

Adding a New Property in MP Database

If you would like to add a new property to your Multi-Property Database, simply follow these steps below. The security file determines the total number of properties that a database can have. If the database has reached its limit, you must contact Data Plus Support before proceeding.

1) Add Tax Id

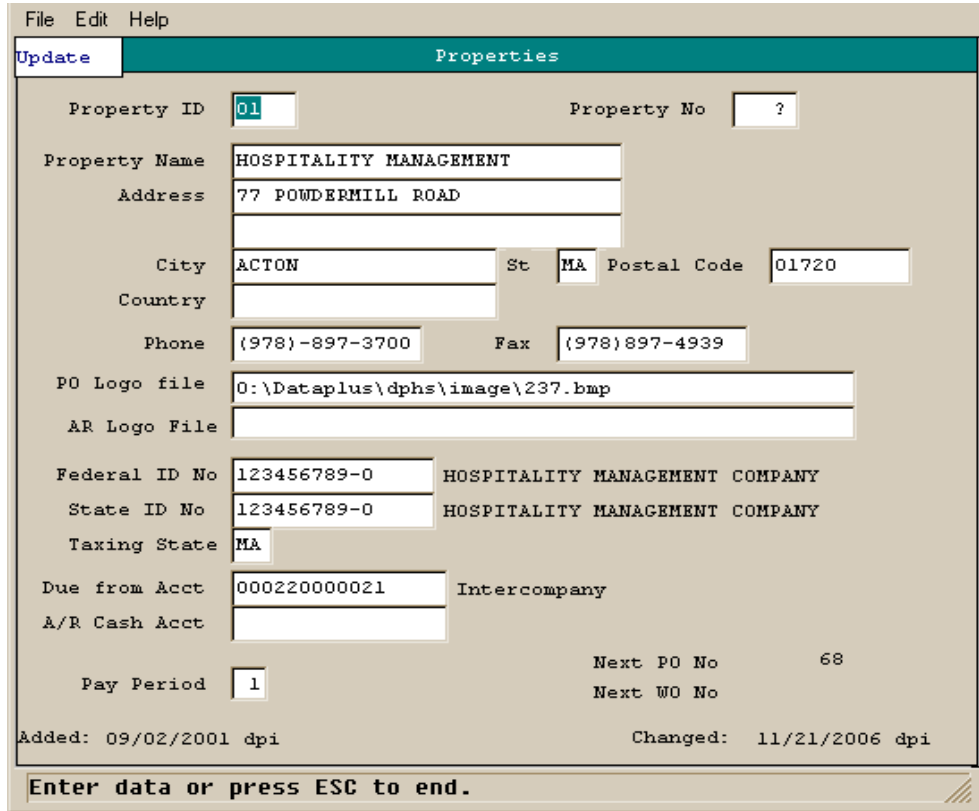
From the main DPHS menu go to File > Maintenance > System Tables > Tax Identifications. Press F5 and you will be able to insert the Federal/State ID number, name, and address information for the new company. Press F2 to save.

Tax Identifications			
Federal/State ID	09-6266-59		
Name	Property 01		
Address	77 Powdermill Road		
	Suite 990		
City	Acton	State	MA
		Postal Code	01720
Country	USA		
added: 09/02/2001 dpi		changed: 02/09/2004 tlc	

2) Add Property Record

From the main DPHS menu go to File > Maintenance > System Tables > Properties. Press F5 to insert a new property. Remember to use a unique code for the Property ID as this is the same code that will get attached to the chart of account number when you do the property copy utility to build the new set of account numbers. Then fill in the remaining info on the screen shown below.

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File	Edit	Help	
Update			
Properties			
Property ID	01	Property No	?
Property Name	HOSPITALITY MANAGEMENT		
Address	77 POWDERMILL ROAD		
City	ACTON	St	MA
Postal Code	01720		
Country			
Phone	{978}-897-3700	Fax	{978}897-4939
PO Logo file	O:\Dataplus\dphs\image\237.bmp		
AR Logo File			
Federal ID No	123456789-0	HOSPITALITY MANAGEMENT COMPANY	
State ID No	123456789-0	HOSPITALITY MANAGEMENT COMPANY	
Taxing State	MA		
Due from Acct	000220000021	Intercompany	
A/R Cash Acct			
Pay Period	1	Next PO No	68
		Next WO No	
Added: 09/02/2001 dpi		Changed: 11/21/2006 dpi	
Enter data or press ESC to end.			

3) Run Property Copy Utility to Create Accounts for New Property

From the G/L screen go to > Utilities > Data Modification > Property Copy. Choose to copy from an existing property to the new property that was just setup. You can use control-L to view your options in the "copy from prop id" and "copy to prop id" fields. In order to copy the entire set of accounts without copying balance history you would then choose "copy rev/exp accounts only" = YES OR NO. In the "Years Prior History" field enter the number of prior years for which you would like to have empty account balance records created. These records will have a 0.00 balance.

If you wish to create history for the last fiscal year, enter 1 for Years Prior History. If you do not wish to create any prior fiscal year history, enter 0 for Years Prior History. This utility will create the chart of accounts with the Property ID that you select.

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File Edit Help

Update Copy Property

Copy From Property ID: 28
THE CONCORDIAN DELUXE MOTEL

Copy to Property ID: 01
HOSPITALITY MANAGEMENT

Copy Rev/Exp Accounts Only?: no

Copy Daily Revenue Accounts?: yes

Number of Prior Years Required: 0

Enter the property ID to copy from

4) Create Bank Checks File for New Property OR Add Cash Account to Existing Bank Checks File

Please Note: You only need to add the new bank check file, if you are using blank checks, automatic check numbering, bank check import or bank check export.

From the main DPHS screen go to File Maintenance > Bank Check Files. Information from your bank is required to complete the following screen.

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Bank Account

This number is a bank issued account number. Multiple accounts can be set-up, contact the bank for this information.

Length

Enter the length of your bank account number.

Bank Name

Enter the name used by the bank. Contact the bank for this information.

Bank City and State

Enter the city and state where the bank is located

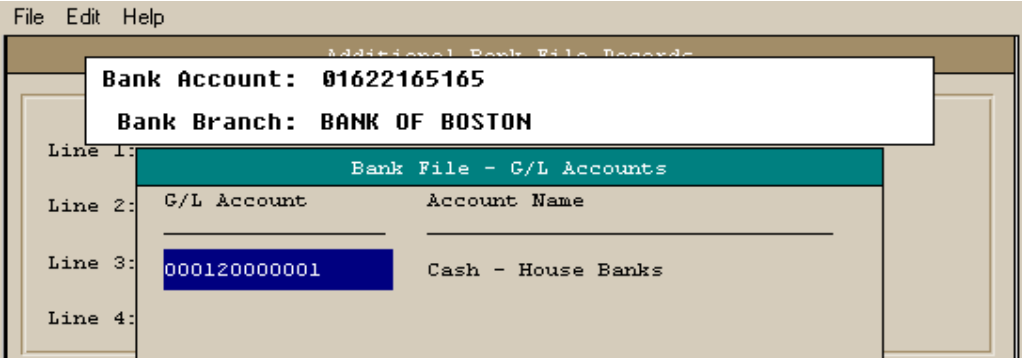
Use Blank Checks?

Enter 'Yes' if you are using blank checks (you will be required to use automatic check numbering.); otherwise enter 'No'.

Please Note: Import & Export information will need to be entered ONLY if you are using a Bank Check Import or Export interface.

Once you have completed entering in the required info on this screen, press F2 twice. You will need to add the account of the property on this screen.

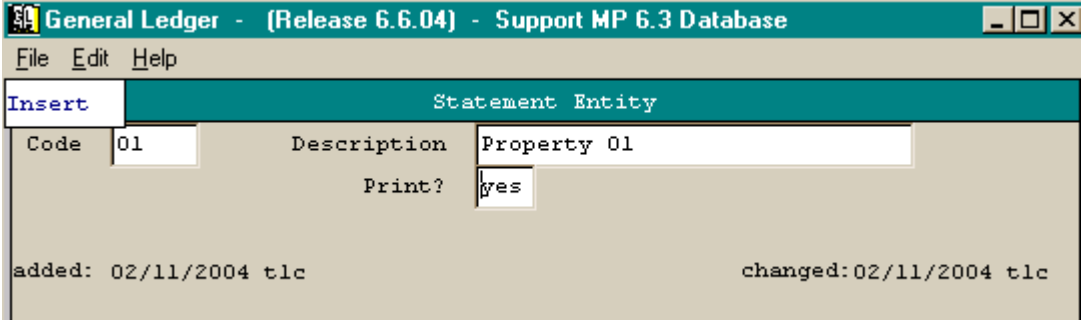
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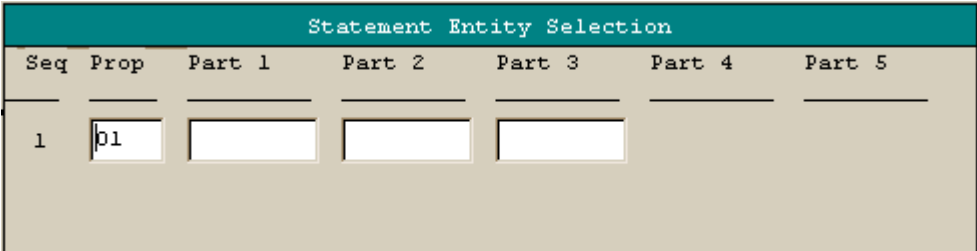
4) Add Entity Code

Before running statements, you will need to setup an entity code for the new property. This is done under Statements > File Maintenance > Entity. Press F5 to insert a new entity.

Enter in a Code and Description to uniquely identify the entity record for this property. In the 'Print?' field, a Yes or No determines whether the Entity description prints in the top of the statement as a subtitle if the [entity] flag is entered in the Statement Header text screen in the Statement Definition.



Press F2 to continue. In the 'Prop' field, specify the id of the property to include in this entity. You may use Ctrl-L to search and select the property.



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Press F2 to save. Now, when running statements for this property, simply select this entity code.

If you have further questions, please visit our website www.dphs.com OR contact Data Plus Support.