

Fidelio Revenue Interface

Overview	Stages of Revenue Data
How to	Setup Revenue Transfer Run Revenue Transfer
Revenue Transfer Report	What to Do after Transfer Audit Report How to Check Status How to Re-Run Transfer Errors

Overview

The DPHS Daily Revenue Interface (Revenue Transfer) is provided to transfer revenue data from your Front Office system to the DPHS General Ledger application. The Revenue Transfer is run for a single day at a time and revenue amounts are summarized by department, with a balancing entry automatically created to the Guest Ledger Account. Once the Revenue Transfer has completed, the data is stored in the Journal Entries file, where it may be edited (if desired) and posted.

The Revenue Transfer:

- Prints a 'Transfer Report' showing all revenue transactions for the day, detailing any errors encountered.
- Creates a batch of 'Journal Entries,' that may be edited through all available journal editing tasks.
- Creates an 'Audit file.' This file is used for the Audit Report, which shows all important changes made to the revenue batch after the Revenue Transfer has been run.
- Provides complete file management for the transfer files.

Stages of Revenue Data

There are three stages through which revenue data must pass during the transfer cycle. They are:

- Stage 1 - Raw Revenue Data
- Stage 2 - Formatted, But Not Processed
- Stage 3 - Formatted & Processed

Stage 1 - Raw Revenue Data

This stage contains unformatted transactions produced by the Front Office system, waiting for transfer to the DPHS database. The file meets conventions agreed upon by your Front Office vendor and Data Plus, Inc. The unformatted designation is from the perspective of the DPHS database.

Stage 2 - Formatted, But Not Processed

This stage contains transactions that have been read by the transfer process, formatted to DPHS database conventions, but have **not** been processed or transferred to Journal Entries or Audit transactions. They are referred to as '**un-transferred**' revenue data.

The Revenue Transfer reads and formats all unformatted transactions in the Raw Revenue data file, and stores them in the DPHS database, regardless of the revenue date specified by the user. Those un-transferred transactions for the revenue date specified immediately pass to the next stage. Those un-transferred transactions for a different date remain in an un-transferred state (formatted, but not processed), until the transfer is run for their respective date[s].

Stage 3 - Formatted and Processed

This stage contains transactions that have been formatted (Stage 2) and processed into Journal Entries and Audit transactions. They are referred to as **transferred** revenue data. The Journal Entries may be edited and posted. After they are posted, the Journal Entries and Audit transactions are deleted.

How to Set Up the Revenue Transfer

Once the Revenue Transfer is setup, it will probably never need to be changed. The process is designed to be as automatic as possible, while providing the user with the flexibility to operate the process if an unusual situation arises.

The Revenue Transfer must be set up in two places: Your Front Office System and DPHS General Ledger.

Fidelio Front Office System

The Revenue Transfer data is set up in the Department Codes file. For complete information on the Department Codes file, please refer to your Fidelio documentation.

It is very important to set up one of two fields in each record correctly. They are Debit account and Credit account. For each department, you enter the DPHS Chart of Account number in only one of these fields. The Debit account field is used when the summarized amount sent to General Ledger would normally be a debit amount. Examples of normal debit amounts would be: cash, check, credit cards, City Ledger, etc. The Credit account field is used when the summarized amount sent to General Ledger would normally be a credit amount. Examples of normal credit amounts would be: room revenue, sales tax, F&B revenue, etc. The Revenue Transfer handles the account in the following method:

- If the revenue record contains a debit account, the Revenue Transfer leaves the amount alone.
- If the revenue record contains a credit account, the Revenue Transfer reverses the sign of the amount.

Do not enter an account in both the Debit and Credit fields. If this is done, the Revenue Transfer uses the "debit account". No verification to the DPHS Chart of Accounts is performed when entering account numbers in the Fidelio Department Codes file.

Once the setup is complete in Fidelio, it should never need modification.

DPHS General Ledger

Setup in DPHS General Ledger is done each time you run the Revenue Transfer, though most of the work is done the very first time.

When the Revenue Transfer is selected from the DPHS Revenue Interface menu, the following window appears:

File Edit Help

Update Revenue Transfer

From: Fidelio

Date Format: mdy

Revenue Date: 05/04/01 Friday May 4, 2001

Full Path to File: C:\QA\Testing\inntime/

File Name: inntime.txt

Additional File: (If needed)

Batch ID: 00589

Property ID:

Post Month/Year: 05 / 2001

Guest Ledger Acct:

Tax Account: 0000101001 Cash - Bank of England

F2 - Continue Esc - Exit

Figure x Revenue Transfer window

The first time you run this process, all fields are blank, except the Post Month/Year. Each subsequent time you run the Revenue Transfer, the fields contain the values of the previous run, except the Revenue Date, which is one day greater than the previous run. Listed below is a brief description of each field.

Revenue Date: This is the date for which revenue is to be transferred. It is conceivable that the file created by the Front Office system will contain more than a single day's revenue transactions. The Revenue Transfer formats all data in the file, but transfers only the day specified here, and stores records for all other dates in an un-transferred file for later use. The day of week and exploded date are displayed for verification.

The date only needs to be entered the first time you run the process or if you are re-running the process for any reason. Once a date has been established, the system displays the last date run + 1. You can run the Revenue Transfer for only a single date at a time.

NOTE: Never re-run the transfer process without first reviewing the “*How to Re-Run the Revenue Transfer*” section later in this document.

Path: This is the location of the file created by the Front Office system. The path should specify the drive, directory, and necessary sub-directories for the Revenue Transfer to locate the file. Be sure to end the entry with a backslash (\ for DOS) or a front slash (/ for UNIX).

This path should only need to be entered the first time you run the Revenue Transfer. It retains the path name for each subsequent time you run the process.

File: Enter the name of the file created by the Front Office system. You only need to enter the file name the first time you run the Revenue Transfer. It retains the file name for each subsequent time you run the process.

Additional File: For Transferring deposits through the National Guest Services Interface, enter the file name of this additional file.

Ext: Enter the extension of the file name created by the Front Office system. It is not required to enter the period or dot that normally separates the extension from the file name. You only need to enter the extension the first time you run the Revenue Transfer. It retains the extension for each subsequent time you run the process.

NOTE: The Revenue Transfer looks in the ‘path’ specified for the ‘filename.ext.’ If it is not found, you receive an error and must correct your entry.

Batch ID: Enter a unique Batch ID for these revenue records to create. If you have enabled the automatic assignment of Batch ID's in the General Ledger Parameter file, the system assigns a unique numeric Batch ID for you. The Batch ID must be unique. An error is displayed if you try to re-use a Batch ID.

Property ID: This field is accessible only if you are a multi-property database. Enter the Property ID for these revenue transactions. The property name is displayed for verification. The data sent from the Front Office does not include any property identifier.

Month/Year: Enter the month and year to which these revenue transactions are to post. The first time you run this process, these fields are set to the current month and year in the parameter file. It is possible to post to a month/year other than specified in the parameter file. The General Ledger Close Month task does not update this field.

Guest Ledger Account: Enter the Guest Ledger account for this transfer. The Front Office system sends over all revenues for the day, regardless if a settlement has occurred against the revenue. The Revenue Transfer automatically sums all transactions in the transfer, and creates a single balancing entry to the account specified here. If this is a multi-property database, the system issues a warning if the property portion of the account number does not match the Property ID specified above.

How to Run the Revenue Transfer

The Revenue Transfer is designed to be run daily, though there are times where this is impractical. The Revenue Transfer can be run only for a single day at a time. If you were to process a Friday, Saturday, and Sunday all in one day, it would require running the transfer three times (once for each day). To run the transfer, follow the steps listed below:

- To Create the Revenue Transfer file from the Front Office system, please refer to your Front Office documentation for instructions on this process.
- To Run the Revenue Transfer process in DPHS, from the DPHS system menu, select:
 - General Ledger
 - Transactions - 5.x sites only
 - Front Office
 - Revenue Transfer

- The Revenue Transfer process displays the 'setup' window requesting information for the transfer. If this is not the first time you are running this process, the window contains suggested entries. They are probably correct, but may be changed if desired. If this is the first time running the Revenue Transfer, please refer to the setup instructions above.

After the information has been verified as correct, press <F1> - 5.x sites or <F2> - 6.x sites to execute the transfer.

The Revenue Transfer proceeds and performs the following steps:

- Renames the file specified in the setup step to:
revenues.dpi
- Create an empty file for future Front Office use. The Front Office process that creates transactions appends unformatted revenue records to the file.
- Reads the '**revenues.dpi**' file and formats/writes all revenue transactions (regardless of revenue date) to the un-transferred file.
- Reads the un-transferred revenue transactions and creates Journal Entries and Audit Entries for the date specified, then deletes them from the un-transferred file, (but does not touch transactions for a different date).
- Creates a balancing Journal Entry to the Guest Ledger account specified.
- Prints the Revenue Transfer report showing all data from each record transferred (including the balancing entry automatically created) and any errors that need to be resolved.
- Deletes (removes) the '**revenues.dpi**' file.

NOTE-1: If the Transfer Process aborts at any point before returning to the DPHS Front Office menu, all transactions are backed out. You must start over by creating the transfer file from the Front Office system after correcting the problem that caused the abort.

NOTE·2: The Revenue Transfer Process writes all records from the Front Office file to the un-transferred file. Though you are processing for a specific date, the Front Office file may contain records for many dates. All records in the Front Office file are formatted and written to the un-transferred file, but only those for the date specified are processed (or transferred). The un-transferred records are stored until their respective dates are selected for transfer. These un-transferred records may be viewed at any time through the ‘**Unprocessed Inquiry**’ task.

Revenue Transfer Report

The Revenue Transfer report is automatically produced as part of the transfer process. It shows all data for each record transferred, and any errors that need to be resolved (errors messages print after the record in error). **Any errors printed must be corrected before the batch can be posted.** If another copy of the transfer report is required, for whatever reason, it may be run from the Front Office menu. Select the desired batch (or batches), and print the report. If the batch has already been posted, only the batch summary information prints. A copy of the transfer report is attached to the end of this document

What to Do After the Revenue Transfer

- Review the transfer report for content and errors. **Errors must be corrected before the batch can be posted.** Transactions may be edited through journal entries data entry or rapid edit. Be aware that adjustments made in the Front Office system will be transferred, therefore, you must establish procedures on how to correct amounts in both the Front Office and Back Office.
- Run the Journal Entries edit list as required.
- Post the journal entries batch. Journal and Audit reports are automatically printed. These should be saved with the transfer report. Revenue Transfer batches may be posted with other batches, however, an Audit report is produced only for Revenue Transfer batches. After the batch is posted, the journal detail for the transfer and audit reports are no longer available.

Audit Report

The Revenue Audit report is automatically run during the journal entry posting process. It may also be run before the posting process from the Front Office menu. **Once the batch is posted the detail for the Audit report is no longer available.**

The Audit report shows only what has changed in the batch since the Revenue Transfer was run. These changes occur through editing the journal detail. The Audit report will show:

- journal entry deletions
- journal entry additions
- modifications to:
 - revenue date (transaction date)
 - department code (references)
 - department name (description)
 - General Ledger (account amount)
- in addition, if the amount is changed, a net change is calculated by **original Revenue Transfer amount - journal entry edited amount.**
- a total transaction count and net change.
- changes to Property ID or post month/year on the journal batch record.

If nothing has been changed in the batch since the revenue transfer was run, the report shows batch header information and a transaction count. A copy of the audit report is attached to the end of this document

How to Check What Has Been Transferred

There are two inquiries which provide information on transferred (processed) and un-transferred revenue transactions.

The ‘**Processed Inquiry**’ task shows information for transferred batches.

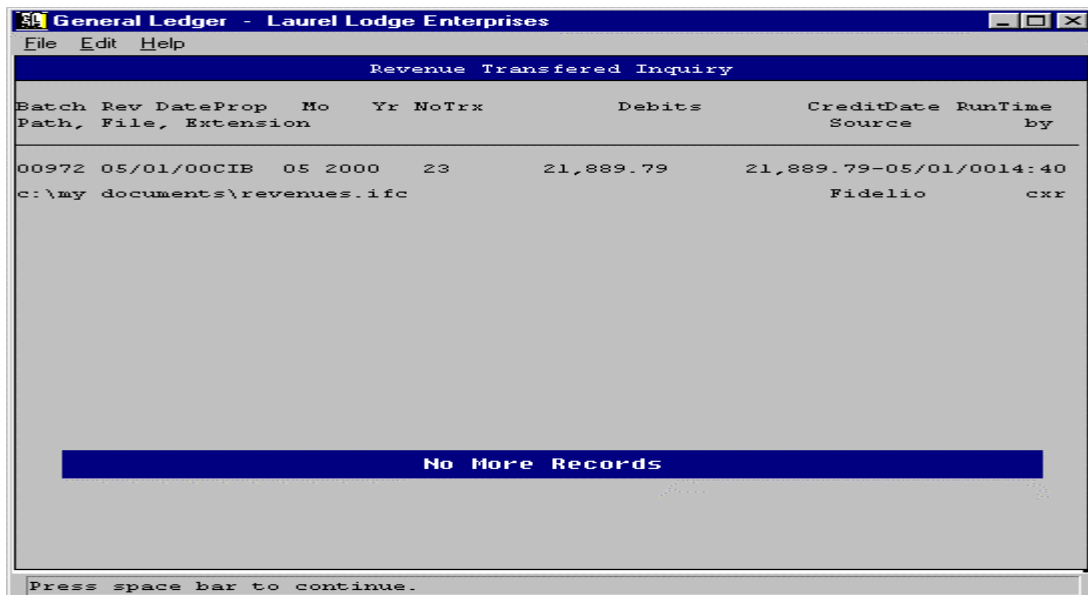
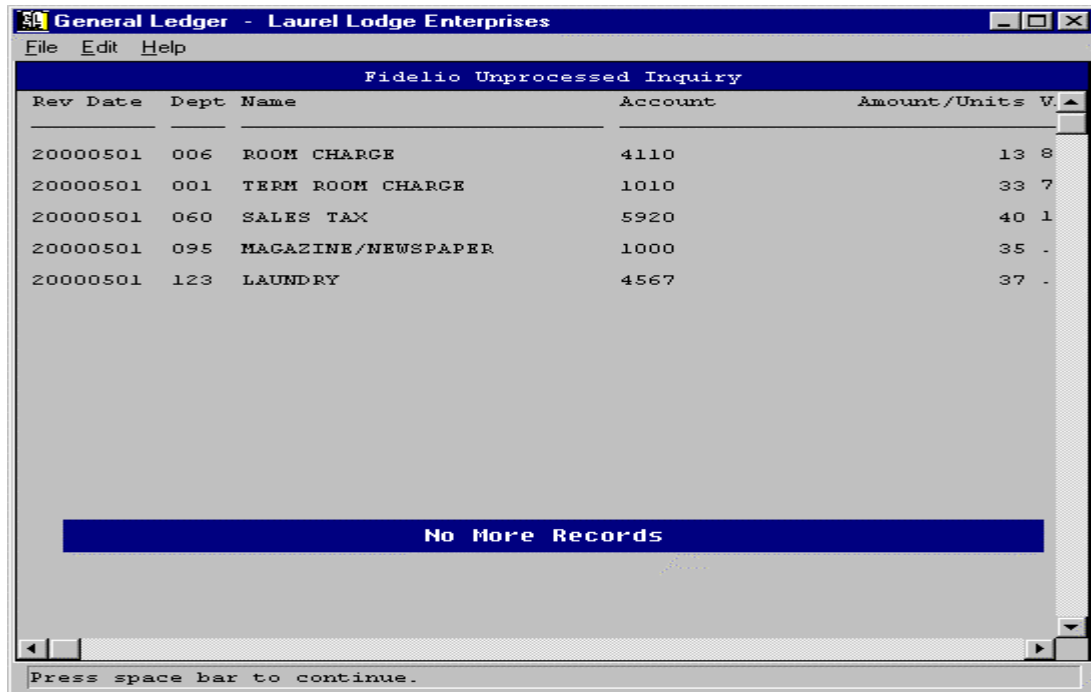


Figure x Processed Inquiry

The Unprocessed Inquiry shows all records that have been formatted and written to the 'not transferred file', but are waiting to be transferred to journal entries. It is always recommended to check this inquiry before re-running a transfer. Otherwise, you may end up with duplicate journal entries.



Rev Date	Dept	Name	Account	Amount/Units	V
20000501	006	ROOM CHARGE	4110	13 8	
20000501	001	TERM ROOM CHARGE	1010	33 7	
20000501	060	SALES TAX	5920	40 1	
20000501	095	MAGAZINE/NEWSPAPER	1000	35 .	
20000501	123	LAUNDRY	4567	37 .	

No More Records

Press space bar to continue.

Figure x Unprocessed Inquiry

How to Re-Run the Revenue Transfer

Careful thought and investigation must precede any re-run of the transfer process. Before re-running the Revenue Transfer, you should first answer these questions. Why am I re-running the process? What happened that is making this necessary? What can be done to prevent this from occurring again?

Naturally, mistakes do happen. These can be caused by hardware, software, and user. If you find that you have to re-run the Revenue Transfer on a frequent basis, you should take a step back and look at the situation of why it is happening. If you do need to re-run the transfer for a day, follow the steps detailed below. If there are any questions at all, please contact Data Plus support. It generally is much easier to avoid a problem than to fix one.

First, you must determine where the revenue transactions currently reside. The possibilities are:

- posted
- unposted journal entries (stage 3 - transferred)
- un-transferred revenue transactions (stage 2)
- transfer process aborted, revenue transactions are not found in the DPHS database

Posted If the revenue transactions are already posted, it is strongly recommended not to re-run the Revenue Transfer. Any adjustments should be made to the respective systems. Please be aware that adjustments made to the Front Office system, will come through the Revenue Transfer. Please refer to the Front Office documentation for further information.

Unposted Journal Entries If it is decided to re-run the transfer at this point, perform the following steps.

- Delete the journal batch (this automatically deletes all associated journal entries).
- Through recovery processing, delete the Audit batch. (This automatically deletes all associated audit records).
- Re-run the entire transfer process, including creating the transfer file from the Front Office system.

Un-Transferred

Revenue

If it is decided to re-run the transfer at this point, you must investigate further why there is problem. If you cannot find any transactions for the revenue date, and they exist in the un-transferred file, there was probably a problem with the *Stage 3* task, in which case you can simply re-run the transfer with the correct revenue date. If there is a problem with the data, and you want to re-run from the point of creating the front desk data, you must complete the following steps:

- Through Recovery Processing - run the '**Delete Un-processed**' task, and specify the date of revenue transactions to be deleted.
- Re-run the entire transfer process, including creating the transfer file from the Front Office system.

Transfer Process Aborted

The transactions can not be found anywhere in the DPHS database. The system has automatically 'backed out' the revenue transactions due to a problem of some sort. You must re-run the entire transfer process, including creating the transfer file from the Front Office system.

Errors

“File not found/no permission”: The file specified containing the Revenue Transactions is not in the path specified, or you do not have permission allowing you to enter the file/directory. First, make sure your path ends with a backslash (\ for DOS) or a front slash (/ for UNIX). Second, make sure the path, file and extension are types correctly. File names are case sensitive in the UNIX operating system. They are not case sensitive in DOS. Finally, see your System Administrator.

“Batch not found”: After the transfer process, the batch specified is not found in journal entries. The known reasons for this occurring are:

- There are no transactions for the specified revenue date.
- The revenue file was never created from the Front Office system.
- The transfer process aborted.

Check both inquiries to insure the batch does not exist (processed inquiry) and un-transferred records do not exist for the date (unprocessed inquiry).

If the revenue transactions exist in the un-transferred file, re-run the transfer process, but **do not** create the transfer file in the Front Office system. If the records do not exist, re-run the entire transfer process, including create the transfer file from the Front Office system. Please refer to the section on ***How to Re-Run the Revenue Transfer*** before proceeding.