BookingCentre™

Features and Benefits

Applications	Booking Centre is suitable for use in small to medium sized organisations such as Resorts, Ski Lodges, Colleges, Hotels, Motels and Backpackers.
Easy installation & setup	Get started with a minimum of effort. If your existing data is available as a file, it can be imported directly into Booking Centre.
User definable terminology	Booking Centre allows many of the terms used to be defined according to your organisation's requirements. No need to learn new terminology, Booking Centre adjusts to your method of working.
Easy to Use	Booking Centre gives you point and click power. All commands are available from the 'Booking Centre Home Window'. It also provides a list of your room status for today, everything is available at a glance.
Pop-up lists for fast & accurate lockup of codes	In any system, codes are hard to remember. Booking Centre provides Lookup Lists which give you the codes instantly - without having to leave the window you are currently working in.
On-line help	Booking Centre's integrated on-line Help gives you help on any topic you require from anywhere in the system. You can even add your own notes to the Help Topics.
Flexible Rates	The Rates matrix is available by Room Type or by Guest Type. This means that during different Seasons, rooms will be charged at the appropriate rate.
Password Protection	Booking Centre is a multi-user system with full password and access control.
Audit Trail	Booking Centre keeps an audit trail of information.
Bookings	Booking Centre allows bookings to be made for any date from today's for any number of days hence. The number of adults and the number of children are recorded separately and the room may be allocated automatically if desired. Each Booking may be linked to an Agent and to a Person (Operator). The Gross cost and any discounts, commissions or receipts are recorded separately for future analysis. Confirmation and final payment dates may be entered automatically or manually and three different notes fields are also provided. You can print a Booking Confirmation at the click of a button.

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Group Bookings	Group Bookings allow a number of standard bookings to be grouped together (as in a Corporate Booking). Receipts are paid against the Group booking, i.e. a single account is created for a number of bookings.
Guests	Booking Centre holds detailed information on each Guest including address, home phone no, work phone no, fax no, contact name, gender, guest type, source. The history of a guest's previous bookings is available at the click of a button.
Availability	Booking Centre's availability window provides a graphic view of your room availability for a month at a time. A couple of clicks with your mouse and the availability for your selected month will soon be printing.
Receipts	Receipts may be entered quickly against a single booking or entered as a detailed receipt which is balanced against a number of bookings. Receipt reports include All, Reconciled and Unreconciled.
Point of Sale	The Point of Sale section provides total control over all functions required for POS operation. An account history is kept for each booking, and allows separate accounts to be set up for guests who are sharing a room. With a few clicks you can print out a guest account which contains a complete statement for that guest.
	Note The Point of Sale section is an additional module priced at $795.00 per licence.
Inventory Items	Booking Centre holds detailed information on each inventory item including Item Group, Item Ref. No (PLU, Barcode No etc.), Description and more. Inventory Lists and Sales Analysis reports are provided.
Inventory Groups	An unlimited number of Inventory groups may be set up. Groups are a powerful sales analysis tool which allow you to determine which products are making you money and which aren't!
Rooms	Booking Centre allows you to set up Standard, Overflow and Non-Bookable rooms. Each room is linked to a Room Type (e.g. Single, Double, etc.) and a Floor (or Landlord). Detailed information regarding rates and the number of persons per room is also recorded.
Agents	Booking Centre allows you to enter detailed information on Agents including address, phone, fax, commission rate, turnover and more. Reports include Commission, Lists and Mailing Labels.
Allocations	Rooms may be allocated on a block basis which can be overridden when an individual booking is made, if required.
Booking Reports	Booking reports include Lists, Financial, Unpaid Bookings, Confirmation Follow Ups.
Guest Reports	Client reports include List, Details, Mailing Labels and Form Letters.
Accounts Reports	Detailed and summary accounts reports are provided. An individual account can be quickly and easily printed from the booking window.
Financial Reports	Details and analysis of bookings, discounts, payments, refunds and outstandings.

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Room Allocations	A daily room allocation report to use for cleaning, etc.
Personnel	Personnel may be entered as required to provide extra reporting and control capabilities.
Source Analysis	The source for each booking can be tracked. This can provide you with valuable information regarding where your business is derived from.
Import and Export	Simple File Import and Export facilities are also available. This makes it easy to export data to use in a Mail Merge etc.