

**Guest Accounting Features:** Front Office accounting features allow detailed tracking of deposits, payments, taxes, and may other specifics related to billing and revenues.

- Up to 799 user definable department codes and 9999 articles.
- 50 paid out and 50 non-revenue accounts.
- 80 payment accounts (credit cards, currencies, bank transfers, etc.).
- Routing instructions for automatic posting of specific charges, with or without date limits.
- Modify and split postings.
- Manual adjustments to room and tax postings.
- City ledger accounts.
- Postings after check-out.
- Display and print folios for checked out guests.
- Interfaces to POS, PBX, minibar, etc.
- Reservation deposit accounting features.

**Check-Out, Folio and Cashiering:** Front Office Cashiering features assist in guest check-out, folio preparation.

- User definable folio format in up to five languages.
- In addition to regular folios, print advance, interim, and information folios and pro-forma invoices.
- Detailed folios, expense folios, daily group summaries, and over 20 other folio styles.
- Remote check-out interface.
- Quick check-out without folio printing.
- Early departure with pre-posting of room and tax.
- Automatic detection of late departures.
- Unlimited payment combinations (e.g., credit card, cash, direct bill).
- Batch folios can be printed using numerous customizing options.
- Group check-out.
- 99 cashier numbers.
- Check and currency exchange.
- Supports triangular Euro exchange requirements.
- Complete cashier journal. Cashier closeout with automatic balance calculation.
- Fixed starting balances and blind drop.

**Reporting:** Front Office report generator provides a full range of standard and custom reports.

- Report menus for Guests in House, Reservations, Financial and A/R, Night Audit, Housekeeping, Profiles, Statistics, and other features.
- User-definable printer setup files.
- Comparison with previous year (day, month, year) and budget.
- Mailing module (mail merge, labels, confirmation letters, etc.).
- Fax interface.

**Setup and Configuration:** These Front Office features make it easy to get the system on-line and to customize and modify the system to meet the needs of the hotel.

- 32 flexible room type definitions.
- Unlimited number of rooms supported.
- 10 reservation types supported.
- Unlimited rate codes.
- User definable guest award system.
- Multiple language support.
- **Multiple currency support with foreign currency exchange rate support.**
- Market codes, source codes, region codes.
- Over 100 parameter "switches" to customize Front Office for country, tax handling, etc.
- Unlimited number of users.
- External programs (DOS) can be called from Fidelio main menu.
- User-defined standard texts (in multiple languages) for registration cards, confirmation letters, folios, etc. Custom fonts and page layout.
- Customized general hotel data (decimal points, default country, default currency, VATs, commission percentages).
- User-definable Night Audit sequence, management report selection.

**Built in tools such as a currency exchange calculator and text editor.**