. Select a Group and drill down to the Settings areas for the Default fields available for Inbound and Outbound data flows. Defaults are applicable only for Blocks, Others, Profiles, Rates and Reservation groups.

### Opera Cloud Global Parameters for Exchange

- OXI Message Purge Retain Days: Default is 10. Allows System Administrator to set the value between 3 to 28 days. Based on the configured value, messages are purged automatically when they are lapsed beyond retention time.
- OXI Outbound Delivery Retry Count: This functionality allows you to define the retry value for HTTP messages that fail to post because the server is unavailable. This value defined here is as a global configuration applicable for all interfaces and properties.

**Note:**

Retry Interval is taken from the sleep-time configured for the respective property and interface communication definition.

### Block Parameters and Settings

Block parameters apply if your interface transmits blocks. All parameters are set at the global level.

**Table 27-1 Block Group parameters and settings.**

Parameter Name	Parameter Values	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
EXTERNAL LOCKED YN	Y/N	From the external external system to OPERA Cloud. The system creating the block can remain the owner of it, which means the block can only be modified by the originating system. Set this parameter to Y if the block created by the external system should be locked in ORS and cannot be modified by ORS users. Set to N if the block created by the external system should be fully changeable in ORS.	Set to Y in case blocks are sent two ways and both systems wants to retain ownership of their blocks. The default setting is Y for OXI-OPERA
EXT SYS BLOCK GENERATES INVENTORY	Y/N	Direction: Data from the external system to OPERA Cloud When a block message from CRS is received, OXI will generate inventory snapshots for the affected dates and room types.	Setting depends on the situations described.

**Table 27-1 (Cont.) Block Group parameters and settings.**

Parameter Name	Parameter Values	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
HANDLE BLOCK SOLD	1) EXT_SYS- >OPERA 2)NONE 3)OPERA- > EXT_SYS 4)TRANSMIT_BOTH_WAYS	<p>Direction: Data from the external system to OPERA Cloud (EXT_SYS- &gt;OPERA) Update block sold count from external system when sent to OPERA Cloud. This assumes that the external system has all block reservations but not OPERA Cloud. In this case we need a sold count update as part of the block messages.</p> <p>Direction: Data both ways between the external system and OPERA Cloud (NONE) Block sold counts will not be transmitted between the systems. Use this if both systems transmit full reservations both ways, including block reservations. In this case an additional sold count update in the block message is not necessary.</p> <p>Direction: Data from OPERA Cloud to the external system (OPERA- &gt;EXT_SYS) Send block sold counts from OPERA Cloud to external system. This assumes that OPERA Cloud has all block reservations but external system has not. In this case we need to send a sold count update as part</p>	<p>Setting depends on the situations described. The default setting is NONE for OXI-OPERA</p>

**Table 27-1 (Cont.) Block Group parameters and settings.**

Parameter Name	Parameter Values	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
		<p>of the block messages.</p> <p>Direction: Data both ways between the external system and OPERA Cloud (TRANSMIT_BOTH_WAYS)</p> <p>Update block sold counts from external system when sent to OPERA Cloud, and also return sold counts to external system. Use this if block reservations are not transmitted between the systems at all. In this case the block messages must mutually update the sold counts.</p>	

Table 27-1 (Cont.) Block Group parameters and settings.

Parameter Name	Parameter Values	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
HANDLE MASTER BLOCKS	Y/N	Direction: Data both ways between the external system and OPERA Cloud. OPERA Cloud can convert a single block into a master block, which is used when multiple sub blocks are linked to one block as master. A common scenario for this is a tour series, in which a former single block becomes a master block from which all tour series copies are made. The master block is visibly flagged as such in OPERA Cloud and has no inventory. A sub block is linked to a master block through the master block ID. If this parameter is set to Y, OXI will send master blocks in OPERA Cloud with the respective flags so that the external system can apply the same logic. Sub blocks are sent with the master block ID and need to be linked properly to the master block in the receiving system again, where the master could have a separate ID. If the external system is not capable of handling master and sub blocks, this parameter should be set to N. In this case	Setting depends on the situations described. The default is Y for OXI-OPERA Cloud.

**Table 27-1 (Cont.) Block Group parameters and settings.**

Parameter Name	Parameter Values	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
		<p>OXI sends a block cancel in case a block converts into a master, to make sure that the external system releases the inventory from that block accordingly. All sub blocks in OPERA Cloud will be sent as normal single blocks without a master block ID to such as an external system.</p>	

Table 27-1 (Cont.) Block Group parameters and settings.

Parameter Name	Parameter Values	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
KEEP BLOCK PACKAGES	Y/N	<p>-&gt; Direction: Data from the external system to OPERA Cloud.</p> <p>KEEP_BLOCK_PACKAGES parameter determines how to handle the existing OPERA Cloud block packages.</p> <p>This parameter setting will be significant only when the packages are not received as part of the blocks.</p> <p>If this parameter is set to Y, then do not full overlay, keep the block packages as-is.</p> <p>If this parameter is set to N, then full overlay the OPERA Cloud block packages with received block packages.</p> <p>If this parameter is set to Null, then the received allotment entity packages value will gain significance in determining whether to full overlay block packages or to keep them.</p>	

**Table 27-1 (Cont.) Block Group parameters and settings.**

Parameter Name	Parameter Values	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
SPLIT INV DETAILS	Y/N	-> Direction: Data from OPERA Cloud to external system. If Y, OXI will split the block inventory detail message into multiple chunks of size less than 32K. If N, OXI will send the entire inventory detail message to the external system.	Set to Y if typical Block inventory is created with long date ranges and all room types. The default setting is N for OXI-OPERA.
UPL CATERING BLOCKS	Y/N	-> Direction: Data from OPERA Cloud to external system Blocks can be flagged as Catering in ORS or SFA. Set this parameter to Y to send catering only blocks to the external system. If set to N, catering only blocks will be suppressed from sending to the external system.	The default setting is N for OXI-OPERA



Table 27-1 (Cont.) Block Group parameters and settings.

Parameter Name	Parameter Values	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
UPL DED ONLY	Y/N	-> Direction: Data from OPERA Cloud to external system If the external system does not distinguish between deductible and non-deductible blocks, you may want to suppress non-deductible blocks from sending, as these would affect the other system's inventory directly and cause inventory imbalances. In such a case you would set this parameter to Y and OXI_HUB will only send deductible blocks. If the external system has a similar concept of handling deductible and non-deductible blocks, you can set this parameter to N and OXI_HUB will send all blocks regardless of their status. In OPERA Cloud, the block status code determines whether a block is considered deductible. Check the OPERA Cloud block status configuration for further information.	Set to N if external system handles deductible and non-deductible blocks. Otherwise set to Y. The default setting is N for OXI-OPERA.

Table 27-1 (Cont.) Block Group parameters and settings.

Parameter Name	Parameter Values	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
UPL OPEN ONLY	Y/N	-> Direction: Data from OPERA Cloud to external system. If the external system does not have a concept of 'open for pickup' blocks, you may want to suppress non-open blocks from sending, as these would still allow pickup in the other system and cause inventory imbalances when a reservation is sent to non-open block in OPERA Cloud. In such a case you would set this parameter to Y and OXI_HUB will only send open for pickup blocks. If the external system has a similar concept of open for pickup blocks, you can set this parameter to N and OXI_HUB will send all blocks regardless of their status. An open for pickup block is defined by its status. Check the OPERA Cloud block status configuration for further information.	Setting depends on whether external system has a concept of open/non-open blocks. The default setting is N for OXI-OPERA

Table 27-1 (Cont.) Block Group parameters and settings.

Parameter Name	Parameter Values	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
WAIT FOR BLOCK EXT REF	Y/N	-> Direction: Data from OPERA Cloud to external system. If a block is created in OPERA Cloud, OXI can send the block header first and expect a result message with the external system's confirmation number. Only once this confirmation is received would OXI send the block details, as it is now safe to assume that the block details would be accepted by the external system as well. This external confirmation can even be displayed on the block header as of OPERA Cloud 33.02, ensuring OPERA Cloud users that they can pickup reservations from a block without problems, as the external system knows the block as well. Set the parameter to Y if block transmissions shall be handled like this. Set the parameter to N if the external system does not return a response, or if it can safely handle block header and details at the same time.	Set to N unless there is an explicit need that OXI should wait for the returned block confirmation number.

## Block Defaults for OXI

The following are recommended block default settings.

**Table 27-2 Block Defaults for OXI**

Block Defaults	Description
Block Rate Code	<p>Select a rate code that has all of the configured room types for the property. Since rates can be subject to restrictions that either close the rate and or room types depending on hotel occupancy, we strongly suggest making a 'OXI Default' group rate code and insert this value.</p> <ul style="list-style-type: none"> <li>• This rate code is to be setup with all viable room types and a single rate detail, at \$0.00, that has all room types linked to it. If proper revenue/ADR is a factor set a rate amount instead. Remember to include the PM room type as groups require this before booking reservations.</li> <li>• This rate code should not be subject to restrictions as other rates are.</li> <li>• If CRS allotted groups are setup for rates that are flagged restricted or out of inventory on the hotel side, this default is used to get the group inserted.</li> <li>• Warnings in OXI alerts hotel users that the allotment was inserted, the rate was not available and the default was taken instead. Thus allowing the hotel to update the group accordingly.</li> <li>• To see any warnings where a default was substituted then OXI offers a warnings report.</li> </ul>
Block Status	<p>OXI shows only the deductible block status types in this list of values as all received blocks from external systems are automatically considered deductible. This is a crucial element for the creation of a block and has to be set.</p>
Block Owner	<p>This is no longer mandatory but depending on the OPERA Cloud Cloud function Generic &gt; Owner. If this is flagged, a block owner must be set in order to update the block in OPERA Cloud.</p>
Destination Code	<p>When processing a Canceled, Lost or Turndown message the destination code can be matched to the code used as the default in the OXI Block Defaults tab. If no match is found then the OXI default, if defined, can be applied.</p> <ul style="list-style-type: none"> <li>• If a Block Destination Code conversion is active, then OXI tries to convert to the received value: <ul style="list-style-type: none"> <li>– If a conversion record found, the converted value is used to match against OPERA Cloud values.</li> <li>– If a conversion record not found, the value as received from the message to match against OPERA Cloud values.</li> </ul> </li> <li>• If the Destination Code sent in the message matches with an OPERA Cloud Destination Code, the matched value is applied.</li> <li>• If the Destination Code sent in the message does NOT match with an OPERA Cloud Destination Code, then OXI checks for a default: <ul style="list-style-type: none"> <li>– If a default Destination Code is defined, the default value is applied.</li> <li>– If a default Destination Code is not defined, the field is left blank.</li> </ul> </li> </ul>

# Generic Parameters and Settings

All parameters are set at the global level.

Table 27-3 Generic Group parameters and settings.

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
AUTO RESYNC ON ROLL BUSINESS DATE	B/R	<p>-&gt; Direction: Data both ways between external system and OPERA Cloud.</p> <p>Whether to resync OPERA Cloud transactions without external system confirmation number from OPERA Cloud to external system when the business date is rolled in OPERA Cloud.</p> <p>Note: This is implemented only for those interfaces using XML message format, also for this to work, ROLL BUSINESS DATE business event must be subscribed in OPERA Cloud configuration.</p> <p>This parameter allows the user to pick the modules they would like to auto resync when the OPERA Cloud business date is rolled.</p> <p>Available values are B and R:</p> <ul style="list-style-type: none"> <li>• When B is selected in the parameter, active blocks without subscription records will be resynced.</li> <li>• When R is selected in the parameter, active reservations without external</li> </ul>	Set accordingly.

**Table 27-3 (Cont.) Generic Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
SUPPRESS RESULT SUCCESS MESSAGES		<p>confirmation number will be resynced.</p> <p>Direction: Data from OPERA Cloud To External System OXI by default suppresses the Result Success messages for the Inbound messages. This parameter is provided to optimize the message traffic by sending only the useful fail and warning messages to notify the respective external systems. Success messages for selected modules will be suppressed. This parameter is not applicable for New Profile, New Reservation and New Block Business events because the unique IDs exchanged in the result success messages are needed to keep data in sync between OPERA Cloud and the external system.</p>	

**Table 27-3 (Cont.) Generic Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
CREDIT CARD SUPPRESS	Profile Reservation Both N	<p>-&gt; Direction both ways: Credit Card(s) information suppressed.</p> <p>Due to privacy laws, credit card(s) information will be suppressed based on following settings -</p> <p>PROFILE: OXI will not include Profile Credit Card information in the outgoing profile messages and will not store Profile Credit Card information when received through messages of any type from non-opera systems.</p> <p>RESERVATION: OXI will not include any reservation Credit Card information in RESERVATION messages, however Profile Credit Cards for Profiles attached to a reservation may be sent. OXI will however process reservation credit card information into OPERA Cloud.</p> <p>BOTH: OXI will not include ANY Credit card information in the outgoing Reservation and profile messages and will not process any profile credit card information when received through messages of any type from non-opera systems. OXI will however process reservation credit</p>	Set accordingly.



**Table 27-3 (Cont.) Generic Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
		card information into OPERA Cloud. N: OXI will send and process all and any credit card information present.	

Table 27-3 (Cont.) Generic Group parameters and settings.

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
DATABASE SIZE	Small/Medium/ Large	<p>-&gt; Direction: Data from external system to OPERA Cloud.</p> <p>This parameter determines what internal profile match criteria shall be used based on the size of the database.</p> <p>On Individual profiles, Name Code, Membership, Credit Card, Passport, AR Number and Last + Phone will always be considered in the profile matching processes.</p> <p>When database size is set to SMALL the following will also be considered. Last + Phone, Last + Address1 + City, Last + Zip, Last + Address1, Last + City.</p> <p>For Non-Individual profiles Name Code, Membership and Credit Card will always be considered in matching. When database size is set to SMALL, Company + Address1 + City, Company + Zip, Company + Address1, Company + City are also considered.</p> <p>When set to MEDIUM only Company + Address1 + City are considered in addition to the criteria always applied.</p>	Set accordingly.

Table 27-3 (Cont.) Generic Group parameters and settings.

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
DEFAULT PRINTER	Network Path	-> Direction: no direction The name of the physical printer device configured in OPERA Cloud. Used for OXI back-end printouts.	Used for reports that are not manually selected for printing. Network path is to be set to local machine easily accessed by users.
GENERATE XML	Y/N	-> Direction: Data both ways between external system and OPERA Cloud. The generation of an XML message is required for all generic interfaces where no OXA adapter translates the OPERA Cloud data format into the external system specific format. Even custom interfaces with an OXA adapter (Trust, FTCRS, Pegasus, Marsha, TLX) may benefit from XML generation as it allows users and support personnel to recognize message contents easier. Set to Y to generate an XML message from/to the external system message. Set to N to avoid the XML message creation.	Set to Y for all interfaces using the XML message format. All other interfaces can be set either way.

**Table 27-3 (Cont.) Generic Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
HANDLE PSEUDO ROOMTYPES	Y/N	<p>-&gt; Direction: Data both ways between external system and OPERA Cloud.</p> <p>If this parameter is set to Y, the interface will accept and send room types flags as pseudo in the data transmission for reservations, blocks, and rates. The OXI room type conversion table will allow the selection of pseudo room types. Set this parameter to N if pseudo room types shall be suppressed from data transmission. This would be the case if the external system has no pseudo room types configured and message would lead to failures, or conversion could be setup falsely.</p>	Set to Y for all interfaces that support pseudo room types.

Table 27-3 (Cont.) Generic Group parameters and settings.

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
LANGUAGE HANDLING	ALL ENGLISH ONLY SINGLE BYTE ONLY	->Direction: Data both ways between external system and OPERA Cloud.  This parameter controls the way OXI handles the data in multi- language systems. See the list of values for available options and details.  ALL: Transfer all data irrespective of the Language.  ENGLISH ONLY: Transfer data having language code E (English) or unspecified language code.  SINGLE BYTE ONLY: Transfer data consists of single byte characters	Generic: ALL

Table 27-3 (Cont.) Generic Group parameters and settings.

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
MULTI ROOMTYPE CONV	Y/N	<p>-&gt; Direction: Data both ways between external system and OPERA Cloud.</p> <p>This parameter should always be set to N in a 2- way interface bases on reasons described below. It can be used for a 1-way interface. If set to N, OXI will mandate a one-to-one room type conversion between external system and OPERA Cloud to keep the inventory in balance. This is very important if the interface uses block or rate messages, as it is not possible to convert one-to-many room types for blocks and rates, and this would result in severe imbalances. You should only set this to Y for interfaces that transmit only reservations, as one-to-many room type conversion could then be allowed to give flexibility. A one-to-many room type conversion must be very carefully considered as it can lead to differences in room type usage between the systems.</p> <p>Sample: OPERA Cloud has only room type KING and the external system converts both KNG</p>	Set to N for all 2-way interfaces. Set accordingly.

Table 27-3 (Cont.) Generic Group parameters and settings.

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
		and QUE into KING in the OXI room type conversion table. This is possible with the conversion defaults and in this case the OPERA Cloud->external default is set to N for the record KNG<->KING and set to Y for the record QUE<->KING. If the external system sends a reservation with KNG, this will map to KING when entering OPERA Cloud. If the OPERA Cloud user now changes the reservation, the room type will be converted into QUE when sending to external system, as QUE is flagged as OPERA Cloud->external default in this multi-to-one room type conversion table. The result is that the same reservation exists as QUE in one system and as KING in the other, which may lead to confusion and questions.	

**Table 27-3 (Cont.) Generic Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
RATE DETAILS DISTINCT	Y/N	<p>- &gt; Direction: Data from external system to OPERA Cloud.</p> <p>When receiving messages of type 'DETAIL', OXI will identify the exact rate details to be updated by searching for a match with the begin date, end date, DOW flags and room types.</p> <p>If an exact match is found, OXI will then update the matched rate detail with the values received in the message.</p> <p>If no exact match exists, OXI fails the message.</p>	
RETRY COUNT	Numeric Value	<p>-&gt; Direction: Data from external system to OPERA Cloud.</p> <p>OXI will retry this number of times to process an incoming message if the first attempt was not successful due to, for example, a locked record. A locked record can occur when OXI tries to process a message while another user is updating this record at the same time in OPERA Cloud. OXI will retry the update x number of times as defined in this parameter. This parameter is directly linked to RETRY_INTERVAL.</p>	<p>Set this value to a number of retries that is appropriate for your operation.</p> <p>We recommend at least 3 times.</p>



Table 27-3 (Cont.) Generic Group parameters and settings.

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
RETRY INTERVAL	Numeric Value	- >Direction: Data from OPERA Cloud to external system. Interval in seconds between each retry that OXI will perform to process an incoming message after the first attempt failed. This parameter is directly linked to RETRY_COUNT.	Set this value to an interval you feel is appropriate. We recommend 60 seconds.
SEND COMMENT WITH CONVERSION	Y/N	- >Direction: Data from OPERA Cloud to external system. When set to Y, non-internal comments with conversion code exist only send to external system. If set to N, all the non-internal comments will be sent to the external system. Internal comments will not be sent out always.	Default is N. Set accordingly.

**Table 27-3 (Cont.) Generic Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
SEND IFC CREATED ONLY	Y/N	<p>-&gt; Direction: Data from OPERA Cloud to external system. If set to 'Y': Reservations: If set to 'Y', changes and updates made to a record will be sent to this external system only if the record originated in this external system. Rates (Ext Sys must handle rates): When this Parameter is set to 'Y' AND Rate Code Conversion is active: Only Rates for which a conversion has been defined will be sent to this external system. Rates that do not have a defined conversion will not be sent to this external system. If Rate Code Conversion is inactive: All Rates will be sent to this external system. Products/Packages (Ext Sys must handle products): When this Parameter is set to 'Y' AND Product Conversion is active: Only Products for which a conversion has been defined will be sent to this external system. Products that do not have a defined conversion will not be sent to this external system. If Product Conversion is</p>	<p>Set to N if external system is handling External and OPERA Cloud based data regardless of origin. Set to Y if external system will only handle specific data originated in external system. (See conditions for this to work below.) We recommend N value.</p>

**Table 27-3 (Cont.) Generic Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
		<p>inactive: All Products will be sent to this external system.</p> <p>Rate Code/Rate Category Restrictions:</p> <p>When this Parameter is set to 'Y', only those Rate Code/Rate Category Restrictions that have an associated Rate Code/Rate Category conversion record will be sent to the external system.</p> <p>Rate Code/Rate Category Restrictions that do not have an associated Rate Code/Rate Category conversion record will not be sent to the external system.</p> <p>If Rate Code conversion is inactive, all Rate Code Restrictions will be sent to the external system.</p> <p>If Rate Category conversion is inactive, all Rate Category Restrictions will be sent to the external system.</p> <p>If set to 'N':</p> <p>External System will receive all Reservations, Rates and Products, irrespective of Conversions configuration.</p>	

**Table 27-3 (Cont.) Generic Group parameters and settings.**

<b>Parameter Name</b>	<b>Parameter Value</b>	<b>Direction of transmission where parameter applies. Parameter Description</b>	<b>Recommended Setting</b>
SEND VAULTED CREDIT CARD	Y/N	<p>-&gt; Direction: OPERA to External system.</p> <p>When CC vault is on, this parameter determines whether to include actual plain text credit card information or the unique id received from CC vault system in the outgoing messages.</p> <p>- Set this to Y if the receiving system is vaulted and is using the same vault and understands vaulted information in the message.</p> <p>- Set this to N if the receiving system is not vaulted or is using a different vault or does not understand vaulted information in the message.</p>	<p>Default for this parameter is N.</p> <p>This parameter should be set to Y only if both sides of the interface is using same vault installation for storing and retrieving credit cards.</p>

Table 27-3 (Cont.) Generic Group parameters and settings.

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
SPECIFIC BLOCK EXCHANGE	Y/N	<p>-&gt; Direction: Data between External System to OPERA Cloud and OPERA Cloud to External System.</p> <p>This parameter determines if conditions can be applied to determine which allotments and related reservations are exchanged with the external system. This parameter is an additional condition and does not enable the exchange of reservations and allotments. It function is conditional to all other configuration items and parameters related to allotments and reservations.</p> <p>If this parameter is set to Y, it will enable a button OXI on OPERA Cloud Block form. This button will allow selection of any external systems where the parameter is set to Y. When an external system has been selected on the allotment form, this block and all reservations related to that block will be sent to the external system.</p> <p>If this parameter is set to N, all allotments and related reservations will be exchanged</p>	Default for this parameter is N.

**Table 27-3 (Cont.) Generic Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
WARNINGS AS TRACES	Y/N	<p>with the external system.</p> <p>-&gt; Direction: Data from external system to OPERA Cloud.</p> <p>Warnings that occur when reservations are sent to OPERA Cloud can be added to these reservations as traces. Users are then prompted with the trace in due time before the guest arrives, and could update the record accordingly. A sample for a reservation warning would be if OXI uses a default instead of converted the incoming value. This warning would indicate to users that the conversion table is incomplete. Set this parameter to Y and OXI will create traces for each mandatory warning that occurred on the reservation. These traces are created for the trace department selected in the OXI Other Defaults for Trace warning. If set to N, no traces will be generated for warnings. This applies only to reservations.</p>	Set to Y if you would like to keep track of your warnings within the reservations where they have occurred.

**Table 27-3 (Cont.) Generic Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
DELETE ENROLLMENT CODES NOT RECEIVED		Determines whether to keep or delete existing OPERA Cloud membership enrollment codes when they are not received in the message payload.	

Table 27-3 (Cont.) Generic Group parameters and settings.

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
OXI_GENERIC: DELETE ENROLLMENT CODES NOT RECEIVED	Y/N	<p>-&gt; Direction: Data from external system to OPERA Cloud. This parameter determines whether to keep or delete existing OPERA Cloud membership enrollment codes when they are not received in the message payload. If the value is set to 'Y' and the membership enrollment code is not received in the message payload:</p> <ul style="list-style-type: none"> <li>• If no dependency exists, the existing OPERA Cloud membership enrollment code will be inactivated.</li> <li>• If a dependency exists, the existing OPERA Cloud membership enrollment code will remain untouched. If the value is set to 'N' and the membership enrollment code is not received in the message payload:</li> <li>• The existing OPERA Cloud membership enrollment code will remain untouched.</li> </ul>	



## Other Defaults for OXI

**Table 27-4 Other Defaults for OXI and its Description**

Other Defaults	Description
Maximum Availability in advance	<p>This section defines for how long in advance you can receive or send messages for data modules that affect the inventory. If you want to restrict your reservations to the external system to, for example, 720 days in advance and not send any reservations beyond that inventory time span, you would select availability type 'Day' and availability in advance for '720' (days).</p> <ul style="list-style-type: none"><li data-bbox="922 688 1455 779">• <b>Maximum Availability Type:</b> Setting of the availability types either in Days or by Week</li><li data-bbox="922 785 1455 875">• <b>Maximum Availability in Advance:</b> Setting of the number of days/weeks availability in advance is allowed</li><li data-bbox="922 882 1455 1003">• <b>Start Day of the Week:</b> Day of the week from which the time format is calculated. Only shows when the Max Availability Type is flagged as DAY.</li></ul>

**Table 27-4 (Cont.) Other Defaults for OXI and its Description**

Other Defaults	Description
External System Currency Details	<ul style="list-style-type: none"> <li data-bbox="922 338 1451 632">• <b>Currency Code:</b> The currency code the external system is sending and expecting. The revenue amounts sent in STAY messages to the external system are converted to the external system currency code configured in OXI here. The actual currency code (once code conversion, if configured, has occurred) of the revenue amount is also sent along with the revenue amounts.</li> <li data-bbox="922 638 1451 730">• <b>Currency Format:</b> Select the format mask matching the external system currency code</li> <li data-bbox="922 737 1451 913">• <b>Currency Multiplier:</b> Currencies that have denominations without decimals need to be set to convert correctly for messages from the external system. Amounts sent by external systems are multiplied by this value when set.</li> <li data-bbox="922 919 1451 1039">• <b>Decimal Indicator:</b> Auto populated once the Currency Format is selected. Based on the currency format set in OPERA Cloud.</li> </ul>



**Note:**

If any value for the External System Currency Details is changed, the OXI Services have to be restarted in order to activate the new settings.

Table 27-4 (Cont.) Other Defaults for OXI and its Description

Other Defaults	Description
Trace Department	<p>A maximum of two default trace departments can be selected and configured.</p> <ul style="list-style-type: none"> <li>Trace Department 1 or 2: Select by clicking on the down arrow button. A list of valid OPERA Cloud trace departments appears.</li> <li>Trace on Arrival Date: Set the trace start date in OPERA Cloud by inserting the number of days prior to the arrival of the guest.</li> <li>Always Overwrite: If this box is checked, new traces sent by the external system always overwrite existing traces for the same trace department in the reservation. If this box is blank, new traces sent are appended to existing traces in the reservation and is not overwritten.</li> </ul>
Trace Warning	<p>You can decide to capture all mandatory interface warnings as traces in the respective reservation they belong to. To do so, the OXI_GENERIC parameter WARNINGS_AS_TRACES must be set to Active. All warnings that have occurred during the download of a reservation are registered as traces with a start date equal to the current system date.</p> <ul style="list-style-type: none"> <li>Trace Warning: A list of valid OPERA Cloud trace departments appears.</li> <li>Always Overwrite: If this box is checked, new warnings always overwrite existing warnings in the reservation. If this box is blank, new warnings are appended to existing warnings in the reservation and are not supposed to be overwritten.</li> </ul>

## Inventory Parameters and Settings

In case your interface does not transmit full reservations and blocks both ways, inventory may be out of sync in either system and adjusted with the help of an inventory snapshot.

This is usually sent from a OPERA Cloud PMS to OPERA Cloud ORS to update ORS with inventory changes at the property that have not been transmitted through the interface. This inventory snapshot contains the total sold count, overbooking level, and out of order rooms per day per room type. It further splits the sold counts into transient and block bookings, as well as definite and tentative bookings.

For example, CLS PMS receives reservations from ORS only and does not send its own reservations back. This means ORS does not know what the exact availability in the PMS is.

To make sure ORS has exact sold counts and does not mistakenly overbook the hotel, CLS PMS sends an inventory snapshot to ORS, containing full reservation and block counts. When OXI-HUB receives this inventory snapshot it directly updates the availability tables for transient reservations and blocks for this property, and thus has an accurate picture of the number of rooms that are still available.

All parameters are set at the global level.

**Table 27-5 Inventory Parameters and Settings**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
CHANGE TO INVENTORY GENERATES	INVENTORY RTAV	-> Direction: OPERA Cloud to External System only.  When a Change in Inventory (Overbooking or External Allowance) occurs in OPERA Cloud and Inventory business event "AVAILABILITY/% ALLOWANCE" or "CONFIGURATION/% INVENTORY CONTROL" is generated, OXI can use these event in different ways.  - Set to INVENTORY, As is continue to generate the Inventory messages for the above Business Events.  - Set to RTAV, Generate the RTAV XML messages instead of Inventory messages for the above Business Events.	Set accordingly.
ENABLE ALLOWANCE	Y/N	-Direction: Data from OPERA Cloud To External System.  Inventory allowance for external systems.	Set accordingly.

Table 27-5 (Cont.) Inventory Parameters and Settings

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
EXTERNAL PHYSICAL ROOMS	Y/N	<p>-&gt; Direction: Data from external system to OPERA Cloud.</p> <p>Applies mainly to OPERA Cloud S&amp;C in this case. The hotel might not allow OPERA Cloud S&amp;C to sell its full physical room capacity. Although the hotel has 100 rooms it may allow only 50 rooms to be sold by the S&amp;C. In this case the physical rooms should be calculated from the inventory snapshot the external system sends to S&amp;C to make sure only 50 rooms are considered. In this case the parameter would be set to Y. Set it to N if OPERA Cloud S&amp;C has the entire physical room inventory from which the sold counts shall be calculated.</p>	If your OPERA Cloud is an S&C standalone install, physical room inventory might not be configured and should be updated by the external system.

**Table 27-5 (Cont.) Inventory Parameters and Settings**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
INV_ROOMCLASS	N - No OO - Overbook Only YP - Physical Rooms for Suite YS - Suite as a Single Unit	<p>-&gt; Direction: Data from OPERA Cloud to external system</p> <p>The external system may accept the Room Class totals in the RTAV message.</p> <p>Set the parameter to 'YP' to include Room Class totals in the RTAV message. For Suites (Virtual Rooms), actual physical rooms comprising the Suite will be used for the Room Class totals.</p> <p>Set the parameter to 'YS' to include Room Class totals in the RTAV message. Each Suite (Virtual Room) will be treated as a single unit for the Room Class totals.</p> <p>Set the parameter to 'OO' to only send overbook counts in the RTAV message.</p> <p>Set it to 'N', if Room Class totals are not to be included in RTAV messages.</p>	<p>When the General &gt; Room Class and General &gt; Component Rooms application functions are set to Y and the Inventory &gt; INV_ROOMCLASS OXI Parameter is set to YS, Physical Room Types and Component Room Types cannot be attached to the same Room Class. Also, only 1 Component Room Type can be attached to a Room Class.</p>

Table 27-5 (Cont.) Inventory Parameters and Settings

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
INV SNAPSHOT BLOCKS	Y/N	<p>-&gt; Direction: Data from external system to OPERA Cloud.</p> <p>Applies mainly to OPERA Cloud S&amp;C in this case. If blocks are not transmitted both ways in this interface but the external system creates blocks that affect its inventory, this parameter should be set to Y. In this case block inventory will be updated in the OPERA Cloud S&amp;C inventory tables from the inventory snapshot sent by external system. Set this parameter to N if it is not necessary to update the OPERA Cloud S&amp;C block inventory from the snapshot. This would be the case if blocks are transmitted fully both ways, or if the external system does not create any blocks at all.</p>	If your OPERA Cloud is an S&C standalone install, set accordingly.

**Table 27-5 (Cont.) Inventory Parameters and Settings**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
INV SNAPSHOT RES	Y/N	<p>-&gt; Direction: Data from external system to OPERA Cloud.</p> <p>Applies mainly to OPERA Cloud S&amp;C in this case. If reservations are not transmitted both ways in this interface but the external system creates reservations that affect its inventory, this parameter should be set to Y. In this case transient reservation inventory will be updated in the OPERA Cloud S&amp;C inventory tables from the inventory snapshot sent by external system. Set this parameter to N if it is not necessary to update the OPERA Cloud S&amp;C reservation inventory from the snapshot. This would be the case if reservations are transmitted fully both ways, or if the external system does not create any reservations on its own.</p>	If your OPERA Cloud is an S&C standalone install, set accordingly.



Table 27-5 (Cont.) Inventory Parameters and Settings

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
UPL BLOCK INFO	Y/N	-> Direction: Data from OPERA Cloud to External System. Set it to Y if OXI needs to send the block information (block code, ded type, blocked/sold count) to the external system. Set it to N if OXI does not need to send the block information to the external system.	Set as Y/N according to system needs.

## Profiles Parameters and Settings

**Table 27-6 Profiles Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
ACCEPT ANONYMIZATION UPDATE	Y/N/YR	<p>-&gt; Direction: Data from external system to OPERA Cloud.</p> <p>This parameter determines whether to anonymize the OPERA Cloud profile when the update profile message is received with anonymize flag and the Profile Information Protection functionality is active.</p> <p>- If set to YR (Yes and Return), the OPERA Cloud profile will be anonymized and a snapshot of the profile will be sent back to the calling system after it has been anonymized in OPERA Cloud. The calling system must be subscribed to the UPDATE PROFILE business event to receive the profile update.</p> <p>- If set to Y the OPERA Cloud profile will be anonymized. A profile update will NOT be sent back to the calling system after the profile is anonymized.</p> <p>- If set to N the OPERA Cloud profile will NOT be anonymized.</p>	Set accordingly.

Table 27-6 (Cont.) Profiles Group parameters and settings.

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
ACCEPT CENTRAL MERGE	ALL Select one or more profile types	<p>-&gt; Direction: Data from external system to OPERA Cloud.</p> <p>This parameter determines whether to merge corresponding OPERA Cloud profiles when the received PROFILE message contains MergedIDs.</p> <p>- If this parameter is set to 'ALL' or one or more profile types, OXI will attempt to merge while processing messages of the specified profile types and will update the merged profile with the information received in the message.</p> <p>- If this parameter is not set to any value, OXI will ignore MergedIDs in the message and will update one matching profile with the information received in the message.</p>	Set accordingly.

**Table 27-6 (Cont.) Profiles Group parameters and settings.**

<b>Parameter Name</b>	<b>Parameter Value</b>	<b>Direction of transmission where parameter applies. Parameter Description</b>	<b>Recommended Setting</b>
ACCEPT PRIVACY UPDATE	Y/N	<p>-&gt; Direction: External system to OPERA Cloud.</p> <p>This parameter determines whether to update the privacy options in OPERA Cloud profile when the profile message is received.</p> <p>- If this parameter is set to 'Y' then privacy fields in OPERA Cloud profile will be updated.</p> <p>- If this parameter is set to 'N' then privacy fields in OPERA Cloud profile will NOT be updated.</p>	Set accordingly.

Table 27-6 (Cont.) Profiles Group parameters and settings.

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
CHANGE TO PROFILE GENERATES	PROFILE RESERVATIONS	<p>- &gt; Direction: Data from OPERA Cloud to external system.</p> <p>This parameter specifies how OXI will use the following event: a change to a profile occurs in OPERA Cloud and a Profile business event is generated.</p> <p>When this parameter is set to 'Profile': if the external system has a profile concept and can apply the changes to only the profile record.</p> <p>When this parameter is set to 'Reservations': if the external system has a concept of Guest Name Record (GNR), where the guest information is stored with the reservation record. In this case, OXI will search all active reservations linked to that profile and send reservation updates for these records.</p>	The default for this parameter is Profile.

**Table 27-6 (Cont.) Profiles Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
CORP EXT CRS OVER	Y/N	<p>-&gt; Direction: Data from external system to OPERA Cloud.</p> <p>This parameter determines whether a company profile shall be overwritten from the external system or not. This may be desirable if the external system has more accurate company data than the OPERA Cloud database. Set to Y and the external system profile details for company profiles will overwrite the existing OPERA Cloud profile. Set to N and the OPERA Cloud details will remain unchanged.</p> <p>Even if this parameter is set to Y you can manipulate how data is being overwritten with the use of profile parameters INTEREST EXT CRS OVER, NEGRATES EXT CRS OVER, PHONE/ADDR EXT CRS OVER, PREF EXT CRS OVER, PROFCOMMENTS EXT CRS OVER.</p>	Set to Y if external system shall be allowed to update.

Table 27-6 (Cont.) Profiles Group parameters and settings.

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
DISCARD DUPLICATE MEMBERSHIPS	Y/N	-> Direction: Data from external system to OPERA Cloud.  If set to Y, discard received memberships if they already exist in another OPERA Cloud profile and issue warning.  If set to N, profile will be created without checking if the received memberships already exist in another OPERA Cloud profile.	Set accordingly.
PROCESS INBOUND DOCUMENTS		Global, determines if documents are processed.	

**Table 27-6 (Cont.) Profiles Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
DOCUMENT TYPES TO EXCHANGE	ALL NONE Configured Document Types	<p>-&gt; Direction: Data from OPERA Cloud to External System only.</p> <p>Only Global, and not resort specific, documents will be exchanged based on the parameter setting.</p> <p>Select 'ALL' to exchange all Document Types.</p> <p>Select 'NONE' to exchange no Document Types.</p> <p>Select Document Types in any combination, to restrict the Document Type exchange to the selected values.</p> <p>If the parameter value is not set, as is (backward compatible), with OPERA Cloud interfaces ALL Document Types will get exchanged; but with External Interfaces only 'PASSPORT' Document type will get exchanged.</p>	Select the Document Types to Exchange



Table 27-6 (Cont.) Profiles Group parameters and settings.

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
GLOBAL PROFILE	Y/N	<p>-&gt; Direction: OPERA Cloud to External System only.</p> <p>This parameter defines if all new profiles will be sent to the External System, or if new Profiles will adhere to the property they were created in:</p> <p>If this parameter is set to Y, when a new profile is created in a property that does not have this External System active, a message will be sent as originating from the first listed property having this External System active.</p> <p>If this parameter is set to N, when a new profile is created in a property that does not have this External System active, no message will be generated for the creation of the profile in the external system, until such time that the profile is used by one property with the specified External System active. Once the profile is subscribed, all changes to the profile will be sent to the external system, no matter which property initiates the change.</p>	Set accordingly.

**Table 27-6 (Cont.) Profiles Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
GROUP EXT CRS OVER	Y/N	<p>-&gt; Direction: Data from external system to OPERA Cloud.</p> <p>This parameter determines whether a group profile shall be overwritten from the external system or not. This may be desirable if the external system sends many details in the group profile while the OPERA Cloud database only has the name. Set to Y and the external system profile details for group profiles will overwrite the existing OPERA Cloud profile. Set to N and the OPERA Cloud details will remain unchanged.</p> <p>Even if this parameter is set to Y you can manipulate how data is being overwritten with the use of profile parameters INTEREST EXT CRS OVER, NEGRATES EXT CRS OVER, PHONE/ADDR EXT CRS OVER, PREF EXT CRS OVER, PROFCOMMENTS EXT CRS OVER.</p>	Set to Y if external system shall be allowed to update.

**Table 27-6 (Cont.) Profiles Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
HANDLE RESORT AR NUMBERS	FULLOVERLAY IGNORE MERGE	<p>-&gt; Direction: Data from external system to OPERA Cloud</p> <p>This parameter determines how to handle the incoming resort AR numbers in the ResortArs collection.</p> <p>When set to FULLOVERLAY, all received AR Numbers for the resort will get inserted or updated, for new AR numbers OXI will copy the primary address of the profile as AR address. Existing AR numbers will only get deleted if OPERA Cloud parameter 'ACCOUNTS_RECEIVABLES' is set to 'N'</p> <p>When set to MERGE, incoming AR numbers will Only get merged with existing Resort AR Numbers.</p> <p>When set to IGNORE, incoming AR numbers will be ignored.</p>	

**Table 27-6 (Cont.) Profiles Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
HANDLE RESORT PAYMENT METHOD	FULLOVERLAY IGNORE MERGE	-> Direction: Data from external system to OPERA Cloud  This parameter determines how to handle the incoming Profile Resort Payment Method.  When set to FULLOVERLAY, existing Profile Resort Payment Method will get overwritten with the incoming value.  When set to UPDATE, update only if existing Profile Resort Payment Method is null.  When set to IGNORE, incoming Profile Resort Payment Method will be ignored.	

**Table 27-6 (Cont.) Profiles Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
IND EXT CRS OVER	Y/N	<p>-&gt; Direction: Data from external system to OPERA Cloud.</p> <p>This parameter determines whether an individual profile shall be overwritten from the external system or not. This may be desirable if the external system has more accurate guest data than the OPERA Cloud database. Set to Y and the external system profile details for individual profiles will overwrite the existing OPERA Cloud profile. Set to N and the OPERA Cloud details will remain unchanged.</p> <p>Even if this parameter is set to Y you can manipulate how data is being overwritten with the use of profile parameters INTEREST EXT CRS OVER, NEGRATES EXT CRS OVER, PHONE/ADDR EXT CRS OVER, PREF EXT CRS OVER, PROFCOMMENTS EXT CRS OVER.</p>	Set to Y if external system shall be allowed to update.

**Table 27-6 (Cont.) Profiles Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
INTEREST EXT CRS OVER	Y/N	<p>-&gt; Direction: Data from external system to OPERA Cloud.</p> <p>This parameter will come into effect if you allow profiles to be overwritten in general. This means at least one of your parameters IND EXT CRS OVER, CORP EXT CRS OVER, TA EXT CRS OVER, SOURCE EXT CRS OVER, or GROUP EXT CRS OVER have to be set to Y. The functionality of this parameter is further determined by the mode of your interface. If it works with Delta Changes set to Yes (Interface Configuration &gt; Edit Interface), the external system can send profile changes only and does not need to send the full profile every time a small change to a profile occurs. OXI will then only update the changed data and not touch the additional data that was found in the OPERA Cloud profile. This also means that the external system needs to indicate intended deletions clearly with deletion indicators in the message. Sending simply blanks will not lead to data deletion if OXI works</p>	Determine whether values shall overwrite or append and select your setting accordingly.

Table 27-6 (Cont.) Profiles Group parameters and settings.

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
		<p>in Delta mode. The deletion indicators can be configured in interface configuration &gt; edit interface. If your interface is set to Delta changes No, OXI expects a full overlay of all profile data in every profile message, even if the external system only changes very little of the entire profile.</p> <p>Here is how the parameter works: If your interface is setup as Delta Changes = Y and no interests are sent by external system in the profile message, this parameter is ignored and the existing OPERA Cloud profile interests remain untouched. Otherwise the following parameter rules apply: If Y, interests sent by external system will overwrite existing OPERA Cloud profile interests. If N, interests sent by the external system will be appended to existing OPERA Cloud profile interests.</p>	

Table 27-6 (Cont.) Profiles Group parameters and settings.

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
MAX PROFILE MATCHES	Y/N	<p>-&gt; Direction: External System to OPERA Cloud only.</p> <p>This setting impacts the search depth for profiles meeting matching criteria, prior to establishing weighted points:</p> <ul style="list-style-type: none"> <li>- A lower setting (i.e. 10) will favor execution speed, while correctly matching the vast majority of profiles.</li> <li>- A higher setting (i.e. 100) will favor even very distinct differentiation, while providing very good execution speed.</li> <li>- A setting of 1000 can have a negative impact on performance, when reservations are received with limited profile information.</li> <li>- Leave blank, if you want OXI to always find and weigh all possible matches.</li> </ul> <p>If the value is left blank and you have limited information in the message (i.e. John Smith in New York) and several thousand potential duplicates can be found in the database, processing these reservations may take several minutes. During this time, the OXI Download processor will go into WAITING</p>	Set accordingly.



**Table 27-6 (Cont.) Profiles Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
		status and users will be prompted with a warning about the state of the interface.	

**Table 27-6 (Cont.) Profiles Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
NEGRATES EXT CRS OVER	Y/N	<p>-&gt; Direction: Data from external system to OPERA Cloud.</p> <p>This parameter will come into effect if you allow profiles to be overwritten in general. This means at least one of your parameters IND EXT CRS OVER, CORP EXT CRS OVER, TA EXT CRS OVER, SOURCE EXT CRS OVER, or GROUP EXT CRS OVER have to be set to Y. The functionality of this parameter is further determined by the mode of your interface. If it works with Delta changes set to Yes, (Interface Configuration &gt; Edit Interface), the external system can send profile changes only and does not need to send the full profile every time a small change to a profile occurs. OXI will then only update the changed data and not touch the additional data that was found in the OPERA Cloud profile. This also means that the external system needs to indicate intended deletions clearly with deletion indicators in the message. Sending simply blanks will not lead to data deletion if OXI works</p>	Determine whether values shall overwrite or append and select your setting accordingly.

Table 27-6 (Cont.) Profiles Group parameters and settings.

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
PHONE EXTENSION SYS OVER		<p>in Delta mode. The deletion indicators can be configured in interface configuration &gt; edit interface. If your interface is set to Delta changes = No, OXI expects a full overlay of all profile data in every profile message, even if the external system only changes very little of the entire profile.</p> <p>Here is how the parameter works: If your interface is setup as Delta Changes = Y and no negotiated rates are sent by the external system in the profile message, this parameter is ignored and the existing OPERA Cloud profile negotiated rates remain untouched. Otherwise the following parameter rules apply: If Y, negotiated rates sent by external system will overwrite existing OPERA Cloud profile negotiated rates. If N, negotiated rates sent by the external system will be appended to existing OPERA Cloud profile negotiated rates.</p> <p>Determines whether to send the phone extension.</p>	

**Table 27-6 (Cont.) Profiles Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
PHONE/ADDR EXT CRS OVER	(see description)	<p>-&gt; Direction: Data from external system to OPERA Cloud.</p> <p>This parameter determines how the phone/addresses received from the external system update the phone/addresses in OPERA Cloud. This parameter will supersede the Delta setting of the interface.</p> <p>A = If received, replace OPERA Cloud values with the received values. If not received, remove the values from OPERA Cloud.</p> <p>B = If received, replace OPERA Cloud values with the received values. If not received, do not remove the values from OPERA Cloud.</p> <p>C = If received, merge the received values with OPERA Cloud values. If not received, remove the values from OPERA Cloud.</p> <p>D = If received, merge the received values with OPERA Cloud values. If not received, do not remove the values from OPERA Cloud.</p> <p>N = Ignore the phone/addresses received. Do not touch the values in OPERA Cloud.</p>	Determine whether values shall overwrite or append and select your setting accordingly.

Table 27-6 (Cont.) Profiles Group parameters and settings.

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
PREF EXT CRS OVER	Y/N	<p>-&gt; Direction: Data from external system to OPERA Cloud.</p> <p>This parameter will come into effect if you allow profiles to be overwritten in general. This means at least one of your parameters IND EXT CRS OVER, CORP EXT CRS OVER, TA EXT CRS OVER, SOURCE EXT CRS OVER, or GROUP EXT CRS OVER have to be set to Y.</p> <p>The functionality of this parameter is further determined by the mode of your interface. If it works with Delta changes set to Yes, (Interface Configuration &gt; Edit Interface), the external system can send profile changes only and does not need to send the full profile every time a small change to a profile occurs. OXI will then only update the changed data and not touch the additional data that was found in the OPERA Cloud profile. This also means that the external system needs to indicate intended deletions clearly with deletion indicators in the message. Sending simply blanks will not lead to data deletion if OXI works</p>	Determine whether values shall overwrite or append and select your setting accordingly.

**Table 27-6 (Cont.) Profiles Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
		<p>in Delta mode. The deletion indicators can be configured in (Interface Configuration &gt; Edit Interface.)</p> <p>If your interface is set to Delta changes no, OXI expects a full overlay of all profile data in every profile message, even if the external system only changes very little of the entire profile.</p> <p>Here is how the parameter works: If your interface is setup as Delta Changes = Y and no preferences are sent by the external system in the profile message, this parameter is ignored and the existing OPERA Cloud profile preferences remain untouched.</p> <p>Otherwise the following parameter rules apply: If Y, preferences sent by external system will overwrite existing OPERA Cloud profile preferences. If N, preferences sent by the external system will be appended to existing OPERA Cloud profile preferences.</p>	

Table 27-6 (Cont.) Profiles Group parameters and settings.

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
PROFILE CREATION	Y/N	<p>-&gt; Direction: Data from external system to OPERA Cloud</p> <p>If you do not have any reason for not creating a new profile in case a match could not be found, this parameter should always be set to either Y or a comma separated combination of the alphabets A, B, C, D, E AND F.</p> <p>Each alphabet stands for specific profile selection:</p> <ul style="list-style-type: none"> <li>A- Guest</li> <li>B- Corporate</li> <li>C- Group</li> <li>D- Travel Agent</li> <li>E- Source</li> <li>F- Contact</li> </ul> <p>For all interfaces that transmit reservations and blocks, this parameter has to be set to either Y or the above alphabet combination and a new profile will be created in case no profile match and merge with an existing OPERA Cloud profile is possible. The reason that a profile fails the match can be that the profile does not make the entry match criteria or that it fails in the weighing point match criteria. Set this parameter to N</p>	Set Accordingly.

**Table 27-6 (Cont.) Profiles Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
PROFILE MATCHING	Y/N	<p>if you do not transmit blocks and reservations in your interface, and no new profile will be created in case profile match fails.</p> <p>-&gt; Direction: Data from external system to OPERA Cloud</p> <p>Set to Y in order to use the OXI Profile Matching routine with entry match criteria and weighing point match criteria. In case you do not require profile matching, for example, if OPERA Cloud and the external system share their internal profile numbers both ways and always have an ideal match, you can select to set this parameter to N. The OXI Profile Matching routine will then be ignored.</p>	Set Accordingly.



Table 27-6 (Cont.) Profiles Group parameters and settings.

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
PROFCOMMENTS EXT CRS OVER	Y/N	<p>-&gt; Direction: Data from external system to OPERA Cloud.</p> <p>This parameter will come into effect if you allow profiles to be overwritten in general. This means at least one of your parameters IND EXT CRS OVER, CORP EXT CRS OVER, TA EXT CRS OVER, SOURCE EXT CRS OVER, or GROUP EXT CRS OVER have to be set to Y. The functionality of this parameter is further determined by the mode of your interface. If it works with delta changes set to Yes (interface configuration &gt; edit interface), the external system can send profile changes only and does not need to send the full profile every time a small change to a profile occurs. OXI will then only update the changed data and not touch the additional data that was found in the OPERA Cloud profile. This also means that the external system needs to indicate intended deletions clearly with deletion indicators in the message. Sending simply blanks will not lead to data deletion if OXI works</p>	Determine whether values shall overwrite or append and select your setting accordingly.

Table 27-6 (Cont.) Profiles Group parameters and settings.

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
		<p>in delta mode. The deletion indicators can be configured in (Interface Configuration &gt; Edit Interface.)</p> <p>If your interface is set to delta changes No, OXI expects a full overlay of all profile data in every profile message, even if the external system only changes very little of the entire profile.</p> <p>Here is how the parameter works: If your interface is setup as Delta Changes = Y and no comments are sent by the external system in the profile message, this parameter is ignored and the existing OPERA Cloud profile comments remain untouched. Otherwise the following parameter rules apply: If Y, comments sent by external system will overwrite existing OPERA Cloud profile comments. If N, comments sent by the external system will only overwrite OPERA Cloud profile comments where the update_user=interface ID, and the ones that were last changed by the OPERA Cloud user remain untouched.</p>	

Table 27-6 (Cont.) Profiles Group parameters and settings.

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
RELATIONSHIP	None All Global Send Conversion Only	<p>-&gt; Direction: Data from external system to OPERA Cloud and from OPERA Cloud to external system.</p> <p>This parameter manages the transfer of relationship associations between OPERA Cloud and External Systems. This parameter consists of 4 distinct settings (All, None, Global, Send with Conversion only). This parameter is valid only for Profile Schema v3 and above.</p> <p>None - When active, no relationship data will be sent to or received from External system.</p> <p>All - Any update to the relationship will be updated in the receiving system regardless of local or global designation.</p> <p>Global - Only relationship flagged as global will be exchanged. Any local relationships will not be exchanged or updated.</p> <p>Send with Conversion Only - Only relationships with active conversions will be exchanged between systems.</p>	Setting is based on the use of profile relationships; select accordingly.

**Table 27-6 (Cont.) Profiles Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
RELATIONSHIPS INCOMING	ALL GLOBAL NONE	<p>-&gt; Direction: External System to OPERA Cloud only.</p> <p>This parameter manages the transfer of relationship associations between OPERA Cloud and External.</p> <p>None - When active, no relationship data will be sent or received from External system.</p> <p>All - Any update to the relationship will be updated in the receiving system regardless of local or global designation.</p> <p>Global - Only relationship flagged as global will be exchanged. Any local relationships will not be exchanged or updated.</p>	Set Accordingly.

Table 27-6 (Cont.) Profiles Group parameters and settings.

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
RELATIONSHIPS OUTGOING	ALL GLOBAL NONE	<p>-&gt; Direction: OPERA Cloud to External System only.</p> <p>This parameter manages the transfer of relationship associations between OPERA Cloud and External.</p> <p>None - When active, no relationship data will be sent or received from External system.</p> <p>All - Any update to the relationship will be updated in the receiving system regardless of local or global designation.</p> <p>Global - Only relationship flagged as global will be exchanged. Any local relationships will not be exchanged or updated.</p>	Set Accordingly.
REPLACE MEMBERSHIP CARD NUMBER	Y/N	<p>-&gt; Direction: Data from external system to OPERA Cloud</p> <p>If set to 'Y', update the card number of the existing membership with same type.</p> <p>If set to 'N', inactivate current membership of same type and create a new membership with the received membership number.</p>	Set to Y if external system shall be allowed to update.

**Table 27-6 (Cont.) Profiles Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
SOURCE EXT CRS OVER	Y/N	<p>-&gt; Direction: Data from external system to OPERA Cloud.</p> <p>This parameter determines whether a source profile shall be overwritten from the external system or not. This may be desirable if the external system has more accurate data on the source or wholesaler than the OPERA Cloud database. Set to Y and the external system profile details for source profiles will overwrite the existing OPERA Cloud profile. Set to N and the OPERA Cloud details will remain unchanged.</p> <p>Even if this parameter is set to Y you can manipulate how data is being overwritten with the use of profile parameters INTEREST EXT CRS OVER, NEGRATES EXT CRS OVER, PHONE/ADDR EXT CRS OVER, PREF EXT CRS OVER, PROFCOMMENTS EXT CRS OVER.</p>	Set to Y if external system shall be allowed to update.

Table 27-6 (Cont.) Profiles Group parameters and settings.

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
TA EXT CRS OVER	Y/N	<p>-&gt; Direction: Data from external system to OPERA Cloud.</p> <p>This parameter determines whether a travel agent profile shall be overwritten from the external system or not. This may be desirable if the external system has more accurate agent data than the OPERA Cloud database. Set to Y and the external system profile details for agent profiles will overwrite the existing OPERA Cloud profile. Set to N and the OPERA Cloud details will remain unchanged.</p> <p>Even if this parameter is set to Y you can manipulate how data is being overwritten with the use of profile parameters INTEREST EXT CRS OVER, NEGRATES EXT CRS OVER, PHONE/ADDR EXT CRS OVER, PREF EXT CRS OVER, PROFCOMMENTS EXT CRS OVER.</p>	Set to Y if external system shall be allowed to update.

**Table 27-6 (Cont.) Profiles Group parameters and settings.**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
UPDATE SALUTATION	Y/N	<p>-&gt; Direction: Data from external system to OPERA Cloud.</p> <p>When this parameter is set to Y, OXI will update the salutation of a profile based on the profile's title handling, each time a PROFILE message is received.</p> <p>When this parameter set to N, OXI will insert salutation when inserting a new profile, but will then not update this salutation, to allow users to maintain custom salutations in OPERA Cloud.</p>	Default is N. Set accordingly.
OXI_PROFILES: PROCESS INBOUND DOCUMENTS	Y/N	<p>-&gt; Direction: Data from External System to OPERA Cloud only.</p> <p>Only Global, and not resort specific, documents will be processed based on the parameter setting. Select 'Y' to process all received Document Types. Select 'N' to ignore all received Document Types.</p>	



Table 27-6 (Cont.) Profiles Group parameters and settings.

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
OXI_PROFILE: PHONE EXTENSION SYS OVER	Y/N	<p>-&gt; Direction: Data from External system to OPERA Cloud This parameter determines whether to send phone extension .</p> <ul style="list-style-type: none"> <li>• If this parameter is set to 'Y', phone extensions will be exchanged from external system.</li> <li>• If this parameter is set to 'N', phone extensions will not be exchanged from external system.</li> </ul>	

## Default Profiles for OXI

The following are recommended default settings for Profiles.

Table 27-7 Default Profiles for OXI and it's Description

Default Profiles	Description
TA Commission Code	Select a default for commission codes when Travel Agent profiles are transmitted and you would like to apply a default commission code to new TA profiles.
TA/Company Owner	This is no longer mandatory, instead it is dependent on whether the OPERA Cloud function OWNER parameter is active. If this function is active, a profile owner must be set in order to update an account profile in OPERA Cloud. Select the sales associate or owner for a profile from the external system. Ownership by sales associates, as pertains to groups and conferences, is then defaulted when a new Company or Travel Agent profile is sent.

**Table 27-7 (Cont.) Default Profiles for OXI and it's Description**

Default Profiles	Description
Member Number that shows in Profile and Reservation.	<p>You can select a High Priority Member Type or determine that the member number that made the profile match is shown on top of the guest profile memberships and the reservation memberships screen. These columns are mutually exclusive but you can also leave both columns blank if you don't have a preference for the member number to show.</p> <ul style="list-style-type: none"> <li data-bbox="875 569 1458 863"> <p>• <b>High Priority Member Type:</b> Select a member type from a list of OPERA Cloud values. If a membership record with this member type exists for the profile, or is created during profile download, the member number linked to this member type is inserted as the first record in the OPERA Cloud memberships table. It is then visible on top of the reservation screen and as first record in the profile memberships.</p> </li> <li data-bbox="875 867 1458 1247"> <p>• <b>Match Member Number</b> : Check this option if you want to give priority to the profile matching member number rather than a specific member type. During download the profile-matching module attempts to find an existing OPERA Cloud profile to merge the incoming data with. If the match can be made based on a member number that is linked to an existing profile, this member number is then visible on top of the reservation screen and as first record in the profile memberships.</p> </li> </ul>

## Rates Interface Parameters and Settings

Rate parameters apply if your interface transmits rates. All parameters are set at the global level.

**Table 27-8 Rates Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
CONFIDENTIAL RATES	A B C	-> Direction: Data from external system to OPERA Cloud Select a letter for a rate marked as "Confidential" in the external system can be marked in OPERA as "Suppress Rate", (do not display the rate to users during the reservation process), "Do Not Print Rate" (do not print the rate on registration cards and confirmation letters), or both. Values: A - Suppress Rate B - Do Not Print Rate C - Suppress and Do Not Print Rate	Set Accordingly.
EXT SYS DEPENDENT RATES	Y/N	-> Direction: The external system is capable of handling dependent rates. If set to Y, only the modified rate will be sent to the external system, if set to N, the resulting recalculated dependent rates will be sent to the external system.	Set Accordingly.

**Table 27-8 (Cont.) Rates Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
HANDLE RATES POSTING RHYTHM	FULL OVERLAY IGNORE KEEP UPDATE	-> Direction: Data from external system to OPERA Cloud  This parameter determines how to handle the incoming Rate Posting Rhythm (applies to non-V3 interfaces only).  When set to FULLOVERLAY, existing Rate Posting Rhythm will get overwritten with the incoming value.  When set to UPDATE, update Rate Posting Rhythm only if existing value is null.  When set to KEEP, keep existing Rate Posting Rhythm if the received value is null.  When set to IGNORE, incoming Rate Posting Rhythm will be ignored.	Set Accordingly.

**Table 27-8 (Cont.) Rates Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
KEEP RATE DETAILS	M S P Y	-> Direction: Data from external system to OPERA Cloud This parameter determines whether the Market code, Source Code, Package Elements and Yield Adjustment information of rate code details will be overwritten by an external system update or not. This parameter can be set to a single value or a comma separated combination of following : M: Market Code S: Source Code P: Package Elements Y: Yield Adjustments For example if we don't want any modifications to any of these we will set this parameter as 'M,S,P,Y'. To allow updating of this column information just don't set any value in the parameter list.	Set Accordingly.

**Table 27-8 (Cont.) Rates Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
KEEP RATE HEADER PKG	Y/N	-> Direction: Data from external system to OPERA Cloud. This parameter determines whether package elements attached to the OPERA Cloud rate code will be overwritten by an external system update or not. Set to Y and only package elements attached to the rate header where the update_user = external system ID will be updated. This means that package elements created by an OPERA Cloud user will not be overwritten. If this parameter is set to N, all package elements will be overwritten by changes from the external system, regardless where they have been created.	Set to Y if OPERA Cloud package elements should be kept.

Table 27-8 (Cont.) Rates Interface Parameters, Settings and Description

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
NO RATE HEADER UPDATE	(see description)	<p>-&gt; Direction: Data from external system to OPERA Cloud.</p> <p>Select the letters for the rate header columns that shall not be updated by rate change messages from external systems.</p> <p>Values:</p> <ul style="list-style-type: none"> <li>A - Rate Description</li> <li>B - Rate Category</li> <li>C - Folio Text</li> <li>D - Market Code</li> <li>E - Source Code</li> <li>F - Commission</li> <li>G - Minimum Stay Through</li> <li>H - Maximum Stay Through</li> <li>I - Min Advance Booking</li> <li>J - Suppress Rate</li> <li>K - Print Rate</li> <li>L - Long Info</li> <li>M - Short Info</li> <li>N - Transaction Code</li> <li>O - Yieldable YN</li> <li>P - Commission %</li> <li>Q - Max Advance Booking</li> <li>R - Yield As</li> <li>S - Sell Sequence</li> <li>T - Discount</li> <li>U - Membership</li> <li>V - Daily Rates</li> <li>W - Day use</li> <li>X - Complimentary</li> <li>Y - House use</li> </ul>	Select all letters that apply. This highly depends whether a GDS interface is installed at the OPERA Cloud level, in which case the update of most rate header columns sent by external system should be prevented.

**Table 27-8 (Cont.) Rates Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
RATE DELTA HANDLING	Y N	-> Direction: OPERA to external system  This parameter determines if the OPERA Cloud Rates will be sent as Delta or FullOverlay messages. This parameter only applies to Non-OPERA interfaces.  When set to Y, OPERA Cloud Rates will be sent as Delta messages.  When set to N, OPERA Cloud Rates will be sent as FullOverlay messages.	Set Accordingly.



Table 27-8 (Cont.) Rates Interface Parameters, Settings and Description

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
RATE DETAIL MESSAGE HANDLING	FAIL REMOVE REQUEST	<p>-&gt; Direction: Data from external system to OPERA Cloud</p> <p>This parameter applies only when receiving rate messages of type DETAIL, whereby OXI will not receive all rate details belonging to that rate, but is requested to update individual rate details as present in the message. This parameter determines processing principles when receiving details that offend existing rate details (i.e. existing rate DETAIL for one of the room types with dates overlapping).</p> <p>FAIL: When receiving an offending rate detail, OXI will FAIL the message and report RESULT FAIL in the result message returned to the sender.</p> <p>REMOVE: When receiving an offending rate detail, OXI will remove all existing offending rate details and rely on the external system to provide all other replacing details in subsequent messages.</p> <p>REQUEST: When receiving an offending rate detail, OXI will FAIL the message and request the FULL RATE from the sending system.</p>	Set accordingly.

**Table 27-8 (Cont.) Rates Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
		<p>For this setting, the external system must support MESSAGEREQUEST V3 or higher.</p> <p>MAKE ROOM: Make room for the incoming rate details, during this process conflicting rate details will be appropriately adjusted to make room for incoming rate detail using split/insert/update and delete operations.</p>	
RATE EXTERNAL LOCKED YN	Y/N	<p>-&gt;Direction: Data from external system to OPERA Cloud.</p> <p>If this parameter is set to Y the rate code created by the external system will be locked in OPERA Cloud and cannot be modified by OPERA Cloud users. If set to N the rate code created by the external system will fully changeable in OPERA Cloud.</p>	Set to Y, if external system will have control.

**Table 27-8 (Cont.) Rates Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
RESTRICTION CODES	Open Closed Open for Arrival Closed for Arrival Open for Departure Closed for Departure Min. Stay Through Max. Stay Through Min. Length of Stay Max. Length of Stay Min. Advanced Booking Max. Advanced Booking Length of Stay Not Available Clear All Restrictions Restrictions per Day	-> Direction: Data from OPERA Cloud to External and External System to OPERA Cloud.  Restriction Codes in the Rate Availability and Rate Strategy screens that are supported for the Interface. Select one or multiple restriction codes from a multi-select list of values.  Note: When no value(s) are selected, all restriction types will be sent.	Set Accordingly.
SUPPORTED CHANNELS	(see description)	-> Direction: Definition of channels.  Allowed definition of channels for which restrictions are to be sent through specified interface.	Set Accordingly.

## Rate Defaults for OXI

The following are recommended default settings for Rates.

**Table 27-9 Rate Defaults for OXI and Description**

Rate Defaults	Description
Rate Class	This can be left blank if a rate category default is selected, as the rate category automatically determines the rate class linked.
Rate Category	This default can be used for all rates codes from the external system if no conversion of the rate category is possible, or if no rate category is sent.

# Reservations Interface Parameters and Settings

All parameters are set at the global level.

**Table 27-10 Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
ADDITIONAL REFERENCE EXCHANGE	(see description)	-> Direction: Data from OPERA to external systems and external systems to OPERA.  Comma separated list of unique additional external reference types that are allowed to be included in the reservation and reservation result messages to the external systems, and accepted from the external systems.  This may include actual external system types (such as ORS, OXI-OPERA, MYFIDELIO, etc.), but references belong to those systems will be exchanged from OPERA to external systems only, those will be ignored while processing inbound messages from external systems to OPERA to prevent tampering legitimate external system references present in OPERA.	Set Accordingly.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

<b>Parameter Name</b>	<b>Parameter Value</b>	<b>Direction of transmission where parameter applies. Parameter Description</b>	<b>Recommended Setting</b>
AUTOPOPULATE MEMBERSHIP YN	Y/N	-> Direction: Data from external system to OPERA. If this parameter is set to Y, OXI will populate the selected memberships from the reservation message based on the membership type configuration in OPERA. This means if the membership type is setup to auto populate reservation, OXI will do the same when inserting the reservation. If that membership type is setup to not auto populate reservation or to prompt user, OXI will not copy the membership either. If the parameter is set to N, OXI will copy the selected memberships from the message into the reservation, regardless of the membership type configuration in OPERA.	Set to Y to allow the same functionality as if OPERA user enters a membership directly.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
COPY COMMENTS FROM PROFILE	Select a profile type accordingly.	<p>-&gt; Direction: Data from external system to OPERA.</p> <p>For profiles which have notes (Type: Reservation) associated with it, this parameter will determine whether to copy them on to reservation as comments.</p> <p>The value(s) of the parameter will also determine the type of profiles the copy is intended.</p> <p>Leave the value blank (null, which is default value) to avoid copying the reservation notes from profile to reservation as comments.</p> <p>If single value is selected then notes from that particular profile type are copied.</p> <p>If multiple values are selected then notes from those selected list of profile types are copied.</p>	Default value is null.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

<b>Parameter Name</b>	<b>Parameter Value</b>	<b>Direction of transmission where parameter applies. Parameter Description</b>	<b>Recommended Setting</b>
EXT SYS HANDLES DAY USE	Y/N	-> Direction: Data from OPERA To External System. When parameter value = Y, handling day use rooms has no difference. When parameter value = N, OXI will send a cancellation message to the external system when OPERA reservation has an external reference number and the number of nights equals 0.	Default is Y. Set accordingly.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
EXT SYS MARKET/ SOURCE CONTROL	R/B/E/D/Y or N	<p>-&gt; Direction: Data from external system to OPERA.</p> <p>This parameter defines the sequence in which OXI identifies the market and source codes to apply in the reservation.</p> <ul style="list-style-type: none"> <li>• R = Use the codes defined in rate definition (rate details first and then rate header),</li> <li>• B = Use the codes defined in block definition,</li> <li>• E = Use the codes received from the external system (after conversion, if applicable),</li> <li>• D = Use the codes defined in OXI defaults,</li> <li>• Y = When used alone, same as ED and</li> <li>• N = When used alone, same as BRD.</li> </ul>	Set accordingly.



**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
EXT SYS PRICE CONTROL	N/Y/YC	<p>-&gt; Direction: Data from external system to OPERA</p> <p>Y -&gt; External rate will be applied with discounts present in the message. The reservation rate will be fixed if OPERA Fixed Rates is enabled and the inbound message includes an indicator (identified by a structured tag in the message) that the rate should be fixed or if the indicator is not present in the message. If the inbound message includes an indicator that the rate should not be fixed, the reservation rate will not be fixed.</p> <p>In this case, there will be no rate comparison between the rate sent in the message against the rate detail in OPERA. The rate amount sent in the message will always be used and the decision to fix the rate in OPERA will be made by the contents of the inbound message.</p> <p>YC -&gt; External rate will be applied with discounts present in the message. The reservation rate will be fixed if OPERA Fixed Rates is enabled and the inbound message includes an indicator</p>	Set to Y as external system has already sold the rate amount, and therefore it should be confirmed in OPERA as well.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
		<p>(identified by a structured tag in the message) that the rate should be fixed.</p> <p>If the inbound message includes an indicator that the rate should not be fixed or if the inbound message does not include the fixed rate indicator, then a rate comparison between the rate sent in the message against the rate detail in OPERA will be executed to determine whether or not to fix the rate. The rate amount sent in the message will always be used, but the decision to fix the rate in OPERA will be made by the results of the rate comparison. If the rate in the inbound message matches the rate in OPERA, the rate will not be fixed. If the rate in the inbound message does not match the rate in OPERA, the rate will be fixed.</p> <p>N -&gt; OPERA rate will be applied. Any discounts present in the message will be ignored and will not be applied.</p>	

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
EXT SYS GENERATED INV	Y/N	-> Direction: Data from external system to OPERA When a reservation message from an external system is received, OXI will generate inventory snapshots for the affected dates and room types.	Set Accordingly.
FORCE BLOCK CODE	Block Code / Blank	-> Direction: External System to OPERA only. When selected, all reservations received will be booked against the selected block, regardless of the presence or value of a block code in the message. When blank, no particular function is associated. Note: This interface parameter is available for the TUI interface only.	Default is blank. Set Accordingly.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
FULL OPERA SHARES	Y NS NU	<p>-&gt;Direction: Data both ways between external system and OPERA.</p> <p>The following rules apply to both incoming and outgoing messages:</p> <p>When this parameter is set to Y, any update on one individual reservation will be reflected in one reservation XML message. Any share related action (combine/break) will be reflected in appropriate share reservation message with only the key information about the reservations involved.</p> <p>When this parameter is set to NS any update, including share related on any of the reservations will be reflected in a reservation XML message containing information about all the relevant shares. External reference of all the share reservations in OPERA will be updated from the incoming result message.</p> <p>When this parameter is set to NU, it acts similarly to NS, but external reference of only those reservations in OPERA mentioned in</p>	Set to N as this is only used for OPERA.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

<b>Parameter Name</b>	<b>Parameter Value</b>	<b>Direction of transmission where parameter applies. Parameter Description</b>	<b>Recommended Setting</b>
		the result message will be updated from the incoming result message. Note: This parameter can be active for any interface that requires it (ORS / OXI-OPERA / OXI-V7 / OXI-V6).	

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
IGNORE RES FOR UPDATE OLDER THAN	Numeric value for number of days	<p>-&gt; Direction: Data from external system to OPERA</p> <p>Enter a numeric value that will be translated into number of days.</p> <p>The value entered here will determine how many days in the past OXI will consider existing reservations for update when matching on external reference number.</p> <p>If the external reference number sent in the message matches the external reference of an existing reservation, then that reservation will be considered for update if the departure date of the existing reservation is same or later than the number of days in the past entered in this parameter. If the departure date of the existing reservation is earlier than the number of days in the past entered in this parameter, then the existing reservation will be ignored and a new reservation will be created.</p> <p>If this parameter is left blank, then ALL existing reservations will be considered for update.</p>	Set Accordingly. The Default setting is blank and this parameter should be left blank if the external system will always send a unique confirmation number.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
INHERIT CONFIRMATION NUMBER	Y/N	<p>-&gt; Direction: External System to OPERA only.</p> <p>When set to Y, OPERA will inherit the external system's confirmation number as its own, which will allow passing of the originating (Guest) confirmation number to PMS systems that do not have the capability of processing and storing multiple external references.</p> <p>When set to N, OPERA will store the external system's confirmation number, assign the OPERA confirmation number and pass it along to the receiving system.</p> <p>This parameter is subjected to the following restrictions:</p> <ul style="list-style-type: none"> <li>- The parameter can be set to Y for only one external system across the entire OPERA system</li> <li>- For this one system, it can be selected for any number of resorts</li> <li>- For resorts, where the parameter is set to Y, the parameter SEND IFC CREATED ONLY must be set to Y as well.</li> </ul> <p>The restrictions serve to limit the possibility of</p>	Set Accordingly.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
		colliding confirmation numbers between multiple external systems and OPERA. It is however the OPERATOR's responsibility to set the confirmation number sequences such that this never occurs.	



**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
ITEM INVENTORY EXT SYS OVER	Y/N	<p>-&gt; Direction: Data from external system to OPERA</p> <p>Enter a numeric value that will be translated into number of days.</p> <p>The value entered here will determine how many days in the past OXI will consider existing reservations for update when matching on external reference number.</p> <p>If the external reference number sent in the message matches the external reference of an existing reservation, then that reservation will be considered for update if the departure date of the existing reservation is same or later than the number of days in the past entered in this parameter. If the departure date of the existing reservation is earlier than the number of days in the past entered in this parameter, then the existing reservation will be ignored and a new reservation will be created.</p> <p>If this parameter is left blank, then ALL existing reservations will be considered for update.</p> <p>Default setting is blank and this</p>	Set Accordingly.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
PACKAGE EXT SYS OVER	(see description)	<p>parameter should be left blank if the external system will always send a unique confirmation number.</p> <p>-&gt; Direction: Data from external system to OPERA.</p> <p>This parameter determines how the package elements received from the external system updates the packages in OPERA.</p> <p>A = If received, replace OPERA values with the received values. If not received, remove the values from OPERA.</p> <p>B = If received, replace OPERA values with the received values. If not received, do not remove the values from OPERA.</p> <p>C = If received, merge the received values with OPERA values. If not received, remove the values from OPERA.</p> <p>D = If received, merge the received values with OPERA values. If not received, do not remove the values from OPERA.</p> <p>N = Ignore the package elements received. Do not touch the values in OPERA.</p>	Set Accordingly.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
PEGASUS CHANNEL UPDATE	ALN/LCL or ORD/RID	-> Direction: Data from external system to OPERA. For Pegasus only: this parameter determines whether the combination ALN/LCL or ORD/RID are used to map into the OPERA channel code.  For ALN/LCL: If Pegasus sends ALN, this will be used for channel mapping, otherwise the LCL will be used.  For ORD/RID: If Pegasus sends ORD, this will be used for channel mapping, otherwise the RID will be used.	Pegasus for Fairmont: ALN/LCL Pegasus for Meridien: ORD/RID

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
PROMOTION EXT SYS OVER	Y/N	-> Direction: Data from external system to OPERA  This parameter determines whether Promotion elements sent by external system shall overwrite OPERA Promotion elements or not. Overwriting may be desired, as the property should decide what Promotions the guest has in this reservation. Set to Y and reservation Promotions will always be overwritten by external system Promotions. Set to N and Promotion elements sent by external system will be appended to existing ones in OPERA.	Set Accordingly.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
RATE CODE CONVERSION MODE	RATE CODE FLOATING RATE	<p>-&gt; Direction: Data both ways between external system and OPERA</p> <p>This parameter determines whether to use only one of external SRP and rate level or the combination of both to convert to/from OPERA rate codes.</p> <p>When set to RATE CODE, when SRP is received from external system, it will be converted to OPERA rate code, else rate level will be converted to OPERA rate code and back.</p> <p>When set to FLOATING RATE, combination of the external SRP and rate level will be converted to an OPERA rate code and back.</p>	<p>Set Accordingly.</p> <p>This parameter is only available for the Pegasus Interface.</p>

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
REINSTATE CANCELLED RESERVATION	ALWAYS - ON ANY UPDATE ACTION REINSTATE - ONLY ON REINSTATE ACTION	<p>Direction: Data from External System to OPERA.</p> <p>This parameter determines how canceled reservations will be reinstated when processing inbound reservation messages.</p> <p>ALWAYS: Cancelled reservations will be reinstated when the action type in the reservation message indicates UPDATE or REINSTATE or RESYNC.</p> <p>REINSTATE: Cancelled reservations will be reinstated only when the action type in the reservation message explicitly indicates REINSTATE or RESYNC. If the action type in the reservation message is different, reservation will not be reinstated and an appropriate error will be logged.</p>	Set Accordingly.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
REMOVE EXT SYS NO	Y/N	<p>-&gt; Direction: Data from OPERA to external system.</p> <p>This parameter only applies to full 2-way interfaces that send reservations both ways. If a party reservation is split into multiple single reservations in OPERA, the split-offs need to be sent as new reservations to the external system. In this case the original external confirmation number should be removed before the message is sent to ensure that a new confirmation number is triggered. The same would apply in case a share is broken in OPERA. Here we would send a new reservation for the broken share and that should result in a new confirmation number as well. Therefore the parameter would be set to Y.</p> <p>If set to N, the external system confirmation number will be kept after a split of a party reservation or a break share. This is required for a 1-way interface where the external system does not return a new confirmation number since it does</p>	Set to Y for all full 2-ways that sent CRS numbers upon receipt of new reservations. Otherwise set to N.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
REMOVE EXT REF ON REINSTATE	NO SHOW	not know about the change in OPERA. ->Direction: Data from OPERA to External System	Set Accordingly.
	CANCEL	Select NO SHOW if the reinstate no show message sent to the External System should not contain the External Reference Number of the current interface. Select this option when the External System cannot reinstate a no show reservation using the same reference number.	
	NULL	Select CANCEL if the reinstate cancel message sent to External System should not contain the External Reference Number of the current interface. Select this option when the External System cannot reinstate a canceled reservation using the same reference number.  If this parameter is NULL, then the External Reference Number of the current interface will always be sent to the External System for reinstate messages.	



**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
RESCOMMENTS EXT SYS OVER	Y/N	-> Direction: Data from external system to OPERA.  This parameter determines whether reservation comments sent by external system shall overwrite OPERA comments or if they shall be appended to existing ones. If set to Y the OPERA reservation comments will always be overwritten by the external system comments. If set to N, only comments where the update user = external system ID in the OPERA database will be updated.	Set to N if you would like to keep OPERA changes intact.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
SHARE RATE CALC METHOD	ENTIRE FULL INACTIVE SPLIT	- >Direction:Data from external system to OPERA 'INACTIVE' = When OXI Parameter OPERA FULL SHARES is set to Y, behavior is INACTIVE, regardless of parameter value. When 'FULL OPERA SHARES' is set to N, OPERA determines the share amount as follows: SPLIT: Each sharer will carry an equal portion of the total rate amount. FULL: Each sharer will have the full rate amount. ENTIRE: First sharer will be determined as the primary and carry the entire rate amount, all other sharers will have a zero rate amount.	Defaults to INACTIVE Works with FULL OPERA SHARES parameter, see explanation before setting.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
SHARER REMOVAL MODE	CANCEL DELETE NEITHER	<p>-&gt; Direction: External system to OPERA only. Applicable only when FULL OPERA SHARES=N. This parameter determines how should OXI handle share reservations those found in OPERA but not coming in the message.</p> <p>When this parameter = CANCEL it cancels any sharer present in OPERA which does not appear in the incoming message.</p> <p>When this parameter = DELETE it deletes any sharer present in OPERA which does not appear in the incoming message.</p> <p>When this parameter = NEITHER it leaves sharer(s) those present in OPERA untouched, even if they don't appear in the message.</p>	<p>This parameter is only available when the parameter FULL OPERA SHARES is set to N.</p> <p>Set accordingly.</p>

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
SPECIALS EXT SYS OVER	Y/N	<p>-&gt; Direction: Data from external system to OPERA. This parameter determines whether special requests sent by the external system will overwrite the ones in OPERA, or if they will be appended to existing ones.</p> <p>The functionality of this parameter is further determined by the mode of your interface. If it works with Delta changes set to Yes (Interface Configuration&gt;Edit Interface), the external system can send reservation changes only and does not need to send the full reservation every time a small change to a reservation occurs. OXI will then only update the changed data and not touch the additional data that was found in the OPERA reservation. This also means that the external system needs to indicate intended deletions clearly with deletion indicators in the message. Sending simply blanks will not lead to data deletion if OXI works in Delta mode. The deletion indicators can be configured in interface</p>	Determine whether values shall overwrite or append and select your setting accordingly.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
		<p>configuration-&gt;edit interface.</p> <p>If your interface is set to Delta changes No, OXI expects a full overlay of all profile data in every profile message, even if the external system only changes very little of the entire profile.</p> <p>Here is how the parameter works: If set to Y and the interface is setup as Delta Changes = Y, ONLY the specials originally inserted by the external system will be overwritten. If set to Y and the interface-&gt; Direction: Data from OPERA to external system</p> <p>When the reservation message can't be delivered (possibly due to communication errors) to the external system, a trace will be logged against this trace department.</p> <p>Applicable only if OXI processor is configured to deliver the messages.</p> <p>is setup as Delta Changes = N, all reservation specials in OPERA will be overwritten by the external system specials. If set to N, new specials will be appended to existing ones in OPERA,</p>	

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
SPLIT CANCELLATIONS	CANCEL/ DELETE	<p>regardless whether the interface works in delta mode or not.</p> <p>-&gt; Direction: Data from external system to OPERA.</p> <p>This parameter determines how OXI handles split off reservations, for a 1-way interface, when a cancel message is received for the original multi room reservation from the external system.</p> <p>CANCEL: Split reservations will be canceled.</p> <p>DELETE: Split reservations will be deleted.</p>	Set Accordingly. (For 1-Way Interface)
STAY UPLOAD PROFILE TYPES	(see description)	<p>-&gt; Direction: Data from OPERA to external systems.</p> <p>If null all the stay records will be sent to external system.</p> <p>If value(s) are selected; then the stay records will be sent where only those profiles exist on Stay records. (i.e. If selection is only TRAVEL_AGENT, then only Stay Records that have an attached Travel Agent profile will be sent. All other Stay records without this profile will not be sent).</p>	Set Accordingly.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

<b>Parameter Name</b>	<b>Parameter Value</b>	<b>Direction of transmission where parameter applies. Parameter Description</b>	<b>Recommended Setting</b>
TRACE DEPT FOR DELIVERY FAILURE	(see description)	-> Direction: Data from OPERA to external system When the reservation message can't be delivered (possibly due to communication errors) to the external system, a trace will be logged against this trace department. Applicable only if OXI processor is configured to deliver the messages.	Set Accordingly.
TRACE DEPT FOR FAILURE IN EXT SYS	(see description)	-> Direction: Data from external system to OPERA When the external system can't process a reservation message received from OPERA, if it sends a result message back to OPERA indicating the error, a trace with the error message will be logged against this trace department.	Set Accordingly.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
TRACE DEPT FOR NON REVIEWED	(see description)	-> Direction: Data from external system to OPERA When a non-reviewed reservation message received from the external system is processed, a trace will be logged against this trace department. If a canceled reservation message is sent from an external system OXI also adds an additional trace reading "Please review this reservation cancelled by XXX external system.", where XXX is replaced with the name of the actual interface.	Set Accordingly.
TRACE ROOM ASSIGNMENT	NO ROOM ALWAYS NEVER	-> Direction: External System to OPERA only. NO ROOM - OPERA will trace if Room could not be assigned. ALWAYS - OPERA will trace Room assignment process. NEVER - OPERA will not trace Room assignment.	Set Accordingly.



**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
UPDATE	A	-> Direction: Data from external system to OPERA	Set Accordingly.
ACCOMPANY GUEST	B		
	C	This parameter determines how the accompany guest received from the external system updates the accompany guest in OPERA.	
	D	A = If received, replace OPERA values with the received values. If not received, remove the values from OPERA.	
	N	B = If received, replace OPERA values with the received values. If not received, do not remove the values from OPERA. C = If received, merge the received values with OPERA values. If not received, remove the values from OPERA. D = If received, merge the received values with OPERA values. If not received, do not remove the values from OPERA. N = Ignore the accompany guest received. Do not touch the values in OPERA.	

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
UPDATE FEATURES	A B C D N	-> Direction: Data from external system to OPERA. This parameter determines how the features received from the external system updates the features in OPERA. A = If received, replace OPERA values with the received values. If not received, remove the values from OPERA. B = If received, replace OPERA values with the received values. If not received, do not remove the values from OPERA. C = If received, merge the received values with OPERA values. If not received, remove the values from OPERA. D = If received, merge the received values with OPERA values. If not received, do not remove the values from OPERA. N = Ignore the features received. Do not touch the values in OPERA.	Set Accordingly.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
UPDATE FIXED CHARGES	A B C D N	<p>-&gt; Direction: Data from external system to OPERA</p> <p>This parameter determines how the fixed charges received from the external system update the fixed charges in OPERA reservation.</p> <p>A = If received, replace OPERA values with the received values. If not received, remove the values from OPERA.</p> <p>B = If received, replace OPERA values with the received values. If not received, do not remove the values from OPERA.</p> <p>C = If received, merge the received values with OPERA values. If not received, remove the values from OPERA.</p> <p>D = If received, merge the received values with OPERA values. If not received, do not remove the values from OPERA.</p> <p>N = Ignore the fixed charges received. Do not touch the values in OPERA.</p>	Set Accordingly.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
UPDATE INHOUSE RES	Y/N	-> Direction: Data from external system to OPERA. With this parameter OXI allows you to update reservations that are flagged as Checked In OPERA PMS. If set to Y, OXI will accept changes to checked in reservations in OPERA except for arrival date and room type changes. If set to N, OXI will reject any changes to a checked in reservation in OPERA.	Set to Y if you would like your in-house reservations updated further by the external system.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

<b>Parameter Name</b>	<b>Parameter Value</b>	<b>Direction of transmission where parameter applies. Parameter Description</b>	<b>Recommended Setting</b>
UPDATE ROUTING TO ROOM	Y/C/N	-> Direction: Data from external system to OPERA. This parameter determines how the room routing instructions received from the external system update the room routing instructions in OPERA reservation. Y = Replace all the OPERA routings with the received routings. If no routings are received, remove all the OPERA routings. C = Accept all the valid routings received into OPERA, remove only those OPERA routings with codes configured in conversion but not received in the message. N = Ignore the routings received. Do not modify any routings in OPERA.	Set Accordingly.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
UPDATE ROUTING TO WINDOW	Y/C/N	-> Direction: Data from external system to OPERA. This parameter determines how the window routing instructions received from the external system update the window routing instructions in OPERA reservation. Y = Replace all the OPERA routings with the received routings. If no routings are received, remove all the OPERA routings. C = Accept all the valid routings received into OPERA, remove only those OPERA routings with codes configured in conversion but not received in the message. N = Ignore the routings received. Do not modify any routings in OPERA.	Set Accordingly.
UPDATE ALERTS		Determines how the Reservation Alerts received from the external system is processed.	

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
UPDATE SHARE RES	Y/N	<p>-&gt; Direction: Data from external system to OPERA. This parameter allows external systems to update a share reservation in OPERA. If set to Y, OXI will accept changes to shared reservations in OPERA based on a strict set of rules:</p> <ol style="list-style-type: none"> <li>1. Based on the OXI parameter UPDATE INHOUSE RES, the external system can send changes to checked-in sharers except for changes to the arrival date and room type.</li> <li>2. In case the external system sends a change to the departure date, OXI will check if the room number assigned to the guest is still available for the extended stay. If not, the change will be rejected with an explicit error message. The currently assigned room number will not be removed. OXI will log all warnings in its status tables,</li> </ol>	Set to Y if you would like your shared reservations updated further by the external system.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
		visible to the user	
		<p>3. Changed reservation data will be updated equally for all sharers. If for example an update to market code, booker, comment, etc are sent in the reservation change message, OXI will update the same data equally in all share reservations.</p>	
		<p>4. All changes to the reservation will be applied to all sharers alike except for the data mentioned in the following bullet points. This means that formerly inserted changes to the share reservations in OPERA are overwritten.</p>	
		<p>a. Rate changes: OXI will apply the rate amount change to the primary sharer, which is identified by</p>	



**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
		<p>the lowest OPERA confirmation number.</p> <p><b>b.</b> If changes to the membership details are sent by the external system, this will only be applied to the primary sharer reservation and profile. For data from OPERA to an external system, OXI will only send changes to non-inventory fields if these changes have occurred on the Primary Sharer, the reservation with the lowest OPERA confirmation number.</p> <p>If this parameter is set to N, OXI will reject any changes to shared reservations in OPERA.</p>	

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
UPDATE TRANSPORTATION COMMENTS	Y/N	-> Direction: Data from external system to OPERA. This parameter setting will determine if the transportation comments in OPERA reservation should be modified or not. If the value is set to 'Y' the transportation comments in OPERA reservation will be updated or deleted based on the existence of transportation comments in the received message. If the value is set to 'N' the transportation comments in OPERA reservation will not be modified in anyway irrespective of the transportation comments existence in the received message.	Set Accordingly.

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
UPL DED RES ONLY	Y/N	-> Direction: Data from external system to OPERA. If set to Y, only deductible reservations will be sent to the external system. In a reservation this is determined by the reservation type and means that only reservations with deductible reservation types would be sent. This is desirable if the external system does not have a concept of tentative and definite reservations and would regard all bookings equally deductible regardless of their status. Set to N if all reservations should be sent to the external system irrespective of the reservation type.	Set to 'N' if external system handles deductible and non-deductible reservations. Otherwise set to Y.
USE GUEST STATUS NOTIFICATION EXTENSION YN	Y/N	-> Direction: Data from OPERA to External Systems. When set to Y, the HTNG function "GuestStatusNotificationExt" will be used to upload reservation data to the external system. When set to N, the HTNG function "GuestStatusNotification" will be used to upload reservation data.	

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
OXI_RESERVATIONS: UPDATE_ALERTS		<p data-bbox="881 489 1105 569">-&gt; Direction: Data from external system to OPERA</p> <p data-bbox="881 579 1105 779">This parameter determines how the Reservation Alerts received from the external system will get processed in OPERA.</p> <ul data-bbox="881 789 1105 1879" style="list-style-type: none"> <li data-bbox="881 789 1105 989">• A = If received, replace OPERA values with the received values. If not received, remove the values from OPERA.</li> <li data-bbox="881 1010 1105 1230">• B = If received, replace OPERA values with the received values. If not received, do not remove the values from OPERA.</li> <li data-bbox="881 1251 1105 1503">• C = If received, merge the received values with OPERA values. If not received, remove the values from OPERA.</li> <li data-bbox="881 1524 1105 1776">• D = If received, merge the received values with OPERA values. If not received, do not remove the values from OPERA</li> <li data-bbox="881 1797 1105 1879">• N = Ignore the Reservation Alerts received. Do not touch the</li> </ul>	

**Table 27-10 (Cont.) Reservations Interface Parameters, Settings and Description**

Parameter Name	Parameter Value	Direction of transmission where parameter applies. Parameter Description	Recommended Setting
OXI_RESERVATIONS: AUTO ATTACH ELEMENTS	Y/N	values in OPERA. Direction: Data from external systems to OPERA Cloud. If this parameter is set to 'Y', OXI auto attaches the reservation elements based on the auto attach element configuration rules. If the parameter is set to 'N', OXI does not auto attach the reservation elements.	Default value is Y. Set accordingly.

## Reservation Defaults for OXI

The following are recommended Default Settings for Reservations.

**Table 27-11 Reservation Defaults for OXI and it's Description**

Reservation Defaults	Description
Room Type	Select a room type that is readily available with high inventory
Rate Code	Select a rate code that has all of the configured room types for the property. Since rates can be subject to restrictions, either close the rate or room types depending on hotel occupancy, recommendation is to make a OXI Default rate code and insert this value.

**Table 27-11 (Cont.) Reservation Defaults for OXI and it's Description**

Reservation Defaults	Description
Setup of the Default Rate	<ul style="list-style-type: none"> <li>• This rate code is to be setup with all viable room types and a single rate detail, at \$0.00, that has all room types linked to it. If proper revenue/ADR is a factor set a rate amount instead.</li> <li>• This rate code should not be subject to restrictions as other rates are. This can decrease the amount of reservations that are rejected by OPERA.</li> </ul> <p>Points to be considered:</p> <ul style="list-style-type: none"> <li>• If certain CRS booked reservations are allowed into rates that are flagged restricted or out of inventory on the hotel side, this default is used to allow that booking in. Warnings in OXI alerts hotel users that the reservation was inserted, the rate was not available and the default was taken instead. Thus allowing the hotel to adjust the booking accordingly.</li> <li>• This default maximizes the hotel's efficiency regarding having all bookings in the hotel system. Limiting the scenario of missing reservations, due to closeouts that OXI cannot bypass.</li> <li>• This default lessens the hotel's need to monitor OXI interface on a rigorous schedule.</li> <li>• To make it easier to see these types of defaults being used within the OPERA PMS, recommendation is the use OXI parameter WARNING AS TRACES = Y.               <ul style="list-style-type: none"> <li>– This setting is highly recommended. Although OXI offers a warnings report, if system users do not have permission to be in the OXI to run the report then this is an alternate solution. Excellent choice for the smaller hotels with fewer resources in the evenings when Reservations Department has left for the day.</li> <li>– OXI enters only mandatory warnings generated into Traces. A Trace lamp is lit on the reservation when viewed.</li> <li>– This parameter also requires that the Others default field <b>Trace Warning</b> is set to a monitoring department; that can be either Front Office or Reservations.</li> </ul> </li> <li>• OPERA also offers a Trace Report. Which allows a full overview of all reservations where Traces are created.</li> </ul>
Currency	<p>OPERA property currency code that should be used as default for a reservation in case no currency code is sent or the code cannot be converted.</p>
Market Code	<p>Select the standard market code that should be used in case conversion is not possible, or if the associated block code/rate code for the reservation do not contain a market code. This is in direct relation to the OXI_RESERVATIONS parameter EXT SYS MARKET/SOURCE CONTROL.</p>
Source Code	<p>Select the standard source code that should be used in case conversion is not possible, or if the associated block code/rate code for the reservation do not contain a source code. This is in direct relation to the OXI_RESERVATIONS parameter EXT SYS MARKET/SOURCE CONTROL.</p>

**Table 27-11 (Cont.) Reservation Defaults for OXI and it's Description**

<b>Reservation Defaults</b>	<b>Description</b>
Reservation Type	The reservation type in OPERA determines whether the booking is deductible from inventory or not. Select your default according to your needs and we highly recommend maintaining proper conversion for this data element as well.
Payment Method	This is the default payment method used by OXI for a reservation in case no payment method is sent or conversion fails. We highly recommend to select this default carefully and to maintain proper conversion for this data element as well.
Discount Reason	Select a default discount reason that OXI can apply in case the external system rate overwrites the OPERA rate code amount and a discount amount is entered into the reservation in OPERA. This is only needed if the OPERA function FIXED RATES is NOT used. <ul style="list-style-type: none"><li>• Select other defaults according to your needs.</li><li>• The external system defaults can be set in case no conversion occurs on external system level.</li></ul>
Conf. Letter Name	The default letter name to be used in the Confirmation field on the PMS reservation screen. For hotels that do not want to use this functionality the field would be left blank.

# Message Status

Use Message Status to view the status of received and transmitted OXI messages. All errors and warnings that occur during message processing are visible and traceable here. You can then reprocess any failed messages after configuration issues are corrected.

**Note:**

25 messages are displayed per page in the search result , use page navigation to review all messages in search result.

The status of a sent message from OXI are:

- **FAILED:** The message has failed in the external system during upload. The exact reasons depend on the specific system and can be reviewed in Errors and Warnings
- **NEW:** Used for a membership points lookup request to OPERA Loyalty to retrieve a profile's membership points. This status indicates that a STAY XML message has been built, but the membership points lookup operation has not yet been completed. The Module for this message is "STAY" and the Action Type is "POINTS REQUEST."
- **PROCESSED:** Simply notifies that the message was processed by OXI. It has still not been delivered by the service, at which time it would turn into SUCCESS.
- **REJECT:** Shown in case OXI rejects the message from upload since vital data is missing or the upload file cannot be built.
- **RESULT FAILED:** The external system has sent a result for this message and has informed that the message was unsuccessful on external system side. The exact reasons depend on the specific system and can be reviewed in Errors and Warnings.
- **RESULT SUCCESS :** The external system has sent a result for this message and has informed that the message was successfully updated on external system side.
- **SUCCESS:** Message has been delivered to the external system by the OXI service
- **WARNING:** The message has been processed successfully but still created a mandatory warning that needs to be reviewed in Errors and Warnings

## Messages From the External System

For each message displayed in the search result, click the + to expand and view and Errors and Warnings.

**Note:**

Click **Refresh** to refresh the results and see updated status of message(s).



### Reprocess Messages

1. From the Side menu, select **Exchange**, select **Message Status**, then select **Messages From External System**.
2. Enter search criteria then click **Search**.
3. Select one or more messages in the search result.
4. Click **Reprocess**.
  - a. Click **Yes** to confirm.

### Reprocess All Messages

Users with the Reprocess All user task granted to their role(s) can perform this action.

1. From the Side menu, select **Exchange**, select **Message Status**, then select **Messages From External System**.
2. Enter search criteria then click **Search**.
3. Click **Reprocess All**.

### Marking Messages as Reviewed

Mark a message as reviewed after you have verified an error or warning. Messages will be marked as reviewed and disappear from the search result.

1. From the Side menu, select **Exchange**, select **Message Status**, then select **Messages From External System**.
2. Enter search criteria then click **Search**.
3. Select one or more messages in the search result.
4. Click **Mark As Reviewed**.
5. Messages are removed from the search result.

### Hide Reviewed Messages

1. From the Side menu, select **Exchange**, select **Message Status**, then select **Messages From External System**.
2. Enter search criteria then click **Search**.
3. Click **Hide Reviewed**.

### Show Reviewed Messages

1. From the Side menu, select **Exchange**, select **Message Status**, then select **Messages From External System**.
2. Enter search criteria then click **Search**.
3. Click **Show Reviewed**.
4. Reviewed messages are displayed in the result with a background shading

### Marking Messages as Un-reviewed

1. From the Side menu, select **Exchange**, select **Message Status**, then select **Messages From External System**.

2. Enter search criteria then click **Search**.
3. Select one or more messages in the search result.
4. Click **Mark As Un-reviewed**.

#### Deleting Messages

1. From the Side menu, select **Exchange**, select **Message Status**, then select **Messages From External System**.
2. Enter search criteria then click **Search**.
3. Select one or more messages in the search result
4. Click **Delete**.
5. Click **Delete** to confirm.

#### Show Optional Warnings

1. From the Side menu, select **Exchange**, select **Message Status**, then select **Messages From External System**.
2. Enter search criteria then click **Search**.
3. Click **Show Optional Warnings**.

#### View Message

1. From the Side menu, select **Exchange**, select **Message Status**, then select **Messages From External System**.
2. Enter search criteria then click **Search**.
3. Select a message in the search result.
4. Click the vertical ellipsis and select **View**.

#### Download Message

1. From the Side menu, select **Exchange**, select **Message Status**, then select **Messages From External System**.
2. Enter search criteria then click **Search**
3. Select a message in the search result.
4. Click the vertical ellipsis and select **Download**.

## Messages To External System

For each message displayed in the search result, click the + to expand and view and Errors and Warnings.



#### Note:

Click **Refresh** to refresh the results and see updated status of message(s).

### Reprocess Messages

1. From the Side menu, select **Exchange**, select **Message Status**, then select **Messages To External System**.
2. Enter search criteria then click **Search**.
3. Select one or more messages in the search result.
4. Click **Reprocess**.
  - a. Click **Yes** to confirm.

### Reprocess All Messages

Users with the Reprocess All user task granted to their role(s) can perform this action.

1. From the Side menu, select **Exchange**, select **Message Status**, then select **Messages To External System**.
2. Enter search criteria then click **Search**.
3. Click **Reprocess All**.

### Marking Messages as Reviewed

Mark a message as reviewed after you have verified an error or warning. Messages will be marked as reviewed and disappear from the search result.

1. From the Side menu, select **Exchange**, select **Message Status**, then select **Messages To External System**.
2. Enter search criteria then click **Search**.
3. Select one or more messages in the search result.
4. Click **Mark As Reviewed**.
5. Messages are removed from the search result.

### Hide Reviewed Messages

1. From the Side menu, select **Exchange**, select **Message Status**, then select **Messages To External System**.
2. Enter search criteria then click **Search**.
3. Click **Hide Reviewed**.

### Show Reviewed Messages

1. From the Side menu, select **Exchange**, select **Message Status**, then select **Messages To External System**.
2. Enter search criteria then click **Search**.
3. Click **Show Reviewed**.
4. Reviewed messages are displayed in the result with a background shading

### Marking Messages as Un-reviewed

1. From the Side menu, select **Exchange**, select **Message Status**, then select **Messages To External System**.

2. Enter search criteria then click **Search**.
3. Select one or more messages in the search result.
4. Click **Mark As Un-reviewed**.

#### Deleting Messages

1. From the Side menu, select **Exchange**, select **Message Status**, then select **Messages To External System**.
2. Enter search criteria then click **Search**.
3. Select one or more messages in the search result.
4. Click **Delete**.
5. Click **Delete** to confirm.

#### Show Optional Warnings

1. From the Side menu, select **Exchange**, select **Message Status**, then select **Messages To External System**.
2. Enter search criteria then click **Search**.
3. Click **Show Optional Warnings**.

#### View Message

1. From the Side menu, select **Exchange**, select **Message Status**, then select **Messages To External System**.
2. Enter search criteria then click **Search**.
3. Select a message in the search result.
4. Click the vertical ellipsis and select **View**.

#### Download Message

1. From the Side menu, select **Exchange**, select **Message Status**, then select **Messages To External System**.
2. Enter search criteria then click **Search**
3. Select a message in the search result.
4. Click the vertical ellipsis and select **Download**.

# Interface Resync

The Interface Resync option can be run individually and in no particular sequence at any time to resync specific data to the external system. One reason for this could be to send all reservations that have not received an external system number during the original transmission. It is recommended that reservations only be resynced once it is certain that the respective rate codes, blocks, and profiles have been built in the external system.

The following are some recommendations:

- Resynchronization for large periods of time during peak work hours is not recommended.
- Resynchronization should be done in the late to early morning hours where Night Management or Night Audit can run them without compromising system performance.
- Resynchronization can be done during the day, however keep in mind that:
  - Smaller time frames are preferable to larger ones.
  - Choose the necessary records to resync over hundreds of records at a time.

## Resynchronization History

For any resync that is executed a record is created in the Resync History screen. This history record assists you in keeping track of all resyncs done and what their status is/was. The Remarks column shows the text for records found and processed. When the remarks are populated with (-1) then 1 or more messages failed to be sent to the External System successfully.

How to utilize history and find unsuccessful records:

- Finding resync messages that did not make it, check and note the Start Date and Start Time.
  - Go to Message Status. Messages to External System.
  - Use the Search Filters to narrow down the messages you are looking for; Populate Module type (i.e. Reservation, Profile, etc.), Created From and Created To for the day of business and Message Type value.
1. From the **OPERA Cloud Exchange** menu, select **Interface Resync** and then select **Resynchronization History** from the drop down list.
  2. The **Type** and **Property** values are taken by default. Search and select an **Interface** that is to be resynced.
  3. Click **Resync History** on any of the resync modules. In the Resync History pop-up window, you can see the Resync Module that was used.

The following details appear in the pop-up:

- **Status** is the resync status. The status options that you can see are:
  - **New**: Resync has just started.
  - **RUNNING**: Resync is currently being processed.

- **COMPLETED:** Resync is complete and reservations are sent to external system if resync filters have found any records.
- **Start Time** and **End Time:** The time stamps showing full span of time to for the resync to process.
- **PURGE:** Manual deletion of all resync history. Only resyncs that have not been completed yet will be excluded from the deletion. A warning occurs that has to be confirmed before the purge is performed.
- **REFRESH:** To see the latest status of all resync activities.

## Interface Resync - Blocks

1. From the **OPERA Cloud Exchange** menu, select **Interface Resync**, and then select **Blocks**, from the drop down list.
2. The **Type** and **Property** values are taken by default. Search and select an **Interface** that is to be resynced.
3. Search and select Block Codes. You can select multiple codes.
4. Enter a Period. **From Start Date**, select the first restriction start date for the resync. **To Date**, select the last restriction start date for the resync.
5. Select **All Active Records** check box. Select if no other conditions are to be met except resyncing active records.
6. Select the **Unconverted Blocks** check box.
7. Select the **Include Pickup Counts** check box. Select only if the external system requires the pickup counts within the block message. This would be the case if you were resyncing a block without resyncing all its reservations afterwards. For initial cutover resync we do not recommend including the pickup counts, as reservations may be subsequently resynced and this automatically updates the pickup count in the blocks.
8. Select the **Include Cancelled Blocks** check box. This could be needed for initial cutover resyncs where both systems should have all blocks including the cancelled ones, in case these may be reinstated.
9. Click **Resync History**. Click this button to view when the resync option had last been executed and its status. This shows all resync options that have been executed.
10. Click **Resync**. Click this button to start the resync process. This executes the resync according to the filters you have set.

## Interface Resync - Turnaways

1. From the **OPERA Cloud Exchange** menu, select **Interface Resync**, and then select **Turnaways**, from the drop down list.
2. The **Type** and **Property** values are taken by default. Search and select an **Interface** that is to be resynced.
3. From the Turnaways to Resynchronize, select the **Turnaways**. Select all or part of a turnaway code to be resynced.

4. For Turnaways Filter Conditions, enter the **Rate Code Like**, enter all or part of a rate code to be resynced. Search and select the **Room Type**.
5. Click **Resync** or **Resync History**.

## Interface Resync - Datamart

1. From the **OPERA Cloud Exchange** menu, select **Interface Resync**, and then select **Datamart**, from the drop down list.
2. The **Type** and **Property** values are taken by default. Search and select an **Interface** that is to be resynced.
3. In the Datamart to Resynchronize panel, select **From Start Date** and **To Start Date**.
4. From the **Type** drop down list, select the type of Datamart option.
5. Click **Resync** or **Resync History**.

## Interface Resync - Events

1. From the **OPERA Cloud Exchange** menu, select **Interface Resync**, and then select **Datamart**, from the drop down list.
2. The **Type** and **Property** values are taken by default. Search and select an **Interface** that is to be resynced.
3. In the Events to Resynchronize panel, for Booking Arrival Date, select a **From Date** and **To Date**.
4. Enter the **Block Codes Like** field and select or unselect **Include Cancelled Events** check box.
5. Click **Resync** or **Resync History**.

## Interface Resync - Function Space

1. From the **OPERA Cloud Exchange** menu, select **Interface Resync**, and then select **Function Space**, from the drop down list.
2. The **Type** and **Property** values are taken by default. Search and select an **Interface** that is to be resynced.
3. In the Function Space to Resynchronize panel, search and select the **Function Space**. You can select multiple spaces.
4. Click **Resync** or **Resync History**.

## Interface Resync - Inventory

1. From the **OPERA Cloud Exchange** menu, select **Interface Resync**, and then select **Inventory**, from the drop down list.

2. The **Type** and **Property** values are taken by default. Search and select an **Interface** that is to be resynced.
3. In the Inventories to Resynchronize panel, select the **Room Type** and **Room Class**. A multi-select list of configured room types and room classes opens when you select this option.
4. Select a Period, **From Start Date** and **To Start Date**.
5. You can select between an **Overbooking** or **Out Of Order** resync by checking one of the radio buttons. When you select Out Of Order, the Room Class option is removed from the screen.
6. Click **Resync** or **Resync History**.

## Interface Resync - Products

This synch is only available from ORS to OPERA PMS.

1. From the **OPERA Cloud Exchange** menu, select **Interface Resync**, and then select **Products**, from the drop down list.
2. The **Type** and **Property** values are taken by default. Search and select an **Interface** that is to be resynced.
3. In the Products to Resynchronize panel, select **From Start Date** and **To Start Date** for the resync.
4. Select **Products**. This option is to find only Packages that are not linked to groups. This option is usually the most desired for Resync choice and is the default upon entering this screen.
5. Select **Groups**. This option is to find only Packages that are linked to groups.
6. Search and select the **Product Codes**.
7. Click **Resync** or **Resync History**.

## Interface Resync - Profiles

1. From the **OPERA Cloud Exchange** menu, select **Interface Resync**, and then select **Profiles**, from the drop down list.
2. The **Type** and **Property** values are taken by default. Search and select an **Interface** that is to be resynced.
3. In the Profiles to Resynchronize panel, search and select the **Profile Types**.
4. Enter the **Date Type**. Use this menu to select a date type for the resync process. The options contained within this field are Updated Date that is used to resync profiles that have been modified within the selected From/To dates entered. Created Date is used to resync profiles that were created within the parameters of the From/To dates entered.
5. Enter the **From Name**, the specific name of the profile to be resynced. Enter **To Name**, type the specific name of the profile to be resynced. The query takes all names BETWEEN the letters in From Name and To Name. Sample:



Example: If you have typed 'A' into "From Name" and 'G' into "To Name". That means GA would not be taken into account anymore and the resync would only include the latest name with F such as, FZ.

6. Select to resync **Profiles for Active Reservations** . Selecting this option sends only profiles that are attached to active reservations.
7. Select to resync **Profiles For Active Blocks**. Selecting this option sends only profiles that are attached to active blocks.
8. Select to resync **Profiles For Active Reservation and Block**. Selecting this option sends profiles that are attached to active reservations and blocks.
9. Select to resync **Profiles with Membership**.
10. Select to resync **Profiles with Primary Membership**.
11. Select to resync **Profiles with Negotiated Rate**.
12. Select to resync **All**. Selecting this option resyncs all profiles, regardless whether they are linked to active reservations and blocks or not.

 **Note:**

Select the proper Profile Code for your resync to minimize the data flow, as the hotel could have a huge profile database that can lead to a very long resync process.

13. Click **Resync** or **Resync History**.

## Interface Resync - Promotions

1. From the **OPERA Cloud Exchange** menu, select **Interface Resync**, and then select **Promotions**, from the drop down list.
2. The **Type** and **Property** values are taken by default. Search and select an **Interface** that is to be resynced.
3. In the Promotions to Resynchronize panel, select **Limited Use Promotion** check box.
4. Search and select **Promotions**.
5. Click **Resync** or **Resync History**.

## Interface Resync - Rates

You have to select either a date range or check the rate codes in order to resync rates. A 'Total Count' of all active Rate Codes during the time frame entered will be displayed. User has the option to choose each rate code or all if necessary for resync to an external system.

1. From the **OPERA Cloud Exchange** menu, select **Interface Resync**, and then select **Rates**, from the drop down list.
2. The **Type** and **Property** values are taken by default. Search and select an **Interface** that is to be resynced.

3. In the Rates to Resynchronize panel, enter the **From Start Date**. You must select the first rate code start date for the resync. Only rate codes valid for this date are to be shown.
4. Enter **To Start Date**. You must select the last rate code start date for the resync. Only rate codes valid for this date are to be shown.
5. Search and select **Rates**. Shows how many active rate codes you have in the OPERA database. Once you have selected a date range the count is adjusted to match the number of rate codes that fall into your selected date range.
6. Click **Resync** or **Resync History**.

## Interface Resync - Reservation

1. From the **OPERA Cloud Exchange** menu, select **Interface Resync**, and then select **Reservation**, from the drop down list.
2. The **Type** and **Property** values are taken by default. Search and select an **Interface** that is to be resynced.
3. Enter a Period **Date Type**. Choose from the option **Arrival Date**, **Created Date**, and **Updated Date**. Enter a **From Date**, this date specifies the first arrival date for the reservation resync. Enter **To Date**, this date specifies the last arrival date for the reservation resync.
4. Enter the External System Reference **From**. This specifies an external system confirmation number to resync. You can enter a single number or multiple numbers separated by comma.
5. Enter the External System Number **To**. This specifies the external system confirmation in case you want to specify a range from number/to number.
6. Enter OPERA Reference Number **From**. This specifies an OPERA confirmation number to resync. You can enter a single number or multiple numbers separated by comma. Enter OPERA Reference Number **To** that specify the OPERA confirmation in case you want to specify a range from number/to number.
7. Select the **All** check box. Select this option if no other conditions are to be met except resynching active records.
8. Select **Include Cancels** check box. Select this option to include the cancels in your resync.
9. Select **Include Checked In** check box. Select this option to include the checked-in guests in your resync.
10. Select **Include No Shows** check box. Select this option to include no shows in your resync.
11. Select the **No External Confirmation** check box. Select this option to resync only reservations without external system confirmation number. If this is unchecked, all reservations will be resynced.
12. Click **Resync** or **Resync History**.

## Interface Resync - Restrictions

You have to select a date range in order to resync rate restrictions. An example of Block Restrictions from OPERA PMS to ORS.OXI can now send restrictions created from OPERA Blocks application. These restrictions set on the blocks can also be resynced through the Restrictions resync, by selecting the option for Date Ranges and setting Blocks. The resync offers a multi-pick list of blocks that may have restrictions set on them for selection. For Block Restrictions to work Business Events in OPERA have to be set.

1. From the **OPERA Cloud Exchange** menu, select **Interface Resync**, and then select **Restrictions**, from the drop down list.
2. The **Type** and **Property** values are taken by default. Search and select an **Interface** that is to be resynced.
3. In the Restrictions to Resynchronize panel, search and select the **Block Codes**. Select a specific block code or a starting letter following by a % in order to filter your search.
4. Enter a **From Date**. Select the first restriction start date for the resync.
5. Enter a **To Date**. Select the last restriction start date for the resync.
6. Select the **All Restrictions** option. Select this restriction for all existing restriction types to be sent to external system.
7. Select **Rate Restriction** option. Select this restriction for rate restrictions to be sent to external system. The search and select Block Code is disabled if this option is selected.
8. Select the **Block Code** option.
9. Click **Resync** or **Resync History**.

## Interface Resync - Stay

Stay files can be created for some interfaces after the guest has checked out and the OPERA night audit has run.

1. From the **OPERA Cloud Exchange** menu, select **Interface Resync**, and then select **Stay**, from the drop down list.
2. The **Type** and **Property** values are taken by default. Search and select an **Interface** that is to be resynced.
3. In Stay to Resynchronize panel, enter a **From Departure Date**. Select the first restriction start date for the resync. Enter **To Departure Date**. Select the last restriction start date for the resync.
4. Enter the **First Name**, type the specific first name of guest whose stay data shall be resynced. Enter the **Last Name**, type the specific last name of guest whose stay data will be resynced.
5. Click **Resync** or **Resync History**.

## Interface Resync - Hurdles

1. From the **OPERA Cloud Exchange** menu, select **Interface Resync**, and then select **Hurdles**, from the drop down list.
2. The **Type** and **Property** values are taken by default. Search and select an **Interface** that is to be resynced.

3. In the Hurdles to Resynchronize panel, select a date for **Hurdles From** and **Hurdles To**. These dates range helps to resync hurdles.

## Interface Resync - Inventory Items

1. From the **OPERA Cloud Exchange** menu, select **Interface Resync**, and then select **Inventory Items**, from the drop down list.
2. The **Type** and **Property** values are taken by default. Search and select an **Interface** that is to be resynced.
3. In the Inventory Items to Resynchronize panel, select the **Inventory Items From** and **Inventory Items To**.

# Part VII

## OPERA Cloud Terminology

# OPERA Cloud Terminology A-Z

Table 30-1 Terminology

Term	Description
<b>Accompanying Guest</b>	Secondary guests who are added to the reservation. Eligible accompanying guests can have a separate registration card printed. Eligibility is determined by the value set in the <b>Age Threshold to Print Registration Card</b> application setting.
<b>Advance Check In</b>	The ability to flag one or more arrival reservations as Advance Checked In reservations. Note: Pseudo room reservations cannot be flagged for Advance Check In.
<b>Advance Checked In</b>	One or more reservations that have been flagged as Advance Checked In reservations but not checked in to the property.
<b>Additional Rooms</b>	This is a multi-select field to choose rooms to include in the key creation with the reservation room. This field is available when the property interface configuration for the active DLS (Door Lock System) has the check box active for <b>Allow Multiple Room Selection for Keys</b> . You can customize the <b>Additional Rooms</b> field on the Create Key screen to populate the field with the room numbers that were selected when the new key was created for that reservation and room number. This applies to duplicate keys (when Previous Keys Made > 0). Without this customization, the field does not populate with the additional room numbers for which the key was created.
<b>Auto Advance Check In</b>	Automatically checks in Advance Checked In reservations when the housekeeping room status of the reservation matches the housekeeping room status defined in the Room Status for <b>Auto Check In of Advance Checked In Reservations</b> OPERA Control setting.
<b>Billing Window</b>	Billing windows are used to assign more than one payee to one reservation or to separate posted transactions using configured routing instructions. A reservation can have up to eight billing windows and each window can be assigned to a different payment method and a different payee.
<b>Business Date</b>	The OPERA property business date.
<b>Credit</b>	If the payment or deposit amount is greater than the posted charges on a billing window, a Credit balance remains. This balance is settled with the Automatic Folio Settlement functionality if the <b>Include Credit Balances</b> check box is selected.
<b>Duplicate Key</b>	A duplicate key is the exact copy of the original, including for Valid Start Date / Valid Start Time and Valid Until Date / Valid Until Time. If this information is modified, then the Key defaults to New. When <b>Previous Keys Made</b> is one or more, then the default is Duplicate Key instead of New Key type. This is editable in the Create Keys screen. When <b>Duplicate Key</b> is the Key Type and changes are made to Additional Rooms, Key Options, Valid Until Date and Valid Until Time, or Valid Start Date and Valid Start Time, the key type switches to a New Key type since a duplicate key is no longer an exact copy of a previous key made when these options are altered.

Table 30-1 (Cont.) Terminology

Term	Description
<b>ETA</b>	The guest's Expected Time of Arrival (Arrival Time) for their reservation. After the reservation is Advance Checked In, the Expected Time of Arrival (ETA) for the reservation is updated with the time the reservation was flagged as Advance Checked In. After the reservation is Advance Checked In, the Arrival Date is changed to read-only and cannot be modified.
<b>ETR</b>	The Expected Time of Return (ETR) and/or an Expected Time of Return Comment on reservations. In the Advance Checked In screen reservations can be sorted by ETR options when an ETR is provided. For ETR options, the Expected Time of Return (ETR) parameter must be On.
<b>Folio</b>	Master bill containing all posted transactions including charges, payments and deposits (if any).
<b>Key Machine Locations</b>	The Key Encoders available for use. By default, OPERA remembers the last location used. You can select a different key encoder.
<b>Key Options</b>	Defines key access to specific areas of the property. The default is key options associated at the room level configuration, such as access to the Parking Garage, the elevator, the pool area.
<b>Key Type</b>	When <b>Previous Keys Made</b> is one or more, then the default is Duplicate Key instead of New Key type. This is editable in the Create Keys screen. When <b>Duplicate Key</b> is the Key Type and changes are made to Additional Rooms, Key Options, Valid Until Date and Valid Until Time, or Valid Start Date and Valid Start Time, the key type switches to a New Key type since a Duplicate Key is no longer an exact copy of a previous key made when these options are altered. When the Key screen is accessed with the Mass Check In, the key type New or Duplicate is not available. Only when the individual Create Key screen is displayed is the key type available and defaults according to whether previous keys were made.
<b>Mass Advance Check In</b>	The option to Advance Check In multiple reservations when the arrival date of the reservations is the current business date of the property.
<b>Mass Check In</b>	Mass Check In functionality provides one easy process to check in multiple reservations for arrivals due in on the property's current business date, and to (optionally) generate their room keys and registration cards. Mass Check In can be used for individuals or blocks within the property. If logged in to a hub, you can Mass Check In individual and/or block reservations one property at a time for each property you have access to, without having to log in and out of each one.
<b>Number of Keys</b>	Default is <b>Per Adult On Reservation</b> to create the same number of keys as the number of adults on the reservation. Use the <b>Per Reservation</b> option to set any number of keys for the reservation.

Table 30-1 (Cont.) Terminology

Term	Description
<b>Override Associated Key Options</b>	<p>Overrides the key options in the Room Keys panel (when multiple reservations are selected for key creation). Key options can be modified or added on the individual reservations Create Key screen as you proceed through the key creation process.</p> <ul style="list-style-type: none"> <li>When deselected (default), the selections added in the <b>Key Options</b> field are appended to existing key options at the room level for the room keys for each of the selected reservations for key creation. For example, you are creating keys for several reservations and the room configuration of the assigned rooms have Garage in the associated <b>Key Option</b> field. In the Room Keys screen, you also select the Lounge key option, and then process the key creation. In the Create Keys screen, both Garage and Lounge key options appear for each reservation.</li> <li>When selected, the selections added or removed in the <b>Key Options</b> field override all existing key options at the room level for the room keys for each of the selected reservations for key creation. For example, you are creating keys for several reservations and the room configuration of the assigned rooms have Garage in the associated <b>Key Option</b> field. In the Room Keys screen, you select the Lounge key option, and then process the key creation. In the Create Keys screen, the Garage key option is overridden and only the Lounge key option appears for each reservation.</li> </ul>
<b>Pre-Arrival Reservation</b>	A reservation with an Arrival date >1 day prior to the OPERA property business date.
<b>Previous Keys Made</b>	In the Create Keys screen, this is the number of keys since the last new key previously created for this specific reservation and room. If the <b>Additional Rooms</b> field on the Create Keys screen is customized with PreviousKeyAdditionalRooms, the <b>Additional Rooms</b> field populates with the additional room numbers if the previous key made had additional rooms selected when created. When <b>Previous Keys Made</b> is equal to or greater than 1, then this defaults to Duplicate Key instead of New Key (this is editable.) When Duplicate Key is the default key type and changes are made to Additional Rooms, Key Options, Valid Until Date and Valid Until Time, and/or Valid Start Date and Valid Start Time, the key type switches to New Key because it is not considered a duplicate key of a previous key made when these options are altered. A duplicate key is the exact copy of the original, including the options set in the original key creation. When the reservation is checked out, the Previous Keys Made count resets to zero.
<b>Primary Guest</b>	The guest name under which the reservation is booked. The primary guest's name appears at the top of the list in the Select Guests panel on the Registration Card screen.
<b>Settlement</b>	The process of obtaining payment for a guest's bill.
<b>Suppress Key Success Message</b>	When this option is selected, the key success message does not display. Instead, the process continues to the Create Key screen for next reservation. If the request to the DLS (Door Lock System) fails, then the failure notification appears with the option to retry the key creation.
<b>System Date/Time</b>	Operating System date/time.
<b>Valid Start Date</b>	Displays when the <b>Send Valid Start Date/Time</b> check box is active in the DLS property interface configuration. Refer to the <i>Enhanced Room Key Generation Validation Rules by Process</i> topic for more information.



Table 30-1 (Cont.) Terminology

Term	Description
<b>Valid Start Time</b>	Displays when the <b>Send Valid Start Date/Time</b> check box is active in the DLS property interface configuration. Refer to the <i>Enhanced Room Key Generation Validation Rules by Process</i> topic for more information.
<b>Valid Until Date</b>	Defaults to the reservation departure date or to the added days if the OPERA Controls setting <b>Key Expiry Days</b> is set. Refer to the <i>Enhanced Room Key Generation Validation Rules by Process</i> topic for more information.
<b>Valid Until Time</b>	Defaults with the time that is chosen in the <b>Default Keys Expiry Time</b> setting. This can be the reservation ETD (Expected Time of Departure) or the time in the <b>Key Expiry Time</b> setting. Refer to the <i>Enhanced Room Key Generation Validation Rules by Process</i> topic for more information.

# Part VIII

## OPERA Cloud Video Library

This part of the OPERA Cloud Help system contains video tutorials that will help you learn how to use and administer OPERA Cloud Services.

# OPERA Cloud Videos




To learn more about OPERA Cloud click the links below to review the documentation topics, videos, and the video transcripts.

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---

# Using Keyboard Shortcuts

00:06

In Opera Cloud you can open menus and actions using

00:10

keyboard shortcuts. You can access keyboard shortcuts from

00:14

many screens including the profile presentation,

00:17

the look to book sales screen, and the 'I want to' menus.

00:21

Let's get started. In this example, first I will go to the Look to Book sales

00:26

screen. Go to bookings, select reservations, and then select the

00:31

Look to Book sales screen. Select new reservation.

00:38

To view the keyboard shortcuts press the ctrl key on your keyboard.

00:43

Then the shortcut key combinations appear on the screen

00:46

next to the field or action. You can press the respective keys to open the

00:50

menu or action. In this example, I go back to the Opera

00:55

Cloud dashboard and click the arrivals tile to go to the

00:58

list of arrival reservations. Next, I click the confirmation number to

01:04

go to the reservation. Now on the reservation I click the

01:08

control key and the keyboard shortcuts appear next to the actions.

---

01:12

In this example, I press dc on the keyboard to jump to the deposit

01:16

cancellation section. Next I can press the ctrl key to display

01:21

the shortcuts, and then I select the I key to open the

01:24

'I want to' menu. Press the ctrl key again to display the

01:28

keyboard shortcuts for the actions on the I want to menu. Now, I can see the

01:33

keyboard shortcuts for the actions.

---

# View Property Brochure From Quick Launch

00:05

You can add the property brochure to the quick launch menu for easy access. Click

00:10

the quick launch icon, then click manage Quick Links. Now you can add bookmarks to

00:16

the quick launch menu. In this example I enter property brochure and then click

00:21

go to search for the available Quick Links. Select property brochure and then

00:26

click the right arrow to add it to the selected column. Click Save. To confirm

00:31

the property brochure is added to the quick launch menu click manage Quick

00:35

Links. Click the plus sign to expand and you can see the property brochure is

00:39

listed. Click Save. Now you can click to go to the property brochures screen. Here

00:45

you can see I am logged into a chain. I must enter or select a property name

00:50

from the list. Then click select.

00:57

Then click search.

01:01

Now you can scroll down to find all the information for the property brochure.

01:10

You can view the additional property information by clicking the plus icon to

01:14

expand each selection. You could view airport information, alternate properties,

01:19

---

amenities, additional details, dining and retail information.

01:32

You can search for directions using Google Maps and view event space details.

01:37

You can view general notes, browse local attractions, view a property map, and see

01:43

the events calendar.

01:56

You can click an event to view more details.

02:03

You can see property images, a site plan and transportation companies, complete

---

# Using Quick Launch

00:06

In this video you will learn how to create quick links

00:08

to OPERA cloud menus and add links to external websites on

00:12

the quick launch menu. To open the quick launch menu click the

00:16

rocket icon on the top navigation. Or click F2 on your keyboard.

00:22

Next, click manage quick links. Now I can find the available OPERA cloud

00:28

menus by entering keywords. In this example, I enter run reports and

00:34

click go. Next select the menu,

00:38

then click the right arrow to add the link to the quick links menu.

00:42

If you have multiple quick links to add, click the double arrows.

00:47

Next, click save. Now the quick link appears in my bookmarks list

00:52

including the shortcut keys to open the run reports menu.

00:56

I can click that link to go directly to the run reports screen.

01:00

Or to open the run reports menu anytime select the shift and the r and p keys.

01:07

To add links to external websites that you access frequently

01:10

click manage custom links. Here, I can add a name for the link.

---

01:15

Enter the website address and click add. To delete a URL click the vertical

01:20

ellipse menu and select delete. Now, to launch the website

01:25

press F2 from anywhere in the OPERA cloud application,

01:28

and then click the keyboard shortcut displayed shift plus one.

---

# Add Dashboard Tiles

00:06

In this video, you will learn how to add a page and tiles to the OPERA Cloud dashboard.

00:11

Let's get started.

00:12

On the OPERA Cloud dashboard, you can click to add page.

00:17

In this example, I am logged in to a property and I selected the Housekeeping page.

00:22

Next, I click Add New Tiles.

00:25

Next to each tile, I enter the number of tiles to add.

00:30

In this example, I add 1 tile for departures, queue reservations, room status, and 1

00:37

task sheet tile.

00:39

And then I click add to dashboard.

00:41

Now, I can drag and drop to re-arrange the tiles.

00:45

I can hover over a tile, and select the gear icon to configure the options.

00:50

Or I can select the X to remove the tile.

00:53

Each tile contains a snapshot of data for the property, you can click to view the results.

00:58

In this example, I click the task sheet dashboard tile to view and manage the task sheets for

01:03



---

the property.

---

# Customize the User Interface Using Page Composer

00:06

You can customize the OPERA Cloud user interface using Page Composer.

00:10

If you have the Customize Chain or Customize Property task assigned to your role then you

00:14

can re-arrange fields and add or delete fields on any panel with a gear icon.

00:19

Let's get started.

00:20

First, to turn on customization, in OPERA Cloud click the side menu and then click Settings.

00:27

Now I can choose the option to customize, at the chain or the property level.

00:32

In this example, I select to turn on property customization.

00:35

Then click Save.

00:37

Now, I see the customizing mode notification appears next to the OPERA Cloud user name

00:42

on the menu bar.

00:44

Now I can customize any panel with the gear icon.

00:47

In this example, I will customize the overview panel on the reservation, by adding a custom

00:52

field that saves a voucher number to the reservation.

00:54

---

I will make this field required for reservations with the VFREE rate code.

00:59

I will also add a link to open an external voucher tracking website.

01:02

To find the reservation, I go to Bookings, click Reservations and then click Manage Reservation.

01:10

Now, click the I want to menu and then click the confirmation number or guest name to open

01:15

a recently viewed reservation.

01:17

On the reservation overview, click the gear icon, and then click Add Field.

01:22

Go to the bottom of the list to select Flex Field, and then select Add Text.

01:27

Now, to define the properties of the custom field, I select Yes to display the field on

01:33

the screen.

01:34

Then, I select No from the read-only drop-down list, to make this field updateable.

01:39

Next, I select Custom from the required drop down list and then click the code bracket.

01:45

I enter the expression language code, to return "TRUE" only when the reservation rate code

01:50

equals "VFREE" and then click Evaluate.

01:53

Next, I'll click Apply.

01:55

Now, this Flex field is mandatory for reservations with the VFREE rate code.

02:00

Next, I change the field label to "voucher number" and then click save.

02:06

I can click the pencil icon to edit or verify the customization saved.

---

02:10

Next, to add a link, I click Add Field, go to the bottom of the list and select Flex Field, and then

02:17

click Add Link.

02:18

Now, I can change the text description for the field to voucher tracking.

02:23

Then, in the destination field, I enter the URL for the external website.

02:28

I select the checkbox to launch the URL in a New browser tab.

02:33

And then click Save.

02:36

Next, click Close customize.

02:37

Now, I see the voucher number and the voucher tracking link I just created.

02:42

To turn off the ability to customize, I click the side menu and then click settings.

02:48

Then I select off, and then click save.

02:51

Now, on the OPERA Cloud menu I see the customization notification is turned off.

02:57

Let's check the result of the customization.

02:59

To find the reservation, go to Bookings, select Reservations and then select manage reservation.

03:06

Click the I want to menu and then click the reservation confirmation number or name from

03:10

the list of recently viewed reservations.

03:13

---

Now, I see the Reservation Overview displays the new Voucher Number field and the Voucher

---

# Using the Performance Meter to Troubleshoot in OPERA Cloud

00:06

The performance meter tests the network, the workstation browser, and the OPERA cloud server

00:12

performance. Now let's run the performance test. Go to OPERA cloud and select the hamburger menu

00:18

and then click performance meter. To begin the performance test click start performance test.

00:25

When the performance test is complete the progress meter displays the results. If the results are not

00:30

optimal the recommended actions display. When a performance issue is caused by the network

00:36

or the browser performance contact your IT specialist. If there is an issue on any

00:41

of the OPERA cloud servers contact your system administrator and provide the generated result ID.

00:48

In this example, the performance test reported the system is optimized and no actions are needed.

# Create a Guest Profile

00:05

In OPERA cloud, a profile contains address and contact details, preferences,

00:10

and membership information for guests, companies, travel agents, sources, and groups. In this video,

00:17

you will learn how to create guest profiles. Let's get started. First, go to client relations,

00:23

select profiles, and then select manage profile. On the manage profiles screen, I can click the

00:28

link to create a guest profile or I can click the I want to menu and select the type of profile

00:34

I want to create. From the list, I can click the link to create a guest profile, company,

00:40

travel agent, source, group, or contact profile, or I can click and go to recently viewed profiles.

00:48

In this example, I click the option to create a guest profile.

00:54

I complete the mandatory fields and any optional fields on the create profile

00:58

screen. In this example, the name field is intended to be a last name or

01:02

family name. Now I enter a primary phone number.

01:10

I can click the vertical ellipse to delete each communication method

01:13

or click add rows to add more communication methods to the profile.

01:18

On the address tab, I can click the new option to add more addresses to the profile,

---

01:22

or I can click to delete the address. Next I enter the primary address details.

01:38

Then I can click save or save profile and add more details.

01:42

In this example, I click to save the profile and add more details.

01:48

On the profile presentation,

01:50

I can see a list of links to quickly jump to each section of the profile.

01:54

I can also view the related profile notifications, billing information, and reservations.

02:02

I can edit the profile or I can add an image to the profile. In this example, I click edit

02:10

to add the required information to the profile details. I can click the gear icon to customize

02:15

or personalize the screen using page composer. The options displayed in the gear icon depend on your

02:21

user's permissions in role manager. Next, I'll click save. I can click new to add any additional

02:28

information to the profile including communication preferences, contact information, notes,

02:34

attachments, membership enrollments, or negotiated rates. The past and future stays section will

02:40

automatically display any reservations associated to this profile. Next, I click

02:45

the profile details link to jump to that section. I can select the I want to menu to merge profiles,

02:52



---

anonymize the profile, or to create a reservation, or an activity and attach it to the profile,

02:58

or I can view stay statistics or the changes log for this profile.

---

# View and Edit Sales Profiles

00:05

In this video, you will learn how to search for and edit profiles in OPERA cloud. Let's get

00:11

started. In OPERA cloud I go to client relations, profiles, and then I select manage profile.

00:19

On the manage profile screen, I can select the profile type from the view by

00:23

drop-down list to narrow the results. In this example, I select company from the list.

00:31

Next, I enter the company name Oracle.

00:34

I then click search. In the list of results, I can click the plus sign to view additional details.

00:43

Or I can click the arrow to access I want to menu for each profile. The I want to menu

00:48

contains a variety of tasks. For example, I can merge profiles, create a reservation,

00:55

block, or view activities, billing information, or view future and past reservations for the profile.

01:02

In this example, I will click the profile name to go to the profile. In the profile

01:08

overview section, I can click the vertical ellipse to change or delete the profile image.

01:15

Or I can click edit to make changes to the profile details, communication methods,

01:20

or address information for the profile. Next, I'll click Save. In the left navigation,

01:26

---

I can click any of the links to jump to the profile section. In this example,

01:30

I click future and pass stays to jump to the reservations associated with this profile.

01:35

Here I can see the list of past reservations for this profile.

---

# Add an Alternate or an Incognito Name to a Profile

00:05

In this video you will learn how to add an alternate or an incognito name to a

00:10

guest profile. An incognito name adds a fictitious name to a profile and can be

00:15

used if a celebrity wants to be anonymous during their hotel stay. An

00:19

alternate name allows you to define an alternate name, title, language, or

00:25

salutation for the profile. In the OPERA Cloud application navigate to client

00:30

relations, profiles, and select manage profile. In this example, I will search

00:36

for a profile with the name test,

00:40

and then click search.

00:44

Select the profile from the list. On the profile presentation I can go

00:51

directly to the profile details section by clicking the link on the Left

00:54

navigation. Next I'll click Edit to make the changes. Below the name I can now see

01:02

the alternate name link and an icon with sunglasses and a hat representing the

01:07

incognito name. An alternate name provides the option to enter the guests

01:11

name in their national character set. In this example I add an alternate Japanese

01:16

---

name and click Save. Now the Japanese name will print on stationery including

01:21

the reservation confirmation or the registration card. Next I click the

01:25

incognito icon to add an incognito name and then click Save.

01:34

You must also click Save at the bottom of the profile details section.

01:42

Now I can click the alternate and incognito links to view the additional

01:46

names for this profile.

---

# Add Notes to a Profile

00:05

in this video you will learn how to add

00:08

notes to a profile and opera cloud let's

00:11

get started navigate to opera cloud

00:14

select client relations profile and then

00:18

select manage profile in this example I

00:21

select company from the view by

00:23

drop-down list I enter Oracle in the

00:26

name field and then click search from

00:29

the list of results I click the profile

00:31

name to open the profile presentation

00:33

page next to the notes details link I

00:36

see the number 1 indicating there is

00:38

already one note saved to this profile

00:40

then I click notes click new to enter a

00:44

new note I then select the type

---

00:47  
magnifying glass from the list of note

00:49  
types

00:50  
I select the reservation note type and

00:52  
click select I can edit any of the

00:55  
details I enter the note in the comment

00:57  
field and click Save on the note I can

01:00  
click the vertical ellipse to edit or

01:02  
delete this note in this example I

01:05  
select edit I can change any of the note

01:09  
details and then select save

01:11  
I click the X to close notes and go back

01:14  
to the reservation now I can see the

01:17  
notes details link with the number 2

01:19  
indicating there are two notes saved to

01:21  
this profile

---

# Create a Sales Activity

00:06

In this video, you will learn how to create a meeting activity, invite others, and add

00:10

attachments for a company profile.

00:13

Let's get started.

00:14

You can find the create an activity option in the I want to menu on several screens in

00:18

the application.

00:19

In this example, I go to client relations, and select Activities.

00:23

Next, click the I want to menu, and then click Activity.

00:27

Now, confirm the property, the dates, and enter the start and end times for the meeting.

00:33

Click the type magnifying glass and select meeting from the list then click Select.

00:38

Now, you can edit the purpose.

00:41

Next, click the account magnifying glass and then from the view by drop down list select

00:46

Company.

00:47

Next, enter the company name and click search to look up the company account.

00:52

Now, I can select the account on the left and the contacts for the select account appear



---

00:56

on the right column.

00:58

Scroll down and select the option for the Account only or choose the option to select

01:03

the Account and Contact.

01:05

In this example, I select the Account and the Contact.

01:09

Enter any notes for the meeting.

01:10

And then click, Save activity and add more details.

01:13

Now, I can see the activity overview.

01:16

Scroll down to the activity notifications.

01:19

Click Invite Owners, then click Add.

01:23

Select the checkbox next to the name of the person to invite to the meeting, and then

01:26

click Select.

01:27

Now, I can see the additional meeting attendee.

01:31

Next to the invite owners link, I see the number one for the additional sales owner

01:34

I just added.

01:36

To upload I click the Attachments link, then click New.

01:40

Now, click Choose File and then select the file to upload, and click Open.

01:47

---

Enter a file name and a description then click Save.

01:50

Now, I can see the table layout file I just uploaded is saved as an attachment to this

01:56

meeting.

01:57

I can click the vertical ellipse to delete, preview, or download the file.

02:00

Now, I can see the number 1 next to the attachments link indicating the file that's now attached.

02:05

Next, I click OPERA Cloud to go to the dashboard.

02:10

Scroll down and now I see the meeting I just created on the appointments dashboard tile.

02:15

I can click the appointment to view the meeting details. Next, I'll click Edit.

02:20

When the meeting is finished, I can click the checkbox to mark the appointment as complete.

02:25

I can enter a follow-up date and time, including any notes to create a follow-up activity.

# Create a Reservation using Quick Book

00:06

In this video, you will learn how to create a reservation using Quick Book.

00:11

Quick Book is the quickest way to create a reservation in OPERA Cloud and is an alternative

00:15

to using Look to book.

00:17

Let's get started.

00:19

Go to Bookings, Reservations, and then select Quick Book.

00:24

Now, I can create a new profile or search for an existing profile.

00:29

In this example, I enter the name, and then click the magnifying glass, to find

00:33

an existing profile.

00:35

Click the profile, and scroll down to click select.

00:38

Next, select the room type magnifying glass to search for the available rates

00:43

and room types.

00:44

Now, I see a summary at the top of the page to confirm the selected property,

00:49

arrival and departure date, number of nights, rooms, and number of adults.

00:55

I can select a different rate code from the display set drop-down list to view the rates for a specific rate code display set.

01:03

Or I can search by a specific rate code.

---

01:05

By selecting the checkbox, I also have the option to include rates that are closed, due

01:10

to rate or room type availability, in the available rate display.

01:14

Now, I can see the available room types and rates.

01:18

In this example, I click the \$115 rate for the Breakfast package in a Standard King room type.

01:25

01:26

Now, I see the room type and rate code details including the deposit and cancel policies

01:31

for this rate code.

01:32

After reviewing the details, I click select to book the rate.

01:38

I can click the View Rate Information link to review the details.

01:42

Quick book includes the packages with each rate code.

01:45

I can click the Packages link to add or remove packages from the reservation.

01:50

Or I can click the Add notes link to change or review the notes.

01:54

Next, I select the payment method from the drop-down list, enter the card number, and

02:01

the expiration date.

02:03

And then click save.

02:04

Now, I see the confirmation number of the reservation I just created using Quick Book.

02:09

---

Finally, if needed I can make any changes to this new reservation.

---

# Create a Walk-in Reservation

00:07

In this video, you will learn how to create a walk-in reservation.

00:11

Let's get started. Go to Front Desk, and then select Arrivals.

00:17

Click the I want to menu and then click walk-in reservation.

00:22

In this example, I review the sell messages and then click the X to close.

00:28

Next, I can enter any additional criteria to search for the room availability.

00:33

In this example, I click the plus sign to add 3 nights, and then, I click in the departure date

00:39

field, and confirm the update. Click search.

00:44

Now, scroll down to view the availability.

00:47

In this example, I select the \$220 rate for the gold room type,

00:55

Next, scroll down to review the room type and the rate code details.

01:01

And then click select.

01:05

Now, I see a stay information summary for this new walk-in reservation.

01:09

To continue creating the reservation, I must enter the guest details.

01:14

For the profile name, I can click the link to create a new profile or, as in this example, I

01:21

---

enter a profile name and then click the magnifying glass to search for an existing profile.

01:26

Next, I can enter any additional details to narrow the profile search and then click search.

01:34

Now, I scroll down to select the profile from the list.

01:41

I can click the profile name to go directly to the profile to review

01:45

or change any of the profile details. And then click back to manage profile.

01:52

After searching if I don't find the profile, I am looking for,

01:55

then I can click the link to create a new profile.

02:01

In this example, I scroll down and click select to select the profile.

02:08

Next, I will complete the reservation or booking details.

02:12

Enter any required information, in this example I enter the arrival time.

02:17

Finally, scroll down to select a payment method from the drop-down list.

02:22

In this example, I select cash, enter the required deposit amount and then click book now.

02:31

Now, I can search for and add packages and items to the new reservation.

02:37

In this example, I click add to add the All Year package.

02:41

I review the package details. If needed, I can click the

02:45

red X to remove the package. Next, I click the room selection option.

02:51

I can click the magnifying glass to search for another room or as In this example,

---

02:55

I click accept room selection. Now, I can click the magnifying glass

03:03

to find a different room. Or as in this example,

03:03

I click accept room selection. Now, I have several options I can

03:04

create a registration card, or I can advance check in this reservation or

03:09

as in this example, I click complete check in And the I click complete check in.

03:15

I click No to creating a registration card.

03:19

Now, I can see the new reservation I just created with the Gold room type.

03:24

And I can see the reservation is currently checked in.

03:27

Now, I have the option to go to the reservation or directly to billing.

03:32

In this example, I click go to reservation.

03:36

Now, I can review or change any details for this new walk-in reservation.



# Create A Reservation Using Room Diary

00:05

The room diary displays a list of rooms and dates to visualize the reservations.

00:10

Using the room diary you can create a new reservation or add an out of order

00:15

or out of service schedule to a room. In this video you will learn how to create

00:20

a reservation using the room diary. In Opera Cloud go to bookings, reservations

00:26

and then select room diary. On the room diary I can enter details to search for

00:32

the available dates and room options. For example I can select the magnifying

00:37

glass to search for a specific room to use for this reservation or I can scroll

00:42

down to use the room diary to create the reservation. From the view drop-down list

00:47

I can select the number of days to view on the room diary. In this example, I can

00:51

see seven days. On the date cell next to the room number I want to book I double

00:57

click and drag the cursor to select multiple days. Next, I double click to

01:03

open the 'I want to' menu. Now, I see the new reservation dates and room number I

01:08

selected. I click the action to create a reservation. On the look to book sales

01:15

screen I can enter any additional criteria to search for a profile, rate or

01:20

room options. In this example I scroll down and click search to find the

---

01:26

available rates for the selected dates and room I selected previously on the

01:30

room diary. I scroll down and double click the standard King room STDK at

01:35

four hundred and fifty dollars for the picnic rate. Now I can see the room type

01:40

information. I click select. Next, I can see the stay information details and I

01:46

can enter the guest information. In this example, I enter a surname and click the

01:52

magnifying glass to search for an existing profile. I select the first

01:57

profile from the list and click select. Now, this profile is selected for this

02:03

reservation. Next, I scroll down to select cash as the payment method.

02:11

Then, I click book now. If configured the closing script appears and displays the

02:18

reservation confirmation number. I click confirm to create the reservation.

02:25

Now, on the new reservation I can see the confirmation number and I can add any

02:31

updates including notes, guest preferences, or payment instructions to

02:36

the new reservation.

# View Room Availability for Blocks Using Group Rooms Control

00:06

In this video, you will learn how to view room availability for blocks on the Group

00:10

Rooms Control screen. Let's get started.

00:13

In OPERA Cloud, go to Bookings, select blocks, and then select Group Rooms control.

00:20

Enter a property, a start date, and any additional information,

00:25

then click search to view the room availability for blocks.

00:28

Now, I can see a daily summary of rooms set aside for blocks.

00:33

I click the arrow to scroll through dates. Next, I click the calendar icon to

00:38

select a different date range. In this example, I click June 8th.

00:48

Now, I see the date range change and the colors display on the 7th and 8th of June.

00:55

Click the Day Details tab to view the legend and the color descriptions.

00:59

In this example, I see the green on June 7 indicates a special event,

01:03

and on both June 7th and 8th there is a rate protect and a non compete indicated.

01:09

The Rate protect option is only available when the Lowest Rate Guaranteed OPERA Control

01:14

is active. The rate protect means no other groups should be booked using rates lower

---

01:19

than the rates assigned to the block. The black color indicates a non-compete

01:23

rate meaning no competing accounts, which are accounts designated with the NC industry code

01:29

should be booked for the same dates as the block marked as non-compete.

01:35

This option is only available when the Non Compete OPERA Control is active.

01:41

The color descriptions typically include special events, holidays, day types, and Rate Protect

01:47

(RP) and Non-Compete (NC) indicators. Depending on your OPERA Cloud configuration

01:54

you may see a different legend and different color descriptions based

01:57

on the services active for the property. Click view options, to turn on or off display

02:02

options by selecting or unselecting the checkbox and then scrolling down to click apply.

02:11

I can click the vertical ellipse to create a block, create a master block,

02:16

or to create a master allocation.

02:18

Or I can click the plus or the minus sign to show or hide the block summary details.

02:28

I can also click the block code or the account name to go directly to the block or the account.

# Cancel a Reservation

00:04

In this video you will learn how to cancel a reservation in Opera Cloud.

00:09

Let's get started. First find the reservation you want to cancel. To find

00:14

the reservation you can go to bookings, reservations, and select manage

00:18

reservation to search for the reservation. Alternatively in this

00:23

example, I go to the Opera Cloud dashboard and click the arrivals tile to

00:27

go to the list of arrival reservations. Next to the reservation I want to cancel

00:33

I click the I want to arrow. On the I want to menu I click show more. Now, I

00:40

click cancel reservation.

00:44

I click the magnifying glass to select the cancel reason from the list and then

00:48

click select. If needed I can edit the cancellation description. Next, I click the

00:54

plus symbol on the deposit cancellation header. Then I scroll down to view the

00:59

cancellation policy for this reservation. In this example, I select cancel

01:04

reservation. A message displays with the cancellation

01:09

policy. Click cancel reservation to confirm. Now

01:12

I can see the cancellation number for this reservation. I can click the

---

01:16

vertical ellipse to open the Actions menu to text or fax the cancellation

01:20

confirmation letter. In this example I select to preview and print the

01:24

cancellation confirmation letter. I can select a different confirmation letter

01:28

template from the drop-down list or I can click the customize option to

01:32

customize the letter. Then click send.

01:37

Now I can view print or download the cancellation confirmation letter.

# Cancel Mass Reservations

00:06

In this video, you will learn how to cancel multiple reservations in OPERA Cloud.

00:10

It's common to use mass cancellation to cancel multiple reservations that are non-guaranteed reservations.

00:17

For example, if the guests did not pay a deposit to confirm the reservations, you can easily

00:22

cancel the reservations using mass cancellation.

00:26

You also have the option to cancel reservations with deposits.

00:29

Let's get started.

00:31

In OPERA Cloud, go to Bookings, Reservations, and select Manage Reservation.

00:37

On the manage reservation screen, I will select mass cancellation from the predefined search

00:41

filters at the bottom of the page.

00:44

Alternatively, I could go to the search type menu and select mass cancellation from the list.

00:51

And finally, click search.

00:55

On the list of results, I select the checkboxes next to the reservations, I want to cancel.

01:01

In this example, I select the first 3 reservations and then click the Mass cancellation option.

01:09

Next, I select the cancel reason from the list.

01:13

The cancel description automatically populates with the reason.

---

01:16

I can edit the description if needed.

01:18

If needed, I can select any of the checkboxes including to delete all reservation traces,

01:21

to ignore the Cancellation Penalty, to Cancel Sharing reservations or to cancel reservations with deposits.

01:31

Then, click Cancel Now.

01:33

When the cancellations process, I can see the cancellation confirmation numbers and

01:38

the successfully cancelled messages.



# Post a Credit Card Deposit on a Reservation

00:06

In this video, you will learn how to post and pay for a deposit on an arrival reservation.

00:12

Let's get started. Go to bookings, reservations and then select manage reservations. Enter any

00:21

criteria to find the reservation. In this example, I enter the reservation confirmation number,

00:28

and then click search. Next, click the I want to menu, and then click deposit cancellation.

00:35

Click the vertical ellipse and then select post unallocated deposit. An unallocated deposit posts

00:41

to the reservation but is not applied to a specific deposit request. Now I can enter the

00:46

payment details. In this example, I select chip and pin from the payment method drop-down list.

00:53

Next, I enter the credit card number. Click ok to verify the credit card was manually entered.

01:00

Then enter the expiration date. I unchecked the option to change the payment method on the

01:05

reservation. Now the payment method only applies to this deposit. Enter the deposit amount. I can

01:12

click the type magnifying glass to select a different reservation type that applies after

01:17

the deposit payment posts to the reservation. In this example, I do not change the deposit

01:22

guarantee deduct reservation type that's already selected, and then click post payment. Now I see

01:28

---

the deposit payment is posted to the reservation. Next, I click the x to close the window.

# Merge Reservations

00:06

In this video you will learn how to merge matching reservations. Reservations are considered matching

00:11

when the reservations have sequential reservation dates and have identical first, middle and last

00:16

names. You can merge matching arrival reservations for the current day or for the future dates if the

00:22

OPERA control allow merge reservations for future arrivals is active and turned on. Reservations are

00:29

merged from the matched reservations to the main reservation resulting in one combined

00:33

reservation for the entire length of stay. If the merged reservations have any deposit payments,

00:39

the deposit payments are transferred to the main reservation after the merge. Let's get started.

00:45

Go to bookings, reservations, and then select manage reservation.

00:52

Now enter any criteria to search for a reservation. In this example I enter the

00:58

confirmation number. Then click search. Now click the confirmation number to go to the reservation.

01:05

Click the matching reservations link to see a list of all possible matching reservations.

01:10

Select the check box next to the reservations to merge

01:14

---

and then click merge reservations. Click OK to confirm. Then click the x to close the window.

01:22

The reservation merge activity is recorded in the change log under the cancel action type

01:27

for merged reservations and under the update reservation action type for the main reservation.

# Add An Event to a Block

00:04

In this video you will learn how to find a block and create an event for the

00:09

existing block. In OPERA Cloud go to bookings, blocks and select manage block.

00:15

To find the block I must select a property because I'm currently logged

00:19

into a hub. I click the property magnifying glass to select a property

00:23

from the list and then click select. Next I'll delete the date to find all the

00:28

blocks for this property. Now I will enter the block name. In this example I

00:34

enter Oracle as the block name. Next I click search.

00:40

I can click the view icons to change the display for the list of blocks. Next I'll

00:46

find the block and click the block code to go to the block. When I am on the

00:51

block I'll click the I want to menu. Now I click event to create an event for

00:59

the new block. Next I must enter the event type.

01:05

In this example I click the magnifying glass and select meeting with out times

01:10

from the list and then click select. Next I finish entering the required event

01:18

details including the events start and end times. For now the expected attendees

01:24

is set to 50. To create the event the additional fields are optional. As the

---

01:29

event details are confirmed with the guests you can change the event

01:33

information. Next I'll scroll down to select an option to save. I can do the

01:38

following options. Save and create another event. I can save this event, or

01:44

save and manage event. In this example I select save and manage event.

01:52

Now on the event overview I can click Edit to add or change the event details.

01:57

In this example I click the loud event checkbox and then click Save.

# Add Menus and Items to Events

00:04

In this video you will learn how to add menus and items to events. First find an

00:12

event and then go to event resources. Let's get started. In OPERA Cloud go to

00:17

bookings, events, and then select manage events. On the manage events screen, if

00:23

you are logged into a hub, you must select a property. Next, I click the

00:27

property magnifying glass and select a property from the list. And then click

00:32

select. In this example, I deleted the dates to find all the events for the

00:36

property. Then I'll click search. Here I can see the block ID, the date range for

00:41

the events and other search options. I can click modify the search criteria to

00:46

change the search results. Click the I want to menu and go to event resources.

00:53

Now I can see an event list in the column on the left. I can see the first

00:57

event is highlighted and the resources for this event appear on the right.

01:02

Next I'll scroll down to select the menu tab. You can click the menu tab to open

01:07

the menu drawer.

01:11

On the menu tab I'll click the event type magnifying glass to select multiple

01:15

event types and then click select. Then I'll click search.

---

01:20

Each event type selected displays different menus related to the event

01:25

type. To find the menu items I must click the plus sign and then I can select a

01:30

menu. In this example I select plated lunch from the list. You can click the

01:35

menu name to see the menu items. Check the box include or remove a menu item.

01:40

Next, I click back to menus. You can see the number of menus added

01:46

reflects the number of event attendees. In this example I selected lunch and

01:53

breakfast and now I can add lunch or breakfast menus to the selected event.

01:57

And then scroll down to click Save.

02:02

Now I can see the plated lunch menu is added to the highlighted event.

02:08

Next I select the event type magnifying glass and check dinner. Then click select

02:13

to find dinner related menus. Then I'll click search. I'll click the plus sign to

02:19

expand the option. And click to select the cash bar.

02:22

I can click the option to save and add more to stay on the menu screen and

02:26

continue saving menus to the event. Next I click the plus sign to expand the

02:31

reception menus and select the Hibiscus menu option from the list. In this

02:36

example, I'll scroll down and click Save to add these menus to the event.

02:42



---

Here I can see all the menus I've just added to the event.

02:48

I can click the items tab to add other resources to the event.

02:58

In this example I select the chocolate fountain.

03:05

And click Save to add the item to the event.

---

# Create a Catering Block and Event

00:04

In this video you will learn how to create a new block and create a new

00:08

event for the block. To create a new block in OPERA Cloud, go to bookings,

00:13

blocks, and then select manage block. Click the I want to menu. Now click block

00:21

to create a new block. On the create block screen you can define the block

00:25

details and add the room and catering details. In this example, because I'm

00:30

logged in to a hub, I must select a property. I select the property from the

00:34

list and then click select. Next I select the account magnifying glass to find an

00:39

existing account. On the manage profile screen I can find an account and contact

00:44

name for a company, travel agent, or source profile and connect it to the

00:48

block. I can click the I want to menu to create a new contact profile for a

00:53

company, travel agent, or source. In this example I enter the name Oracle and

00:58

click search to find the account.

01:02

Now I can see a list of accounts and related contacts. When I select an

01:07

account on the left and click search the related contacts appear to the right. I

01:11

can select a contact from the list, choose to create a new contact or

---

01:16

account from the I want to menu or select the vertical ellipse to create a

01:20

new linked contact. In this example I select the account Oracle Corporation -

01:25

IDC and click search. Now I can select the related contact from the list of

01:31

related contacts. Now I can scroll down to select the

01:35

option to select only the account or to select both the highlighted account and

01:40

contact from the columns. In this example, I scroll down to select both the account

01:45

and contact. Now I see the account, contact, block name, and the block ID are

01:51

filled in. The account name automatically fills in the block name. I can edit any

01:57

of this information as needed. Next I check the catering only option.

02:02

The rooms details section is hidden when this option is selected because rooms

02:06

are not part of the block if this is a catering only event. I continue by

02:11

entering the required information that's noted in red to create the block. Next

02:16

I'll click the magnifying glass to select the room status. In this example, I

02:21

select inquiry from the list and click select. Next I'll click the market

02:27

magnifying glass and select the group corporate market code from the list. And

02:31

then click select. Next I select the source magnifying glass to select catering as

02:38

---

the source for this block and then click select. In the catering details section I  
02:43  
must enter the number of event attendees to activate the options related to  
02:47  
events. In this example, I'll enter 50 attendees. You must click outside the  
02:54  
attendees field to activate the next options.  
02:58  
I can see the room grid option is not active because previously I selected  
03:03  
catering only for this block. I can enter any additional information for this  
03:07  
block and then I can select an option. Save, save and manage block, save and  
03:13  
create an event, save and add template, or save and add a catering package. For this  
03:20  
example I'll select the option to save and create an event. Now I can enter the  
03:24  
required event details. I'll select the event type magnifying glass and select  
03:29  
breakfast from the list. Then click select. When I select the event type the  
03:34  
event name is automatically populated with the name breakfast. If needed I can  
03:39  
edit the name. For this event type the events start and end times begin with  
03:44  
8:00 a.m. and end with 9:00 a.m. I will change the start time to 9:00 a.m. and  
03:49  
the end time to 11 a.m. for this event. Next I'll scroll down to select an  
03:54  
option. I can choose to select the option to save and create another event, save  
03:59  
and manage event, or save. In this example, I'll click Save. Now I can see the new

---

04:05

event created for this block ID. I can click the plus sign to view the block

04:09

overview. Or I can click the I want to menu for

04:14

more options related to this block and this event.

04:21

I can also click the event details link to edit or add details to this event. Or

04:27

I can click the I want to menu for options related to this event.

---

# View Events on the Function Diary

00:05

In this video, you can learn how to view and edit events on the function diary.

00:08

Let's get started. In OPERA Cloud, go to Bookings, Events, and select the Function Diary.

00:17

To display events on the function diary, the property and start date for the event must be selected. In this example, I click the

00:24

magnifying glass and select the hotel from a list. Then I click select.

00:29

Next I'll select a date from the calendar.

00:33

You can define any additional fields and then click search.

00:36

Now I can see the function diary view, with a list of function spaces and a day and time for the event.

00:43

I can hover over each event to view an event snapshot including the event status duration and event label.

00:49

Then to access the event information, you can hover and double click to see the event overview,

00:52

with the related block details.

00:56

Now, I can click the I want to menu to create sub events,

01:01

view event changes, or click to go to the event resources to add menus or items.

01:08

I can click edit to change the event details.

01:11

---

For example, I may need to add details as the event approaches.

01:15

If I make any changes I'll click save. Then I'll click the option to go back to the function diary.

01:21

I can change the range of days that display on the function diary by selecting the number of days from the drop-down list.

01:28

In this example, I selected seven days. Now, I can see 7 days of events displayed.

01:31

I can click the legend to view the event status color descriptions and to view the icon descriptions.

01:41

I can see the selected search options for the events that display on the function diary.

01:46

To change the search options, I can click Modify Search Criteria.

01:51

Now, I can search by a variety of options related to the property event dates or the function space.

01:58

In this example, I will search for events only in the bistro function space.

02:02

I'll start by clicking the space magnifying glass to go to the function space search.

02:09

Now, again I will click on the space magnifying glass

02:12

and then select the bistro space. Then click select. Now, I can click search.

02:19

Next, I'll click the check box for the bistro space. And then click select.

02:25

Then I'll click Search.

02:27

Now, I can see the function diary only displays the events for the bistro function space.

---

# Find Reservations with Opt In Notifications

00:04

In this video you will learn how to

00:06

search for reservations where the guest

00:08

"Opted in" to receive notifications.

00:11

An external system must be configured

00:13

and subscribed to the OPERA Cloud

00:15

business events. To get started, navigate

00:18

to the OPERA Cloud application. Go to

00:21

Bookings, Reservations, and select Manage

00:25

Reservation. Select the Advanced Search

00:29

option. To search for the reservation you

00:32

can select a reservation type from the

00:34

drop down list. In this example, I select

00:37

the room assignment reservation type. If

00:39

you do not select a reservation type all

00:41

reservations with "Receive External



---

00:44  
Notifications" checked will appear. You

00:47  
must select the property and check the

00:49  
Receive External Notifications" checkbox.

00:51  
You can enter additional information to

00:53  
refine your search. When finished click

00:57  
search. Now you can see the reservation

01:00  
in the room assignment status with the

01:02  
received external notifications checkbox

01:04  
selected. For these reservations the

01:07  
guests Opted-In to receive notifications

01:10  
about the reservation. To confirm, click

01:12  
the confirmation number. To confirm the

01:16  
box is checked scroll down to the

01:19  
additional details section on the

01:20  
reservation and see the Receive External

01:23  
Notifications checkbox. When the room is

01:25

---

ready, now the guests can receive a text,

01:27

phone call or email.

# Opt-in Guest Notifications

00:06

In this video you'll learn how to opt in

00:09

a guest to receive notifications about

00:11

their stay. For example if a guest

00:13

arrives and their room is not ready, by

00:15

"opting in" the guest they can receive

00:17

notifications by phone or email when the

00:20

room is ready. This option is called

00:22

receive external notifications. You can

00:25

find this option in various places

00:26

throughout the application including

00:28

when you assign a room and on the

00:30

reservation. To send the notifications an

00:33

external system must be configured and

00:35

subscribed to the OPERA Cloud Business

00:37

Events. To find a reservation you can go

---

00:39

to Bookings, Reservations, Manage

00:42

Reservation, and search for a reservation.

00:44

In the example I found this reservation.

00:47

We'll start by scrolling to the bottom of

00:50

the reservation.

00:52

Here we can find the additional detail

00:55

section and then you will see the

00:56

received external notifications check

00:58

box. Where you can opt-in the guests to

01:01

receive external notifications. Select

01:03

edit and select the receive external

01:05

notifications checkbox. You can select

01:08

the magnifying glass to select any

01:10

communication options attached to the

01:12

profile. Or you can add an additional

01:15

phone number or email as the

01:17

---

communication method for this

01:19

reservation. You can also select to add a

01:21

new phone number to the profile by

01:23

selecting the add two profile checkbox.

01:26

If you do not select the checkbox add to

01:29

profile, this communication method is

01:31

attached only to this reservation. To

01:33

save the changes select save.

---

# Check In Arrival Reservation

00:04

In this video you will learn how to check in a reservation. Let's get started.

00:09

First, you must find the reservation. In this example, I click the arrivals tile

00:14

to go to the list of arrival reservations. Next, I'll find the

00:19

reservation I want to check in and click the arrow to open the 'I want to' menu.

00:24

Click check-in. Next, I'll click OK to confirm the profile privacy selection.

00:31

Depending on your system configuration you may have different options for the

00:36

check-in flow. Now, on the verify payment step I can verify or add a payment

00:41

method. In this example, I select cash from the drop-down list and click Save.

00:50

Next, I click complete check-in. I click yes to print a registration card. If it's

00:58

configured for your property, you may have the option to print, email, or fax

01:03

the registration card for the reservation. In this example, I select

01:08

preview and then click process. Now, I can print the guest's registration card and

01:14

the reservation is checked in.

# Reverse Check in a Reservation

00:05

In this video you will learn how to reverse check in a reservation. You can

00:11

reverse check in a reservation if no financial transactions are posted to the

00:14

reservation folio. You can reverse reservations with deposits. To reverse

00:19

check-in reservations you must go to each individual reservation. Navigate to

00:24

bookings, reservations and select manage reservations. To find the reservations

00:31

select in house from the drop down list. Enter or click the magnifying glass to

00:36

select the property from the list. Then click search.

00:45

From the list of reservations you can click the confirmation number to go to

00:49

the reservation. Click the I want to menu.

00:56

And then click reverse check-in.

01:01

On the reverse check-in screen you can select maintain room to keep the

01:07

assigned room number or you can select to remove the room

01:10

From the drop-down list. You can also update the housekeeping status. In this

01:15

example, I select to remove the room and then click reverse check-in.

01:21

Now the reservation is not checked in. You can see it's now in the four pm hold

---

01:26

arrival status.

English

All Cloud computing Computer program Sales Related Recently uploaded Watched

enter Oracle as the block name. Next I click search.

00:40

I can click the view icons to change the display for the list of blocks. Next I'll

00:46

find the block and click the block code to go to the block. When I am on the

00:51

block I'll click the I want to menu. Now I click event to create an event for

00:59

the new block. Next I must enter the event type.

01:05

In this example I click the magnifying glass and select meeting with out times

01:10

from the list and then click select. Next I finish entering the required event

01:18

details including the events start and end times. For now the expected attendees

01:24

is set to 50.To create the event the additional fields are optional. As the

01:29

event details are confirmed with the guests you can change the event

01:33

information. Next I'll scroll down to select an option to save. I can do the

01:38

following options. Save and create another event. I can save this event, or

01:44

save and manage event. In this example I select save and manage event.

01:52

Now on the event overview I can click Edit to add or change the event details.

01:57

In this example I click the loud event checkbox and then click Save.



# Advance Check in Reservation with ETR

00:04

In this video you will learn how to move a reservation in the arrival status to the advanced check-in state.

00:10

Advanced check-in allows the guests to post charges to their reservation folio their master bill for the hotel.

00:17

Let's get started. Navigate to the OPERA Cloud application and find the list of expected arrival

00:23

reservations for the current business date.

00:27

Then click the confirmation number.

00:31

The reservation must have a valid payment method selected. Then click on "I want to" and

00:39

select check-in.

00:46

Next click the advanced check-in option.

00:50

The expected time of return screen you can enter the time the guest expects to be back to the hotel.

00:57

You can also add a related comment.

01:00

Select the receive external notifications checkbox to opt in the guest to receive notifications about their reservation.

01:07

To add a new phone number to the profile select the add to profile checkbox.

01:12

If you do not check the box this email or phone number is connected only to the reservation and not to the profile.

01:20

---

Then select save.

01:24

Click OK to confirm moving the reservation to the advanced check-in state.

01:30

Now you can select a room, change

01:32

the payment method attached to the reservation, and you can create room keys for the guests if this option is configured for your hotel.

01:47

When it's time to check in the reservation you can click the complete check-in option at the top of the reservation to check in the guest.

# Reverse Advance Check In Reservations

00:00

[Music]

00:04

in this video you will learn how to

00:06

print registration cards for tomorrow's

00:08

arrival reservations let's get started

00:11

in our cloud go to front desk select

00:14

front desk workspace and then select

00:16

registration cards in this example I

00:19

changed the arrival date to tomorrow's

00:21

date then I can enter any additional

00:23

criteria if needed click search now

00:28

scroll down to view the search results

00:30

with the list of reservations next I

00:33

select the checkbox at the top of the

00:35

list to select all the reservations then

00:37

scroll down to select the option to

---

00:39  
process the registration card if I want

00:42  
to select a different template I can

00:44  
click the magnifying glass to select a

00:46  
different registration card template

00:48  
from the list in this example I select

00:51  
the new registration card template and

00:53  
click select next I can choose to print

00:56  
a registration card for the primary

00:58  
guests and any accompanying guests or

01:00  
only the primary guests from the list of

01:03  
report destinations I can choose the

01:05  
option to preview email to print email

01:08  
or fax in this example I select the

01:11  
preview option and then click process

01:14  
now it can print the PDF that contains

01:16  
all the registration cards to the

01:18

---

reservations arriving tomorrow

01:23

you

---

# Add a Reservation to the Queue

00:00

[Music]

00:03

in this video you will learn how to add

00:06

a reservation to the queue you can add a

00:09

reservation to the queue if the assigned

00:11

room or required room type is not ready

00:13

then you can send a text message to

00:15

notify housekeeping let's get started

00:17

first I will search for the reservation

00:20

in Opera Cloud you can search for an

00:22

arrival reservation by clicking the

00:24

arrival reservation style to go to the

00:26

list of arrival reservations

00:28

alternatively to find the reservation

00:31

you can go to front desk and select

00:33

arrivals next enter the guests name and

---

00:37

any other search criteria then click

00:39

search select the I want to option next

00:42

to the reservation and then select place

00:45

reservation on queue to confirm click OK

00:50

to go to the reservation click the

00:52

confirmation number now on the

00:55

reservation I see the priority

00:57

notification with the number indicating

00:59

the priority on the queue for this

01:00

reservation click the priority

01:03

notification to see the total winked um

01:05

on Q and the Q priority here I can

01:09

select to prioritize this reservation or

01:11

to send a text to the guest when the

01:13

room is ready for check-in I can also

01:15

click the vertical ellipse menu to

01:17

---

remove the reservation from the queue

01:19

check-in the reservation change the

01:22

assigned room or to send a text message

01:24

to housekeeping to rush the room in this

01:27

example I click prioritize to set the

01:29

reservation to first priority and then



# Print Arrival Registration Cards

00:00

[Music]

00:04

in this video you will learn how to

00:06

print registration cards for tomorrow's

00:08

arrival reservations let's get started

00:11

in our cloud go to front desk select

00:14

front desk workspace and then select

00:16

registration cards in this example I

00:19

changed the arrival date to tomorrow's

00:21

date then I can enter any additional

00:23

criteria if needed click search now

00:28

scroll down to view the search results

00:30

with the list of reservations next I

00:33

select the checkbox at the top of the

00:35

list to select all the reservations then

00:37

scroll down to select the option to

---

00:39  
process the registration card if I want

00:42  
to select a different template I can

00:44  
click the magnifying glass to select a

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different registration card template

00:48  
from the list in this example I select

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the new registration card template and

00:53  
click select next I can choose to print

00:56  
a registration card for the primary

00:58  
guests and any accompanying guests or

01:00  
only the primary guests from the list of

01:03  
report destinations I can choose the

01:05  
option to preview email to print email

01:08  
or fax in this example I select the

01:11  
preview option and then click process

01:14  
now it can print the PDF that contains

01:16  
all the registration cards to the

01:18

---

reservations arriving tomorrow

01:23

you

---

# Electronic Signature Registration Card

00:06

In this video, you will learn how to create

00:08

a digital registration card for the guest to sign on a tablet.

00:12

First, I must find the reservation. In this example,

00:16

I go to the OPERA cloud dashboard and tap the arrivals tile to go to the list

00:20

of arrival reservations. Next tap the arrow to open the 'I want to'

00:25

menu. Tap the e-sign registration card and the

00:29

customized electronic signature template displays.

00:32

If required by the guest I could select another language for the registration

00:36

card. Now I can present the tablet to the

00:38

guest with the option to initial and sign the digital registration card. The

00:44

guest can tap the initial and signature buttons to sign

00:50

and then click save. To make changes to the signature or the initials

00:54

the guest can tap the pencil icon. Now, I can go to the reservation

00:59

to see the electronic signature registration card signed by the guest.

01:04

On the OPERA cloud dashboard, I click the arrivals tile.

---

01:07

To go to the reservation tap the confirmation number.

01:11

Scroll down to see the reservation notifications. Tap

01:14

e-signed registration cards. In this example, I see the number one.

01:19

This indicates there is one registration card attached to this reservation.

01:23

I can tap the vertical ellipse to preview or print the electronically

01:26

signed registration card. In this example, I select preview to view

01:31

the digital registration card that was signed by the guest.

---

# Mass Advance Check In

00:04

In this video you will learn how to move multiple reservations to the advanced

00:09

check-in state. This is called mass advance check-in. Advanced Check-in

00:15

allows guests to post charges to their reservation folio prior to check-in and

00:19

helps the rooms management team prioritize room cleaning and room

00:23

assignment. Let's get started. Navigate to the Opera Cloud dashboard and click the

00:29

arrivals tile to go to the list of arrivals. Select the check box next to

00:35

each reservation you want to move to the advanced check-in state. Then, click the

00:42

mass advance check-in option. Click process to update the reservations. Now, I

00:50

can review the advanced check-in status. In this example, one reservation did not

00:55

process and the error message explains the multi-room reservation cannot be

01:00

processed as an advanced check-in, and two of the reservations processed the

01:05

advanced check-in successfully. If you want to print the status you can

01:10

click the print option. Click ok. The next step depends on your configuration and

01:17

you may have different options here. In this example, after the advance check-in

01:25

is successful I have the option to create registration cards for the

---

01:28

advanced check-in reservations. I can select the option to preview to print,

01:33

email, or a fax. In this example, I select the option to preview to print, and click

01:39

process. Now I can print the registration cards for the guests to sign. Next I

01:45

close the window. Now when I go back to the list of

01:50

arrivals I can see the reservations I selected are now in the advanced

01:53

check-in state.

01:59

you

---

# Create a Room Key

00:05

In this video you will learn how to make a key and how to change the key's access.

00:11

To create a key the reservation must have an assigned room. Let's get started

00:17

in Opera Cloud go to miscellaneous and select property interface control. The

00:23

property I'm logged into is selected. I can click the magnifying glass to select

00:28

a different property. Next, I scroll down and select the reservation status

00:33

magnifying glass. I select the checkbox to add in house reservation statuses and

00:39

then click select. I deselect the include blocks checkbox because I don't want to

00:45

include blocks in the results, and then I click search. Now, I'll scroll down to see

00:51

the list of search results. On the list of results I see the reservations with

00:56

assigned rooms and I can see the number of duplicate keys previously created for

01:02

each reservation. Next, I select the checkbox next to the reservations I want

01:06

to create a key for and then click the option to create key.

01:11

I'll scroll down to change the key options. In this example, I select the

01:17

option to create two keys for each reservation. Then, I select the start and

01:22

end date range for the keys. Next, I'll scroll down and turn on the option to



---

01:28

display all key encoder locations. Now, I can select the tabs to find the key

01:33

encoders in various locations around the property. In this example, I select a

01:38

default key encoder at the main entrance. Next, I'll click process. This key encoder

01:45

did not create a key and I see a message to select an alternate location. Next, I

01:50

turn on the option to display all the encoders and then select the key encoder

01:54

in the left hallway and then click create key.

02:01

Now I can see the keys created successfully.

---

# Check Out a Reservation

00:04

In this video you will learn how to check out a reservation in Opera Cloud.

00:08

Let's get started. From the Opera Cloud dashboard click the expected departure

00:13

tile to find the due out reservations. If I select a checked in reservation I

00:19

would be presented with the action to check out early. Instead,

00:23

in this example I will select the arrow to open the 'I want to' menu next to the departure

00:27

reservation. And then I'll select checkout. Now, on the billing screen I

00:35

click the split view icon to change the view and see multiple folio windows side

00:39

by side. I can drag and drop charges from one billing window to another billing

00:45

window. I can also select the vertical ellipse menu to edit or transfer a

00:50

posting, post a payment or adjustment, make a quick split, or view the interim

00:56

folio, or I could click post charge to post last-minute charges or rebates to

01:01

the folio. Next, I click checkout. Now, I can see the folio statement with the

01:07

amount due and selected payment method. Next, I'll click settle folio to post the

01:12

cash payment and settle the folio balance. I can print the payment receipt

01:17

or checkout now. I click checkout now. Now, I can update the room status. I select

---

01:24

dirty and click Save. I can see the reservation status is now checked out.

---

# Auto or Quick Check Out

00:04

In this video you will learn how to check out a reservation using Auto

00:09

Checkout. Let's get started. Navigate to front desk. Select Front Desk Workspace

00:15

and then select quick checkout. Alternatively you can find the quick

00:21

checkout option from the quick launch menu or select f2 on your keyboard to

00:27

open the quick launch menu. On the quick launch menu scroll down and

00:33

click shift + C or select shift + C on your keyboard to launch quick checkout.

00:42

To search for reservations you must select a property. In this example I

00:46

click the magnifying glass and select the property rosie from the list. Click

00:51

select and then click search. Next select the reservations you want to check out.

00:58

You can select the checkbox on the header to check out all the reservations.

01:02

Or you can select the checkbox next to each individual reservation. You can

01:06

select Auto checkout to check out one or more reservations. Auto checkout will

01:11

verify the guests credit card has sufficient authorization to cover the

01:15

balance, the direct billing accounts are not restricted and have not exceeded the

01:20

limits and any cash guests folios have a zero balance. Depending on how your

---

01:26

application is configured you may see the mass checkout option to check out

01:30

multiple reservations by stepping through the checkout process for each

01:34

individual reservation. Or you can use the zero balance option to checkout all

01:40

zero balance reservations. In this example I click the auto checkout option.

01:45

You can see one reservation successfully processed the auto checkout and two of

01:49

the reservations did not process because the payment method of the direct bill or

01:53

credit card is required for auto checkout and not set up on these

01:58

reservations. In this example to checkout the reservation I select the outstanding

02:03

folio amount and then select the cash payment method from the drop-down list.

02:08

Next I click settle folio to process the payment. You must repeat this process to

02:13

make a payment on each folio with an outstanding balance.

02:24

Here you can see the folio amounts that posted to this account including the

02:28

amount and the date. Now I can scroll down and click checkout now.

02:37

The checkout process is complete click ok. Scroll down and click done.

English

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# Apply Credit Card Rebate to a Reservation

00:04

In this video you will learn how to apply a credit card rebate to a

00:09

reservation. Let's get started. In OPERA Cloud go to front desk and then

00:16

select in-house. To search for the reservation I must select a property. I

00:22

select the property from the list and then click select.

00:34

Next click search. I'll click the confirmation number to go to the

00:39

reservation. First I'll click the payment instructions to confirm a credit card

00:45

as a payment method is set up for this reservation. Here I can see the credit

00:51

card payment method for each window.

00:58

Next I'll scroll up to the top of the reservation and click the I want to menu.

01:06

And then click billing. At the top of the billing screen click post payment.

01:13

Now select the window to apply the rebate. In this example, I select window 3.

01:22

You can see the credit card payment method applies to this window. In the

01:27

amount field I enter the rebate amount as a negative number. For example, I enter

01:32

negative \$20. Next I must enter a value in the reference field that's a minimum

01:39

of 6 alpha or numeric characters. In this example, I enter rebate.

---

01:47

I can check the override debit activity to process rebate checkbox. If you do not

01:55

check this option, and it's configured, OPERA validates if the debit or credit

01:59

card was previously charged for this guest and it validates if the sum of the

02:05

previous amounts charge was greater than or equal to the amount of the rebate. To

02:10

override this validation, check this box. Next click apply payment. If a

02:19

chip-and-pin terminal is configured then you can select the terminal to process

02:23

the transaction. In this example, I click to select the terminal labeled

02:28

front-desk left. Then click select terminal.

---

# Change Rooms for an In House Reservation

00:05

In this video you will learn how to change rooms for an in-house reservation.

00:09

Let's get started. Click the in-house reservation style to go to the list of

00:14

in-house reservations. First, define the reservation. Click the 'I want to' arrow

00:20

next to the reservation. Select move room. Next, I select the clean

00:27

check box to include rooms which are in either the clean or inspected room

00:31

status. In this example, I delete the room type to search for all the rooms in

00:36

either the inspected or clean status. Click search. Scroll down and click

00:43

select room to assign a new room to the reservation. I select the check box to

00:48

update the room type to charge on the reservation. Then I click the magnifying

00:53

glass to select a move reason from the list. Click select. The description Auto

00:59

fills with the selected reason. I can edit the description if needed. Now, I can

01:04

select the room status for the previously departed room. In this example,

01:08

I keep the default selection of dirty and click assign room. Click accept

01:14

room selection. Now, the new room is assigned to the reservation.



# Using Batch Room Assignment

00:06

In this video you will learn how to manually and automatically assign rooms to multiple

00:10

reservations. Let's get started. In OPERA cloud select front desk, front desk workspace, and then

00:17

select room assignment. To find the reservations I click modify search criteria. Now, I can enter the

00:24

arrival date and click search. Now I can see a list of reservations for the arrival date I specified.

00:31

In this example i select the first reservation and then click the manual assign option.

00:38

Selecting the manual assign option allows me to select the exact room to assign to this

00:42

reservation. Now I can select any additional room options. In this example, I scroll down

00:48

to find a clean room and click select room. I click ok to confirm the room assignment.

00:54

Now on the list of reservations I click the check box at the top of the list to select

00:59

all the remaining reservations. Next, I select auto-assign. Now I can select any relevant room criteria.

01:07

In this example, I select the checkbox include departure rooms to include rooms in the due

01:12

out status and then I select the checkbox to include the rooms in the clean and pickup status.

01:19

Next, I click assign. Now I can see the rooms were automatically assigned to these reservations.

---

# Manage Rate Restrictions

00:04

In this video you will learn how to manage rate and room restrictions. You

00:10

can use restrictions to control availability based on demand, experience

00:14

or forecasting. For example, during a weekend when demand is high you can

00:20

apply a two-night minimum stay restriction on all or specific rates and

00:24

rooms. Let's get started. Go to inventory and then select manage restrictions. I

00:31

can search for existing rate restrictions or I can create a new

00:35

restriction. In this example I click new to apply a new restriction. Select the

00:42

date range for the restriction. In this example, I select Friday as the start

00:47

date and Sunday as the end date. From the restriction drop-down list

00:56

I select minimum stay through. Then, I click the plus icon to increase the days

01:04

to 2. I can select a specific room class room type or I can select a specific

01:10

rate category or rate code for the restriction. In this example, I select

01:16

house to apply the restriction to all the rooms. I can select the category or

01:21

code magnifying glass to select a specific rate to apply the restriction

01:25

to or if I do not select a specific rate category or rate code the restriction

---

01:31

applies to all rates. Next click Save. Now, I can see the restriction I just

01:36

created and it applies from Thursday through Sunday.

01:39

I can click the list icon to display the restrictions in a list view

01:45

or I can click the week view icon to see the calendar view of the restrictions

01:51

setup for the week. Next, I click the vertical ellipse and select change log. I

01:56

can adjust the property and the date and then click search. Now, I see the list of

02:02

changes to restrictions for this property and this specific date.

---

# View Property Availability and Configure Sell Limits

00:05

In this video you will learn how to view property

00:07

availability and change the sell limits. Property availability provides a

00:12

comprehensive view by day of the available and sold rooms for the

00:15

property to manage room inventory. Let's get started. Go to inventory and

00:20

select property availability. Now I can change

00:24

the property or the date. Or I could select to display the search

00:28

results by room type or room class. I also have the option to

00:33

click either the room class or room type magnifying glass to select a specific

00:37

room type or room class. Next, I click search.

00:41

I can view the property availability for 28 days.

00:44

The list of room types displays on the left with each day displaying the

00:48

maximum number of available rooms. I click view options to select which

00:52

values display on the property availability view. For

00:56

example, I can select these various options to

00:58

---

display availability for the entire property.

01:00

Or I can select options to display availability for each room type,

01:04

such as the number of arrivals departures or

01:08

the number of adults and children. The rooms available to sell considers the

01:12

out of order rooms and the sell limit. I click expand all to expand the room

01:16

type rows to display all the selected availability view options.

01:21

I click the available rooms number below the date for the deluxe kingroom type

01:25

to set the sell limits for the specific day. I can also select a date range or

01:30

a day of the week to set the sell limits for a specific period of time.

01:34

i can set cell limits using positive numbers to allow overbooking

01:38

or by using negative numbers to set an underbooking ceiling.

01:42

Next, I click on the minus sign to decrease the number of available rooms

01:45

to 35. Or by using 0 I can reset the cell

01:48

limits and then click save. Now, I can see the

01:52

negative 2 cell control value for the room type

01:55

after i reduce the cell limit from 37 to

02:06

35.

---

# Assigning Room Conditions

00:04

In this video you will learn how to assign conditions to a room. For example,

00:10

if you need to schedule a sales tour or maintenance repairs, you can use room

00:15

conditions to set aside the room for a special purpose. You can add a condition

00:19

to prevent a room from being assigned to a guest. To add a condition to a room,

00:24

navigate to OPERA Cloud and go to Inventory. Select Room Management, and then Room

00:33

Conditions. You must click the magnifying glass to select a property from the list.

00:37

And then click Select. Now click the vertical ellipse and

00:42

select New. Next click the magnifying glass to select the room. Here you can

00:49

see the room type, the room number, and a description. Click Select. Then click the

00:55

magnifying glass and select the desired condition from the list. If the room

01:00

condition type is available then you can assign the room to a reservation and

01:04

click select. You can edit the remarks and then click Set Condition.

01:14

Now the room is labeled with the condition, and appears in a list below

01:18

the search options. To edit or delete the room condition, you can select the

01:23

vertical ellipse next to the room.

# Update Room Status

00:05

In this video you will learn how to update a room status. Let's get started.

00:10

In Opera Cloud, go to inventory, select rooms management and then select

00:17

housekeeping board. In this example, to find the list of clean rooms I deselect

00:22

every room status but clean. Then I'll click search.

00:29

I select the checkbox next to the room number

00:34

and then click update room status. Next, I select the dirty room status. On the

00:41

set room status screen I can update the room status, housekeeping status, the

00:47

guest service requests, and the turn down status.

00:50

I can select prioritize to place the room at the top of the cleaning list on

00:54

the task sheet. Click close. Now I can search for rooms in the dirty status to

01:00

find the room with the updated status.

---

# Auto Generate Task Sheets

00:06

In this video, you will learn to auto generate housekeeping task sheets in

00:11

OPERA cloud. Using auto-generate OPERA cloud

00:14

intelligently assigns rooms to task sheets

00:17

based on a number of housekeeping attendants available and the

00:20

housekeeping credits per room. Any rooms remaining not assigned are

00:25

automatically added to a floating overflow task sheet for manual

00:29

assignment. In OPERA administration when the

00:32

housekeeping task scheduling OPERA control is active

00:35

each room will have a different task assigned according to the task schedule

00:39

setup for the room type. Let's get started. On the OPERA cloud

00:43

menu go to inventory, select task sheets and then

00:46

select auto-generate task sheets. I select the

00:50

task magnifying glass and select full-service, light service

00:54

and the complete room service task from the list and then click

00:58

select. Next I add task instructions that will display on task sheet reports



---

01:03

and in the mobile task sheet companion for the housekeeping attendance.

01:07

Then I add room instructions that appear for each room.

01:11

Next, I click the magnifying glass and select the checkbox on the top

01:15

to select all the attendance from the list and then click

01:18

select. Next, I enter 60 as the maximum number of credits to be assigned to any

01:23

one task sheet. Credits are divided evenly by the number

01:27

of housekeeping attendants. And then click next. Next I select the

01:31

pickup checkbox to include both the dirty or pickup rooms in the room

01:35

criteria. If required, I can change the breakout

01:39

options and then click generate task sheets. Now I see the task

01:43

sheets generated for the day. If needed I can make manual adjustments

01:48

to each task sheet. For example, in this single task sheet

01:51

view I can click edit to assign a different room attendant

01:55

or to update the task sheet instructions. I can also select a different task sheet

02:00

from the drop-down list. To view multiple task sheets I can click

02:03

the view card icon to see the task sheets side by side.

02:07

---

Now click OPERA cloud to go back to the dashboard.

02:10

On the task sheet dashboard tile, I can see the details and progress of the

02:15

housekeeping tasks. I can click the tile to go to the task

02:20

sheets.

# Manually Create Task Sheet

00:06

In this video, you will learn how to manually create a task sheet in OPERA Cloud.

00:11

Let's get started.

00:12

On the OPERA Cloud menu, go to Inventory, select Task Sheets, and then select Create

00:18

Manual Task Sheets.

00:19

I click New.

00:20

Next, I select the task magnifying glass, and check the full service checkbox.

00:25

And click select.

00:26

Next, I select the Room magnifying glass, and select the rooms in the pickup and dirty

00:31

status from the list and then click select.

00:34

Next, I enter 15 for the number of credits to allocate per room.

00:39

Then I enter the room instructions.

00:41

And then click create.

00:43

Now I can see the task sheet I just created.

00:46

I can click the detail tab to view the rooms per task sheet.

00:49

Or I can select the vertical ellipse to create a task sheet report.

---

00:54

Or I can click new to create another new task sheet.

00:57

I can click to manage task sheets to view the actions for each task sheet, including

01:02

updating the status, or make changes to the task sheets including assigning a housekeeping

01:08

attendant or adding instructions.

01:09

I can click the view icons to display one or multiple task sheets.

# Use the Task Sheet Companion on a Tablet

00:06

In this video, you will learn how to use the task sheet companion on a tablet device, to

00:11

manage the rooms assigned to a housekeeping room attendant.

00:15

Let's get started.

00:17

Click the task sheets dashboard tile to go to task sheets.

00:21

Alternatively, you can navigate to Inventory, task sheets, and then select manage task sheets.

00:28

Now, you can see the housekeeping task sheets for the day.

00:32

Click Manage.

00:34

To find and select the assigned task sheet I can double-click any of the task sheets

00:38

on the right or I can select the task sheet number from the drop-down menu.

00:43

Next, click the actions menu.

00:46

Then click "go to task sheet companion".

00:49

The assigned rooms are prioritized according to a cleaning priority.

00:52

The details for the first room are displayed; including the task to be completed, plus any

00:57

notes and the arrival, or the inhouse, or departure reservation details.

01:02

I click the Traces link to find any housekeeping tasks setup as traces for this room.

---

01:07

Now, I can see this room needs more pillows and towels.

01:11

After I stock the room with pillows and towels I can click the vertical ellipse to mark each

01:15

task as complete.

01:17

Then close the window.

01:18

Next, I click Start to begin the tasks for the room and activate the timer.

01:23

The time allocated for the task, displays just below the timer.

01:27

If assistance is needed to complete the task, I can click need assistance to send an emergency

01:32

message or to request assistance.

01:34

Then if configured, the other users will receive a notification in OPERA Cloud.

01:39

Once the task is complete, I can update the room status to Clean and then click finish.

01:47

I can turn on the "Go on break" option to indicate an on-break status on the Attendant

01:52

Console in OPERA Cloud.

01:56

I can turn off the 'Go on Break' option to resume my work.

01:58

I click next room to move on to the next room in the list, or to skip a room.

02:02

Or I can double click the next room in the task list to move to the next room.

# Create and Resolve a Room Maintenance Task

00:05

In this video, you will learn how to create and resolve a room maintenance request

00:09

in OPERA cloud. You can create a room maintenance request for any guest room

00:13

with an issue that requires action. In this example, I will create a maintenance request

00:18

for broken air conditioning in a guest room. Let's get started. On the OPERA cloud dashboard,

00:23

you can view the number of resolved and unresolved maintenance requests.

00:28

To create a new maintenance request I go to inventory, room management, and then select

00:34

room maintenance. Then click new. Enter the room number. Next, I click the reason drop-down list

00:41

and select A/C from the list. To assign this request to a specific staff member to action

00:47

I can select a person from the user drop-down list. I add comments to the remarks section

00:55

and then click Save. I can click the view icons to change how the requests display.

01:01

Now, when I click on the plus sign next to today I can see the maintenance request I just created

01:06

for today. Now, let's learn how to resolve a maintenance request in OPERA cloud mobile.

01:13

From the OPERA cloud mobile menu tap room maintenance. I can tap the plus icon to create

01:19

---

a new maintenance request or as in this example, I will search for the maintenance request I just

01:24

created. To find the request I tap search. Now, I select all requests from the drop-down list.

01:33

If I selected a person when I created the request in the previous step then I would select assign

01:38

requests. Now, I can see the request I just created. When the request is complete I can

01:44

double-tap the request and select resolve. Now, the maintenance request is marked as resolved.



# Post Charges to a Reservation using Post it

00:05

In this video, you will learn how to use Post it.

00:07

You can use this feature when restocking minibar items in a guest's room or as a Point-of-Sale in the gift shop.

00:13

Let's get started.

00:15

In OPERA Cloud, I click the quick launch menu and then select post it.

00:19

Alternatively, I could go to the financials menu, select cashiering, and then select post it.

00:26

I enter my PIN and then select login.

00:30

Now, I click the drinks and snack items the guest consumed from the minibar to add the items to the cart.

00:36

I click the red x to remove an item.

00:39

Next, I click pay.

00:41

Now, I can enter the payment information to settle the cart to cash or credit card.

00:46

Or I can select the checkbox to "charge to a room".

00:50

In this example, I select the check box charge to a room.

00:53

Then I enter a room number and click search.

00:56

I select the inhouse reservation from the list, and click Complete sales.

01:01

---

Now, a charge for the minibar items is posted to the reservation.

# Managing Reservation Billing

00:06

In this video you will learn how to post charges, make payments, view the guest's folio,

00:11

and manage the billing options for a reservation. Let's get started. First to find the reservation

00:17

click front desk and then in-house. Enter the room number and click search. Next click the

00:24

arrow to open the I want to menu. On the I want to menu I can access actions related

00:30

to this reservation including the action to check out early, edit payment instructions,

00:35

set up routing instructions, or to go to the profile, or the reservation. In this example,

00:41

I click billing to go to the billing details for this reservation. I can click the split view

00:46

option to view window number one and window number two side by side, or I can click the arrow to open

00:52

a list and select a different billing window to view in the panel. Next to add a charge to the

00:57

reservation I click post charge. Each reservation has up to eight separate billing windows.

01:04

Now click the code magnifying glass to select a code from the list and then click select. In this

01:10

example, the billing window number two is selected and I enter one thousand dollars as the price.

01:16

I could change the quantity but in the example I leave the quantity as

01:20

---

one and then click apply charge. Now I can see on billing window number two the one thousand

01:27

dollar banquet beverage charge is applied. I click the information folio to preview,

01:33

print, download, or email an information folio for this reservation. In this example I select email

01:43

add an email address,

01:47

and then click save. Then I click process to send the folio by email. I can click the vertical

01:54

ellipse to view more options for each billing window including edit posting, transfer posting,

02:00

or to generate an interim folio. To add another reservation in billing I click other reservation

02:06

and then click add a reservation. Now I can click search. Select the check box next to the

02:13

reservation you want to add and then click select. Now I see the reservation is added and I can

02:19

switch between the two reservations. To transfer charges between billing windows or reservations

02:24

select the check box of the charges you want to transfer and then drag and drop the posting

02:29

from one window to another window or to another reservation listed. To post a payment to a window

02:36

click post payment. Now window 1 is selected. If needed I can click any window to post another

02:41

---

payment. Next I enter the amount 1058.80. I can select any payment method from the list and then

02:49

click apply payment. Now I can select preview, email to print for a pdf version or to email

02:56

and then click process. Now I see the billing window number one is paid with a zero balance.

---

# Create an Accounts Receivable Account

00:06

In this video, you will learn how to create an accounts receivable account for a company.

00:11

Let's get started. In OPERA cloud go to financials, select accounts receivable, and

00:17

then select manage accounts receivables. You can search for an existing account or to create a new

00:22

A/R account I click the I want to menu. And then click account. Now, I can search for the company

00:29

profile or create a new company profile. In this example, I will search for a profile. I select

00:35

company from the drop-down list. Next, I'll enter the company name and any optional information,

00:41

then click search. Now, to select the profile click the row and then click select. Select

00:48

the primary account checkbox to designate this account as the primary account for the company.

00:53

Select the permanent account checkbox if this account is a permanent accounts receivables

00:58

account. Permanent A/R accounts will not be purged when the account has a zero balance.

01:03

Click the account type magnifying glass and select the account type from the list,

01:08

then click select. Enter a unique A/R account number. If you want to include

01:14

---

this account in batch statements, then select the check box include in batch statements.

01:20

Next, click the address magnifying glass. I can edit delete or create a new address for this ar

01:26

account. In this example, I click edit to add the name of the city and click save. Next, click the

01:32

address and then click Select, and then click Save. Now, I see the A/R account setup for this

01:40

profile. I can click the arrow to open the I want to menu, or I can click the account number to view

01:46

the details for this A/R account. Now, to confirm this A/R account saved to the profile I must find

01:52

the profile. Let's go to client relations, profiles, and then select manage profile.

01:58

Next, click the I want to menu to see the list of recently viewed profiles. Then click the profile

02:04

name. Now, on the profile, I see the number one next to the account receivables link indicating

02:10

there is one A/R account for this profile. Click the account receivables link. Now,

02:15

I can click manage and then the arrow to open the I want to menu. Click account to go to

02:20

the A/R account and view an account overview and a list of actions for this A/R account.

---

# Manage AR Accounts, Invoices, and Payments

00:06

In this video you will learn how to view and manage accounts receivable invoices

00:10

in OPERA cloud. Let's get started. First let's transfer any front office guest ledger invoices

00:18

settled with the AR direct bill payment method through to their respective AR accounts.

00:25

AR direct bill settlement is often used when a company is accepting chargebacks for specific

00:29

charges such as, meals and accommodation for an employee. Go to financials, account receivables

00:37

then select direct bill transfer. To view a list of direct bill invoices ready for transfer into

00:43

AR, Click search. Next select an invoice to view the folio, manage invoice details, or go to the

00:51

AR account. I can use this area to confirm the correct AR account is linked to the invoice and

00:56

to verify the invoice charges against any purchase order received. In this example I select the check

01:02

box next to the invoices I want to transfer into AR, and then select transfer selected invoices.

01:08

If the direct billing invoices are not manually transferred, as in this example, then you can

01:14



---

set up OPERA cloud to auto transfer direct bill invoices during the end of day process. Next  
01:20

let's learn how to manage invoices in accounts receivable. First to find the AR account, go  
01:26

to financials, select accounts receivables, then select manage accounts receivables. Click  
search.  
01:36

Now click the balance to open manage account invoices for the AR account.

01:41

Select the check box next to the invoice. Now I have the option to manage the invoice  
details,

01:47

view the folio, edit the invoice, transfer, finalize or apply a payment to the invoice.

01:54

In this example I select apply payment to settle the invoice.

02:00

Next I select the method magnifying glass and select the payment method from the list

02:06

and then click select. You can select to apply the payment as an unallocated payment to the

02:13

AR account or to the oldest invoice. In this example, I select the option to apply the  
payment

02:20

to the selected invoices. Now enter the credit card number, expiration date, and the amount.

02:31

Click save payment, and then click post payments. You can select the option to

02:38

email or print a payment receipt, then select the report destination, and then click process.

02:44

Now you can see the invoice payment and the batch report successfully processed. Click  
close. Now

02:52

let's learn how to create an invoice. Click new. Create the invoice with the default information  
or

02:59

---

I can change the invoice name, source, or market code, in room class if needed. In this example,

03:05

I leave the default values. Enter the price, then select the transaction code magnifying glass

03:14

and select the code from the list, then click select. You can click add row to add more

03:20

amounts to the invoice. Then click the green check mark to post the charge. Any additional

03:25

taxes or charges are calculated and displayed. Then click create invoice. A new invoice for

03:31

100 dollars is displayed in the AR account. Next let's learn how to transfer this invoice.

03:37

Select the check box next to the invoice and click transfer. To find the AR account to

03:43

transfer the invoice to I can enter any search criteria, and then click search.

03:49

Select the destination AR account from the list of results and then scroll down and click select.

03:56

Then click transfer. Now let's go to the manage account invoices to confirm the invoice transfer

04:02

to the destination AR account. Go to financials, account receivables and then select manage account

04:10

receivables. Click search. Click the AR account balance. Now I see the invoice 9110 has been

04:19

transferred to the Acme Corporate AR account and the transferred column displays a check mark. Next

04:26

let's learn how to finalize an invoice. Once an invoice is finalized you can no

---

04:31

longer make adjustments to the invoice. Select the checkbox next to the invoices you want to finalize

04:38

and then click finalize invoice. Now I see finalized just below the invoice number.

04:45

Finally, let's learn how to combine and compress multiple invoices into a single invoice.

04:51

First I select multiple invoices and then click compress invoices. Now enter any information.

04:59

In this example I enter Thursday's invoices in the supplement field then click compress

05:06

invoices. Now the parent invoice folder icon displays next to the new parent invoice.

05:12

I can click the plus sign to expand the parent invoice and view the compressed invoice details.

---

# Using Track It

00:06

In this video, you will learn how to use Track It. In this example, I will set up a task request for

00:11

the delivery of luggage to an arriving guest's room and then action the request on the OPERA

00:16

cloud mobile application. Let's get started. To set up a Track It request in OPERA cloud

00:22

go to miscellaneous and then select Track It. Track It manages the storage and delivery of

00:28

guest baggage, parcels, vehicles, and valet parking, and lost items. Click new. Next I select baggage.

00:38

Now I can enter a ticket number. In this example, the ticket number will be the luggage tag number

00:42

on the bags that are delivered to the guest. I click the type magnifying glass and select luggage

00:48

from the list. I can now click select. I click the action magnifying glass and select deliver to room.

00:55

Then click select. To change the number of bags. I click the plus sign to increase the quantity to 2.

01:02

I click the location magnifying glass and select bell desk storeroom to specify the

01:07

current location of the luggage, then click select. Next, I enter the description, black suitcase.

01:14

To link this Track It request to the guests reservation I click the name magnifying glass.

---

01:21

Now I can search for the arrival reservation by entering a variety of options. In this example,

01:27

I enter the room number and click search. Next I click the reservation and click select. Now

01:32

I can see the reservation linked to this new Track It request just created, then click save.

01:38

To find the Track It request I just created, with the open checkbox selected, I click search.

01:44

Now I can see the Track It request I just created. I can click the vertical ellipse to edit, delete,

01:50

or view the history of this Track It request. Now on a mobile device, I will demonstrate how to view,

01:55

assign, and close this Track It request, once the bags are delivered to the guest. Go to the OPERA

02:01

cloud mobile application and tap Track It requests. In this example, I tap baggage. From the drop-down

02:10

list. I select unassigned requests. Next I tap the Track It request from the list and then tap claim.

02:18

Now I select my requests from the drop-down list. Then, after the suitcases are delivered

02:23

to the guest I can select delivered item completed from the action drop-down list.

---

# Using OPERA Cloud Reports

00:05

Reports are a valuable tool for managing, tracking, and analyzing OPERA Cloud data.

00:10

OPERA Cloud includes a number of predefined standard reports. In this

00:14

video you will learn how to view, download, email, or print reports. Let's

00:19

get started. In Opera Cloud go to reports and then select run reports. On the run

00:26

report screen I can enter the report name or select a report group from the

00:30

list to search for a report. In this example I select the guests in house

00:34

report group from the list and click search.

00:43

Next, I scroll down to select the guests in house by room number report

00:59

Then, I select the edit report parameters option to define the data for the report.

01:04

In this example, I select the VIP only checkbox to include only the

01:09

reservations that have a VIP code attached to the primary profile. The VIP

01:13

code option is available when the VIP application function in profiles is

01:18

configured and set to Y. I can define any additional report parameters. Next, I

01:23

scroll down and select the checkbox to include notes on the report. Once I

01:27

select the notes checkbox I now have the option to include internal notes. Now, I

---

01:32

can download the report as an HTML, RTF XML, delimited or delimited data file or

01:39

I can email the report. In this example I click to preview and download the report.

01:45

I can see the notes are added to the report as I selected the option to

01:49

include the notes when defining the report parameters. Now I can view,

01:53

download, or print a PDF of the report.

---

# Create and Manage Scheduled Reports

00:06

In this video you will learn how to create and manage a scheduled report. Using the

00:10

report scheduler you can schedule reports to automatically generate at a specific time interval

00:15

and frequency to selected destinations. Let's get started. In OPERA cloud go to reports and then

00:21

select manage reports. In this example, I select arrival from the report group drop down list

00:27

and then click search. Now I select the arrivals detailed report from the list and then click the

00:33

vertical ellipse and select schedule report. Next I step through the process to configure the report

00:39

parameters, the time intervals, and the report destination. I can configure the schedule to

00:45

dynamically calculate the arrival date for the report. In this example, to schedule the report

00:50

to generate with tomorrow's arrivals I select the business date from the activity date range

00:55

options and then click plus one. Now I can see the validate date option displays the date range

01:00

configured for this report. In this example, the report runs today and generates for tomorrow's

01:05

date. Next, select any search criteria or options to configure what outputs on the



---

01:10

report. In this example, room number is selected. Next I can use the arrows to select the sort order

01:17

and then click next. Now I can define the report intervals including the start date and time

01:23

and how often the report repeats. To set the report schedule to run indefinitely do not select

01:28

an end date. In this example I select repeat and one day intervals and then I set the time to 12 pm.

01:36

Then click next. Now the report is scheduled to run every day at 12 pm. To define the

01:43

report destination I change the file name to arrivals report and I select a file type

01:49

from the drop-down list. In this example I select pdf, then click new. From the mode drop-down list

01:57

I can select to email, print or post the pdf to an ftp server by selecting sftp.

02:04

In this example, I select to email the report in pdf format. Then I enter the recipient's email

02:11

address and click save. Now I click manage scheduled reports to see a list of all the

02:17

scheduled reports including the scheduled report I just created. I can pause the report schedule

02:23

by turning the reported scheduled toggle off. Now I can click the vertical ellipse to edit, delete,

02:29

or view the report destinations, or I can choose to run the report right now. Then click ok to confirm.

---

# Importing Data to OPERA Cloud

00:06

In this video, I will demonstrate importing data to a fully configured OPERA Cloud property.

00:14

The files imported must match the current OPERA Cloud property configuration and you

00:18

can not change the data using the import process.

00:22

You can use the import data option to import the following data types: Guest and Contact

00:27

Profiles, Sales Accounts, Sales Activities, Account and Contact relationships, future

00:35

reservations, Blocks including the Room/Rate Grid for current and future blocks.

00:40

Now, let's take a look at how to import data into OPERA Cloud.

00:44

Click the hamburger menu, and then select Toolbox.

00:50

Select System Setup, and then click Import Data.

00:54

Click Download Templates, and then click ok to download and save the templates.zip file.

01:00

The zip file contains CSV templates for each data type and a readme file with prerequisites,

01:01

requirements, and instructions on how to import the files.

01:02

Open the ZIP file and extract the files.

01:04

---

Now, I can see CSV template files for each data type and the readme.txt file.

01:10

Next, I can click on and open the readme.txt to review the file names, requirements, prerequisites,

01:18

the mandatory columns for each CSV file, and the instructions for importing the files.

01:25

For example, each data file created must not exceed the maximum file size of 10MB and you

01:31

can upload and import multiple files per data type.

01:35

Now, let's go back to OPERA Cloud to continue the data import process.

01:41

The property I am logged into displays or I can click the magnifying glass to select

01:46

another property.

01:48

And then click import data.

01:51

Now, click add data types to import.

01:54

Next, enter the number of files to upload for each data type.

01:59

In this example, I enter 1 account, 1 profile, 1 relationship, and 3 reservation data type

02:06

files.

02:07

And then click add.

02:09

This process adds 6 rows, one for each file.

02:12

Next, I click select/upload file to upload the accounts file.

02:17

Now, I navigate to the file and then click open to select the file.

---

02:21

And then click ok.

02:24

Now, I can see the file uploaded successfully,

02:29

After the first file uploads, I can click the save and close option, and then anyone

02:34

assigned with the import data task can continue and complete the import process within the

02:39

next 14 days.

02:42

I can remove unused rows by clicking the vertical ellipse and then selecting remove unused row.

02:48

Next, I click select/upload file and browse for the rest of the CSV files for each data

02:54

type and then click ok.

02:58

Once all the files are uploaded successfully, click validate data.

03:03

If any errors are generated I can click on the link to view the details or I can click

03:08

the vertical ellipse to download the error log file.

03:11

Next, I save the file and click ok.

03:15

The CSV error file contains a unique identifier and the error message description.

03:22

Now, I can fix the error and re-upload the corrected file.

03:29

First, remove the existing file with the error by clicking the vertical ellipse and then

03:34

select remove uploaded file.

---

03:39

Click ok.

03:41

Once the file is removed, I can re-upload the file with the corrections.

03:53

Click on validate data again.

03:55

Now, I can see all the files are successfully validated.

03:59

And then click on import validated data.

04:05

And then click on import data into opera.

04:08

This imports the data to opera cloud.

04:12

I can see the import is successful.

04:15

You can view the import log for 14 days.

04:18

including the file name, import status, the date and the user name.

04:23

Now, I click on close import.

04:32

Click ok to continue.

04:34

Now, let's take a look at the import logs in the changes log for opera cloud.

04:41

Click on the main hamburger menu, and then click Opera cloud to go back to the application.

04:47

Go to Miscellaneous, and then click changes log.

04:50

Next, from the group drop-down list select Miscellaneous.

04:55

---

And then from the action type drop-down menu select import data.

05:00

I can change the dates if needed, and then click search.

05:04

Now, I can see the list of actions for my user including the date, time, action type,

05:10

and description.

# Configure and View Sell Messages

00:06

In this video, you will learn how to configure and view sell messages.

00:10

An Administrator can configure sell messages to display on specific screens, and for specific

00:16

dates, ensuring the sell messages are relevant to the agent's workflow for a specific time

00:21

frame.

00:22

Let's get started.

00:23

First, to configure the sell messages click the hamburger menu and go to Administration.

00:30

Click Bookings, Marketing management, and then select sell messages.

00:40

Now, I see the list of sell messages for the property and the date range.

00:45

Let's click new to add a new sell message.

00:48

Enter the new sell message text, now.

00:51

I can specify to setup the sell message globally for all properties, for a hub, or for a specific

00:58

property by selecting the respective option.

01:02

I can specify a begin and end date for the message to display for a specific date range.

01:07

Next, I can select a language for this sell message, ensuring the appropriate sell message

01:11

displays based on a user's native language.

---

01:15

And then I click the display sell messages magnifying glass to select one or more areas

01:20

of the application to display this new sell message.

01:25

The options available in this list depends on the Cloud Services active at the property.

01:30

In the example, I select the checkbox for the Group Rooms Control screen and then click

01:37

select.

01:38

Click save.

01:40

Now, I can see the Sell Message I just created for the Group Rooms Control screen.

01:51

I can click the vertical ellipse to edit or delete each sell message.

01:56

Now, let's take a look at how the sell message displays in OPERA Cloud.

02:01

Go to bookings, blocks, and then select group rooms control.

02:06

I enter date and then click Search.

02:10

Now, I can see the sell message I recently added displaying here.

02:15

I can click the sell messages link to display or hide all the sell messages on this screen.