



ImagInn Search 1.0 Forms

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Introduction

This document contains descriptions of the search criteria and the result sets available when using ImagInn Search, a component of the ImagInn Platinum PMS that allows your property to search for information in various ways. The most often used criteria include:

- Guest Look-up
- Guest Ledger
- Activities
- Invoices
- City Ledger
- Travel Agent
- Guest History

Guest Look-up

Purpose

The guest form can be used to gather statistics, handle mail merges and import into other applications.

Search Criteria	
Last Name	Look up a guest by last name
State	Look up guests by one or more states
Guest Status	Look up guests by current status
Booking Date	Look up guests based on reservation date (in the case of walk ins it would be the arrival date)
Arrival Date	Look up guests by arrival date
Departure Date	Look up guests by departure date
Market	Look up guests based on market code
Source	Look up guests based on source code
Rate Type	Look up guests based on rate type
Room Category	Look up guests based on room category
Result Criteria	
Hist ID	The history ID for a particular guest
Guest Number	Guest number for a particular reservation
Last Name	Last name of guest
First Name	First name of guest
Book Date	Book date of reservation
Arr Date	Arrival date of guest
Dep Date	Departure date of guest
Nights	Number of nights scheduled for guest
Status	Current guest status
Rate Type	Current rate type for guest
Add1	First line of guests address
City	City of the guest
State	State of the guest
Zip	Zip code of the guest
Grp ID	Group ID for the guest (if applicable)
Market	Market code for the guest
Source	Source code for the guest
Company	Company code for the guest (if applicable)
Email	Guests email
Room Cat	Current room category for the guest

Guest Ledger

Purpose

The guest ledger form will pull up any postings that are currently in the guest ledger file. If you are able to see it in a guest folio, you can export it. This can be used for importing data into other applications or for analysis of posting activity.

Search Criteria	
Charge Date	The business day for the postings
Activity	Displays activity number and description. User can pick one or more to include in the result set. If none are selected all will be shown
Charge Amount	The amount charged for a particular posting. When entering an amount all payments and credits should begin with a (-) sign.
Guest Number	Allows users to look up charges for one particular guest number
Rate Type	Allows users to pull up all charges based on a particular rate code. These codes correspond to what is configured in ImagInn.

Result Set	
Date	Charge date of the particular posting
Guest	Guest Number
Rate Type	Rate type of that particular charge
Activity	Activity Description
Charge	Amount of the posting

Activities

Purpose

The Activities form generates a summary of revenue, broken down by period, for each activity in ImagInn Platinum. The returned data can be used for a number of different purposes including generating daily financial reports and exporting data into other systems.

Search Criteria	
Activity	Displays activity number and description. Users can pick one or more to include in the result set. If none are selected all will be shown

Result Set	
Actnum	The corresponding activity number from ImagInn
Desc.	Description of the corresponding activity number in ImagInn
Today	Real time current amount of revenue for that activity
Per 1	Period 1 activity total - this period is based on the configuration in ImagInn
Per 2	Period 2 activity total - this period is based on the configuration in ImagInn
Per 3	Period 3 activity total - this period is based on the configuration in ImagInn
Per 4	Period 4 activity total - this period is based on the configuration in ImagInn
Per 5	Period 5 activity total - this period is based on the configuration in ImagInn
Per 6	Period 6 activity total - this period is based on the configuration in ImagInn
Per 7	Period 7 activity total - this period is based on the configuration in ImagInn
Per 8	Period 8 activity total - this period is based on the configuration in ImagInn
Per 9	Period 9 activity total - this period is based on the configuration in ImagInn
Per 10	Period 10 activity total - this period is based on the configuration in ImagInn
Per 11	Period 11 activity total - this period is based on the configuration in ImagInn
Per 12	Period 12 activity total - this period is based on the configuration in ImagInn
Per 13	Period 13 activity total - this period is based on the configuration in ImagInn (only shown if 13 accounting periods are configured)

Invoices

Purpose

This form allows the end user to find any invoices in ImagInn for import into other applications or general queries. Please note that users may have more than one line for each invoice. The result set returns one line for each posting to an invoice. In order to get one line per invoice, users need to group by invoice number and then drill down into the specific postings.

Search Criteria	
Invoice Number	Number of the invoice in ImagInn
Invoice Date	Date the invoice was created
Customer Number	Code associated with this account in ImagInn
Org Amount	Original amount of the invoice
Current Balance	Current balance of the invoice

Result Criteria	
Cust Num	Account code for the invoice
Inv Num	Number of the invoice
Inv Date	Date of the invoice
Org amt	Original amount of the invoice
Cur Balance	Current balance of the invoice
Post Amt	Amount for the line item
Post Date	Date line item was posted
Activity	Activity number associated with the posting
Check	Check number used for the posting
Clerk	Clerk who made the transaction