

HOSPITALITY
WITH A
SYSTEM



protel FO | protel SD

PROTEL VOUCHER MODULE

Product information

PROTEL VOUCHER MODULE



protel documentation | protel Voucher Module | product information EN_1.1 | 2009-11-09

Issuing, selling, redeeming and managing vouchers

protel Voucher Module:
Simplify voucher sales
multiply turnover

Vouchers become more and more popular - with guests as well as with hotel managers who are looking for ways to boost their turnover. In Great Britain, for example, the overall annual sales of vouchers are growing at 24 %. These days there are hotels that actually make most of their turnover by selling vouchers.

The new protel Voucher Module is seamlessly integrated in protel's hotel software and radically reduces the administrative strain often associated with voucher sales. Issuing, selling, printing and redeeming vouchers - protel's Voucher Module puts the professional handling of voucher sales at your fingertips.

Reusable templates
for minimum efforts:

Almost all entries and settings are
predetermined in protel SD.

Use these templates to sell vouchers
in protel FO in an instant.

Name	Sales name	Sales from	Sales to	Available in hotels
VTAA_Spa	Top to Toe Pamper Day	01/01/08	01/01/50	Available in all hotels
VP_Xmas	Heaven on Earth	01/01/08	01/01/50	Available in all hotels
Vpay_any amount	protel Voucher	01/01/08	01/01/50	Available in all hotels

Hotel: (All hotels)

Internal name: VP_Xmas
Sales name: Heaven on Earth
Voucher type: Voucher Package
Method of Payment: Voucher
Max. amount: GBP 0.00 not changeable
Sales in period: 01/01/2008 01/01/2050
Valid in period: 01/01/2008 01/01/2050
Expires after months: 24 latest: 01/01/2050
Voucher printout: Package voucher not changeable
Buyer address: mandatory
Receivers address: mandatory
Partial use: allowed
Gutscheinnummer: manually registered Create inactive when paid with AF
Valid for hotels: Available in all hotels
Remarks for sales: X-Mas-Package
 Voucher type inactive:

OK Cancel New Edit Delete Kontenliste zuweisen

protel SD | dialogue „Vouchers“ with a package voucher template

Voucher sales in a nutshell

- issue
- sell
- redeem
- manage

The protel Voucher Module allows you to issue and prepare voucher templates for various purposes in protel SD. You can choose either universal vouchers, which can be used as a method of payment, or earmarked vouchers.

Then, when selling vouchers, you can use these templates in protel FO and customize them as needed. Once all the information is entered, the voucher will be applied to the guest's or non-guest's bill (as appropriate). Voucher recipients can redeem the voucher's full value, or only part of it.

You can constantly track all sold or (fully or partially) redeemed vouchers with the Voucher Module in protel FO.

protel Voucher Module: Three voucher types for every need

Three predefined types:

Universal vouchers

Restricted vouchers

Package vouchers

protel's voucher management approach is built around practical examples from everyday use. There are three predefined voucher types you can easily customize to issue vouchers for any need. This includes:

- Universal vouchers, which are used as a method of payment. This voucher type is not restricted to any distinct purposes and can be redeemed for any products or services your house offers.
- Earmarked vouchers, which are also used as a method of payment. This voucher type is restricted in as much as it is bound to one or several protel transaction accounts (TAA). The voucher user can choose from this predetermined range of products and services up to a fixed maximum amount.
- Package vouchers, which refer to distinct purposes and can only be posted to predefined transaction accounts. A package voucher is meant to be redeemed exclusively for a predefined arrangement of certain products and services. The amount is fixed and reckoned as redeemed even if not all of the included services have been called upon.



Voucher sales with protel Voucher Module

Voucher templates (protel SD)



In protel SD you create one or more voucher templates with predefined parameters based on the above mentioned three voucher types. Enter name and purpose, determine the validity limits, determine optional or mandatory fields etc.

Sell vouchers (protel FO)



These templates can later be used in protel FO to issue, sell and print specific vouchers without further ado.

Redeem vouchers (protel FO)



In all these cases, you use protel's Voucher Module to determine how a voucher is to be used by assigning – or not assigning – it to one or several specific transaction accounts (TAA).

Manage vouchers (protel FO)

In this process, you make sure that the voucher can only be used a certain way because the information you enter will be checked when the voucher is redeemed. This will prevent users from posting a "balance" to any TAA other than the one you have specified.

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➤ protel SPE or MPE

➤ "Voucher" licence

Please check with the protel support team for the latest version of the manual: support@protel-net.com

Outlook

Requirements

The functions described in this document are available for all SQL-based SPE and MPE installations, but not for protel smart.

protel Voucher Module is a licensed add-on module.

User instructions

Our detailed instruction manual describes step-by-step how to

- Prepare printout forms
- Create voucher templates
- Issue and sell vouchers
- Redeem vouchers
- Manage vouchers

(Available in German and English.)

➤ The online use of the Voucher Module is currently under development (planned for the 2nd quarter 2010).

Interested? To learn more about protel Voucher Module, simply call or e-mail us. We'll be happy to help!

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