



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

[Main Menu Options](#) | [Re-Login](#) | [Return](#)

Client selection page

Selection criteria

<input type="text" value="12/31/2007"/> <input checked="" type="checkbox"/>	Reservation begin date FROM (check to use)
<input type="text" value="01/30/2008"/> <input checked="" type="checkbox"/>	Reservation begin date UNTIL (check to use)
<input type="text"/>	Enter empty, partial or full last name of the client.
<input type="text"/> (select)	Enter empty, partial or full Suite code of the reservation.
<input type="text"/> (select)	Company code. Empty, partial or full.
<input type="text"/>	Account code
<input type="text" value="ALL"/>	Agent
<input checked="" type="radio"/> Client # <input type="radio"/> Begin date <input type="radio"/> Last name	Select list ordering
<input type="checkbox"/>	Check this to show also non-active clients. Uncheck for open clients.
<input type="checkbox"/>	Check this to show only general clients (without reservation). Uncheck for all clients.
<input checked="" type="radio"/> Client Listing <input type="radio"/> Current detailed statements <input type="radio"/> Current balance statements <input type="radio"/> Aggregated statement <input type="radio"/> 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)

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

Main Menu Options Re-Login Return								
Client query results								
Current Clients								
Suite	Number	Last Name	First Name	Company	Begin Date	End Date	Conf Code	Agent
EDMC-229	132439	Test	1day		01/09/2008	01/10/2008		pesclab
EDMM-202	132457	Thorson	Richard	Canada Post	01/14/2008	04/13/2008		pesclab
EDMC-117	132458	Jones	Frances		01/09/2008	02/09/2008		pesclab
EDMM-203	132491	McGraw	Dan		01/07/2008	03/07/2008		pesclab
EDMCT	132507	Chen	Steven	RLrsmb	01/01/2008	03/31/2008		pesclab
EDMMM-211	132508	Firth	Bea & Tom		01/17/2008	01/25/2008		pesclab
EDMNCG101	132510	Eckl	Shawn		01/20/2008	03/20/2008		pesclab

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

Balances Listing						
Client	Suite	Reservation	DEBIT	CREDIT	BALANCE	Close
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	<input type="checkbox"/>
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	Referral Fee	-379.50	
	SETUP	Initial Aaxsys Membership Set 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) <input type="checkbox"/> 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							
<input type="checkbox"/> Email new statements automatically							
<input type="button" value="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
 - 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

Client transactions selection page

Selection criteria

<input type="text" value="12/31/2007"/>	Begin date of listing
<input type="text" value="01/30/2008"/>	End date of listing
<input type="text"/>	Enter empty, partial or full last name of the client.
<input type="text"/>	Enter empty, partial or full Suite 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 clients. Uncheck for open clients.
Download type <input type="radio"/> XML <input type="radio"/> CSV <input type="radio"/> QB	Select XML/CSV/QB (Quickbooks) to download selected data to a file

[Aggregated transactions statements](#)

Show download options

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

Client Information (New client)	
Client Address	Contact/Company Address
<input type="radio"/> Use this address for billing	<input type="radio"/> Use this address for billing
Name(1) <input type="text"/>	Contact <input type="text"/>
Name(2) <input type="text"/>	Phone <input type="text"/>
Address1 <input type="text"/>	Email <input type="text"/>
Address2 <input type="text"/>	Company <input type="text"/>
City <input type="text"/>	Address1 <input type="text"/>
State <input type="text"/>	Address2 <input type="text"/>
Zip <input type="text"/>	City <input type="text"/>
Country <input type="text"/>	State <input type="text"/>
Phone <input type="text"/>	Zip <input type="text"/>
Email <input type="text"/>	Country <input type="text"/>
Financial	Account information
Credit card <input type="text"/>	Account code <input type="text"/>
Credit card type <input type="text"/>	Begin date <input type="text"/> <input type="button" value="add"/> <input type="button" value="remove"/>
CVV2 (CSC) <input type="text"/>	End date <input type="text"/> <input type="button" value="add"/> <input type="button" value="remove"/>
Expiration date <input type="text"/> <input type="button" value="v"/> <input type="button" value="v"/>	Property code <input type="text"/>
	Client type <input type="text"/> <input type="button" value="v"/>
	Agent <input type="text"/>
Relationship to Other Clients	
Master YES <input type="radio"/> NO <input checked="" type="radio"/> Dependent YES <input type="radio"/> NO <input checked="" type="radio"/> Master client no <input type="text"/>	
<input type="button" value="Create New Client Record"/>	

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

Account code entry page

New Account Code Information

Account code (no spaces - max 12 chars)	<input type="text" value="IBM"/>
Description (40 chars)	<input type="text" value="ALL Reservations for IBM"/>

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)

[Main Menu Options](#) | [Re-Login](#) | [Return](#)

Account code listing for ABEDPES

Account code Listing		
Code	Description	Active Actions
IBM	ALL Reservations for IBM T	Edit Del

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

Company entry page

New Company Information

Company information

Company code	<input type="text"/> (8 chars, no spaces/special chars)
Company Name/Description	<input type="text"/> (35 chars)
Company is Active	<input type="radio"/> YES <input checked="" type="radio"/> NO
Address(1)	<input type="text"/>
Address(2)	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Country	<input type="text"/>
Website	<input type="text"/>

Contact information

Contact Name	<input type="text"/>
Contact Phone	<input type="text"/>
Contact Fax	<input type="text"/>
Contact Email	<input type="text"/>
Comment	<input type="text"/>
Agent (user code)	<input type="text"/>
Source (code, 8 chars)	<input type="text"/>
Password for logon (max 16 chars)	<input type="text"/>

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

Company selection page

Selection criteria	
<input type="text"/>	Company code (empty, partial or full)
<input type="text"/>	Primary address (text anywhere in street address)
<input type="text"/>	Company name (text anywhere in Company name)
<input type="text"/>	City
<input type="text"/>	State (enter a 2-character code for state)
<input type="text"/>	Contact (text anywhere in contact name)
<input type="text"/>	Agent (select by the agent who created the folio)

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
RLRSMR	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	Other information
Active YES <input checked="" type="radio"/> NO <input type="radio"/>	Contact <input type="text" value="Melissa Blackwood"/>
Name <input type="text" value="Royal LePage Relocation Services Lt"/>	Phone <input type="text" value="416-510-5830"/>
Address(1) <input type="text" value="39 Wynford Drive"/>	Fax <input type="text" value="416-441-9279"/>
Address(2) <input type="text"/>	Email <input type="text" value="mblackwood@oryalpage.com"/>
City <input type="text" value="Toronto"/>	Federal Tax Id <input type="text" value="94-3343534"/>
State <input type="text" value="ON"/>	Agent code <input type="text" value="pesdab"/>
Zip code <input type="text" value="M3C 3K5"/>	Source code <input type="text" value="DM"/>
Country <input type="text" value="Canada"/>	Logon password <input type="password" value="••••••"/>
Website <input type="text" value="www.rlrs.com"/>	
Comment <input type="text" value="Preferred Company"/>	

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!