

Lodge-ical News – May 2010

Internet Training: SUMMER SCHOOL

Class Title: Clients Module (for Lodge-ical version 7.0)

Date and Time: **Tuesday, June 8, 2010.** 10am – 12pm Mountain Time

Cost per Student: \$50 (if you are not keeping current with your annual maintenance/support agreement, please call for pricing).

Course Overview: This in-depth class covering the Clients module will teach you all of the recordkeeping that can begin within Lodge-ical before a reservation is even taken. Considerable time will be spent focusing on the marketing tools built into Lodge-ical.

Contact us now to make a reservation. We require a minimum of 5 students but will not exceed 10 students.

Course fees are non-refundable, non-transferrable, and are required prior to the class date.

"Kristin does a great job explaining Lodge-ical. It's great to know that she is there to answer questions and she sincerely cares about helping her clients find a solution. We are excited to learn more about Lodge-ical!" ~ Vee Bar Ranch - Laramie, Wyoming

User Tip: Inventory Reset

We recommend that you reset your inventory prior to the start of your summer season. You will find this menu pick via Maintenance/Inventory/Inventory Reset. Some of the advantages of this feature are as follows:

- All values in "Quantity on Hand" will be moved to "Beginning Inventory" and all subsequent values, sales, receipts, and orders will be set to zero.
- Typically you would reset your inventory and then take a physical inventory, correcting any of the Beginning Inventory values.
- The Inventory Reset function will also set the Inventory Start Date (Maintenance/Business Information/System Defaults) to the date of the reset (typically "today").
- You will not be allowed to enter any purchases with a date prior to the Inventory Start Date.
- Only those employee purchases made on or after the Inventory Start Date will be displayed.
- Employee Purchase Balance Dues will be calculated based upon all purchases/payments made on or after the Inventory Start Date.

If you are a year-round destination, we recommend that you do this reset during the time you take a physical inventory.

Technology Tip: Lodge-ical and Windows Vista or Windows 7

To help facilitate Lodge-ical updates in the future, we recommend that you do the following on any pc that uses either Windows Vista or Windows 7:

Start/Control Panel/Appearance and Personalization/Folder Options

Click the View tab

Under Advanced settings

Click "Show hidden files, folders and drives" and click OK

Un-click "Hide Extensions for Known File Types" and click OK