

Reservations - Guests, Availability, and the Folio

Description:

How do I check availability? How do I book a folio (reservation)? Attend this class to find out how. This session will discuss the multiple search capabilities for available units, for guest and for folios.

Expected Outcome:

Each attendee will be able to search for guests, check availability and book folios.

Properties, Owners, Rates and Contracts

This course will cover the proper steps for adding properties, owners, rates, and contracts. Be sure to check out this class for V12.NET's new and exclusive Contract set up options. Learn how this added functionality can benefit your business.

Expected Outcome:

Attendees should have a general knowledge of how to enter Owners, Units and Contracts. Each person will be astounded at the added features of V12.NET.

Month End: Owner Statements, Revenue Processing, Disbursements

This class will provide an overview of the month end procedures in V12.NET. Learn what each step does and ideas on how to streamline your Monthly Closeout process. Also learn some best practices so that you can easily reconcile balances.

Expected Outcome:

This class will give you the basic concepts of how to properly perform the End of Month functions in V12.NET including Processing Revenue, Owner Statements, preparing disbursements, and proper reporting practices.

Owner and Guest Interaction – Front Desk, Housekeeping and Maintenance

This class will discuss the daily guest and owner interaction functionality of V12.NET. This will include checking guests in and out; moving and canceling folios; entering payments, housekeeping and work orders.

Expected Outcome:

Users will have an understanding of the day to day functionality and capabilities of V12.NET.

Trust Accounting and General Ledger - V12.NET style

This course will overview Trust Accounting and introduce the General Ledger and Cost Codes in V12.NET. Also discussed will be how to set these up properly to facilitate reconciliation of trust accounts. This basic course will distinguish V12.NET from the other ISI products you may currently be using.

Expected Outcome:

You will learn about the foundational concepts of the V12.NET accounting system and the proper expectations to have.

The above descriptions are meant as guidelines for class content. Courses continue to be modified and developed to bring you the most up to date and informative information about the aspects of each software product. Stay tuned for PropertyPlus, First Resort and additional V12.NET class descriptions.