

# How to Create House Accounts

The following article explains how to create a House Account Room Type, and add House Room inventory to the PMS.

House accounts (ie: Master Accounts) work on the same premise as regular rooms, but will not affect your room revenue statistics or inventory. However, for balancing and audit purpose you will be able to see them in the financial reports on the *Transaction Register Balance*.

To create House Accounts within the PMS, you must first create a House Account Room Inventory Type.

1. Proceed to **System Configuration > Room Inventory**.
2. Select the **Add** button located in the top right hand corner of the screen.

**NOTE:** The House Account Room Type only needs to be created once. If a House Account Room Type already exists and you simply need to add more House Account Rooms, please proceed to the [Adding Rooms](#) section of this article.

Room Sections		Rate Categories		Customize Guest Reports		Reasons		Market Segment	
Property	Room Inventory	Rates	Rooms	Confirmation Notes	Reg Card Notes	Guest Folio Note			
Room Type	Bed Configuration	Description	Sleeps						
CK	K	Classic room with King bed, armchair, workdesk and	2						
SK	K	Spacious and elegant, these Superior Rooms offer	2						
S2D	DD	Spacious and elegant, these Superior Rooms offer	4						
DK	K	Soothing earth tones and warm pastels are a welco	2						
D2D	DD	Soothing earth tones and warm pastels are a welco	4						

Room Types

Room Amenities

Stop-sell

Policy

eRes Images

GDS

Room type:

Configuration:

Sleeps (max):

Default rate

Room Type

Short Dscr

Room Config

Description:

Description:

(second language)

Web res available

Sort Order

CRS Limit

Set to Inactive

House Room?

Add

Modify

Delete

Active

InActive

1. Fill in information as shown below
2. Click **Post** to save.

**NOTE:** If you prefer the terminology Master Accounts you may use this instead

Room Sections		Rate Categories		Customize Guest Reports		Reasons		Market Segment	
Property	Room Inventory	Rates	Rooms	Confirmation Notes	Reg Card Notes	Guest Folio Note			
Room Type	Bed Configuration	Description	Sleeps						
EKS	K	With stunning southeast views of Vancouver and th	2						
LSS	K/DD	The Lord Stanley Suite provides utmost comfort and	6						
PDS	K/DD	Our signature accommodation, the two-bedroom Pre	6						
Boardroom	Boardrm		18						
HOUSE		HOUSE ACCOUNTS	1						

  

Room Types	Room Amenities	Stop-sell	Policy	eRes Images	GDS
<b>Room type:</b> HOUSE *					
<b>Configuration:</b> *					
<b>Sleeps (max):</b> 1 *					
Default rate:					
<b>Room Type</b> HOUSE ACCOUNTS					
<b>Short Dscr</b>					
<b>Room Config</b> Other					
Description: HOUSE ACCOUNTS					
Description: (second language)					
Web res available <input type="checkbox"/>					
Sort Order 255 CRS Limit					
Set to Inactive <input type="checkbox"/>					
House Room? <input checked="" type="checkbox"/>					
Active <input checked="" type="radio"/> InActive <input type="radio"/>					
Post Cancel					

Your House Account Room Type is now created. The next step is to attach Room Numbers (ie: Account Numbers) to the Room Type.

Room Sections		Rate Categories		Customize Guest Reports		Reasons		Market Segment	
Property	Room Inventory	Rates	Rooms	Confirmation Notes	Reg Card Notes	Guest Folio Note			
Room Type	Bed Configuration	Description	Sleeps						
EKS	K	With stunning southeast views of Vancouver and th	2						
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Boardroom	Boardrm		18						
HOUSE ACCOUNTS		HOUSE ACCOUNTS	1						

  

Room Types	Room Amenities	Stop-sell	Policy	eRes Images	GDS
<b>Room type:</b> HOUSE ACCOUNTS *					
<b>Configuration:</b> *					
<b>Sleeps (max):</b> 1 *					
Default rate:					
<b>Room Type</b> HOUSE ACCOUNTS					
<b>Short Dscr</b>					
<b>Room Config</b> Other					
Description: HOUSE ACCOUNTS					
Description: (second language)					
Web res available <input type="checkbox"/>					
Sort Order 255 CRS Limit					
Set to Inactive <input type="checkbox"/>					
House Room? <input checked="" type="checkbox"/>					
Active <input checked="" type="radio"/> InActive <input type="radio"/>					

# Adding Rooms

Select the **Rooms** tab and ensure the Room Types says **House Accounts**. If not, use the drop down menu to select the **House Accounts** Room Type.

The screenshot shows a software interface for managing rooms. At the top, there is a navigation bar with tabs: Room Sections, Rate Categories, Customize Guest Reports, Reasons, and Market Segment. Below this, there is a sub-navigation bar with tabs: Property, Room Inventory, Rates, Rooms (highlighted), Confirmation Notes, Reg Card Notes, and Guest Folio Note. In the 'Rooms' tab, the 'Room Type' dropdown menu is set to 'HOUSE ACCOUNTS-'. Below this, there is a table with columns: Room #, Room Type, and Room Status. To the right of the table, there are buttons for 'Add', 'Modify', 'Delete', and 'Add Range'. Below the table, there are input fields for 'Room Number' and 'Section'.

1. Ensure you are in the **Room** tab in the middle of the screen
2. Click the **Add** button to add one room at a time, or click the **Add Range** button to add a series of rooms (ie. 9000-9010)

**NOTE:** When adding House Room Numbers, it is "Best Practice" to ensure they are numbered in a way that will not be confused with other rooms in your inventory. For that reason, it is recommended that a naming convention such as using the 9000 series of rooms be used to maintain the distinction from the rest of your inventory.

Room Sections		Rate Categories		Customize Guest Reports		Reasons		Market Segment	
Property	Room Inventory	Rates	Rooms	Confirmation Notes	Reg Card Notes	Guest Folio Note			
Room Type: HOUSE ACCOUNTS-									
Room #	Room Type	Room Status							
<div style="float: right; text-align: right;"> <div>2</div> <div> Add  Modify  Delete  Add Range </div> </div>									
<div>1</div> <div>Room Lock-off Rooms</div> <div> Room Number: <input type="text"/>  Section: <input type="text"/> </div>									

## Adding One Room

Enter the Account Number you would like to use into the **Room Number** box below. Click **OK** to add the room. Repeat the process until you have as many Accounts as needed.

Room Sections		Rate Categories		Customize Guest Reports		Reasons		Market Segment	
Property	Room Inventory	Rates	Rooms	Confirmation Notes	Reg Card Notes	Guest Folio Note			
Room Type: HOUSE ACCOUNTS-									
Room #	Room Type	Room Status							
<div style="float: right; text-align: right;"> Add  Modify  Delete  Add Range </div>									
<div>Room Lock-off Rooms</div> <div> <div>Room Number: 9000</div> <div>Section: <input type="text"/></div> </div> <div style="float: right; text-align: right;"> <div>OK</div> <div>Cancel</div> </div>									

# Adding a Range of Rooms

It is possible to add a range of rooms, which saves time as all you need to enter is the first and last room numbers, and the PMS will add every room in between automatically, in an ascending numerical sequence. (**NOTE:** Alpha characters may not be used via this method, only numerical.)

Once done, click **OK**

Room Sections

Rate Categories

Customize Guest Reports

Reasons

Market Segment

Property

Room Inventory

Rates

Rooms

Confirmation Notes

Reg Card Notes

Guest Folio Note

Room Type

HOUSE ACCOUNTS-

Room #

Room Type

Room Status

Add

Modify

Delete

Add Range

Ok

Cancel

Room

Lock-off Rooms

Room Number From:

9000

Room Number To:

9005

Section:

Once finished, the House Accounts will now be displayed. It is important to ensure there are enough accounts to cover the maximum amount of groups you could possibly have In-House at one time. For example, if a property often has 10 different groups staying at one time, it is possible that all 10 groups may require House Account billing, therefore there should be at least 10 House Account Numbers (ie: Room Numbers) setup in the PMS.

Room Sections		Rate Categories		Customize Guest Reports		Reasons		Market Segment	
Property	Room Inventory	Rates	Rooms	Confirmation Notes	Reg Card Notes	Guest Folio Note			
Room Type		HOUSE ACCOUNTS-							
Room #	Room Type	Room Status							
9000	HOUSE ACCOUNTS	Vacant							Add
9001	HOUSE ACCOUNTS	Vacant							Modify
9002	HOUSE ACCOUNTS	Vacant							Delete
9003	HOUSE ACCOUNTS	Vacant							
9004	HOUSE ACCOUNTS	Vacant							
9005	HOUSE ACCOUNTS	Vacant							Add Range

Room

Lock-off Rooms

Room Number:

9005

Section: