

Sales and Catering – Special Charge Maintenance

Quick Reference Guide

Introduction

This Quick Reference Guide will provide you with the information needed to add or make changes to Special Charge Types, Groups and Codes. Special Charges allow you to set-up and assign groupings for any extra charges you need to communicate both internally and to the client (via the Banquet Event Order).

Procedure

This procedure is assuming that additional Special Charge Types and Groups need to be created. If appropriate types and codes have already been created, **skip to section 2.3 to create a Special Charge Code**.

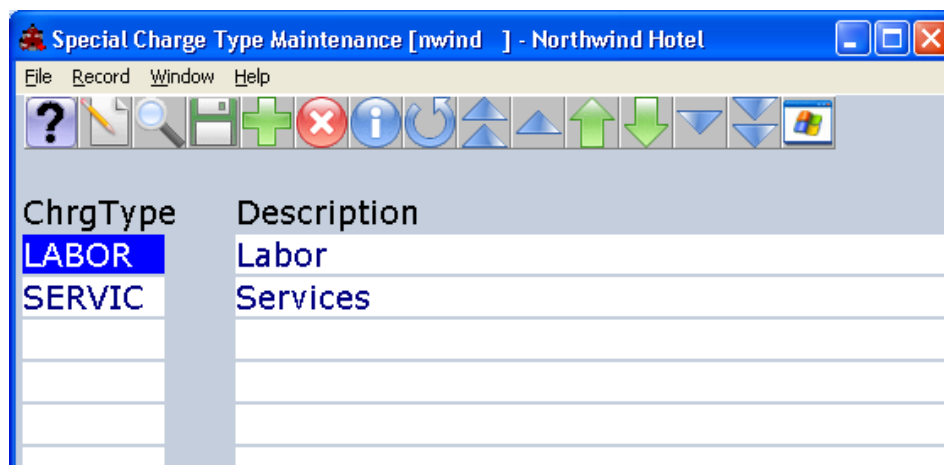
Creating the Special Charge Type

Special Charge Types may be setup for items such as Labor, Outside Services or Rentals, and can then be further broken down into specific groups for easy reference.

TO CREATE a Special Charge Type:

Main | Special Charge Type Maintenance

- 1) Type a 6 character maximum Charge Type in the 'ChrgType' field
- 2) Type a 30 character maximum description in the 'Description' field



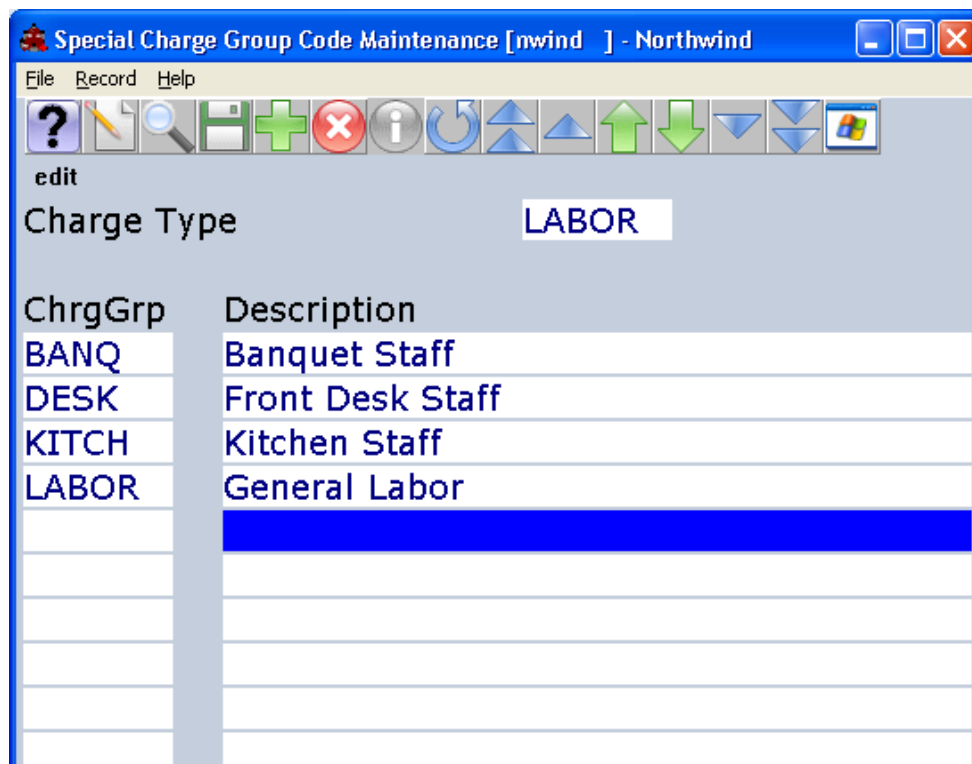
Creating the Special Charge Group

Special Charge Groups can be created to allow for ease in selecting a specific item. Once Special Charge Types are created, the associated Charge Group can then be added. Special Charge Groups are intended to further break-down the Charge Type in to sub-sections.

TO CREATE a Special Charge Group:

- 1) Begin from the Special Charge Type screen, and highlight the Special Charge Type.
- 2) Select *Window | Special Charge Groups*
- 3) Enter up to a 6 character Charge Group Code in the 'ChrgGrp' field
- 4) Enter up to a 30 character description of the code in the Description field

The below example shows Special Charge Groups for a 'Labor' Special Charge Type:



Creating the Special Charge Code

Main | Special Charge Code Maintenance

This is where the actual Special Charge Codes are created and linked to the Charge Type and Group that they reflect. This will allow users to locate and charge items within the Booking Event's Special Charges.

TO CREATE a Special Charge Code

- 1) Hit **F6** to Create a new code
- 2) Charge Code – **8 character code that represents the Special Charge**
- 3) Description – **A brief description of the Charge Code**
- 4) Charge Type – **Use the F8 lookup to select the Type**
- 5) Charge Group – **Use the F8 lookup to select the Group**
- 6) Price – **The price of the Special Charge (not mandatory)**
- 7) Cost – **List the internal cost if applicable (not mandatory)**
- 8) Posting Code – **This is where the revenue will be allocated when auditing. Use the F8 lookup here to select the appropriate Posting Code**
- 9) Svc Chg Type – **This is any Service Charges that are applicable to this item. Use the F8 lookup here to select the appropriate Service Charge Type (not mandatory)**
- 10) Temporary- **This will default to 'N' unless the item is created in Temporary Special Charge Code Maintenance**

Charge Code	ACTIVITIES
Description	Activities
Charge Type	SERVIC
Charge Group	SERVIC
Price	
Cost	
Posting Code	ACT
Svc Chg Type	
Temporary	N