

Franchise Operations – Standard Operating Procedure

02. RMS Enterprise - Accounting Options Setup

SET - 003

Overview

The Accounting Option has multiple specific functionalities to allow you to select specific accounting parameters. The parameters have been specified for each property giving access to certain accounting functionalities. Any changes that are made to these functions may affect your reservation options, rate options and tax invoices.

Standard

Ensuring all properties, and respective employees, are adhering to the expected guidelines to maintain data integrity throughout the network, whilst performing operational duties.

Procedure

Properties are unable to access and amend the 'Accounting Options'. For any service requests please contact the revenue team at revenue@questapartments.com.au

Version Control

| Version | Issue Date | Developer | Approval | SLT Meeting Review |
|---------|---------------|---------------|-----------------|--------------------|
| 01 | 08 April 2020 | Quest Academy | David Valentine | |