AAXSYS TECHNOLOGY

RESERVATION
&
OPERATING

SOFTWARE SERVICE

FOR

PREMIERE EXECUTIVE SUITES

OVERVIEW

THE CONTROL PANEL

PREMIERE EXECUTIVE SUITES

12812-145 Ave, Edmonton, AB T6V1C6

Contact information: E-mail   Phone 780-476-9366   Fax

Reservations	Clients	Suites	Administration
Reservation Board	View and Edit Client Information	View and Edit Suite Information	List users
Reservation List (all for member)	Client financial transactions	List/download Suite expenses	Add users
Arrivals (all for member)	New general client	Add a New Suite	View and Edit Landlord Information
Departures (all for member)	New account code	View and edit Property information	Add a New Landlord
	List account codes	Add a New Property	List Members
	View and Edit Company information	List Groups	Member Configuration
	Add a New Company	Add a New Group	Appointment Calendar
		List Regions	Contact Forms Journal
		Add a New Region	Alerts Journal
		Add a New CostCode	Enter a Credit Card Transaction
		List CostCodes	View Credit Card Transactions
		List Business Vendors	

4 Main Menu Categories
    Reservations
    Clients (Guests – Residents – Tenants)
    Suites   (Units – Apartments – Inventory)
    Administration

All Control Panel Terms are Customizable by each Member

Aaxsys Operates completely through your website and 'brands' to fit your exact logo and look.

Any Screen or Any report can be printed from the 'File' Icon on our Browser

THE

RESERVATION

CONTROL

PANEL

The Reservation Control Panel

4 Sub Panels
 Reservation Board
 Reservation List
 Arrival Journal
 Departure Journal

All sub Categories in Aaxsys are independent but interactive

Click on each sub Menu to View and work in that Menu.

ALL **Reservation and Suite information is Viewable from your reservation board**

ALL **Rental Availability on Any Web site World Wide is driven by The Reservation Board**

The Reservation Board

Reservation Preference Screen

Reservation preferences

☐ Use scrolling reservation board (browser dependent - works well only for certain browsers!)

Selection criteria

01/26/2008	Reservation begin date	☐		Pool
02/26/2008 ☐ Strict availability	Reservation end date	☐		Jacuzzi
	Bedrooms	☐		Sofabeds
	Max rent	☐		Cable
○ Monthly ○ Weekly ⦿ Daily	Showing rates	☐		Parking
	Suite code filter	☐		Pets (accepted)
45 days	Board extension	☐		Smoking
	Neighborhood	☐		High-speed internet
	City	☐		Security
	State		ALL PROPERTIES	Property
	Zip code		ALL REGIONS	Region
	Country		ALL GROUPS	Suite group
			ALL CATEGORIES	Suite category

⦿ Show furnished Suites ○ Show unfurnished Suites

[Proceed]

Allows you to Sort by Multiple Fields
Use a scrolling board for searching a large volume of inventory
Choose daily, weekly or monthly Rates
Scroll your reservation board up to 180 days from date at the top
Scroll back or forward to any point in time
Set up Special Groups for Preferred Clients to Manage their Own
Reservations

Aaxsys Has 2 Separate Reservation Boards - Furnished and Furnished
FOR
Companies engaged in Property Management to Operate Both
Independently

The Reservation Board

The Reservation Screen

1. View the Code; Address; Rates (daily; weekly; monthly); Bedrooms & Baths
2. View Real Time Availability - Blank white spaces vs. "green 'R's" (Reservations)
3. Click on the Suite/Unit Code to:
   a. View All Details of the Suite Apartment
      i. Pictures; Description; Pricing
      ii. Availability Calendar 'at a glance' for one year
      iii. Charges in addition to the rent
   b. Click through to the Main Page of the Suite to View or Edit Detail

4. Click on the "A", "D", or the light "R" to view the Reservation detail to:
   a. Make; Edit; Cancel; or Copy a Hold, a Block or a Reservation
   b. View Who made the reservation & Automatically e-mail them
   c. Confirm or Revoke a 'hard' departure – when a Guest has given notice
   d. Click through to the Guest database for e-mailing additional documents
   e. Adding or Editing invoice Transactions
   f. Viewing; e-mailing; faxing or printing the Guest invoice

The Reservation board is interactive World Wide and Never overbooks Inventory

TO MAKE A RSERVATION – HOLD - BLOCK

Click on the Unit Code

Detailed information on EDMC-229 for ABEDPES

View This Suite   Suite Reservation Calendar   Rates: **Daily** 179 **Weekly** 1006 **Monthly** 3595

Main Page for Suite

Additional rates: ► Check additional rates

[New Reservation]   [Create Hold]   [Create Block]

Current Suite Features

Basic		Kitchen & Electronics	
Suite code	EDMC-229	Tv	☀
Neighborhood	White Mud Ridge	Cable	☀
Suite name	Chateaux	Microwave	☀
Address	1406 Hodgson Way	DVD	☀
City	Edmonton	Fast Internet	☀
State	AB	Washer/Dryer	
Zip code	T6R 3K1	Oven	☀
Phone	780-758-3899	Dishwasher	☀
		BBQ	☀
		Air conditioner	☀

Living		Amenities	
		Deck	☀
Bedrooms	1	View	City light
Bathrooms	1	Garden	
Bed sizes	Queen	Jacuzzi	
Parking	Underground-128	Health club	
Diningroom	Area	Common pool	
Accommodates	2	Security	☀
Smoking		Fitness Center	☀
Pets		Broad Room	☀

1.   Everything about the Suite can be viewed from the Information Screen
2.   Click on New Reservation; Hold or Block to create
3.   Click on Main Page for Unit to edit any information
4.   Check additional Rate details for charges in addition to the rent

5. Daily Weekly & monthly rates display

THE RESERVATION SCREEN

Input All client information

[Please notice: The minimum stay for this unit is 7 days]

Reservation information (Member: ABEDPES)

Reservation Agent	PESJB
Client Last Name	
Client First Name	
Suite code	EDMC-229
Reservation begin date	02/05/2008
Reservation end date	03/05/2008
# of People:	
Company: (get info)	
Contact	
Rent type	M
Rent	3595.00
Deposit	0.00
Fixed charges	0.00
Tax (%)	0.0000
Additional rates:	► Check additional rates

This address is ⦿ Business ○ Personal
Use for billing ⦿ YES ○ NO

Address 1	
Address 2	
City	
State	
Zip	
Country	
Phone	
Email	
Credit card	
Holder	
Expiration date	Feb 2008
CVV2 (CSC)	

Client type: [ ]   Confirmation code [ ]

Note about this reservation:
[ ]

[Submit reservation]   [Reset]

1. Red Type are mandatory fields
2. Aaxsys fills in the default amounts from the Units & the Res board
3. Client type is for tracking types of reservations
4. Confirmation code is for Large Vendors to retrieve their reservations

5.   Remember to set up Company Codes to 'Populate' the res board automatically.

The Reservation Listing Journal

The Reservation List (All for Member)

Choose any date range
  Chronological by the date the reservation was made
  Sort by Suite (Unit) Code or Agent

Confirmation Code
  This is for Wholesalers with guests tracked by their "own" Confirmation code
  AMEX Travel; Expedia; the GDS

All for Member
  Administrators can retrieve all guests
  Internal Staff or External Users
  External Users can ONLY review their own – No one else's

NOTE: Aaxsys allows 'Master' & 'Dependent' reservations.   Any Reservation can be used as a Master folio to "bundle" several others into it for payment purposes.

Reservation Listing Page

Reservation Listing Page

Reservation Listing

Res #	Property	Begin date	End date	Type	Res.Date	Agent
52842	EDMC-229	2008-01-14	2008-02-14	Reservation	2008-01-15	pesdab
52843	EDMM-202	2008-01-14	2008-04-13	Reservation	2008-01-15	pesdab
52844	EDMC-117	2008-01-09	2008-02-09	Reservation	2008-01-15	pesdab
52845	EDMGG-306	2007-09-01	2008-10-31	Reservation	2008-01-15	pesdab
52847	EDMGO12-323	2007-08-06	2008-10-06	Reservation	2008-01-15	pesdab
52848	EDMM-501	2007-12-15	2008-03-15	Reservation	2008-01-15	pesdab
52849	EDMM-501	2007-11-15	2008-02-15	Reservation	2008-01-15	pesdab
52850	EDMC-229	2008-01-16	2008-02-15	Reservation	2008-01-15	pesdab
52851	EDMO-306	2008-01-16	2008-02-15	Reservation	2008-01-15	pesdab
52853	EDMO-306	2008-01-16	2008-02-15	Reservation	2008-01-15	pesdab
52863	EDMCT	2008-01-01	2008-03-31	Reservation	2008-01-18	pesdab
52879	EDMTT-203	2007-11-09	2008-11-09	Reservation	2008-01-21	pesdab
52880	EDMSW-98	2007-12-10	2008-04-04	Reservation	2008-01-21	pesdab
52881	EDMM-303	2007-12-13	2008-03-03	Reservation	2008-01-21	pesdab
52882	EDMGO12-401	2007-06-11	2008-05-28	Reservation	2008-01-21	pesdab
52883	EDMGG-431	2007-08-19	2008-05-30	Reservation	2008-01-21	pesdab
52884	EDMM-203	2008-01-07	2008-03-07	Reservation	2008-01-21	pesdab

1. All Holds & Reservations are ALWAYS retrievable here
    a. Delete a property
    b. Reservation & Client detail remain

2. Cancel a reservation
    a. All in Red
    b. Never disappears

3. Click through on the Reservation number for detail
   a. View the reservation detail
   b. Click through to Client (Guest) details
   c. View Invoices, edit and add features

THE ARRIVAL JOURNAL

The Arrival Listing Selection Page

Arrivals listing selection page

Selection criteria	
01/27/2008	Arrival date after
02/03/2008 ☑	Arrival date until (check to use)
_____ (select)	Suite code filter
ALL ▾	Agent
☐	Check for showing also cancelled reservations

By default, the selection shows arrivals within 7 days.
You may change this range by adjusting the "after" and "until" dates.

[Proceed]

1. Choose Dates by the Reservation Begin date

2. Sort by reservation agent or Unit (Suite) Code

3. Only Active Reservations are shown

4. Check to see cancelled (red) reservations

5. Change dates for ANY time frame

THE ARRIVAL

Arrivals (All for Member)

Arrivals Listing

Showing arrivals from 2007-11-01

Res #	Name	Property	Begin date	End date	Type	Res.Date	Agent
52879	Edward,Shawn	EDMTT-203	11/09/2007	11/09/2008	Reservation	01/21/2008	pesdab
52880	Cuzzetta,Rick	EDMSW-98	12/10/2007	04/04/2008	Reservation	01/21/2008	pesdab
52881	Moore ,Greg	EDMM-303	12/13/2007	03/03/2008	Reservation	01/21/2008	pesdab
52638		MQOS-100	12/14/2007	12/31/2007	Offline	12/14/2007	pesdb
52916	Liebenberg ,Anthea	EDMGL-412	12/28/2007	06/30/2008	Reservation	01/22/2008	pesdab
52914	Chen,Steven	EDMCT	01/01/2008	03/31/2008	Reservation	01/22/2008	pesdab
52884	McGraw,Dan	EDMM-203	01/07/2008	03/07/2008	Reservation	01/21/2008	pesdab
52844	Jones,Frances	EDMC-117	01/09/2008	02/09/2008	Reservation	01/15/2008	pesdab
52818	Test,1day	EDMC-229	01/09/2008	01/10/2008	Reservation	01/10/2008	pesdab
52843	Thorson,Richard	EDMM-202	01/14/2008	04/13/2008	Reservation	01/15/2008	pesdab
52915	Firth,Bea & Tom	EDMMM-211	01/17/2008	01/25/2008	Reservation	01/22/2008	pesdab
52917	Eckl ,Shawn	EDMNCG101	01/20/2008	03/20/2008	Reservation	01/22/2008	pesdab

1.   Sorted By Begin Date

2.   Property Code; Type; Res Date & Reservation Agent Code

3.   Click through to detail for;
       a. The Client Main page & Invoices
       b. The reservation Detail

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Aaxsys Maintains Separate Databases for Client detail & Reservations

The Reservation database retains Marketing information

The Client Database retains financial & accounting information

NONE OF THIS INFORMATION WILL EVER DELETE REGARDLESS OF DELETING THE Unit or suite code!

THE DEPARTURE LIST

Departures Listing Selection Page

Departures listing selection page

Selection criteria	
01/27/2008	Departure date after
02/03/2008 ☑	Departure date until (check to use)
	Suite code filter
ALL ▾	Agent
☐	Check for showing also cancelled reservations

By default, the selection shows departures within 7 days.
You may change this range by adjusting the "after" and "until" dates.

[Proceed]

Change Dates for any time frame

Sort by Unit (Suite) Code or Agent

Show Cancelled reservations

THE DEPARTURE LISTINGS

The Departure Listings (All for Member)

Departures Listing

Showing departures from 2008-01-27

| Departures Listing | | | | | | | |
Res #	Name	Property	Begin date	End date	Type	Res.Date	Agent
52844	Jones,Frances	EDMC-117	01/09/2008	02/09/2008	Reservation	01/15/2008	pesdab
52881	Moore ,Greg	EDMM-303	12/13/2007	03/03/2008	Reservation	01/21/2008	pesdab
52884	McGraw,Dan	EDMM-203	01/07/2008	03/07/2008	Reservation	01/21/2008	pesdab
52917	Eckl ,Shawn	EDMNCG101	01/20/2008	03/20/2008	Reservation	01/22/2008	pesdab
52914	Chen,Steven	EDMCT	01/01/2008	03/31/2008	Reservation	01/22/2008	pesdab
52880	Cuzzetta,Rick	EDMSW-98	12/10/2007	04/04/2008	Reservation	01/21/2008	pesdab
52843	Thorson,Richard	EDMM-202	01/14/2008	04/13/2008	Reservation	01/15/2008	pesdab
52882	Williams,David	EDMGO12-401	06/11/2007	05/28/2008	Reservation	01/21/2008	pesdab
52883	Villeneuve,Myra	EDMGG-431	08/19/2007	05/30/2008	Reservation	01/21/2008	pesdab
52916	Liebenberg ,Anthea	EDMGL-412	12/28/2007	06/30/2008	Reservation	01/22/2008	pesdab
52847	Prack,Ronald	EDMGO12-323	08/06/2007	10/06/2008	Reservation	01/15/2008	pesdab
52845	Barhart,Bob	EDMGG-306	09/01/2007	10/31/2008	Reservation	01/15/2008	pesdab
52879	Edward,Shawn	EDMTT-203	11/09/2007	11/09/2008	Reservation	01/21/2008	pesdab

1.   Chronological End Date

2.   Chose Any time Frame

3.   Click through to View Detail

    a. Client (Guest) Detail
           i. Edit & Add Financial Transactions
          ii. View Invoices
    b. Reservation Detail

THE

CLIENT-GUEST

CONTROL

PANEL

THE CLIENT CONTROL PANEL

Seven Sub Panels – each with a variety of applications

1.   View & Edit Client (Guest) information

        a. One of the most used menus
        b. Financial records for All clients
2.   Client Financial Transactions supports Download options into accounting Packages
3.   New General Client
        a. Detailed screen for Invoicing outside clients
        b. Operates invoices without reservations
4.   New & List Account Codes is simply one more option to "group" clients into specific categories
5.   Add & View & Edit Company information
        a. To retain marketing records on ALL preferred customers
        b. Allows inputting reservations instantly
        c. Keeps ALL reservations with that preferred company

THE CLIENT SELECTION PAGE

Various 'Sort' Options for Client Financial information

Client selection page

Selection criteria

12/31/2007 ☑	Reservation begin date FROM (check to use)
01/30/2008 ☑	Reservation begin date UNTIL (check to use)
[ ]	Enter empty, partial or full last name of the client.
[ ] (select)	Enter empty, partial or full Suite code of the reservation.
[ ] (select)	Company code. Empty, partial or full.
[ ]	Account code
ALL ▾	Agent
⦿ Client # ○ Begin date ○ Last name	Select list ordering
☐	Check this to show also non-active clients. Uncheck for open clients.
☐	Check this to show only general clients (without reservation). Uncheck for all clients.
⦿ Client Listing ○ Current detailed statements ○ Current balance statements ○ Aggregated statement ○ Statements with New Billing (Safe Mode)	Select listing type Composite financial statement for the entire selection in the form of an invoice (New billing will first generate a trial, which can be posted at the end of the listing)

Proceed

Select any date range or 'uncheck' for ALL reservations
Sort by
      Client # (Different from Reservation Number)
      Begin date or Last Name
View & Edit "closed out" client (guest) records
View & Edit General Clients – Clients without reservations
Detailed client financial statements
Current balance statements (Ageing at a glance)
Aggregated statements (Cost Code report for reporting purposes)
Statements with New Billing (Safe Mode) *** Aaxsys Central BILLING Module

CLIENT LISTING PAGE

Client Query Results

1. Simple Listing of clients
   a. Active or Closed
   b. General or with Reservations

2. Click through to View
   a. Client Detail
   b. Unit Detail

3. Displays line item information
   a. Reservation agent
   b. Company Codes
   c. Begin & End date

JOURNAL OF CLIENT FINANCIAL STATEMENTS

View all financial Details for every client

Statement Listing							
Client	Trans No	DEBIT	CREDIT	Description	Cost C	Date	User
🔲 132507				Chen,Steven (2008-01-01-2008-03-31 in EDMCT)			
Current Billing Period: (-)							
	📄 379854	3795.00		Rent 01/01-02/01	*STINV	2008-01-22	SYSTEM
	📄 379855	-379.50		Referral to Royal LePage 01/01-02/01 #	REFERRAL	2008-01-22	SYSTEM
	Totals:	3415.50	0.00		Balance due:	-3415.50	
🔲 132491				McGraw,Dan (2008-01-07-2008-03-07 in EDMM-203)			
Current Billing Period: (-)							
	📄 379760	3395.00		Rent 01/07-02/07	*STINV	2008-01-21	SYSTEM
	Totals:	3395.00	0.00		Balance due:	-3395.00	
🔲 132439				Test,1day (2008-01-09-2008-01-10 in EDMC-229)			
Current Billing Period: (-)							
	📄 379543	179.00		Rent for 01/09	*STINV	2008-01-10	SYSTEM
	📄 379544	8.95		General Service Tax 01/09	GST	2008-01-10	SYSTEM
	📄 379545	7.16		Tourism Tax 01/09	TT	2008-01-10	SYSTEM
	Totals:	195.11	0.00		Balance due:	-195.11	
🔲 132458				Jones,Frances (2008-01-09-2008-02-09 in EDMC-117)			
Current Billing Period: (-)							
	📄 379618	4195.00		Rent 01/09-02/09	*STINV	2008-01-15	SYSTEM
	Totals:	4195.00	0.00		Balance due:	-4195.00	

Grand totals: Debit: 11200.61   Credit: 0.00   Balance: -11200.61

1. Aaxsys TOTALS all viewed transactions
2. Click through to all Information detail
   a. Additional Rate Detail for taxes or extra charges
   b. The exact Transaction Number to edit or delete
   c. View detailed Client information
   d. View detailed Reservations information
   e. View detailed Unit information

3. Add or edit any detail from this application

JOURNAL OF CLIENT FINANCIAL STATEMENTS

Current Balance Statements

Journal of Client Financial Statements

Client	Suite	Reservation	DEBIT	CREDIT	BALANCE	Close
Balances Listing						
Edward,Shawn	EDMTT-203	2007-11-09-2008-11-09	3295.00	0.00	-3295.00	
Cuzzetta,Rick	EDMSW-98	2007-12-10-2008-04-04	3350.00	0.00	-3350.00	
Moore ,Greg	EDMM-303	2007-12-13-2008-03-03	3395.00	0.00	-3395.00	
Liebenberg ,Anthea	EDMGL-412	2007-12-28-2008-06-30	3954.50	0.00	-3954.50	
Chen,Steven	EDMCT	2008-01-01-2008-03-31	3415.50	0.00	-3415.50	
McGraw,Dan	EDMM-203	2008-01-07-2008-03-07	3395.00	0.00	-3395.00	
Test,1day	EDMC-229	2008-01-09-2008-01-10	195.11	195.11	0.00	☐
Jones,Frances	EDMC-117	2008-01-09-2008-02-09	4195.00	0.00	-4195.00	

Grand totals: Debit: 25195.11   Credit: 195.11   Balance: -25000.00

1. One line Ageing Report
2. Click through to
   a. Client;
   b. Suites; or
   c. Reservation Detail
3. Total of all selected items Always at the bottom
4. Close out Reservation folios from this application
   a. A small 'Check" Box appears automatically when
   b. The reservation has a Zero Balance
   c. The Departure date has passed
5. Closed out folios can ALWAYS be recalled

AGGREGATED STATEMENTS
(BY COST CODE)

Total of ALL cost codes during any selected time frame

PREMIERE EXECUTIVE SUITES
12812-145 Ave
Edmonton AB T6V1C6 Canada
Tel.780-476-9366

SELECTION CRITERIA:
OPEN ONLY
RESERVATIONS FROM 2008-01-01
RESERVATIONS UNTIL 2008-01-03

AGGREGATED CLIENT STATEMENT

Class	Cost code	Description	Debit	Credit
CHARGES:				
	*STFIXED	One-time Rental Fees	255.00	
	*STINV	Rental Charges	33959.00	
	*STSEC	Rental Deposits	3125.00	
	CLEAN	Default Invoice for Cleaning	240.00	
	REFERRAL	Refereal Fee	-379.50	
	SETUP	Initial Aaxsys MembershipSet Up Fee	1070.00	
	TXRENTSV	Real Prop Rental Tax (SVAZ)	105.17	
	UNITCOST	Monthly Unit Volume Fee	1475.00	
	Total charges:		**39849.67**	
PAYMENTS:				
	*STPAY	Rental Payments		15713.77
	Total payments:			**15713.77**
	Balance due			24135.90

1.   For Complete Financial Reporting during any time period

2. View ALL balances per cost code & totals –
3. Print any report from the File Menu on your Browser

THE INVOICING MODULE

Statements with New Billing (Safe Mode)

Statement Listing							
Client	Trans No	DEBIT	CREDIT	Description	Cost C	Date	User
🧑 132508	Firth,Bea & Tom (2008-01-17-2008-01-25 in EDMMM-211) Finalized/No new billing						
Current Billing Period: (01/17/2008 - 01/25/2008)							
	📄 379856	978.60		Rent 01/17-01/24	*STINV	2008-01-22	SYSTEM
	📄 379857	139.80		Rent for 01/24	*STINV	2008-01-22	SYSTEM
	📄 379858	55.92		General Service Tax 01/17-01/25 #	GST	2008-01-22	SYSTEM
	📄 379859	44.74		Tourism Tax 01/17-01/25 #	TT	2008-01-22	SYSTEM
	Totals:	1219.06	0.00		Balance due:	-1219.06	
🧑 132510	Eckl ,Shawn (2008-01-20-2008-03-20 in EDMNCG101) New Billing by one month						
Current Billing Period: (01/31/2008 - 02/29/2008) ☐ Exclude from automatic email							
	📄 379862	1281.50		Rent 01/20-01/31	*STINV	2008-01-22	SYSTEM
	(trial -> new)	3378.50		Rent 01/31-02/28	*STINV	2008-01-30	SYSTEM
	📄 379863	3378.50		Rent 02/01-02/29	*STINV	2008-01-22	pesdab
	Totals:	8038.50	0.00		Balance due:	-8038.50	

In order to make the new invoice transactions effective, click the button below. The billing procedure will be re-run with posting enabled. If you want the new (modified) statements to be automatically e-mailed to the clients, check the automatic e-mail option.

Grand totals: Debit: 9257.56   Credit: 0.00   Balance: -9257.56

☐ Email new statements automatically

[POST NEW TRANSACTIONS]

1. Aaxsys Automatically Updates all monthly Invoices
2. You set the days in advance of the due date to add rent
3. All NEW updates are in Pink
   a. Review 5 or 5000 invoices all at once
   b. E-mail automatically all at once
   c. Exclude from automatic e-mail any that need editing

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      d. Post and e-mail the remainder
4.   Edit & e-mail all that needed to be fixed
5.   Aaxsys Totals ALL selections at the bottom
6.   Transactions in Grey have been posted

CLIENT FINANCIAL TRANSACTIONS

Client Transactions Selection Page

1.   Download ALL Client (Guest) financial Transactions from here
2.   Choose a Consistent Method of Downloading
      a. By Date Range
      b. Cost Code etc.
3.   Payments & Expenses download Separately
4.   Show 'closed' or 'non-active' clients
5.   Choose Download type – based on Accounting Package Types
      a. XML Files
      b. CSV Files
      c. Quick Books – (required separate programming)
6.   Transactions download into a File & Import into your Accounting Package.

7.   ALL transactions in Aaxsys have separate transactions Numbers
8.   Accounting packages display an error message for downloading transactions twice.

NEW GENERAL CLIENT

Creating a New General Client

1.   General Clients can be invoiced without Reservations
2.   A MASTER Invoice 'without' a reservation can be created

a. Reservation invoices 'bundled' as dependents
b. Payment can be made from ONE invoice
c. No reservation is needed
3. Any Number of other clients can be invoiced independently of reservations this way

NEW ACCOUNT CODE

Account Code Entry Page

1. This is simply another way to set up Categories of Clients
2. Group all Guests & Reservations by TOTAL Company when
   a. There are company codes for several relocation officers
   b. Several different offices
3. Any other grouping for particular clients (Guests)

LIST ACCOUNT CODES

Account Code Listing for (Member Code)

1.   List of ALL Account Codes for Groupings
2.   Edit or Delete
3.   Must use Account Code in Client form to Group together

ADD A COMPANY

Company Entry Page

1.   Companies (Repeat Customers) Need to be set up first for

        a. Automatically populating reservation screens
        b. Tracking reservations per company
2. Set up a different code for each representative in a company
        a. E-mails go automatically to that person
        b. Track the most business for marketing purposes
3. Use a separate code from an External Login Code for 'later use'
4. Fill in ALL information

VIEW & EDIT COMPANY INFORMATION

Company Selection Page

1. Sort by Any Criteria
2. Proceed onto the list

COMPANY QUERY RESULTS

List of Companies

Company query results

Current Companies					
Company code	Name	Address	City	State	Contact
RLRSMB	Royal LePage Relocation Services Lt	39 Wynford Drive	Toronto	ON	Melissa Blackwood

1. List of Companies by Code
2. Click through to Detail on the Company Page

DETAIL ON COMPANY PAGE

Company Information (Code)

Main Menu Options | Re-login | Return

List of Clients belonging to this Company

Copy this company record to a new user record

Company Information (RLRSMB)

Basic information

Active	YES ⦿ NO ○
Name	Royal LePage Relocation Services Lt
Address(1)	39 Wynford Drive
Address(2)	
City	Toronto
State	ON
Zip code	M3C 3K5
Country	Canada
Website	www.rlrs.com

Other information

Contact	Melissa Blackwood
Phone	416-510-5830
Fax	416-441-9279
Email	mblackwood@oryallepage.com
Federal Tax Id	94-3343534
Agent code	pesdab
Source code	DM
Logon password	••••••

Comment	Preferred Company

UPDATE

30

1. All Company information should be filled in for easy reservations
2. Set up a Separate Company for every reservation officer
3. Invoices e-mail directly to those individuals
4. Aaxsys tracks every reservation for every company code
5. Adjust pricing or other items based on volume of reservations
6. Copy ALL this information into a User record to create
   a. An External User code for Reservations
   b. A Company Code for reviewing All invoices at once
      i. Active Reservations
      ii. Closed Reservations
7. ALL reservation & client information ALWAYS remains in Aaxsys for Review at any point in time. It CAN NOT Be deleted!

THE

INVENTORY

CONTROL

PANEL

THE INVENTORY (UNIT) CONTROL PANEL

This Panel is the Engine that drives the reservation board & other operations

1. View & Edit Suite information
   a. Set up Inventory for reservations
   b. Statistical information on Suites
2. List/Download Expenses –
   a. XML – CSV file downloads
   b. Quick Books
3. Add a new Suite for inventory not already entered
4. Add or List Groups
   a. A category for custom uses
   b. Group units for special reasons
5. Add or List Regions - Larger than Cities or states
6. Add or List Cost Codes
   a. Important for financial records
   b. Organize all expense & Payment transactions
7. List Business Vendors
   a. Set up for Payables
   b. All expenses updated
   c. Lease matrix or rent rolls here

SUITE SELECTION PAGE

Selection criteria to view Inventory

Suite selection page

Selection criteria

[ ]	Suite Code (empty, partial or full Suite code)
[ ]	Address (empty, partial or full street address)
[ ]	Number of bedrooms
[ ]	Number of bathrooms
ALL PROPERTIES ▾	Property
ALL GROUPS ▾	Select Suite group from the list
ALL REGIONS ▾	Select Region from the list
ALL CATEGORIES ▾	Select Category from the list
[ ]	City (empty, partial or full city name)
[ ]	State (two-letter state code)
[ ]	Zip code (empty, partial or full zip code)
[ ]	Country (empty, partial or full country name)
☐	Check for showing also non-active Suite
⦿ Furnished ○ Unfurnished	Suite type
⦿ Suite list ○ Suite balances ○ Suite Expenses ○ Occupancy rates	Statement types

[Proceed]

Show more options ☑

1. Sort by single or multiple criteria
2. Display furnished or unfurnished Inventory
3. View Suite financial statements
4. Show all expenses for each Suite
5. View Occupancy rates for any time period

SUITE QUERY RESULTS

Order View of Inventory detail

Suite query results:

Order by: ⦿ Suite code ⊙ Address ⊙ Neighborhood ⊙ City   Move suites to another group, region, category

			Current Suites					
Suite code	Pictures	Address	Crosstreets	Neighborhood	City	Bed	Bath	Action
EDMC-117	Yes	1406 Hodgson Way		White Mud Ridge	Edmonton	2	2	Edit Del
EDMC-229	Yes	1406 Hodgson Way		White Mud Ridge	Edmonton	1	1	Edit Del
EDMCT	Yes	9721 – 101 A Street		Downtown	Edmonton	2	2	Edit Del
EDMGG-306	Yes	10411 - 122 Street		Downtown	Edmonton	2	2	Edit Del
EDMGG-431	Yes	10147 110 Street		Downtown	Edmonton	2	2	Edit Del
EDMGL-412	Yes	10717 - 83 Ave		Famous Whyte Ave	Edmonton	2	2	Edit Del
EDMGO12-210	Yes	10147 112th Street		Downtown	Edmonton	1	1	Edit Del
EDMGO12-214	No	10147 112th Street		Downtown	Edmonton	1	1	Edit Del
EDMGO12-323	No	10147 112th Street		Downtown	Edmonton	2	2	Edit Del
EDMGO12-401	No	10147 112th Street		Downtown	Edmonton	2	2	Edit Del
EDMGO12-512	No	10147 112th Street		Downtown	Edmonton	1	1	Edit Del
EDMM-202	Yes	9919 105 Street		Downtown	Edmonton	1	1	Edit Del
EDMM-203	Yes	9919 105 Street		Downtown	Edmonton	1	1	Edit Del
EDMM-207	Yes	9919 105 Street		Downtown	Edmonton	1	1	Edit Del
EDMM-303	Yes	9919 105 Street		Downtown	Edmonton	1	1	Edit Del
EDMM-501	Yes	9919 105 Street		Downtown	Edmonton	1	1	Edit Del
EDMMM-211	Yes	10403 98 Avenue		Downtown	Edmonton	2	2	Edit Del
EDMNCG101	Yes	11446-40 Avenue		Southgate Center	Edmonton	2	2	Edit Del
EDMO-306	Yes	10165-113 Street		Downtown	Edmonton	1	1	Edit Del
EDMPP-1002	Yes	9707 - 105 Street		Downtown	Edmonton	2	2	Edit Del
EDMSW-28	Yes	3040 Spence Wynd		Lake Summer side	Edmonton	2	2	Edit Del
EDMSW-34	Yes	3040 Spence Wynd		Lake Summer side	Edmonton	2	2	Edit Del
EDMSW-98	Yes	3040 Spence Wynd		Lake Summer side	Edmonton	2	2	Edit Del
EDMTG-1704	Yes	1704, 10011 – 123 Street		Downtown	Edmonton	1	1	Edit Del
EDMTM-304	Yes	11415 100 Avenue		Downtown	Edmonton	2	2	Edit Del
EDMTT-203	Yes	10179 – 105 Street		Downtown	Edmonton	2	2	Edit Del

1. Click on the Suite Code or Edit to view detail
2. Click on YES to view Pictures
3. Delete or deactivate units no longer in Inventory
4. Can recall the same unit code later
5. Will NOT delete any client or reservation information

INVENTORY BALANCES

Total of Expenses & Payments on Inventory To Date

Suite Balances:

Current Suites							
Suite code	Address	City	State	Zip	Expenses	Payments	Balance
EDMC-117	1406 Hodgson Way	Edmonton	AB	T6V1C6	0.00	0.00	0.00
EDMC-229	1406 Hodgson Way	Edmonton	AB	T6R 3K1	0.00	195.11	195.11
EDMCT	9721 – 101 A Street	Edmonton	AB	T5K 2R5	0.00	0.00	0.00
EDMGG-306	10411 - 122 Street	Edmonton		T5N 4C2	0.00	10485.00	10485.00
EDMGG-431	10147 110 Street	Edmonton		T5K 1M1	0.00	0.00	0.00
EDMGL-412	10717 - 83 Ave	Edmonton	AB	T5E2E5	0.00	0.00	0.00
EDMGO12-210	10147 112th Street	Edmonton	AB	T5K 1M1	0.00	0.00	0.00
EDMGO12-214	10147 112th Street	Edmonton	AB	T5K 1M1	0.00	0.00	0.00
EDMGO12-323	10147 112th Street	Edmonton	AB	T5K 1M1	0.00	0.00	0.00
EDMGO12-401	10147 112th Street	Edmonton	AB	T5K 1M1	0.00	0.00	0.00
EDMGO12-512	10147 112th Street	Edmonton	AB	T5K 1M1	0.00	0.00	0.00
EDMM-202	9919 105 Street	Edmonton	AB	T5K1B1	0.00	0.00	0.00
EDMM-203	9919 105 Street	Edmonton	AB	T5K1B1	0.00	0.00	0.00
EDMM-207	9919 105 Street	Edmonton	AB	T5K1B1	0.00	0.00	0.00
EDMM-303	9919 105 Street	Edmonton	AB	T5K1B1	0.00	0.00	0.00
EDMM-501	9919 105 Street	Edmonton	AB	T5K1B1	0.00	0.00	0.00
EDMMM-211	10403 98 Avenue	Edmonton	AB	T5K 2Y5	0.00	0.00	0.00
EDMNCG101	11446-40 Avenue	Edmonton	AB	T6J 0R5	0.00	0.00	0.00
EDMO-306	10165-113 Street	Edmonton	AB		0.00	0.00	0.00
EDMPP-1002	9707 - 105 Street	Edmonton	AB	T5K 2Y4	0.00	0.00	0.00
EDMSW-28	3040 Spence Wynd	Edmonton	AB	T6X 1N7	0.00	0.00	0.00
EDMSW-34	3040 Spence Wynd	Edmonton	AB	T6X 1N7	0.00	0.00	0.00
EDMSW-98	3040 Spence Wynd	Edmonton	AB	T6X 1N7	0.00	0.00	0.00
EDMTG-1704	1704, 10011 – 123 Street	Edmonton	AB	TN1M9	0.00	0.00	0.00
EDMTM-304	11415 100 Avenue	Edmonton	AB	T5K 0J5	0.00	0.00	0.00
EDMTT-203	10179 – 105 Street	Edmonton	AB	T5J 3N1	0.00	0.00	0.00

1. Accumulated payments & expenses balanced per line
2. Selections totaled
3. A look at a glance at a Profit and loss

INVENTORY EXPENSE DETAIL

All Recurrent & Manual Expenses

Suite Balances: New Expenses (Trial Mode)
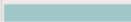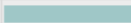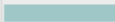
Suite Listing				
Suite	**Description**	**Cost C**	**DEBIT**	**CREDIT**
🏠 **EDMC-117** ▶ (1406 Hodgson Way, Edmonton, AB T6V1C6)				
Last expense date:	Expenses entered by 2008-01-31		0.00	
	Client payments entered by 2008-01-31			0.00
No new expenses	**Total New Expenses:**		**0.00**	
	Current Balance:			0.00
🏠 **EDMC-229** ▶ (1406 Hodgson Way, Edmonton, AB T6R 3K1)				
Last expense date:	Expenses entered by 2008-01-31		0.00	
	Client payments entered by 2008-01-31			195.11
No new expenses	**Total New Expenses:**		**0.00**	
	Current Balance:			195.11
🏠 **EDMCT** ▶ (9721 – 101 A Street, Edmonton, AB T5K 2R5)				
Last expense date:	Expenses entered by 2008-01-31		0.00	
	Client payments entered by 2008-01-31			0.00
No new expenses	**Total New Expenses:**		**0.00**	
	Current Balance:			0.00

Grand totals: Debit: 0.00 Credit: 195.11 Balance: 195.11

No New Expenses

1. Recurrent Expenses Automatically generated 15 days in advance
2. All rent payments automatically generated from client form
3. Click through to Inventory Detail
4. Click through to Expense record on Unit Form
   a. Can Edit or Delete
   b. Add new expenses from this application
5. Click through to Client or Guest Payments
6. Totals for any selection at the bottom of the page

OCCUPANCY RATES

Occupancy rates for Any Selection Any Time Period

Suite occupancy rates

01/01/2008 Begin date 01/31/2008 End date ↻ Refresh

SUITES		CLIENTS			BLOCKS		RATIO
Suite code	Address	Client graph	Clients	Landlords	Offline	Maintenance	Effective rate
EDMC-117	1406 Hodgson Way		0.73	0.00	0.00	0.00	0.73
EDMC-229	1406 Hodgson Way		0.03	0.00	0.00	0.00	0.03
EDMCT	9721 – 101 A Street		1.00	0.00	0.00	0.00	1.00
EDMGG-306	10411 - 122 Street		1.00	0.00	0.00	0.00	1.00
EDMGG-431	10147 110 Street		1.00	0.00	0.00	0.00	1.00
EDMGL-412	10717 - 83 Ave		1.00	0.00	0.00	0.00	1.00
EDMGO12-210	10147 112th Street	*	0.00	0.00	0.00	0.00	0.00
EDMGO12-214	10147 112th Street	*	0.00	0.00	0.00	0.00	0.00
EDMGO12-323	10147 112th Street		1.00	0.00	0.00	0.00	1.00
EDMGO12-401	10147 112th Street		1.00	0.00	0.00	0.00	1.00
EDMGO12-512	10147 112th Street	*	0.00	0.00	0.00	0.00	0.00
EDMM-202	9919 105 Street		0.57	0.00	0.00	0.00	0.57
EDMM-203	9919 105 Street		0.80	0.00	0.00	0.00	0.80
EDMM-303	9919 105 Street		1.00	0.00	0.00	0.00	1.00
EDMMM-211	10403 98 Avenue		0.27	0.00	0.00	0.00	0.27
EDMNCG101	11446-40 Avenue		0.37	0.00	0.00	0.00	0.37
EDMPP-1002	9707 - 105 Street	*	0.00	0.00	0.00	0.00	0.00
EDMSW-28	3040 Spence Wynd	*	0.00	0.00	0.00	0.00	0.00
EDMSW-34	3040 Spence Wynd	*	0.00	0.00	0.00	0.00	0.00
EDMSW-98	3040 Spence Wynd		1.00	0.00	0.00	0.00	1.00
EDMTG-1704	1704, 10011 – 123 Street	*	0.00	0.00	0.00	0.00	0.00
EDMTM-304	11415 100 Avenue	*	0.00	0.00	0.00	0.00	0.00
EDMTT-203	10179 – 105 Street		1.00	0.00	0.00	0.00	1.00
All units			0.51	0.00	0.00	0.00	0.51

1. Choose Any Dates at the top & Refresh to view different Time Periods
2. Statistics for Guest Reservation Statistics
3. Guest, Owner or Non-paying stays
4. Statistics for Blocks
   a. Maintenance
   b. Off line
5. Click through to Suite Detail
6. Totals of Statistics a the bottom for any selection of Suites or Time Period

LIST/DOWNLOAD INVENTORY EXPENSES

Suite Expense selection Page

Suite expenses selection page

1. Aaxsys Downloads Payable transactions into 3 file formats
   a. XML
   b. CSV
   c. Quick Books (programmed separately)
2. Chose from several Download options for consistency
   a. By Date Range
   b. Reservation agent
   c. Cost Codes
   d. Suite or Inventory codes
3. Remain consistent to avoid duplication
4. Download to files
   a. Save the files for reference
   b. Then import
5. Accounting packages warn of duplicate transaction Number downloads

TRANSACTION DOWNLOAD PAGE

Transaction Listing for selected Date Range

Suite EXPENSES query results

01/01/2007 List transactions FROM   02/29/2008 List transactions UNTIL   ↻ Refresh

Suite	Trans No	Amount	Vendor	Description	CostC Desc	Date	User
🏠 AST-100				AST-100			
	📄 376178	1400.00		The Astoria Apartments	LEASE	2007-08-01	pesjb
	📄 376179	400.00		Furniture Rental	FURN	2007-08-01	pesjb
Totals:		1800.00					
🏠 AST-200				AST-200			
	📄 376180	1800.00		The Astoria Apartments	LEASE	2007-08-01	pesjb
	📄 376181	600.00		Furniture Rental	FURN	2007-08-01	pesjb
Totals:		2400.00					
🏠 MQOS-300				MQOS-300			
	📄 376182	1400.00		Mary Queen of Scotts Apartments	LEASE	2007-08-01	pesjb
	📄 376183	400.00		Furniture Rental	FURN	2007-08-01	pesjb
Totals:		1800.00					

Grand total amount: 6000.00

1. Aaxsys displays a separate transaction number for every Payable
2. Expenses are totaled per unit
3. Totaled for ALL units at the bottom
4. Balance Point for
   a. Your saved Download File
   b. Your Accounting Software

DOWNLOAD CSV FILE OPTION INTO
'EXCEL' SPREAD SHEET

Save the transactions to a file then IMPORT

1. Open the file
2. Save to a Consistent file
3. Keep the files for back up
4. Import that file into your Accounting Package

ADD A NEW SUITE

Add a Unit/Suite Code:

Enter a new Suite code (max 12 chars - no spaces)

Please enter Suite code: SAMPLE

[Submit] [Clear]

1. Add a Unique Code
2. Submit

Detailed information on SAMPLE

- View This Suite
- Additional rate details
- Copy pictures from another suite
- Expenses
- Copy to a new suite
- Recurrent expenses
- Landlord list
- Financial statement (balance)
- Manage suite pictures
- Upload new picture
- Client listing
- Alerts

Current Suite Features

Basic	Kitchen & Electronics

Active YES ⦿ NO ○
Min/max stay (days) Min ___ Max ___
Name
Address
Address2
Neighborhood
Cross streets
City
State
Zip
Country
Phone

Washer/Dryer
Oven YES ○ NO ○
Microwave YES ○ NO ○
Dishwasher YES ○ NO ○
TV YES ○ NO ○
Cable YES ○ NO ○
DVD YES ○ NO ○
Fast internet YES ○ NO ○
YES ○ NO ○
YES ○ NO ○
YES ○ NO ○

1. Fill out each Suite Detail form completely
2. Important for your search availability on line
3. Review the Important Menu Box for Each Suite at the top

ADD A NEW PROPERTY (BUILDING/COMPLEX)

Property Entry Page

Property entry page

New Property Information

Property information

Property code	_____ (16 chars, no spaces/special chars)
Property Name/Description	_____
Property is Active	⊙ YES ○ NO
Number of units	____
Address	_____
City	_____
Property region	ALL REGIONS ▾
State	____
Zip	_____
Country	_____

Contact information

Contact Name	_____
Address	_____
City	_____
State	____
Zip	_____
Country	_____
Phone	_____
Fax	_____
Email	_____

[Add Property]

1. Fill in ALL information for the Complex or Property
2. Make sure to ADD Property at the bottom
3. Complete this process before Adding Individual Suites or Units

VIEW & EDIT PROPERTY INFORMATION

Property Selection Page

1. View your Inventory by the above choices
2. All Inventory can either be:
    a. Deleted or only
    b. Marked Inactive
    c. Check for showing non-active complexes
    d. Recall at the click of a button
3. Click on Proceed to view List

PROPERTY QUERY RESULTS

List of Properties (Complexes/Buildings)

Property query results:

Property code	Name	Address	City	Region	State	Zip	Action	
EDMC	Chateaux	1406 Hodgson Way	Edmonton	Edmonton	AB	T6R 3K1	Edit	Del
EDMCT	Condominium Townhouse	9721 101 A Street	Edmonton	Edmonton	AB	T5K 2R5	Edit	Del
EDMG12	The Gates On 12th	10147 112th Street	Edmonton	Edmonton	AB	T5K 1M1	Edit	Del
EDMGG	Glenora Gates	10411 - 122 St	Edmonton	Edmonton	AB	T5N 4C2	Edit	Del
EDMGGAT	Grandin Gates	10147 110 Street	Edmonton	Edmonton	AB	T5K 1M1	Edit	Del
EDMGL	Garneau Lofts	10717 - 83 Ave	Edmonton	Edmonton	AB	T5E2E5	Edit	Del
EDMGTM	The Metropol	11415 - 100 Ave	Edmonton	Edmonton	AB	T5K 0J5	Edit	Del
EDMM	Madisson	9919 105 Street	Edmonton	Edmonton	AB	T5K1B1	Edit	Del
EDMMK	McKay Manor	10403 - 98 Ave	Edmonton	Edmonton	AB	T5K 2Y5	Edit	Del
EDMNCG	Nova Cedarbrae Garden	11446 - 40 Ave	Edmonton	Edmonton	AB	T6J 0R5	Edit	Del
EDMO	Oilver	10165-113 Street	Edmonton	Edmonton	AB		Edit	Del
EDMPP	Peregrine Pointe	9707 - 105 Street	Edmonton	Edmonton	AB	T5K 2Y4	Edit	Del
EDMSW	Spence Wynd	3040 - Spencer Wynd	Edmonton	Edmonton	AB	T6X1N7	Edit	Del
EDMTG	The Gainsborough	10011 123 Street	Edmonton	Edmonton	AB	T5N1M9	Edit	Del
EDMTT	The Ten	10179 - 105 Street	Edmonton	Edmonton	AB	T5J 3N1	Edit	Del
SWPCP	Coverleaf Point	10 Cranberry Drive	Sherwood park	SherwoodPark	AB	T8H2A1	Edit	Del
SWPCW	460 Cranbery Way	460 Cranberry Way	Sherwood park	SherwoodPark	AB	T2S 0J8	Edit	Del

1.   Edit or Delete Buildings/Properties from this screen
2.   Important to Set Up First
3.   Aaxsys keeps ALL separate apartments with the Property
4.   Apartment managers can upload their own availability

PROPERTY INFORMATION SCREEN

Fill out all information

List of Suites belonging to this Property

Copy this Property to a business vendor

Property Information (EDMM)

Complex information		Contact information	
Active	YES ⦿ NO ○	Contact	Midwest Property Mana
# Units	5	Address	3400-10205 Avenue
Name	Madisson	City	Edmonton
Address	9919 105 Street	State	AB
City	Edmonton	Zip code	
Region	Edmonton	Country	Canada
State	AB	Phone	420-4040
Zip code	T5K1B1	Fax	420-4011
Country	Canada	Email	

Comment

Notes

UPDATE

1. The View & Edit Screen has Extra information
   a. Important information in Comment Line
   b. Fill in property description
   c. Length of stay allowed etc.
2. Property Rules & regulations and/or CC&R's
3. Click on 'List of Suites' belonging to this property to view ALL attached suites on line with this Property
4. Click on "Copy the Property to a Business Vendor"
   a. Information is the same
   b. Eliminates the need to enter Manually into separate databases!

ADD VIEW & EDIT GROUPS

Group Entry Page

1.   Groups are another way of Sorting Properties
2.   They can be used for ANY custom purpose
3.   A company Master leases 5 units – this can be a "Group"

Suite Group Listing for Premiere

1.   Groups can be vied separately by Users
2.   They can be accessed separately
3.   Companies can manage their Own Group Set without working with other inventory
4.   They can be created then deleted when no longer active

ADD & LIST REGIONS

Region Entry Page

1. Regions are typically larger than cities
2. They can be used for any way of grouping Suites
3. Set these up in advance also of inputting Suites
4. Do not have to be used if a local company

Region Listing for Member

Name	Description	Entered by	Date	Actions	
StJohns		pessb	2007-08-01 00:00:00	Edit	Del
Halifax		pessb	2007-08-01 00:00:00	Edit	Del
Sydney		pessb	2007-08-01 00:00:00	Edit	Del
Moncton		pessb	2007-08-01 00:00:00	Edit	Del
Montreal		pessb	2007-08-01 00:00:00	Edit	Del
Ottawa		pessb	2007-08-01 00:00:00	Edit	Del
Toronto-DnTn		pessb	2007-08-01 00:00:00	Edit	Del
Toronto-MdTn		pessb	2007-08-01 00:00:00	Edit	Del

1. Set Regions up according to locations
2. Think about your expansion plans
3. Common Usage: "New England"   "Eastern Sea Board"

ADD COST CODES

Cost Codes Drive Financial Reports

System Generated Cost Codes make accounting happen automatically
Set up Custom Cost codes to keep accounting transactions organized
Decide how you want to group transactions for financial reporting
    Use separate cost codes for each necessary report
    Can Pick any date range for cost code reporting
    Print ANY report from the file menu on your browser
MAKE sure to use the Proper Transaction Type per cost code
    This tells Aaxsys where to 'put' the transaction
    Expense; Invoice (charge to guest)
    Payments etc.

VERY IMPORTANT TO DETERMINE IN ADVANCE TO REPORT CLEARLY & ACCURATELY

LIST COST CODES

Create Any Number of Cost Codes

CostCode listing for ABEDPES

Code	Description	Active	Actions	
*STCHK	Rental Payments	T	SYS	SYS
INVOICE	Default Invoice Cost Code	T	Edit	Del
EXCLEAN	Cleaning Expense	T	Edit	Del
INCLEAN	Payment for Cleaning Charges	T	Edit	Del
*STINV	Rental Charges	T	SYS	SYS
*STPAY	Rental Payments	T	SYS	SYS
*STSEC	Rental Deposits	T	SYS	SYS
*STFIXED	One-time Rental Fees	T	SYS	SYS
*STTAX	Short-term Rental Tax	T	SYS	SYS
*STREF	Rental Refunds	T	SYS	SYS
AMEX	Amercian Express payment	T	Edit	Del
MC	Master card payment	T	Edit	Del
Visa	Visa card payment	T	Edit	Del
REFERRAL	Refereal Fee	T	Edit	Del
GST	Goverment Service Tax	T	Edit	Del
TT	Provincial Tax	T	Edit	Del
FC	Fabric Care Cleaner	T	Edit	Del
RWP	Ridgewood Plumber	T	Edit	Del

1. System Generated Cost Codes Manage automatic functions

2.   Customize these Codes in Member Configuration
3.   They can be added or Deleted at any time
4.   Print reports from you browser from any date range necessary
5.   Submit reports to government agencies
6.   Track ALL transactions of any one type with Cost Codes

LIST BUSINESS VENDORS

Business Vendor Selection Page:

1.   Click on List Business Vendors

2. The business Vendor Selection Page comes up
3. Sort by any of the above Criteria
4. Add all with Vendor codes
   a. Can be the same as other codes
   b. Copy from other applications
      i. Complexes to pay Lease Fees
      ii. Provider/Owners to pay rent

LIST BUSINESS VBENDORS

Business Vendor Listing

Business Vendor Listing

Code	Description	Company	Address	City	State	Action
		Current business vendor				
EDM-FC	Fabric Care Cleaners	Fabric Care Cleaners	17520 108th Avenue	Edmonton	AB	Edit Del
EDM-RWP	Ridgewood Plumber	Ridgewood Utilities Management Ltd	18125-107 Ave	Edmonton	AB	Edit Del
O-3437	Copied from Landlord record	Persaud / Fenton,Jai / Monica	6603 Sandin Cove	Edmonton	AB	Edit Del
O-3438	Copied from Landlord record	Solkowski ,Mark and Shannah	Box 3451	High Level	AB	Edit Del
O-3439	Copied from Landlord record	Luciani ,Dante / Katerin	#307-3651 Marda Link Sw	Edmonton	AB	Edit Del
O-3440	Copied from Landlord record	Ring/Wilde,Larry/Bruce	Suite 1, # 6 Courtoreille Street	Hay River	NT	Edit Del
O-3441	Copied from Landlord record	Boyce,Rita	10108 19 A Avenue	Edmonton	AB	Edit Del
O-3442	Copied from Landlord record	Berg,Rod and Chris	4517 50 Street	Wetaskiwin	AB	Edit Del
O-3443	Copied from Landlord record	Ericksen,Anita	455 Rooney Crescent	Edmonton	AB	Edit Del
O-3444	Copied from Landlord record	Piquete,Leo & Mary	Box 450	Edmonton	AB	Edit Del
O-3445	Copied from Landlord record	133770 Alberta Ltd	11445 Ellesthe Road Sw.	Edmonton	AB	Edit Del
O-3446	Copied from Landlord record	Mack,Murray	801 639 14 Ave SW	Calgary	AB	Edit Del
O-3447	Copied from Landlord record	Cole,Clint		Edmonton	AB	Edit Del
O-3448	Copied from Landlord record	Lamb,Jory and Vickie	PO Box 12657	Lloydminster	AB	Edit Del
O-3449	Copied from Landlord record	Wong & Lam,Lawrence & Catherine	9207 98 Avenue	Edmonton	AB	Edit Del
O-3450	Copied from Landlord record	Purves,Allen	1503 Breckenridge Close	Edmonton	AB	Edit Del

Add a new business vendor

1. Click on Add a new Business Vendor for more additions
2. Copy from Providers; Owners or Properties (Buildings) to automatically populate the Vendor Form;
3. Edit or delete vendors from this application
4. Make sure to enter the Tax Id if appropriate

ADD BUSINESS VENDOR

Business Vendor Entry Page;

Business Vendor Information

Business Vendor code	
This business vendor is active	☑
Description	

Company & Address

Company	
Address (1)	
Address (2)	
City	
State	
Zip	
Country	

Contact Information

Contact	
Phone	
Fax	
Email	
Website	

Tax Information

Issue 1099	☐
Federal Tax Id	

Notes

Add Record

1. Fill in ALL information
2. Make sure to include Tax ID information

BUSINESS VENDOR EXPENSES

55

Business Expense Transactions

Business Vendor selection page

Selection criteria	
Business Vendor selection	
☐	Show only active business vendors
	Business Vendor (enter any initial part)
	Description (enter any part of the description)
	Company (enter any part of the company name)
	City
	State
Transaction selection	
	Cost code
☐	Show accrued totals (slow)
☐	Show also business vendors without valid expenses
01/04/2008	Select expenses FROM
02/03/2008	Select expenses UNTIL
○ Business Vendor list ⦿ Business Vendor expenses (transactions) ○ Business Vendor recurrent expenses	Listing type

Proceed

1. Click on Business Vendor Expenses (transaction)
2. View all expenses per Vendor listing

BUSINESS VENDOR EXPENSES

Recurrent and One Time Expenses

Business Vendor Expenses

09/01/2007 List expenses FROM 03/03/2008 List expenses UNTIL ↻ Refresh

Expenses Listing

ID	Trans No	Apartment	Description	Amount	CostC Desc	Due date	Handle
🖨 **ATT**	►A T & T 201 Harrison,San Francisco,CA						
	📄 379136	SPSW-100	Telephone expense	100.00	Telephone	2007-12-30	☐
	📄 379136	SPSW-100	Telephone expense	100.00	Telephone	2007-12-30	☐
	📄 379136	SPSW-100	Telephone expense	100.00	Telephone	2007-12-30	☐
	📄 379136	SPSW-100	Telephone expense	100.00	Telephone	2007-12-30	☐
	📄 379136	SPSW-100	Telephone expense	100.00	Telephone	2007-12-30	☐
	📄 379136	SPSW-100	Telephone expense	100.00	Telephone	2007-12-30	☐
	Total Expenses from 2007-09-01 to 2008-03-03			100.00		2008-03-03	
🖨 **PGE**	►P G & E P.O. Box 245,San Francisco,CA						
	📄 379137	SPSW-100	Gas & Electric Company	50.00	Gas and Electric	2007-12-30	☐
	📄 379137	SPSW-100	Gas & Electric Company	50.00	Gas and Electric	2007-12-30	☐
	📄 379137	SPSW-100	Gas & Electric Company	50.00	Gas and Electric	2007-12-30	☐
	Total Expenses from 2007-09-01 to 2008-03-03			50.00		2008-03-03	
🖨 **WM**	►Washington Mutual 2780 Van Ness Ave,San Francisco,CA						
	📄 379138	SPSW-100	Bank for Mortgage Payments	1100.00	Washington Mutual Mortgage Payments	2007-12-30	☐
	Total Expenses from 2007-09-01 to 2008-03-03			1100.00		2008-03-03	

Grand total amount: 1250.00

1. Transactions in Pink have Not been handled
2. Mark Handled following download into Accounting package
3. Recurrent Transactions automatically populate
4. Click through into expense detail to View or Edit
5. All expenses are totaled for your selection
6. Date range displayed on the bottom for transactions

BUSINESS VENDOR EXPENSES

Lease Matrix or Rent Roll Plus All recurrent Expense Line items

Business Vendor Expenses

Recurrent Expenses Listing											
ID	**Apartment**	**Description**	**Amount**	**Valid From**	**Valid To**	**CostC**	**DueDay**	**Client**	**Company**	**Begins**	**Ends**
ATT	►A T & T P.O. Box 2345,San Francisco,CA										
	SPSW-100	Telephone expense	100.00	2007-12-30		ATT	15	Sexton,Billy	LMRAMSKH	2007-12-10	2008-03-10
	Total Recurrent Expenses in this period		100.00								
PGE	►P G & E P.O. Box 146,San Francisco,CA										
	SPSW-100	Gas & Electric Company	50.00	2007-12-30		ATT	7	Sexton,Billy	LMRAMSKH	2007-12-10	2008-03-10
	Total Recurrent Expenses in this period		50.00								
WM	►Washington Mutual 2780 Van Ness Ave,San Francisco,CA										
	SPSW-100	Bank for Mortgage Payments	1100.00	2007-12-30		WM	1	Sexton,Billy	LMRAMSKH	2007-12-10	2008-03-10
	Total Recurrent Expenses in this period		1100.00								

Grand total amount: 1250.00

1. Line Items for all Vendors
2. Information listed by Vendor Code
3. Detail and Click through to:
   a. The Client page for unit
   b. The Unit Detail
   c. The Expense Detail
   d. The Vendor Detail
4. All links can be edited
5. Totals always calculated for any selection

THE

ADMINISTRATION

CONTROL

PANEL

THE ADMINISTRATION PANEL

Manage Business Set ups

1.   List and Add Users
2.   View & Edit Suppliers; Owners; Providers: Landlords
3.   Add new Landlords or Providers
4.   List of Active Aaxsys Members and Affiliate web site Members
5.   Member Configuration
      a. Customize Features of your Aaxsys System
      b. Governs Invoicing; Availability; Logos; HTML
6.   Appointment Calendar for tracking staff
7.   Contact Forms Journal
      a. All Web Requests retained forever here
      b. Hot leads Organized for marketing
8.   Alerts Journal
      a. Alert or market to Clients at any time in advance
      b. Alert or market on Inventory at any time in advance
9.   Credit Card Transactions
      a. View or enter manually
      b. ALL on line bookings by credit cards kept here

LIST AND ADD USERS

Set up Unique Users to Utilize various powers of your system

User Information

User login code	PESBW
User full name	Bruce Wild
User password	●●●●●●●●
User password (confirm password)	●●●●●●●●
Company name	Premiere Executive Suites
Address (1)	12812-145 Ave.
Address (2)	
City	Edmonton
State	AB
Zip	T6V1C6
Country	Canada
Account is Active	☑
Associated with (user code)	
External Agent	☐
Company user	☐
Accounting for clients	☑
Accounting for suites	☑
Allowed to make credit card transactions	☑
Allowed to administer credit card transactions	☑
Notify on reservation	ltran@premieresuites.com, dbach@premieresuit
Administrator for this Member	☑
Administration for clients	☑
Active From	12/21/2007
Active To	12/21/2008
Email address	bwild@premieresuites.com
Phone number	780-476-9366

(continue User form)

1. Fill in ALL information
2. Assign a "unique" Login code
   a. Can only be used ONCE in the entire world
   b. Attaches ONLY to your member code
   c. Can login from any website or any login page
3. Assign Powers
   a. Active & External
   b. The ONLY two check marks necessary for external agents
   c. Allows "anyone" to book right into the reservation board
   d. Can NOT access any business, clients or price information on guests or inventory!
   e. Company – allows companies to view ALL their OWN reservations active and closed to view invoices – READ ONLY.
4. Percentages & Amounts
   a. Allows you to give different rates to every user
   b. Set base rates for every unit
   c. Add dollars or percentages to base rates
   d. Can use Negative amounts to assign 'preferred' discounts from base rates.

Rental Rate Markup/Discount

Percentages

Monthly rate markup (%)	0.0000
Weekly rate markup (%)	0.0000
Daily rate markup (%)	0.0000

Amounts

Monthly rate markup ($)	0.00
Weekly rate markup ($)	0.00
Daily rate markup ($)	0.00

UPDATE

ADD & VIEW & EDIT
Landlord; Provider; Supplier

Allows Owners or Providers to View & Upload their Own Inventory
Transforms ANY Web site into an Inventory Advertising site

Landlord entry page

Name (Company)	
Landlord is Active	⦿ YES ◯ NO

Contact Address Information

Last Name	
First Name	
Address (1)	
Address (2)	
City	
State	
Zip	
Country	
Email address	
Home Phone number	
Work Phone number	
Cell Phone number	
Fax number	

Financial Information

Federal Tax Id	
Credit Card	
Expiration Date	Feb ▾ 2008 ▾

1. Fill in ALL information
2. Tax id for Year end reporting
3. Credit card to charge for advertising

(continue Owner-Provider form)

Allow the Provider-Owner to manipulate their own Inventory

1. Fill in financial information
2. Allow Landlord to manage their own Units
3. REMEMBER to ADD the landlord
4. The System applies an Owner number automatically to be used when login in
5. The Provider login allows access to Inventory lists for
   a. Editing
   b. Adding
   c. Putting in pictures and descriptions

MEMBER LISTING

Member Listing includes:
    Active Members
    Members with Live demos
    Affiliate Member Web sites

Member Listing

Current Members				
Company	City	Contact Email	Phone	Web address
Aaxsys Technology	San Francisco	zsmithton@aaxsys.com	415-447-2097	http://www.aaxsys.com
Abundance Corporate Housing	Lakewood	geri@abundancech.com	303.233.7558	http://www.abundancech.com
AKA: Korman Communities	New York	nhernandez@kormancommunities.com	212-752-8888	http://www.karmancommunities.com
American Marketing Systems Inc. DC	San Francisco	krhodes@amsiemail.com	415-447-2022	http://www.amsires.com
American Marketing Systems Inc. New York City	New York	blarson@amsiemail.com	212-302-1302	http://www.amsiRes.com
American Marketing Systems Inc. Philadelphia	San Francisco	jatencio@amsiemail.com	415-447-2022	http://www.amsiRes.com
American Marketing Systems Inc. S.F.	San Francisco	stars@amsiemail.com	415-447-2030	http://www.amsiRes.com
American Marketing Systems Inc. San Diego	San Diego	saderton@amsisd.com	858-488-6700	http://www.amsiRes.com
AMSI	San Francisco	sales@aaxsys.com	415-447-2097	http://www.aaxsys.com
Attache Property Management	Washington	tim@attacheproperty.com	202-787-1885	http://www.attacheproperty.com
Captial Properties	San Francisco	isummerfield@capprop.com	415-615-9200	http://www.capprop.com
CitiSuites	San Francisco	dchesnosky@citisuites.com	415-292-3904	http://www.citisuites.com
Corporate Living Environment	Cumming	crisjan@corporatelivingenvironment.com	678-270-4088	http://www.corporatelivingenvironment.com
Executibe Stay Inc (Group Company of Pelican Globa	Mississauga	sales@pelicancanada.com	905-267-0777	http://www.pelicancanada.com
Global Hospitality Inc.	Toronto	thomasvincent@globalhospitalityinc.com	416-488-9806	http://www.globalhospitalityinc.com
LandMark Realty	San Francisco	p_franza@showplacesquarewest.com	415.626.8257	http://www.landmark.aaxsys.com

1. View & Contact other Aaxsys Members to
   a. Partner
   b. Bundle Inventory into Central Systems
   c. Trade login codes to book directly in reservation boards
2. Contact information
   a. Company
   b. Locations of Main office
   c. E-mail of Contact person
   d. Local Phone Numbers
   e. Web Sites with direct click throughs

MEMBER CONFIGURATION

Customize your Aaxsys System for your use & brand to your website

Member configuration

■ Configure Search Availability   ■ Edit Address and Contact Information   ■ Edit Invoice Defaults
■ Credit Card interface   ■ Manage Your Files

Style configuration

Aliases

Alias for PROPERTY	Suite	Alias for COMPLEX	Property
Alias for OWNER (of properties)	Landlord	Alias for CLIENT	Client
Alias for COMPANY (as clients)			

Reservations

Default rent type Daily ○ Weekly ○ Monthly ⦿

HTML for header

Enter HTML code enclosed within < table >..< /table > tags   View header

```
<!-- AUTOMATICALLY GENERATED HEADER CODE -->
<table style="background:#efefef;border:2px solid #9fc7c7;">
<tr><td width="120">
<img src="/members/abedpes/PremiereLogo.jpg"></td><td align = "left" style="font-
size:16pt;color:navy;
font-weight:bold;font-family: arial,sans-serif;">
PREMIERE EXECUTIVE SUITES<br>
<span style="font-size:14pt;color:navy;font-weight:bold;
font-family:arial;sans-serif;">12812-145 Ave <br> Edmonton AB T6V1C6 Canada<br></span>
<span style="font-size:16pt;color:gold;font-family:verdana,sans-serif;">
```

Click here for a larger edit window for the header HTML

HTML for footer

Enter HTML code enclosed within < table >..< /table > tags   View footer

1.   Customize your menu items for the verbiage you use locally

2. Set your reservation board to your customary default pricing
3. Use your exclusive HTML in your header for your invoices & Availability
4. Upload your logo into all your documents
5. Use HTML in your footer for Search availability
6. Remember to ALWAYS 'SAVE" or UPDATE" at the bottom of every page

CONFIGURE SEARCH AVAILABILITY

Set all the Guidelines for Guests to Search Availability by important features

1. Add Cities; States' Regions' Countries to your search features

2.   Check Criteria important for your guests locally
3.   Use HTML for your No Availability message to still 'capture' the client
4.   Use Key words to gain search ranking for greater internet visibility
5.   Decide to use either Nightly or Daily rates (Daily rates include billing for the Departure Day)

CREDIT CARD INTERFACE

Configure Your Interface to process credit cards for payment

1.   Aaxsys Technology is programmed to partner with Verisign
2.   Members must contact Verisign for a separate contract to link their Aaxsys Technology System with their
   a. Credit card Merchant Account
   b. & their Bank Account
   c. The contract is separate and costs $ 59.95 monthly to Verisign
   d. There is NO cost to Aaxsys
3.   Once the Verisign Contract is signed Members need to submit
   a. The Verisign Contract number
   b. & your Merchant Account number to Aaxsys Technology

c. Our 'IT' department must program those numbers into your member code.
4. Test with your 'on-line' booking engine after set up to ensure the proper flow
5. All transactions are kept in your Credit Card Transaction account
6. Decide whether to Charge the card instantly or only Authorize payment

EDIT YOUR MEMBER ADDRESS & CONTACT INFORMATION

Member Update Page

Member UPDATE page

Member Information

Member code	ABEDPES
Company	Premiere Executive Suites
Address (1)	12812-145 Ave
Address (2)	
City	Edmonton
Zip	T6V1C6
State	AB
Country	Canada
Contact	Danny Bach
Contact Phone	780-476-9366
Contact Fax	
Contact Email address	dbach@premieresuites.com
Alternative reservation contact mode	NOT USED ⦿ REPLACE ○ COPY (CC) ○ REVERSE CC ○
Reservation Contact Name	Bruce Wilde
Reservation Phone number	780-476-9366
Reservation Fax number	
Reservation Email address	bwilde@premieresuites.com
Web address	www.premieresuites.com
Fallback user code (used when agent not found)	PESBW

UPDATE

1. Edit Your Member Code information if you move or change
2. The Bottom section allows alternative copies of on line requests sent

EDIT INVOICE DEFUALTS

Many Applications to customize your invoices & features

Billing configuration

Billing

How many days before can the next billing be run? 7   "Daily reservation" means: Per day ○ Per night ⊙

Client online booking default billing period (days): [ ]   "Monthly period" means: Calendar month ○ Always 30 days ⊙

Rent period description (for non-final invoices): Per reservation ○ Per days paid ⊙

Separate **pro-rated** rental amounts for partial periods?: Yes, show them on a **separate** line ⊙ No, amalgamate them in the main line ○

Default Billing Cost Codes

(If an entry is left empty, then a system default code will be used)

Default code for rental charges [ ] (select)   Default code for one-time rental fees [ ] (select)

Default code for rental tax [ ] (select)   Default code for deposits [ ] (select)

Default code for payments [ ] (select)

Billing contact information

☐ Use this information in e-mailed invoices:

Billing contact name [ ]   Billing contact email [ ]

Billing phone no [ ]   Billing fax no [ ]

Billing email options

Email account to which sent invoices are copied [ ]

Default e-mail action for the billing batch: Include new (**user include** mode) ○ Include all (**user exclude** mode) ⊙

The format for e-mailed client statements: Send as simple text ○ Send as HTML ⊙

---

1. Set Aaxsys to Automatically update applicable billing days in advance
2. Set your 'on-line booking engine to operate in your own style
3. Set your Rent descriptions to 'calendar months' or first & last month dates
4. Prorate on two separate lines or altogether……Your choice
5. Override the System default Cost Codes with your own
6. Override an Agent's name for invoicing with a central person
7. Set up invoices to
   a. Copy to secondary people;
   b. Display as text or HTML

EDIT INVOICE DEFAULTS
(continued)

Customize a personal message to 'default' on all Invoice Headers & Footers

Email invoice pre-statement header
The following statement is added between the header and the system-generated invoice. It may contain html tags for formatting

☑ Use a header in e-mailed invoices (create automatically if the following box is empty)

Dear Customer,
This is your invoice statement from

PREMIERE EXECUTIVE SUITES
12812-145 Ave (tel. 780-476-9366)
Edmonton AB T6V1C6 Canada

Email invoice post-statement text (disclaimer, etc.)
The following statement is added after the system-generated invoice (html tags may be included):

save configuration

1. Use HTML to 'gussie up' your invoices
2. Simple Text with
   a. Rental Rules & Regulations
   b. Departure & Arrival Times
   c. Thank you notices

Manage your files

Upload Important Files from Your Desk tops – Like 'Logos'

Member File Listing

Upload new file

File List			
Timestamp	**Name**	**Size**	**Delete**
01/08/2008 01:10:30 PM	invoice-post.txt	110	
01/31/2008 01:02:09 PM	abedpes.ini.save	942	☐
02/05/2008 03:06:36 PM	abedpes.ini	942	
01/29/2008 03:14:50 PM	abedpes.htm	634	
01/28/2008 07:36:36 AM	invoice-pre.txt	143	
01/25/2008 12:08:22 PM	PremiereLogo.jpg	61194	☐

DELETE

APPOINTMENT CALENDAR

Appointment Calendar Selection Page

1. Use internally to keep and track appointments
2. Know where your staff are if out on appointments

View Appointments & Click through to more detail

1. Add appointments
2. Edit or Delete past dates
3. Beginning and end times

CONTACT FORMS JOURNAL

Contact forms Selection Page

Contact forms selection page

Selection criteria		
01/06/2008		From Date
02/05/2008		Until Date
ALL	⌄	Select form recipient user from list
Proceed		

1.   Check your Dates
2.   Select Criteria & Proceed

Contact forms Journal of Requests

Contact Forms Journal

☐ inline style

Contact journal				
Date	**Sent to**	**Subject**	**Sent by**	**Phone**
2007-08-02 11:00:31	jbrookhouser@premieresuites.com	Test	zsmithton@aaxsys.com	415-447-2049
2007-08-02 12:29:59	jbrookhouser@premieresuites.com	Aaxsys URL & Logins	zsmithton@aaxsys.com	415-447-2097
2007-08-16 11:31:01	sbachur@premieresuites.com	MQOS-100	zsmithton@aaxsys.com	415-447-2049
2007-12-28 19:15:19	ltran@premieresuite.com	C229	dbach@premiersuites.com	7807778888
2007-12-28 19:15:20	ltran@premieresuite.com	C229	dbach@premiersuites.com	7807778888
2007-12-28 19:19:39	ltran@premieresuites.com	C229	ltran@premieresuite.com	
2007-12-28 19:29:31	ltran@premieresuites.com	C229	ltran@premieresuite.com	

1.   ALL requests from ANY website world wide on which YOUR aaxsys link is placed will be kept in this Journal forever.
2.   This is your 'hot' leads Web journal for
   a. Tracking closings
   b. All future marketing
3.   The Phone Number & e-mail address of the 'requestee' are mandatory in the request – no matter which person gets the e-mail directly – they ALL reside here!

ALERTS JOURNAL

Alerts Journal Selection Page

1. Set dates to filter alerts
2. Monitor Alerts set on either 'clients' or 'Suites'

Alert Journal Update Page

1. Set Alerts for Any Client or Unit for any day in advance
2. Repeat the alert as many times as necessary
3. Alerts are ALWAYS sent by Aaxsys at 1:00 am PST to the e-mail address in the Send notification
4. Alert Guests prior to arrival or Departure
5. Alert yourself of Appointments or Tasks in advance

ENTER CREDIT CARD TRANSACTIONS

Credit Card Transaction Page

Credit Card Transaction Page

Transaction Details

Transaction Type	Sale
Original Transaction ID	
Voice Authorization Code	
Total Amount	
Credit card Number	
CVV2	
Expiration date	
Comment (1)	
Comment (2)	
Cardholder's Name	
Street	
ZIP	

Submit transaction

1.   Enter ALL credit card Payments manually through here
2.   Fill in ALL the information correctly
3.   Submit the form
4.   Aaxsys sends the transaction to your Merchant Account for authorization
5.   All transactions – accepted or Declined are kept in your Credit Card Transaction Journal

VIEW CREDIT CARD TRANSACTIONS

Credit Card Transaction Selection Page

Credit card transaction selection page

Selection criteria

	Credit card number (empty, partial or full)
02/04/2008	From Date
02/05/2008	Until Date
	Reference number
	Name on card
	Address on card (text anywhere in street address)

[Proceed]

    1.   Select Criteria by which to View transactions
    2.   Review transactions individually or in groups

Credit Card Transaction Page

Credit card transaction query results

Credit Card Transactions

Time	User	Action	Reference	Name on card	Comment (1)	Card number	Amount	Card type	Result
2007-05-01:10:45:53	aaxsyszs	Sale	VTJE0FCB7023	Michael Benson		************0154	25000.00	Visa	117
2007-05-01:10:54:33	aaxsyszs	Sale	VLFE1A8E05E0	Taylor Lembi	Aaxsys Membership may, 2007	************012	100.00	American Express	0
2007-05-01:10:59:47	aaxsyszs	Sale	VQFE1A597D84	Ned Scharpf		************3335	50.00	Visa	0
2007-05-01:11:03:42	aaxsyszs	Sale	VXJE1A240D17	Joel Makela	Aaxsys Membership 5-1 to 5-31-07	************0029	50.00	MasterCard	0
2007-05-01:16:25:24	aaxsyszs	Sale	VPCE0FCE5BA3	Michael J. Benson	Aaxsys Membership 5-1 to 5-31-07	************0154	250.00	Visa	0
2007-05-01:16:45:34	aaxsyszs	Sale	VQCE1A5B8BC3	Churchill Corporate Services	Aaxsys Membership	************087	200.00	American Express	112
2007-08-16:9:52:34		Sale	VTHE1BDAA2A3	Zoya Smithton		************7847	1.00	Visa	0

Totals for this listing: Sales: 451.00 Credits: 0.00 Voided: 0.00

    1.   All Transaction submitted On Line or Manually are kept here
    2.   Aaxsys & Global Aaxsys are secure sites No numbers visible
    3.   Credit cards on line go right into the Invoice as Payments
    4.   Transactions in Red are cancelled