

# Megasys

## Hospitality Management Systems

### Fast Facts

### Sales & Catering

**Megasys Hospitality Systems** can provide your sales team with a competitive edge through the **Portfolio HMS™ Sales and Catering System**. Imagine having a way to track and book rooms and events. Imagine having a vast resource of marketing information at your sales manager's fingertips! With the **Portfolio HMS™** system your guest rooms and function space will become easier to manage and more profitable for your property.

#### Features and Benefits

- ☑ Fully interactive with the Front Office and City Ledger modules allowing a totally integrated full service system or may be purchased as a separate module
- ☑ Banquet Event Order - primary function of sales & catering—to book catering and meeting event. BEO is printed after the event is booked and becomes part of the customer contact.
- ☑ Revenue Reporting—Top 50 revenue generating accounts listed by period or annually
- ☑ Marketing Segment Reports - list vital revenue and room booking statistics
- ☑ Food & Beverage Menus and Kitchen Requirements Report
- ☑ Trace calendar for tracking tentative or pending events
- ☑ The Function Book screen ensures maximum utilization of meeting space by allowing the rooms to be quickly reassigned or cancelled. Every meeting room is listed with seating capacities and characteristics.
- ☑ Automatically generates event booking sheets and contracts eliminates the hassle of making revisions and controls time-consuming paper flow from sales to administration.
- ☑ Audio/Video and Room Setup Interaction
- ☑ Corporate Rate Programs and Local Corporate Tracking

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**Group Master Maintenance - Development Hotel**

File Edit

Group Code: 1066 MARTIN WEDDING Arrival: 01/23/09 Fri Departure: 01/25/09 Sun

**Summary**

Summary  
Group Info  
Room Rates & Packages  
Room Types  
Room Allotments  
Pick Up Defaults  
Comments & Tasks  
Address & Contacts  
Events  
Travel Agents  
Reports & Displays

**Guest Rooms**

	Fri 1/23/2009	Sat 1/24/2009
Blocked	9	26
Used	0	0
Remaining	9	26

**Events**

New Event Attach Events

From	To	Start	End	GTD #	Set #	Room	Event
1	1/23/2009	1/23/2009	4:00P	11:59P	50	50	SALONA Martin Rehearsal Dinner
2	1/24/2009	1/24/2009	4:00P	11:59P	100	100	GRAND Martin/Nelson Wedding Reception
3	1/25/2009	1/25/2009	8:00A	12:00P	50	50	SALONA Martin/Nelson Farewell Brunch

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File Edit

Group Code: 1066 MARTIN WEDDING Arrival: 01/23/09 Fri Departure: 01/25/09 Sun

**Address and Contacts**

Client Code: ANWIN Angel Winn Edit Client Details Client Notes

Convention Code: [ ]

Using Address?: Client Convention Other

Address Line 1: 4770 S. Harvard

Address Line 2: [ ]

Zip Code: 74135

City: Tulsa

State: OK

Country Code: US

Phone: (918) 743-5454

Fax: [ ]

Email: [ ]

**Contacts**

	Last Name	First Name	Title	Phone	Email	Main Contact
1	Martin	Emily	Bride	( ) -		<input checked="" type="checkbox"/>
2	Preston	Jane	Wedding Coord.	( ) -		<input type="checkbox"/>
3	Nelson	Maria	Mother of Groom	( ) -		<input type="checkbox"/>
4						<input type="checkbox"/>

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**Room Rates and Packages**

Summary  
Group Info  
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Travel Agents

**Non-Package Rate per Day per Adult**

Plan Room Group	Posting Code	Fri 1/23/2009	Sat 1/24/2009
1 DLX	R1	200.00	200.00
2 STD	R1	100.00	100.00
3			

**Packages**

Package	Stay Date	Plan Room Group	Adult	Kids 0-12	Kids 12-17	Kids Pets
1						

**Package Plans - Development Hotel**

File Edit

Plan Code: LODGE Check Rates

Description: Williamson Lodge

Folio Posting Code: PP PACKAGE PLAN

Room Charge Posting Code: R1 RM REV-TRAN

Breakage Posting Code: PX PLAN BREAKAGE

Room Tax Inclusive?:

Reduce Rate for Dropped Amenities?:

1 Rates 2 Amenities

Amenity Code	Day of Arrival	Each Day of Stay	Day of Departure	Rate Adult	Rate Kids 0-12	Rate Kids 12-17	Rate Kids Pets
DNR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8.50	4.25	N/A	N/A
BKF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6.50	3.25	N/A	N/A
LCH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8.00	4.00	N/A	N/A

**Group Master Maintenance - Development Hotel**

File Edit

Group Code: 1066 MARTIN WEDDING Arrival: 01/23/09 Fri Departure: 01/25/09 Sun

**Room Allotments**

Summary  
Group Info  
Room Rates & Packages  
Room Types  
Room Allotments  
Pick Up Defaults  
Comments & Tasks

Arrival Date: 1/23/2009 Departure Date: 1/25/2009 View Type: Sold

	Fri 01/23	Sat 01/24
Original Authorization	0	9
Current Authorization	9	26
Room Pickup (Sold)	0	0
Rooms Available	9	26

**Authorized Room Types**

Auth	Sold	Auth	Sold
DN - DOUBLE BED NON SMOKING	2	0	7
DS - Double Bed Smoking	2	0	4
KN - KING BED NON SMOKING	2	0	12
KS - King Bed Smoking	2	0	2
PRLR - Palor	1	0	1

**Group Individual Room Allotment**

	Sp Feat	Block	Fri 01/23	Sat 01/24
401 KS		38		
402 KS		38		
403 KS		38		

Availability Building/Floor Release Room Block Reinstale Room Block

**Event Code: 10064 Martin Rehearsal Dinner**

Date Sub Event Description

New Event

Event Summary	Event Info	Set Up Remarks	Audio Visual	Menus	Change Orders	Tasks	Client Code	Master Folio
Date: 1/23/2009	Block From: 4:00PM	Block To: 11:59PM	Number of People: 50	Set Up Code: R10 Rounds of 10 SALONA SALONA	Status: Definite	Event Type: DINR DINNER MEETING	Event Title: Martin Rehearsal Dinner	Client Code: ANGWIN Angel Winn
Group: 1066 MARTIN WEDDING	Rental: 0.00	Client Contact: Maria Nelson	Contact Phone: ( ) -	Release Date:	Trace Date:	Sales Person: CTF Catherine Tillery	Coordinator: CTF Catherine Tillery	Tax Code: 0
Actual Start: 6:00PM	Actual End: 11:00PM	Booked On/By: 10/22/2008 JWR	Changed On/By: 10/22/2008 JWR	Set Up Remarks: White tablecloth. Navy napkins. Client will provide centerpieces. Set table for cake in the back right corner.				

**Booking Maintenance - Development Hotel**

File Edit

Event Code: 10064 Martin Rehearsal Dinner

Date Sub Event Description

New Event

Line Code	Description	Quantity	Price/Per	Tax %	Inclusive?
1 SCREEN	Screen	1	50.00	10.00	<input type="checkbox"/>
2 PROJEC	Projector	1	25.00	10.00	<input type="checkbox"/>
0		0	.00	.00	<input type="checkbox"/>

Notes: Client will bring own laptop for slideshow.

**Booking Maintenance - Development Hotel**

File Edit

Event Code: 10064 Martin Rehearsal Dinner

Date Sub Event Description

New Event

Menu No.	Std Menu Code	Title	Times
1	DINPLAT	Dinner	6:30P-8:30P
2	BARHST	Cash Bar	6:00P-11:00P

F&B Notes

Menu Number: 1 No. of People -Set: 50 No. of People -Ltd: 50

Std Menu Code: DINPLAT Per Person Price: 22.95 +Add: 0.00

Title: Dinner Tip %: 18.00 Tag %: 10.00

Time From: 6:30PM Inclusive?: None

Time To: 8:30PM Item Total: 0.00 Set Total: 1,147.50 Total: 1,147.50

Menu Line: [ ]

Menu Item: [ ]

Description: [ ]

Unit: [ ] Quantity: 0.00

Price: 0.00 Inclusive?: None

Line	Item	Description	Unit	Quantity	Price	Inclusive?
5	MCSPSL	Choice of Salad or Soup du Jour		0.0	0.00	<input type="checkbox"/>
10	MCENTR	Choice of Entree		0.0	0.00	<input type="checkbox"/>
15	MCENTR	Choice of Entree		0.0	0.00	<input type="checkbox"/>
20	CFVEGE	Chef's Selection of Fresh Vegetable		0.0	0.00	<input type="checkbox"/>
25	CFPR	Chef's Potato or Rice		0.0	0.00	<input type="checkbox"/>
30	RDIPBT	Rolls & Butter		0.0	0.00	<input type="checkbox"/>