



# Workin' It

## An Aaxsys Technology Member's Guide

### The Main Menu

Reservations	Guests	Units	Administration
Reservation Board	View and Edit Guest Information	View and Edit Unit Information	List users
Reservation List (all for member)	Guest financial transactions	Add a New Unit	Add users
Arrivals (all for member)	New general client	View and edit Building information	View and Edit Provider Information
Departures (all for member)	New account code	Add a New Building	Add a New Provider
	List account codes	List Groups	List Members
	View and Edit Company information	Add a New Group	Appointment Calendar
	Add a New Company	List Regions	Member Configuration
		Add a New Region	Contact Forms Journal
		Add a New CostCode	Enter a Credit Card Transaction
		List CostCodes	View Credit Card Transactions

Show menu with advanced options  More advanced options

### Focus on:

## Guest Financial Transactions

Guests
View and Edit Guest Information
Guest financial transactions
New general client
New account code
List account codes
View and Edit Company information
Add a New Company

Guests

Guest financial transactions

## Guest transactions selection page

Selection criteria	
<input type="text" value="01/24/2007"/>	Begin date of listing
<input type="text" value="02/23/2007"/>	End date of listing
<input type="text"/>	Enter empty, partial or full last name of the guest.
<input type="text"/>	Enter empty, partial or full Unit code of the reservation.
<input type="text" value="ALL"/> ▼	Agent
<input type="text" value="ALL"/> ▼	Cost code
<input checked="" type="radio"/> Expenses <input type="radio"/> Payments	Transaction type
<input type="checkbox"/>	Check this to show also non-active guests. Uncheck for open guests.
<input type="button" value="Proceed"/>	
<a href="#">Aggregated transactions statement</a>	
Show download options <input type="checkbox"/>	

1. Filter Client/Guest Transactions by date.
2. Select one guest or many
3. Select On Unit/apartment
4. Choose ALL guests for one Reservation agent or
5. Select all transactions belonging to one Cost Code ('Tax')
6. Debits and Credits are in separate journals
  - a. Click on Expenses for all client charges
  - b. Click on Payments for receipts
7. Check the box to view Guest reservations that are closed out
8. Proceed to view selected client transaction batch

Show Download options too are the same is in the View and Edit Client Information but can be operated from this application as well

## Guest transactions selection page

(Bottom Part – With Download Options Engaged)

Expenses    Payments

Transaction type

Check this to show also non-active guests. Uncheck for open guests.

Download type    XML    CSV    QB

Select XML/CSV/QB (Quickbooks) to download selected data to a file

[Aggregated transactions statement](#)

Show download options

All Following Transactions Download Instantly into XML, CSV, or Quick Books

## Guest EXPENSES query results

List transactions FROM    List transactions UNTIL   [Refresh](#)

Transaction Listing							
Client	Trans No	Unit	Amount	Description	CostC Desc	Date	Agent
<b>131196</b> <a href="#">Parker,Nick</a> (2007-01-28 - 2007-02-28)							
	374005	FSBC2417	3200.00	Rent 01/28-02/28	Rental Charges	2007-01-30	aaxsyszs
	374006	FSBC2417	500.00	Security Deposit Invoice	Rental Deposits	2007-01-30	aaxsyszs
	374007	FSBC2417	500.00	Deposit to Hold	Rental Deposits	2007-01-30	aaxsyszs
Totals:			4200.00				
<b>131202</b> <a href="#">Brody,Jean</a> (2007-01-15 - 2007-02-15)							
	374024	JENINE	3080.00	Rent 01/31-02/28	Rental Charges	2007-01-31	amex
	374025	JENINE	100.00	Security Deposit Invoice	Rental Deposits	2007-01-31	amex
Totals:			3180.00				
<b>131213</b> <a href="#">Harrel,Joe</a> (2007-02-01 - 2007-03-01)							
	374069	OKKO	3200.00	Rent 02/01-03/01	Rental Charges	2007-02-01	aaxsys
	374070	OKKO	800.00	Security Deposit Invoice	Rental Deposits	2007-02-01	aaxsys
	374072	OKKO	464.00	Tax	Short-term Rental Tax	2007-02-01	aaxsys
	374073	OKKO	0.00	NYC Room Tax per night 02/01-03/01 #	Short-term Rental Tax	2007-02-01	aaxsys
	374074	OKKO	0.00	NYC Room Charge per night 02/01-03/01 #	Short-term Rental Tax	2007-02-01	aaxsys
Totals:			4464.00				
Grand total amount: 11844.00							

1. Click Through to view detail:
  - a. Transactions by clicking on the underlined number
  - b. Guest/Client form by clicking on the name
2. Current Expense transactions entered for Dates: 01-24 to 02-01.
3. Expense Transactions totaled for each client
4. The Grand total for expense transactions are at the bottom for any selected batch
5. The selected batch can be downloaded into:
  - a. An XML file
  - b. A CSV file
  - c. Quick Books

**For Full business accounting: Duplicate transaction numbers &/or dates are filtered by the accounting software in use.**

*Aggregated Transaction Statements calculate financial transactions by Cost Code for reporting and financial statistics: (Use either this sub menu or the View & Edit Guest Information menu – displayed & explained next!)*

Click Through to Guest Expense Transaction Number

**Invoice UPDATE page**

Invoice Information	
Transaction no	374005
Transaction type	IN
Description	<input type="text" value="Rent 01/28-02/28"/>
Amount	<input type="text" value="3200.00"/>
Cost code	<input type="text" value="*STINV"/> ▼
Due date	Jan ▼ 30 ▼ 2007 ▼
Entered by	SYSTEM
Entry date	2007-01-30
<input type="button" value="UPDATE"/>	

1. Transaction Expense from clicking on the Number in the Transaction Listing
2. Transaction Expense can be edited from this application

### Guest PAYMENTS query results

02/01/2007 List transactions FROM 02/28/2007 List transactions UNTIL [Refresh](#)

Transaction Listing							
Client	Trans No	Unit	Amount	Description	CostC Desc	Date	Agent
<u>131196</u>	<a href="#">Parker,Nick (2007-01-28 - 2007-02-28)</a>						
	<a href="#">374138</a>	FSBC2417	500.00	Rent Deposit	Rental Payments	2007-02-11	aaxsyszs
	<a href="#">374139</a>	FSBC2417	2700.00	Rent 01-28-2007 to 02-28-2007	Rental Payments	2007-02-11	aaxsyszs
	Totals:		3200.00				
<u>131202</u>	<a href="#">Brody,Jean (2007-01-15 - 2007-02-15)</a>						
	<a href="#">374229</a>	JENINE	3180.00	Rent & Deposit	Rental Payments	2007-02-22	amex
	Totals:		3180.00				
<u>131213</u>	<a href="#">Harrel,Joe (2007-02-01 - 2007-03-01)</a>						
	<a href="#">374230</a>	OKKO	4000.00	Rent Payment	Rental Payments	2007-02-22	aaxsys
	Totals:		4000.00				
<u>131298</u>	<a href="#">Rogers,Wendy (2007-01-01 - 2007-02-01)</a>						
	<a href="#">374304</a>	CHDV0999	3550.00	Paid in Full	Rental Payments	2007-02-22	aaxsys
	Totals:		3550.00				
<b>Grand total amount: 13930.00</b>							

1. Click Through to view detail:
  - a. Transactions by clicking on the underlined number
  - b. Guest/Client form by clicking on the name
2. Current Expense transactions entered for Dates: 01-24 to 02-01.
3. Expense Transactions totaled for each client
4. The Grand total for expense transactions are at the bottom for any selected batch
5. The selected batch can be downloaded into:

- a. An XML file
- b. A CSV file
- c. Quick Books

For Full business accounting: Duplicate transaction numbers &/or dates are filtered by the accounting software in use.

### Payment UPDATE page

Payment Information	
Transaction no	374304
Transaction type	PA
Description	Rent & Depaosit Paid in Full
Amount	3550.00
Cost code	*STPAY
Check date	Feb 01 2007
Check no	
Entered by	aaxsys
Entry date	2007-02-22
<input type="button" value="UPDATE"/>	

1. Transaction Payment from clicking on the Number in the Transaction Listing
2. Transaction Payment can be edited from this form

***Aggregated Transaction Statements calculate financial transactions by Cost Code for reporting and financial statistics: Choose from:***

1. View with accrued Balance
2. Current Transactions

Proceed

[Aggregated transactions statement](#)

Show download options

## For Aggregated Transaction Statements

1. Click on the Expense or Payment Button on “Guest Transaction Selection Page”
2. Click on the “Aggregated Transaction Statement Link”
3. The Guest Aggregated Statement Selection Page comes up

### Guest aggregated statement selection page

**Selection criteria**

01/26/2007  
Statement begin date

02/25/2007  
Statement end date

Enter empty, partial or full last name of the guest.

Enter empty, partial or full Unit code of the reservation.

ALL  
Agent

With accrued balance  Current transactions  
Statement type

Check this to show also non-active guests. Uncheck for open guests.

Proceed

1. Click on either accrued balance or Current transactions
2. Filter by any combination of the other fields available
3. Check the box to include ALL guests – active or inactive
4. “Proceed” to the Aggregated guest cost code statement

## Filter or Sort by chosen options on “Guest Transaction Selection Page”

View Expenses Payments with Accrued Balance

**AGGREGATED TRANSACTION BALANCE STATEMENT FOR THE PERIOD 01/24/2007 - 02/23/2007**

Class	Cost code	Description	Debit	Credit
<b>PREVIOUS BALANCE</b>				
	Balance due as of	01/24/2007		-525872.69
<b>CHARGES from 01/24/2007 to 02/23/2007:</b>				
	*STFIXED	One-time Rental Fees	20474.22	
	*STINV	Rental Charges	34960912.16	
	*STSEC	Rental Deposits	9150.00	
	*STTAX	Short-term Rental Tax	2481.82	
	CLEAN	Personal Cleaning Charge	405.00	
	<b>Total charges:</b>		<b>34993420.00</b>	
<b>PAYMENTS from 01/24/2007 to 02/23/2007:</b>				
	*STPAY	Rental Payments		61590.72
	<b>Total payments:</b>			<b>61590.72</b>
	Balance due			<b>34405956.00</b>

**View Expenses & Payments with Current Balance**

**AGGREGATED TRANSACTION STATEMENT FOR THE PERIOD 01/26/2007 - 02/25/2007**

Class	Cost code	Description	Debit	Credit
<b>CHARGES:</b>				
	*STFIXED	One-time Rental Fees	8629.72	
	*STINV	Rental Charges	34905295.16	
	*STSEC	Rental Deposits	9150.00	
	*STTAX	Short-term Rental Tax	2527.48	
	CLEAN	Personal Cleaning Charge	360.00	
	<b>Total charges:</b>		<b>34925960.00</b>	
<b>PAYMENTS:</b>				
	*STPAY	Rental Payments		61390.72
	<b>Total payments:</b>			<b>61390.72</b>
	Balance due			<b>34864568.00</b>

The Totals for Both Accrued and Current Transactions are totaled at the bottom

**Guest transactions selection page**



Show Download options too are the same is in the View and Edit Client Information but can be operated from this application as well

The screenshot shows a web form for downloading financial transactions. It features a light green background and a dark green border. At the top left, there are two radio buttons: "Expenses" (selected) and "Payments". Below them is an unchecked checkbox. To the right, there is a "Transaction type" dropdown menu. Below the dropdown, there is a checkbox with the text "Check this to show also non-active guests. Uncheck for open guests." Below that, there is a "Download type" section with three radio buttons: "XML", "CSV", and "QB". A note below the radio buttons says "Select XML/CSV/QB (Quickbooks) to download selected data to a file". A "Proceed" button is located below the radio buttons. At the bottom left, there is a link labeled "Aggregated transactions statement" in red text. At the bottom right, there is a checkbox labeled "Show download options" which is checked.

1. Financial transactions can be easily downloaded to a file from this application as well as "View & Edit Guest information," & transferred to an accounting package.