

Welcome

This training module deals with

Levies

Levies get setup individually as demonstrated.

Levy on accommodation only excludes the levy from extra products.

If you wish to define a levy for **extra products** only, then add a separate levy for all extras, define a separate rate for all extras and link the levy to the rate.

For **packages**, if you wish that the extras within a package be excluded from the levy then make sure this indicator is de-selected

Tables

Reservation Types	Titles	POS Revenues	Bank Account Types
Credit Card Types	Payment Types	Breakfast	Reservation Reasons
Refund Types	Business Sources	Expense Types	Product Statuses
Reservation Statuses	Rate Levies	Levies	Taxes
Categories	Display Sequence	POS Comments	

Name Description

Service	Service fee
TOMSA	TOMSA Levy
Training	Training Levy

Levies Setup

Levy Name : TOMSA Is Active

Description : TOMSA Levy

Amount : 2.00

Levy on Accommodation only

Levy included per night as :

Percentage Fixed Amount

Taxes included in Levy amount :

Name	Description	Percent...	Tax Num
<input type="checkbox"/> VAT	South African VAT	14.0	123
<input type="checkbox"/> Zero	Zero rates	0.0	123

OK Cancel

Each Levy defined is then linked to a rate table which will activate the levy (The concept is the same as it used to be) BUT

You can now link the levy to a rate using the Rate Levy tab found under **Setup & Admin → Data Tables**

Select the rate and then indicate which levies will be active for that particular rate.

Tables

Reservation Types	Titles	POS Revenues	Bank Account Types		
Credit Card Types	Payment Types	Breakfast	Reservation Reasons	Refund Types	
Business Sources	Expense Types	Product Statuses	Reservation Statuses		
Rate Levies	Levies	Taxes	Categories	Display Sequence	POS Comments

Levies

Rate : Rack Rate

	Include	Name	Description	Amount	Type
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TOMSA	TOMSA Levy	2.00	Percentage
<input type="checkbox"/>	<input type="checkbox"/>	Training	Training Levy	2.00	Percentage
<input type="checkbox"/>	<input type="checkbox"/>	Service	Service fee	5.00	Percentage

Levy Calculation

Deduct all levies from the rate price. Taxes are calculated after all levies have been deducted. (e.g. South Africa)

Deduct all levies and taxes from the rate price and then proportion to determine the levy and tax amounts. (e.g. Kenya, Zimbabwe, Namibia) - Levy type must be percentage

Levies are added to the rate price.

Save Save & Close Close

You must then indicate how the levy must be **calculated** by selecting one of the following options.

You will notice that different **countries** use different constructs when calculating the levy.

Levies

Rate : Rack Rate

	Include	Name	Description	Amount	Type
✎	<input checked="" type="checkbox"/>	TOMSA	TOMSA Levy	2.00	Percentage
	<input type="checkbox"/>	Training	Training Levy	2.00	Percentage
	<input type="checkbox"/>	Service	Service fee	5.00	Percentage

Levy Calculation

- Deduct all levies from the rate price. Taxes are calculated after all levies have been deducted. (e.g. South Africa)
- Deduct all levies and taxes from the rate price and then proportion to determine the levy and tax amounts. (e.g. Kenya, Zimbabwe, Namibia) - Levy type must be percentage
- Levies are added to the rate price.

Save Save & Close Close

Note: Make sure the **Custom rate** has been defined if you wish to enter a custom rate for a reservation.

Tables

Reservation Types	Titles	POS Revenues	Bank Account Types		
Credit Card Types	Payment Types	Breakfast	Reservation Reasons	Refund Types	
Business Sources	Expense Types	Product Statuses	Reservation Statuses		
Rate Levies	Levies	Taxes	Categories	Display Sequence	POS Comments

Levies

Rate:

	Include	Name	Description	Amount	Type
▶	<input checked="" type="checkbox"/>	TOMSA	TOMSA Levy	2.00	Percentage
	<input type="checkbox"/>	Training	Training Levy	2.00	Percentage
	<input checked="" type="checkbox"/>	Service	Service fee	5.00	Percentage

Levy Calculation

Deduct all levies from the rate price. Taxes are calculated after all levies have been deducted. (e.g. South Africa)

Deduct all levies and taxes from the rate price and then proportion to determine the levy and tax amounts. (e.g. Kenya, Zimbabwe, Namibia) - Levy type must be percentage

Levies are added to the rate price.

You are still able to link the levy to the rate table when managing rate tables.

Rates

Select all the **Other products** you wish to include in this rate table.
Those not included will revert to the Default price specified

Room Types

- Bull
- Conference
- Double
- Honeymoon
- Pete
- Single
- Twin

Name: Rack Rate

Description: This is the default rate

Price Type: Sliding Per Person Per Unit

Conference only Rate

RateText	Wed 1	Thu 2	Fri 3	Sat 4	Sun 5	Mon 6	Tu 7
Adult1	100	100	100	100	100	100	100
Adult2	80	80	70	70	80	80	80
Adult3	0	0	0	0	0	0	0
Adult4	0	0	0	0	0	0	0
Adult5	0	0	0	0	0	0	0
Adult6	0	0	0	0	0	0	0
Adult7	0	0	0	0	0	0	0
Adult8	0	0	0	0	0	0	0
Adult9p	0	0	0	0	0	0	0
Age0-7	20	20	20	20	20	20	20
Age7-12	30	30	30	30	30	30	30
Age13-17	40	40	40	40	40	40	40

Copy from other month Copy to other months **Levies** Link Companies Copy Left Copy Right Save

Cancel < Back Finish

On the transaction screen the levy that was generated is now linked to the originating transaction.

Note: The transactions original product code has been added to the description of the levy. In this way you can know which transactions are linked.

In this example the Tomsa levy is linked to room 11.

Transaction Details - Folio #1056 - Peter Phelps

Reservation | Group Reservations | Group Transactions | Rooming List

Display Transactions: Summary Detailed Entire Group All Accounts

Billing Accounts: Peter Phelps

Deposit Details: Due Date: 16 August 12 | Deposit Due: 0.00 Perc.: 50.00 | Received: 0.00 Owing: 0.00 Email Display

Effective Date	Room	Product	Description	Invoice	Folio #	Allocated to	Qty	Unit Price	Tax	Amount
24 August 20...	11	11	Single room	Not Inv...	1056	Peter Phelps	1	196.00	24.07	196.00
24 August 20...	11	TOMSA	TOMSA Levy (11)	Not Inv...	1056	Peter Phelps	1	4.00	0.00	4.00
			Charges			Peter Phelps				200.00
			Payments			Peter Phelps				0.00
			Expenses			Peter Phelps				0.00
			Invoiced			Peter Phelps				0.00

Pro-formas: Email Display

Invoices: Email Display

Documents:

Invoices: Guest=0 Company=0

Balances: Peter Phelps : 200.00 | All Guests : 200.00 | All Companies : 0.00 | Total (All Accounts) : 200.00

Provisional

Important Note: The system will now also auto adjust the levy transactions when the original transactions value changes.

If you reverse the original transaction, the levy linked to it will also be reversed.

Transaction Details - Folio #1056 - Peter Phelps

Reservation | Group Reservations | Group Transactions | Rooming List

Display Transactions: Summary Detailed
 As Invoice Setup Invoices
 Entire Group All Accounts

Rate | Show History

Billing Accounts: Peter Phelps

Re-alloc | Split | Other | Group Re-allocate

Deposit Details: Due Date: 16 August 12
 Deposit Due: 0.00 Perc.: 50.00
 Received: 0.00 Owing: 0.00
 Deposit Invoice | Custom Deposit
 Email Display | Re-Calculate

Effective Date	Room	Product	Description	Invoice	Folio #	Allocated to	Qty	Unit Price	Tax	Amount
24 August 20...	11	11	Single room	Not Inv...	1056	Peter Phelps	1	196.00	24.07	196.00
24 August 20...	11	TOMSA	TOMSA Levy (11)	Not Inv...	1056	Peter Phelps	1	4.00	0.00	4.00
			Charges			Peter Phelps				200.00
			Payments			Peter Phelps				0.00
			Expenses			Peter Phelps				0.00
			Invoiced			Peter Phelps				0.00

Pro-formas: Proforma | Email Display | Custom

Invoices: Invoice | Email Display | Custom

Charge (Sale) | Payment (Receipt) | Expense (C.O.S)

Documents | Generate Room Charges: Use Selected Rate | Override Rate

Invoices: Guest=0 Company=0

Balances: Peter Phelps: 200.00 | All Guests: 200.00 | All Companies: 0.00 | Total (All Accounts): 200.00

Provisional

Edit | Reverse | Refund

Close

Thank You!