

Lodge-ical News – August 2005

How do I record group reservations in Lodge-ical?

When a group books a reservation at your lodge, this creates a great potential for new business in the upcoming years. If the reservation is booked under one name (a.k.a. “master” reservation), but 20 business people walk through your door, look at this opportunity as 20 new prospects who could bring you more business. Prior to arrival, try to obtain a list of group names and addresses and enter each into Lodge-ical as a client.

****USER TIP**** As you enter each person as a client, don't forget the following:

- Make sure you “darken” the Guest radio button (simply single-click the empty circle next to Guest and the circle will “darken”) on the Client Entry form. This distinguishes them from an inquiry when running queries (select Mailing Labels from the Clients menu to create queries).
- If you do not have a complete address for a member of a group, make sure you leave the Mail/Email OK radio button empty (simply single-click the darkened circle next to Mail/Email OK). This will remove them from any mailing labels and blast emails that you create. (select Mailing Labels from the Clients menu to create labels and extracts).
- You also have control over the “Holiday Mail” radio button so make sure this is selected appropriately.
- Use the INTERESTS button to record interests that are specific to that client but which are common to other clients. Information entered here can be queried by selecting Mailing Labels from the Clients menu.

What if group members are responsible for their own store purchases?

You must first enter a “dummy” reservation. Enter a new reservation for each group member. Select an appropriate Trip fee, change unit cost to zero and save the reservation so no costs will be associated with it.

****USER TIP****

- Make sure the # of Guests field on the reservation is set to zero. Doing this will not double-count people on occupancy reports (the total number of the guests should already be noted on the “master” reservation).

Once a reservation has been saved, you can now enter store purchases. To produce a receipt at the end of their stay, you can either print a Final Bill or a Store Tab (both reports are found in the Guest Reports menu). Record their payment by pressing the PAYMENTS button on the Reservation Entry form.

How can someone make a store purchase without having a reservation?

Create an employee with a first name of Cash and a last name of Sales (or House Account, or Walk-up Sales, etc.). This employee can be used to record all purchases not associated with a reservation.

Lodge-ical Version 7.0

I received a few inquiries last month regarding the “Upcoming Feature” section. As a reminder, we are working on Lodge-ical version 7.0. At this time, none of these features are available to your version, but will be included in version 7.0. The following features relate to the Inventory module.

Upcoming Feature: Walk-up Sales

You will no longer have to create a “dummy” reservation for guests who want their own store tab. Version 7.0 will include a menu pick specifically for this feature including the ability to enter payments and print receipts.

Upcoming Feature: Employee Discounts

When employee sales are entered, the price reflected is retail less an employee discount percent (select Store Inventory Types from the Maintenance menu). Version 7.0 will allow you to enter a percent and tell Lodge-ical to either calculate employee price as “retail less employee percent” or “cost plus employee percent”.

Upcoming Feature: Inventory Reset

A method will be in place to reset inventory quantities. For each item of inventory, the beginning inventory will be replaced with “quantity on hand”, the receipt column will be set to zero, the customer sales column will be set to zero and the quantity on hand will equal the beginning inventory. Additionally, a date field will be added to record the “Inventory Sales Start Date”. This will tell Lodge-ical to calculate the “quantity on hand” based on customer sales beginning with the “Inventory Sales Start Date”.

Upcoming Feature: Inventory Ordering

Track your outstanding inventory orders. This will be factored in the inventory calculations to show Quantity Available to Sell (Beginning Inventory + Receipts – Sales = Qty on Hand + Quantity Ordered = Quantity Available to Sell)

Upcoming Feature: Inventory Reorder Quantity

Assign an inventory-wide reorder point and a reminder report will alert you to items in inventory less than or equal to the inventory reorder quantity.

Upcoming Feature: Store Purchase Sales Tax

Some of you choose not to archive your reservations. If your sales tax percentage has changed and you run a historical store purchase report, the sales tax calculation will reflect your new sales tax rate.