Financial- How to change a room's default revenue type

By default, the revenue type associated to rooms will display as a normal fee. To see billing associated to a specific type- fee (valid value) adjust the default revenue field on the room/setup screen (this will only impact future billings).

This can impact financial reporting by adjusting the type-fee a room is billing as can also adjust the general ledger information.

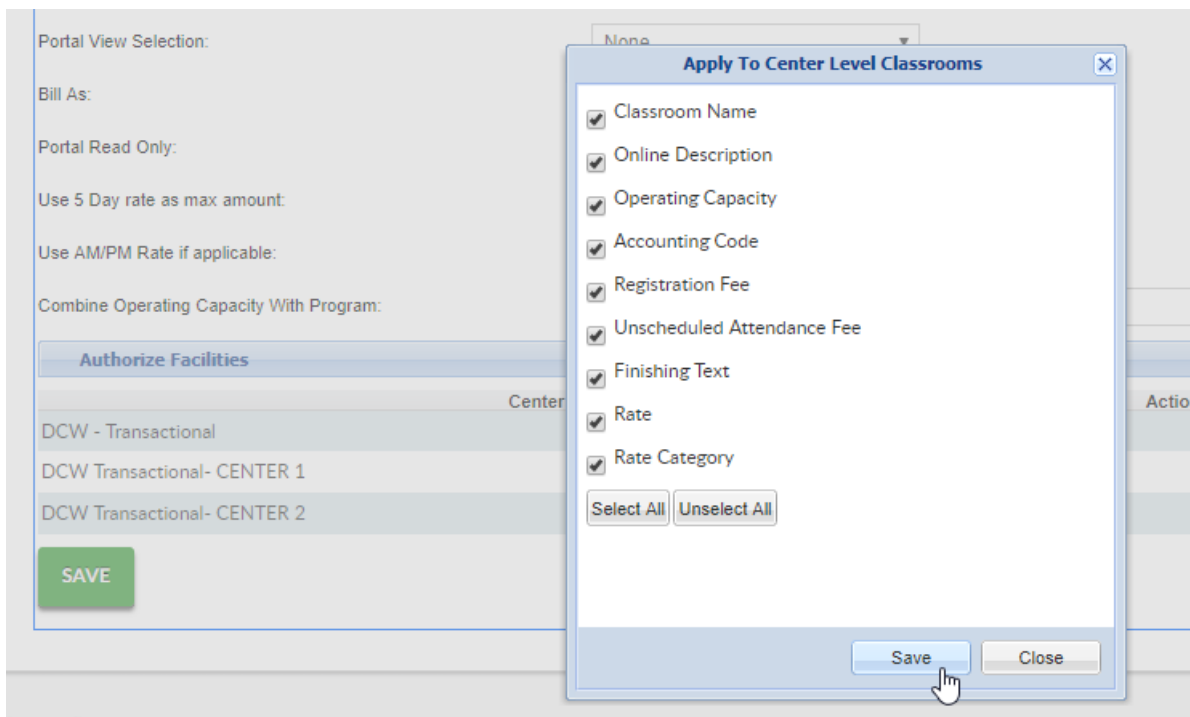From the Setup menu, select Room/Program-
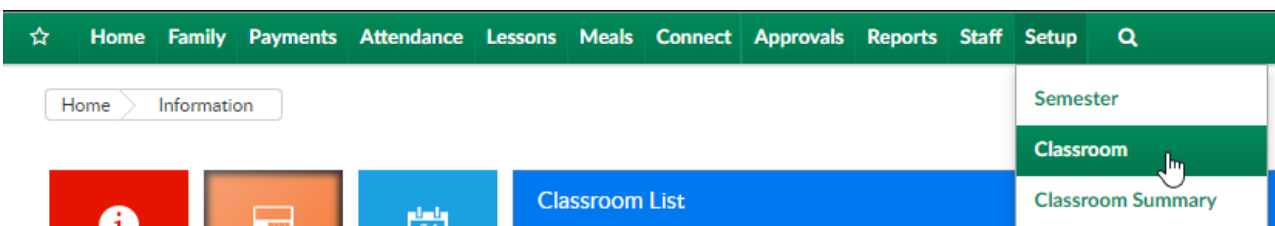
Select a specific room name

Scroll to the default revenue field and select the related type- fee.

(To add additonal options follow these directions)

Scrolll to the bottom of the page and select Save. Select All, then press Save.

Future billings will not be associated to the valid value/GL information attached to the selected Type- Fee.

Continue this process until all rooms reflect the desired detail.