A. Master Files.

November 2.017

A.2. Rooms File

	Rooms	Room Features	Assigning order

i: Insert / m: Edit / d, supr: Delete

Code	Description	Pax	Price	Rooms	Tax type	Account	Active
A	APARTAMENTO ESTANDAR	3	P - Price/pax	187	1 - 21.00	70000001	✔
B	APT. PUERTA COMUNICANTE	3	P - Price/pax	38	1 - 21.00	70000001	✔
C	DOBLE VISTA MAR	3	P - Price/pax	62	1 - 21.00	70000001	✔
D	CUADRUPLE	5	P - Price/pax	12	1 - 21.00	70000001	✔
E	CUADRUPLE VISTA MAR	5	P - Price/pax	9	1 - 21.00	70000001	✔
L	ESTANDAR REVENUE	3	P - Price/pax	1	1 - 21.00	70000001	✔
Z	ECONOMICO	2	P - Price/pax	1	1 - 21.00	70000001	✔
				310			

Room Type Information.

Code: 4 characters
Description.
Pax: Maximum number of persons in the room (without PAX3/PAX4)
Type of Price: For Apartment / For Person
Type of VAT.
It counts: Countable account of Sales
CAD I enter: It counts Analytical Departmental of Income
CAD Department: All that Analytical Departmental of the Department Room Sales

Edit Room type

Code	C
Description	DOBLE VISTA MAR
Pax	3
Price type	P - Price/pax
Rooms	62 Rooms
Tax type	1 - 21.0
Account	70000001
CAD income	
CAD dept.	

Other languages

We must give the numbers of rooms that are possessed of every type. Also we can include in every room a description of the same one, its characteristics, and photo of the location as photos of the proper room, the motive of this type of information is that in the module IQCS (Interface with the Client), there can be chosen the room in which it is going to be lodged and the situation of the same one inside the hotel.

LANGUAGES

Edit Room type

Code	C
Description	DOBLE VISTA MAR
Pax	3
Price type	P - Price/pax ▼
Rooms	62 ⬚ Rooms
Tax type	1 - 21.0 ▼
Account	70000001
CAD income	
CAD dept.	

Other languages

Short desc.	
Language	de - German ▼ ✔

✏

Our module IQCS (Interface with the Client), allows a series of functions that interact with the clients who speak different languages, this is the motive of that the application contemplates different languages in several paragraphs in the main files

Edit Room type

Code	C
Description	DOBLE VISTA MAR
Pax	3
Price type	P - Price/pax ▼
Rooms	62 ⬚ Rooms
Tax type	1 - 21.0 ▼
Account	70000001
CAD income	
CAD dept.	

Other languages

Short desc.	
Language	de - German ▼ ✔
Short desc.	
Language	de - German ▼ ✖

✏

A.2. Rooms File

We can define different characteristics of the Rooms. It will do us good to do filters in the booking

There is in different parts of the program in which the rooms appear for Allocation Order

In IQCS it is also important so that the client could choose, since option will happen of "n" without cost and "m" with a light supplement "upselling"

A Lounge does not stop having a "very similar" treatment to the Rooms.

In this paragraph it is where we create a series of **Fictitious Rooms** for:
❖ To be able to divide in several accounts an invoice of a client
❖ To be able to defer both our and external Overbooking
❖ To be able to have fixed CLIENTS accounts, for example that are not lodged in the HOTEL
(The company that needs a series of services – meals, …, and pays in order month
❖ etc

All the hotels must create a board that is **an ONLY ACCOMMODATION**

Boards Information.

Code: 4 characters
Description.
YES / NOT Breakfast / Lunch / Dinner / All inclusive
Type of VAT.
Account: Countable account of Sales
CAD Income: Analytical Account Departmental of Income
CAD Department: Analytical Account Departmental of the Department Room Sales

Relation of employees that we want to control in some type of process

If a control is going to be done by employee it will have to give his corresponding key.
Cleaners.

A.6. Services File

A hotel, apart from the Accommodation and the Board contracted it offers many other such services like phone, snack bar, restaurant, pub, minibar, safe, garage, laundry, fax, and a length etc.
The purpose of the service file is to that the Hotel could define the services that it offers to its clients.

Services Information.

Code: 4 characters
Description.
Imputation:
• **R.** Concept of Restoration "F&B"
• **H.** Concept of Rooms "Room Sales"
• **S.** Concept of Services
YES / NOT Discount Whether or not a discount is applied to this concept
Price DIR. Default price for Walkins.
Price AGE. Default price for Agencies / companies
VAT included Y/N
Type of VAT.
Account: Countable account of Sales
CAD Income: Analytical Account Departmental of Income
CAD Department: Analytical Account Departmental of the Department Room Sales

On line. It goes away to use fundamentally for the IQCS module

Published: Whether or not this service is accessed from IQCS

Note:

Concepts of obligatory name.

CRADLE	Although in portuguese it is BERÇO, it is necessary to put CRADLE
TAXT	Valuation of Tourism for Brazil
MEN1	It is not necessary to define it, there are the prices for MEN1
MEN2	It is not necessary to define it, there are the prices for MEN2
MEN3	It is not necessary to define it, there are the prices for MEN3
PER3	It is not necessary to define it, there are the prices for extra Person in a Room Type 1
PER4	It is not necessary to define it, there are the prices for extra Person in a Room Type 2

A package is a set of services to realize a certain number of days. The fundamental utilities are:

a)   The typical package of END of YEAR
b)   In Spas and Talasoterapia a set of services that are applied in the different days
c)   A holiday package that includes dinner of gala, an entry to thematic park and 7 days of sunshades and towels
d)   Five days of hotel, a golf course, a car of rent, …

The first field of the package must always be **an ACCOMMODATION**

A.8. Segments File

It is of vital importance that the hotels know how there deal the same ones, that is to say that types of Segments possess.

Seven Stars can realize also the countable production chainings in the form of Market Segments, and thus expire with the countable regulation American USALI
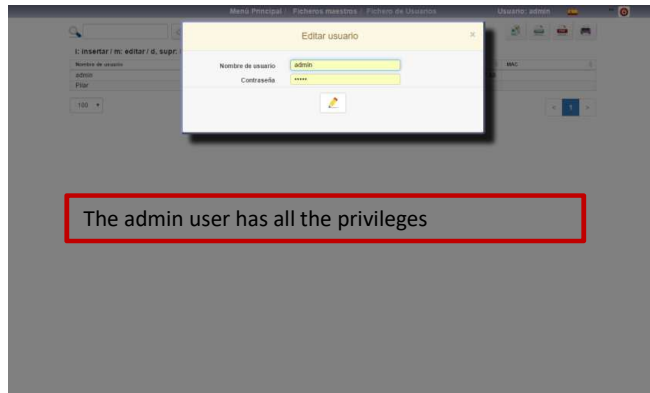
A.9. Users File

The admin user has all the privileges

Password + Roll Privileged

Possibility of entry to Direct Option

Possibility of association with an Employee

If this option is not marked only it will gain access to Favorites

If this user uses shifts

To gain access on having always entered menu Favorites

Edit User

Login name	ANJA
Password	
Privilege	Recepción ▾
Option	
Employee	▾
Allow to see all the menu options	☑
Use shifts	☑
Show favorites by default	☑
Graphical main menu	

Menú Principal / Backoffice / B.7. Configuración   Usuario: admin

Roles
- level3
- level4
- level5
- level6
- level7
- level8

Privilegios especiales
Usar tarifas restringidas
Permitir modificar precios
Permitir Descuento Reservas
Permitir Descuento Facturas
Permitir Condiciones especiales
"Abrir" tarifas en reservas
Emitir factura de abono

See table of Privileges / rolls

It always remains the last IP that has got connected, external and/or Internal

Main menu / Master files / A.9. Users file   User: adminc1

i: Insert / m: Edit / d, supr: Delete

Login name	Password	Privilege	IP	MAC	Option	Employee	Show favorites by default	Allow to see all the menu options	Use shifts	Graphical main menu
admin	********	-	88.29.76.236		-	-	✖	✔	✖	✖
admin31	********	Dtor. Administración	201.240.75.211	-	-	-	✖	✔	✔	✖

A.D. Payment Methods File

All the payment methods that it has in the system.

Payment Method Information.

Code: 4 characters
Description.
Account: Countable account of Sales
Type of FP:
- ❑ Cash
- ❑ Credit
- ❑ Available credit
- ❑ Invitation

Commission that the Means of Payment receive from us
Account: It counts countable Credit for commission
Account: Countable Commission counts for commission
Currencie Change. If they paid with Foreign currency
Prepaid Card. If this Payment method is associated with Prepaid card (StarCard).
Points:. If this Payment method is associated with Points.
Virtual POS:. If this Payment metod is associated with Virtual POS payment

A.E. Countries / Groups / States

A file is provided with all the codes of the countries, CCAA (UE/USA/Canadб/Brasil/México/Argentina/Chile),

For the communities / states / provinces in different countries to EU there is used the regulation ISO 3166-2

A.F. Currencie File

If it uses alternative currency it must possess it created in this paragraph

i: Insert / m: Edit / d, supr: Delete

Code	Description	Unit	Exchange rate	Exchange rate date	Rate days valid	Order	Active
AUD	DOLAR AUSTRALIANO	1	0.592300	15/3/2019	999	10	✔
CAD	DOLAR CANADIENSE	1	0.623600	15/3/2019	999	2	✔
CHF	FRANCO SUIZO	1	0.850500	15/3/2019	999	4	✔
DKK	CORONA DANESA	1	0.128600	15/3/2019	999	6	✔
EUR	EURO	1	1.000000	15/3/2019	999	99	✔
GBP	LIBRA ESTERLINA	1	1.109900	15/3/2019	999	3	✔
JPY	JEN JAPONES	1	0.007700	15/3/2019	999	8	✔
MAD	DIRHAM MARROQUI	1	0.085000	15/3/2019	999	9	✔
NOK	CORONA NORUEGA	1	0.098900	15/3/2019	999	7	✔
SEK	CORONA SUECA	1	0.092800	15/3/2019	999	5	✔
USA	DOLAR USA	1	0.843500	15/3/2019	999	1	✔

25 ▼   < 1 >

Currencies.

Code: Advisable to use the regulation ISO 4217
Description.
Unit: Every all that it is equivalent to.
Value of Quotation: Change with regard to our Currencie.
Ej. For a Dollar we would give them 0,9393 Euros
Date of last **quotation** dates of update of the Change
Days of Validity
Commission: It would be the commission that would receive the hotel from him for carrying the change out.
Minimal commission value.
Order. Order in which they us will appear when we give a change of quotation (so that they us coincide with the order of the change of the bank of reference that we apply).

Edit Currency

Code	AUD
Description	DOLAR AUSTRALIANO
Unit	1
Exchange rate	0,592300
Exchange rate date	15/03/2019
Rate days valid	999
Commission	0,05
Min. amount commission	0,00
Order	10

A.I.1. Channels File

It is of vital importance that the hotels know how there deal the same ones, where there come the clients, that is to say which Channels possess.
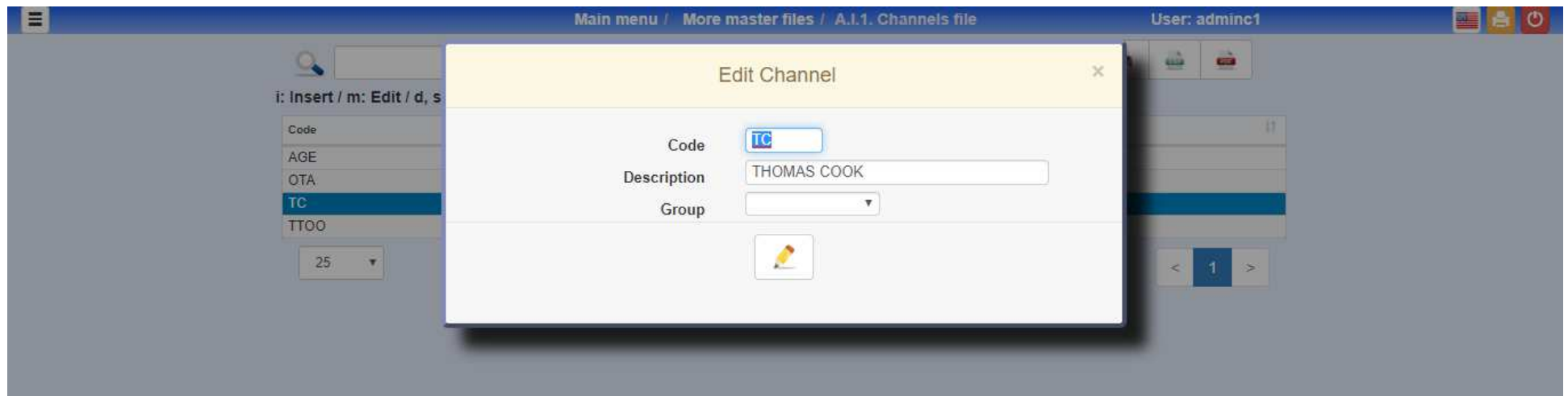
A.I. Other Master Files.

A.I.1. Channels File. It is of vital importance that the hotels know how there deal the same ones, where there come the clients, that is to say which Channels possess.

A.I.2. Channels Group

A.I.3. Segments Group

A.I.4. Activities File

A.I.5. Sectors File

A.I.6. Visit reasons File

A.I.A. Pillows File

Every time there are more hotels that offer this service. On having possessed IQCS, (Interface with Clients), the proper client might request them from its Smartphone

A.I.B. Provinces File

Código	Descripción	Descripción Alt.	Comunidad
ES111	A Coruña	La Coruña	Galicia
ES112	Lugo	Lugo	Galicia
ES113	Ourense	Orense	Galicia
ES114	Pontevedra	Pontevedra	Galicia
ES120	Asturias	Asturias	Principado de Asturias
ES130	Cantabria	Cantabria	Cantabria
ES211	Araba	Álava	Euskadi
ES212	Guipuzkoa	Guipuzkoa	Euskadi
ES213	Bizkaia	Bizkaia	Euskadi
ES220	Navarra	Navarra	Comunidad Foral de Navarra
ES230	La Rioja	La Rioja	La Rioja
ES241	Huesca	Uesca	Aragón
ES242	Teruel	Teruel	Aragón
ES243	Zaragoza	Zaragoza	Aragón
ES300	Madrid	Madrid	Comunidad de Madrid
ES411	Ávila	Ávila	Castilla y León
ES412	Burgos	Burgos	Castilla y León
ES413	León	León	Castilla y León
ES414	Palencia	Palencia	Castilla y León
ES415	Salamanca	Salamanca	Castilla y León
ES416	Segovia	Segovia	Castilla y León
ES417	Soria	Soria	Castilla y León
ES418	Valladolid	Valladolid	Castilla y León
ES419	Zamora	Zamora	Castilla y León
ES421	Albacete	Albacete	Castilla y León
ES422	Ciudad Real	Ciudad Real	Castilla y León
ES423	Cuenca	Cuenca	Castilla y León
ES424	Guadalajara	Guadalajara	Castilla y León
ES425	Toledo	Toledo	Castilla y León

ES425	Toledo	Toledo	Castilla la Mancha
ES431	Badajoz	Badajoz	Extremadura
ES432	Cáceres	Cáceres	Extremadura
ES511	Barcelona	Barcelona	Cataluña
ES512	Girona	Gerona	Cataluña
ES513	Lleida	Lerida	Cataluña
ES514	Tarragona	Tarragona	Cataluña
ES521	Alicante	Alacant	Comunidad Valenciana
ES522	Castellón	Castelló	Comunidad Valenciana
ES523	Valencia	València	Comunidad Valenciana
ES530	Illes Balears	Islas Baleares	Islas Baleares
ES531	Eivissa y Formentera	Ibiza y Formentera	Islas Baleares
ES532	Mallorca	Mallorca	Islas Baleares
ES533	Menorca	Menorca	Islas Baleares
ES611	Almería	Almería	Andalucía
ES612	Cádiz	Cádiz	Andalucía
ES613	Córdoba	Córdoba	Andalucía
ES614	Granada	Granada	Andalucía
ES615	Huelva	Huelva	Andalucía
ES616	Jaén	Jaén	Andalucía
ES617	Málaga	Málaga	Andalucía
ES618	Sevilla	Sevilla	Andalucía
ES620	Murcia	Murcia	Región de Murcia
ES630	Ceuta	Ceuta	Ceuta
ES640	Melilla	Melilla	Melilla
ES701	Las Palmas	Las Palmas	Islas Canarias
ES702	Santa Cruz de Tenerife	Santa Cruz de Tenerife	Islas Canarias
ES703	El Hierro	El Hierro	Islas Canarias
ES704	Fuerteventura	Fuerteventura	Islas Canarias
ES705	Gran Canaria	Gran Canaria	Islas Canarias
ES706	La Gomera	La Gomera	Islas Canarias
ES707	La Palma	La Palma	Islas Canarias
ES708	Lanzarote	Lanzarote	Islas Canarias
ES709	Tenerife	Tenerife	Islas Canarias

Information of the provinces with its corresponding codes so that we could do the statistics of the INE.

In the resolution of October 5, 2007 its announces the obligatory nature of the monthly mailing to the National Institute of Statistics (I.N.E). of the questionnaires of the survey of occupation in the hotel establishments.

When the traveler is native of the Spanish State, there will not be specified the code of the country, but the PROVINCE of the traveler, according to a table of codification NUTS III included one in the Annex 4 of the resolution. And so, if the traveler is native of the province of Pontevedra, instead of the country code, there will be specified the code of the province, which in this case, is the ES114.

A.I.B. Provinces File

In the countries of the EU there follows the regulation NUT 2 and NUT 3.

Austria, Belgium, Bulgaria, Cyprus, Czechia, Germany, Denmark, Estonia, Greece, Spain, Finland, France, Croatia, Hungary, Ireland, Italy, Lithuania, Latvia, Malta, Holland, Norway, Poland, Portugal, Romania, Sweden, Slovenia and the United Kingdom)