

## Franchise Operations – Standard Operating Procedure

### 05. Accounting – Quick Account Access

ACC - 007

#### Overview

The Quick Account Access in the Property Management System (RMS) allows the user a faster access to guest account to perform relevant transactions. Correct use of this function will ensure a fast and effective way of processing a payment in the guest account without having to navigate through the search features.

#### Standard

To ensure that all Franchise Business Partners utilise the full capabilities of the Property Management System and utilise the Quick Account Access function to ensure fast and effective process of all transactions in the guest account.

#### Procedure

It is a responsibility of the Front Desk team to ensure that all the payments are processed correctly using a Quick Account Access.

To make a transaction using Quick Account Access, below steps are to be completed:

- Log into RMS
- Select 'Accounting'
- Select 'Quick Account Access'
  - Select the correct action required to take under 'Action to Take'
  - Select the correct account under 'Account Views' (General, Extras or AR)
  - select the preferred method in 'Find Account' option
  - 'Go to Account'

RMS should now open the Selected View so you can finalise an action/ transaction using a correct procedure.

#### Version Control

Version	Issue Date	Developer	Approval	SLT Meeting Review
02	22 June 2023	Quest Academy	Emrah Tataroglu	

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