

HOTEL MANAGEMENT SYSTEM: FRONT OFFICE

We'll start with the login screen of FRONT OFFICE:

:: Login Form :: - FRONT OFFICE MODULE Registered To : || Hotel Doon Regency ||

Webline
The Web Development Company
PMS Plus

User Login

User Id :

Password

Webline
The Web Development Company
PMS Plus

TECHNICAL SUPPORT
PH:- 8979938296,7251070101,7900765287
Email Id:- support@weblin.in

- a) Select the Financial year
- b) Enter your username and password and click OK to log into the Front office module.
- c) Keep note that the missing features of the software might not have provided to you by the administrator.
- d) Upon clicking OK, you'll see the GUI of FRONT OFFICE module on which you'll work.

Webline Infosoft Pvt. Ltd. :- FRONT OFFICE MODULE Registered To : || Hotel Doon Regency ||

Check-In Reservations Modification Bill Posting Pax Per Room Voucher Entry Billing Cash Status Guest Reports Day End Logout Tools Help Exit

Check In Check Out Booking Occupancy Cash Status Room Shifting Guest Account Day end Receipts SMS Dates DBR Refresh Booking Exit

CURRENT ROOM STATUS AS ON 8/31/2021 11:59:40 AM Refresh Update Vacant Occupied Dirty Inactive Booked

201 LUXURY	202 STANDARD	203 LUXURY	204 LUXURY	205 EXECUTIVE	206 LUXURY MR. AJAY SINGH	207 A/C SUPER DELUXE	208 A/C SUPER DELUXE	209 A/C SUPER DELUXE	210 EXECUTIVE
211 LUXURY	212 LUXURY	214 EXECUTIVE	215 STANDARD	216 EXECUTIVE	217 LUXURY	218 EXECUTIVE	219 EXECUTIVE	220 LUXURY	221 LUXURY
222 EXECUTIVE	223 EXECUTIVE	224 A/C SUPER DELUXE	225 LUXURY	226 LUXURY	227 LUXURY	228 LUXURY	229 STANDARD	301 A/C FAMILY SUITE	302 A/C SUPER DELUXE
303 A/C FAMILY SUITE	304 A/C SUPER DELUXE								

32 Total Rooms 0 Inactive 1 Occupied 31 Vacant 0 Continued Room USER :- W

3% Occupancy 2 Today's Checkin 1 Today's Checkout 0 Today's Booking 0 Today's Arrival

TECHNICAL SUPPORT PH:- 8979938296,7251070101,7900765287,9557672706

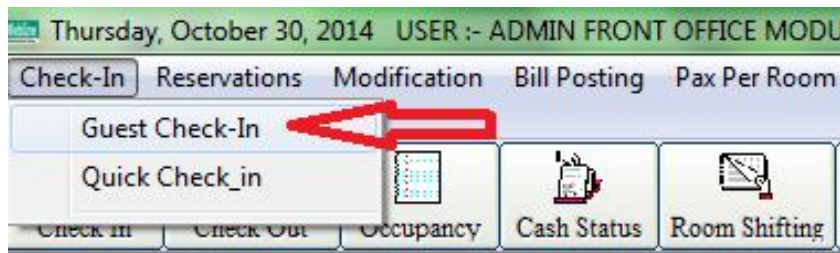
Webline The Web Development Company PMS Plus

Hotel Doon Regency 3.1 (01/07/2017) 8/30/2021 11:59 AM CAPS NUM Pay your AMC amount through click here... Offline: 11:59 AM 8/30/2021

Overview of Front office :

- Top of the screen contains the menu bar which contains all the functions related to software.
- Below the menu bar is the quick shortcut keys to the menu options used frequently.
- Then you have the refresh and update button along the room color indicator.
- Next, we have the most important Room chart which contains all the information of status of Room.
- Below that, you have the occupancy info along with other information as vacant, booked, inactive rooms.
- Towards, the right of the screen we have the Hotel information.
- Hope that's all you would need to know to run this module effectively.
- Let's start with the menu bar items and thereon:

1. **CHECK-IN:** It's the first menu option and the most used too. The main objective of any software application is to check-in and check-out the guest, we'll discuss the entire complexion and details while check-in a guest. So, let's start with the menu CHECK-IN:



- A) **Guest Check-In:** This is the normal 'guest check-in' or the conventional way. If you wish to quickly complete this process then 'Quick Check_in' is the way for you. Clicking 'Guest Check-In' will popup the guest form screen. It appears as the picture below:

The screenshot shows a window titled 'GUEST CHECK IN DETAILS'. The form contains the following fields and buttons:

- Arrival Date : 30/Oct/2014 (dropdown menu)
- Departure Date : 31/Oct/2014 (dropdown menu)
- Arrival Time : 11:28:53 AM (text input)
- Room Type (dropdown menu)
- Check Room Availability (button)
- Walk-In Guest (button)
- Check-In Thru Advance Booking (button)
- Cancel (button)

- Arrival Date would be your software current date and you can't move it to backwards.
- Departure date can be setup by the user by only to the forward but later than the arrival date.
- Arrival Time too can be changed by the user. By default it would contain the system time.
- You can check the Room type availability by Selecting the Room type from the drop down menu and click Check Room Availability and it would show the Vacant room on that specific room type. Here is an example:

Arrival Date : 30/Oct/2014 Departure Date : 31/Oct/2014
 Arrival Time : 11:28:53 A

Room Type : DELUXE

Available DELUXE Rooms 3

Walk-In Guest Check-In Thru Advance Booking Cancel

- The above picture shows that 3 rooms are vacant in DELUXE category. You can also check for other room's category through this process.
- Next, click on Walk-In Guest to let the Guest Form appear.

Check-In Details :: Front Office Module

GUEST CHECK IN DETAILS

Fields in RED color are mandatory :

Reg. No. 736 Hotel Register No. : 568 Search

Mod of transport

Guest Name

Billing Instruction

Address 1

Guest Through Walk-In Guest

Address 2

Remarks

Address 3

Address 4

State

Age

Country INDIAN

Contact No

E-Mail

Pax (Adult) Children

Photo

Purpose

Arrival From

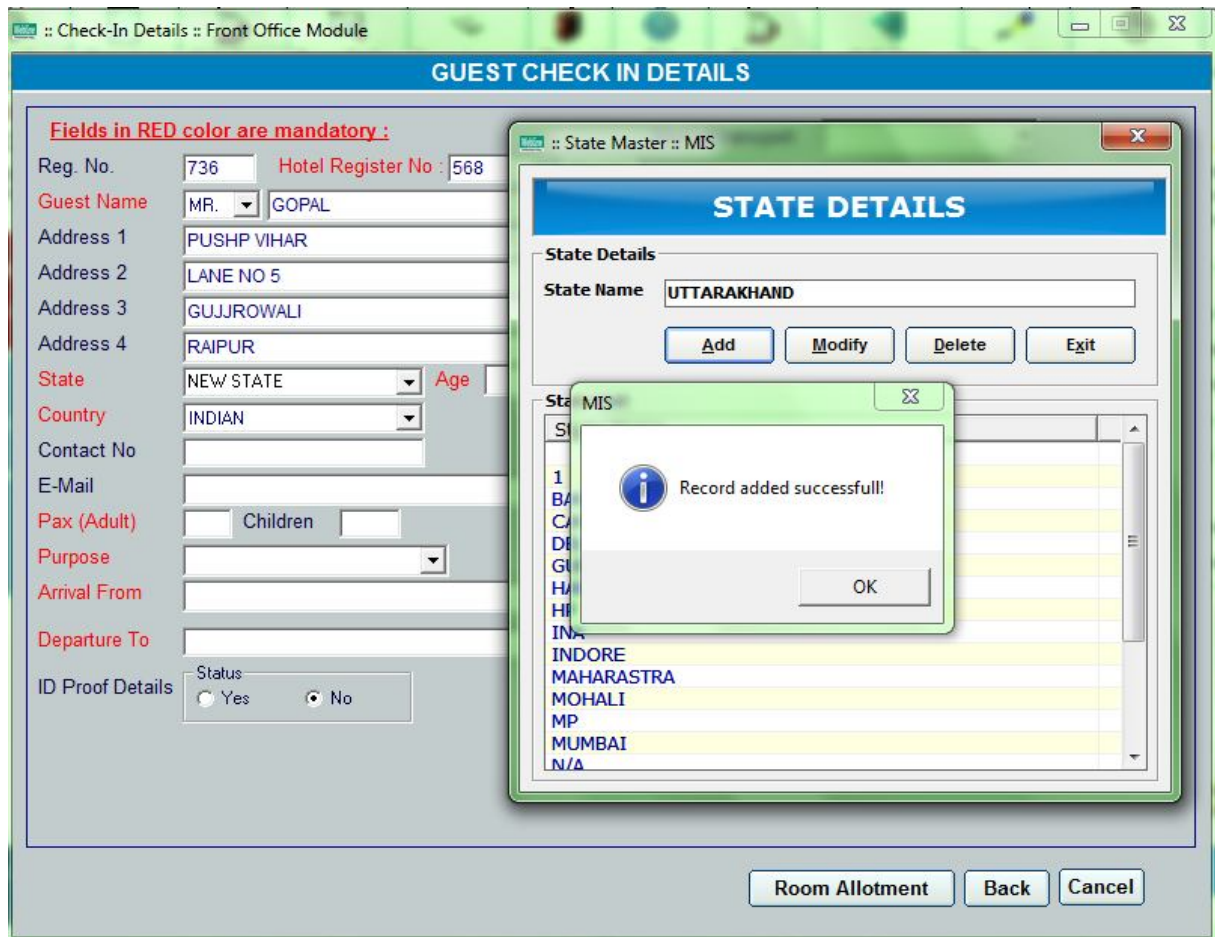
Departure To

ID Proof Details Status: Yes No

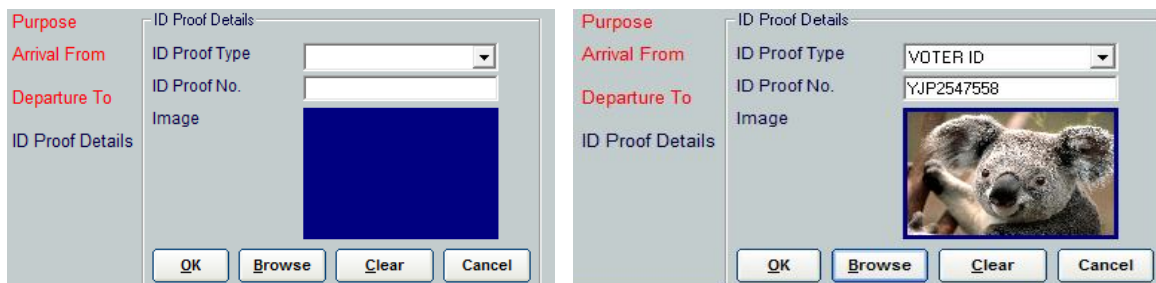
Clear Image Browse Image

Room Allotment Back Cancel

- This is the guest form fill-up section and the fields in Red are compulsory to fill. You cannot proceed next without filling them.
- Reg. no and Hotel Reg. no will be preloaded, you can change the Hotel Reg. no though.
- Key in the guest name, address, state, Age, country, contact no, email, pax, purpose, arrival from, departure to and other details in the form.
- State drop down menu will be empty for the first time, so you need to click on New state from the drop down and enter the state names to save in the database. Here is an example:



- I clicked on, New state from the State drop down menu and STATE DETAILS menu appeared, wherein I write the State name and saved it by clicking on ADD button.
- If you like to have the ID proof details of the guest saved in the software too, then set the status as YES and this window will appear:



- Select the ID Proof Type and write in the ID no. You can also browse the scanned picture of the ID proof and attach it to the image and click OK to save the information.
- Select the Mode of transport from the drop down option.
- Select the Payment mode. If the guest is COMPANY GUEST then you'll need to fill the information to move next. Let's take an example:

Mod of transport **BY TRAIN**

Billing Instruction **BILL TO COMPANY**

Select Company

Company Name **RANBAXY**

Grade **A1**

Discount(%) **10**

OK **Cancel**

- You'll need to enter the company name. If it's not in the list then create it through COMPANY GUEST and select it.
- Select the Grade and discount you wish to provide the guest and click ok to save.
- Write in the remarks for the guest and attach the scanned photograph of the customer if you need to and click ROOM ALLOTMENT to move next.

Check-In Details :: Front Office Module

GUEST CHECK IN DETAILS

Fields in RED color are mandatory :

Reg. No. **736** Hotel Register No : **568** **Search**

Guest Name MR. **GOPAL**

Address 1 **PUSHP VIHAR**

Address 2 **LANE NO 5**

Address 3 **GUJJROWALI**

Address 4 **RAIPUR**

State UTTARAKHAND **Age** **21**

Country INDIAN

Contact No

E-Mail

Pax (Adult) **1** **Children** **0**

Purpose TOURIST

Arrival From DELHI

Departure To DELHI


ID Proof Details Status Yes No

Mod of transport **BY TRAIN**

Billing Instruction **BILL TO COMPANY**

Guest Through **Walk-In Guest**

Remarks **NICE BEHAVIOUR**

Photo 

Clear Image **Browse Image**

CLICK HERE TO CONTINUE

Room Allotment **Back** **Cancel**

- This will load the next page, wherein you can allot them the room. Let's see how:

Check-In Details :: Front Office Module

GUEST CHECK IN DETAILS

AVAILABLE ROOMS Arrival Date : 30-Oct-14 Departure Date : 31-Oct-14

User Defined Rate

ROOM NO	ROOM TYPE	SNG. OCCUP...	DBL. OCCUP...	LOCATION
<input type="checkbox"/> 122	EXECUTIVE	3000.00	3000.00	GROUND FLOOR
<input type="checkbox"/> 123	SEMI DELUXE	1000.00	1000.00	1ST FLOOR
<input type="checkbox"/> 125	EXECUTIVE	3000.00	3000.00	1ST FLOOR
<input type="checkbox"/> 127	SEMI DELUXE	1000.00	1000.00	2ND FLOOR
<input type="checkbox"/> 131	DELUXE	1350.00	1350.00	GROUND FLOOR
<input type="checkbox"/> 132	DELUXE	1350.00	1350.00	GROUND FLOOR
<input type="checkbox"/> 133	DELUXE	1350.00	1350.00	GROUND FLOOR
<input checked="" type="checkbox"/> 137	SEMI DELUXE	1000.00	1000.00	1ST FLOOR
<input type="checkbox"/> 138	SEMI DELUXE	1000.00	1000.00	2ND FLOOR
<input type="checkbox"/> 141	SEMI DELUXE	1000.00	1000.00	3RD FLOOR

Guest Type
 Walk-in Guest Complimentary Guest Package
 Package Id : Package Charges Package Details :
 Plans Pax Amount Limit
 Inclusive Exclusive Market Segment :

Days Room No. Room Rent
 Total Room Rent Discount % Discount Rs. Total Rs.

Flat Rent
 No Yes

- You can check mark the Room No you want to allot the guest. It will prompt you to enter the single or double occupancy room as shown in the next image:

Check-In Details :: Front Office Module

GUEST CHECK IN DETAILS

AVAILABLE ROOMS Arrival Date : 30-Oct-14 Departure Date : 31-Oct-14

User Defined Rate

ROOM NO	ROOM TYPE	SNG. OCCUP...	DBL. OCCUP...	LOCATION
<input checked="" type="checkbox"/> 122	EXECUTIVE			
<input type="checkbox"/> 123	SEMI DELUXE			
<input type="checkbox"/> 125	EXECUTIVE			
<input type="checkbox"/> 127	SEMI DELUXE			
<input type="checkbox"/> 131	DELUXE			
<input type="checkbox"/> 132	DELUXE			
<input type="checkbox"/> 133	DELUXE			
<input type="checkbox"/> 137	SEMI DELUXE			
<input type="checkbox"/> 138	SEMI DELUXE			
<input type="checkbox"/> 141	SEMI DELUXE	1000.00	1000.00	3RD FLOOR

HMS

Please enter Room Type. S for Single Occupancy, D for Double Occupancy

write s for single and d for double

- S will take up the single occupancy charges and d for double.
- Tick the Guest type. It consists of 3 types:
 - GUEST CHECK-IN: If selected, it will take the room rent as described in the database for single or double as selected.

Guest Type
 Walk-in Guest Complimentary Guest Package Package Details :

Package Id : Package Charges

Plans Pax Amount Limit
 Inclusive Exclusive Market Segment :

Days Room No. Room Rent
Total Room Rent Discount % Discount Rs. Total Rs.

Flat Rent
 No Yes

Discounts **Guest** **Save** **Back** **Cancel**

- You can change the default rate set in the database through Flat Rent. Tick the YES option and a popup window will appear as shown next:

Flat Rent

No Yes Flat Room Rent

Inclusive Luxury Tax Inclusive Service Tax
 Inclusive Service Charge

- Enter the user defined amount here and check mark the taxes option if you wish to include all takes in the amount itself or leave them as it is if you wish to calculate the takes above the user defined amount. Here is the image:

Days Room No. Room Rent
Total Room Rent Discount % Discount Rs. Total Rs.

Flat Rent
 No Yes Flat Room Rent
 Inclusive Luxury Tax Inclusive Service Tax
 Inclusive Service Charge

Discounts **Guest** **Save** **Back** **Cancel**

- If you like to allot the room for a total of 1500 including all the takes then tick all the taxes and see the changes in the next image:

Days Room No. Room Rent
Total Room Rent Discount % Discount Rs. Total Rs.

Flat Rent
 No Yes Flat Room Rent
 Inclusive Luxury Tax Inclusive Service Tax
 Inclusive Service Charge

Discounts **Guest** **Save** **Back** **Cancel**

b) COMPLIMENTARY GUEST: We use this option when allotting a room to guest without any charge. Hence just tick the option and leave everything as it is. Here is an example:

The screenshot shows a software interface for guest booking. Under the 'Guest Type' section, the 'Complimentary Guest' checkbox is checked, while 'Walk-in Guest' and 'Package' are unchecked. The 'Package Id' dropdown is empty, and 'Package Charges' is 0.00. Below, 'Days' is 1, 'Room No.' is 122, and 'Room Rent' is .00. A summary row shows 'Total Room Rent' as .00, 'Discount %' as 0, 'Discount Rs.' as 0.00, and 'Total Rs.' as .00. The 'Flat Rent' section has 'No' checked. At the bottom, there are buttons for 'Discounts', 'Guest', 'Save', 'Back', and 'Cancel'.

c) PACKAGE: If the guest is under some special package, then this option is used and also requires some other options to be selected too as shown below:

The screenshot shows the same software interface, but with the 'Package' checkbox checked under 'Guest Type'. The 'Package Id' dropdown is empty, and 'Package Charges' is 0.00. The rest of the form, including 'Days', 'Room No.', 'Room Rent', 'Total Room Rent', 'Discount %', 'Discount Rs.', 'Total Rs.', 'Flat Rent', and buttons, is identical to the previous screenshot.

- Select the Package ID from the drop down list. It might be empty for the first time as it might not have been created. You can create one in MIS under Master as [PACKAGE MASTER](#).
- Once created, it will show in the drop down list. Select the Package ID and details will fill up automatically and save it as shown below:

The screenshot shows the 'Package' form with the 'Package Id' dropdown now containing the value 'PKG1000', which is circled in red. The 'Package Charges' has updated to 67902. The 'Package Details' text area now contains 'PICK N DROP, FOODING AND BEVERAGES'. The 'Save' button at the bottom is circled in black, with a red arrow pointing to it and the text 'click to save' written below it.

- Click SAVE to allocate the selected room with the customized rate to the guest.
- Upon completion of check-in, you'll find the guest room status in the ROOM CHART on the home screen of the software as shown below:

CURRENT ROOM STATUS AS ON 30-Oct-14 1:21:48 PM

Refresh Update Vacant Occupied Dirty Inactive Booked

121 SUPER DELUXE MR. RAJESH KHANNA	122 EXECUTIVE MR. GOPAL	123 SEMI DELUXE	124 SUPER DELUXE MR. CHRISTOPHER ROBIN	125 EXECUTIVE	126 SUPER DELUXE DR. ASHOK PANWAR
127 SEMI DELUXE	128 SUPER DELUXE MR. CHRISTOPHER MICHAEL	129 EXECUTIVE MR. SUMEET DAGAR	130 SUPER DELUXE MR. TIMOTHY GENE	131 DELUXE	132 DELUXE
133 DELUXE	137 SEMI DELUXE	138 SEMI DELUXE	141 SEMI DELUXE		

GUEST CHECK-IN JUST NOW

- B) QUICK CHECK-IN: This option is generally used when the user is in hurry or has to check-in many guests at a time, so he can go through without filling the not so important details to increase the efficiency. Here is the menu button to start this option:

Check-In Reservations Modification Bill Posting Pax Per Room

Guest Check-In
Quick Check_in

Check In Check Out Occupancy Cash Status Room Shifting

CURRENT ROOM STATUS AS ON

Refresh Update Vacant Occupied

- This will bring up the check-in form, but will be more composed and short as to the normal check-in method.
- Here is the date and time setting first:

Arrival Date : 30-Oct-14 Departure Date : 30-Oct-14
 Arrival Time : 1:32:31 PM

Proceed Cancel

- Click proceed to move next:

Quick Check-In :: Front Office Module

QUICK CHECK IN

Reg. No. 737 GRC No : Mod of transport

Guest Name Billing Instruction

Address Advance 00

Nationality Mod of payment

Contact No Remarks

Pax (Adult) Childern Room No

Company

Purpose

Arrival From

Departure To

Save Back Cancel

- Enter the Register number in GRC No and so on other details too.
- Select the Room from the Room No drop down list.
- Click the 'save' button to check-in the guest.
- You can later on add more details to the guest account through Modify guest check-in details.

2. **RESERVATION:** As the name suggest this section deals with the early reservation of the guest. This section is again sub-divided into 5 parts. Let's look and understand each section:

Thursday, October 30, 2014 USER :- ADMIN FRONT OFFICE MODULE VIP Resort

Check-In Reservations Modification Bill Posting Pax Per Room Voucher Entry B

Exit

Check In

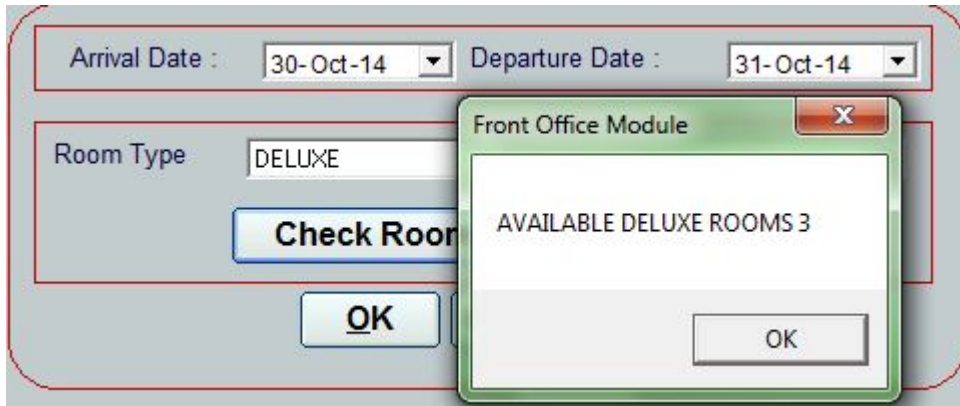
New Reservation
 Reservations Cancellation
 Reservation Status
 Reservation Report
 Modify Reservation

Room Shifting Guest Account Day

US AS ON 30-Oct-14 2

Refresh Update Vacant Occupied Dirty

2.1) **New Reservation:** This section deals with pre-check-in booking so as the system remember and blocks the reserved room for the advanced booking guest. Here is the screenshot of how it appears and works:



- First window is similar to that of Guest Check-In and shows you the room type availability.

The screenshot shows the 'RESERVATIONS' form in the Front Office Module. The form contains the following fields: Reservation No. (1), Guest Name (*), Address 1-4, State (*), Nationality (*), Contact No., E-mail Id, Pax (Adult) (*), Children (0), Company, Purpose (*), Arrival From (*), Departure To (*), Exp. Time of Arrival (*), Mod of transport, Billing Instruction, Advance (0), Mod of payment, Booked By, Contact No., Booking Mode, Facility, Date (30-Oct-14), Time (12:00:00 PM), and Remarks. Fields in red indicate mandatory information. The form also includes a 'Search' button and an 'ADD' button.

- Next is the window with the guest information fill-up. It's similar to normal guest check-in excluding a few option, we'll discuss them one by one:
- Reservation no. will be default and cannot be changed. Enter the salutation for name and other information.
- Make sure that fields in RED COLOR are compulsory to fill.
- Enter user name in Booked by and mobile no. in Contact no. , booking mode, facility and date of booking.

- Click ADD to save the booking in the database as shown in the next screenshot:

Fields in "RED" color are mandatory

Reservation No. 1 Search

Guest Name * MR. GANESH

Address 1 RAIPUR

Address 2

Address 3

Address 4

State *

Nationality*

Contact No

E-mail Id

Pax (Adult) * 1 Children 0

Company CARLSBERG

Purpose * OFFICIAL

Arrival From * DELHI

Departure To * DELHI

Exp. Time of Arrival * 3:30:00 PM

Mod of transport BY AIR

Billing Instruction CASH

Advance 0

Mod of payment

HARISH

7895936314

Phone Call

N/A

30-Oct-14

12:00:00 PM

ADD

Remarks

Room Allotment Back Cancel

Webline

Added Successfully

OK

click add to confirm booking

- These will pop-up a notification near the address field to confirm the booking as shown in the above picture.
- Click on ROOM ALLOTMENT to continue booking. The next window will appear like this:

RESERVATION

CATEGORY	SINGLE OCCU.	DOUBLE OC...	Type	NoofRoom	Tariff
<input type="checkbox"/> DELUXE	1350.00	1350.00			
<input type="checkbox"/> EXECUTIVE	3000.00	3000.00			
<input type="checkbox"/> SEMI DELU...	1000.00	1000.00			
<input type="checkbox"/> SUPER DEL...	2500.00	2500.00			

Guest Type

Guest Complimentary Guest Package

Package Details :

Package Id :

Market Segment : cmbMktSeg

Package Charges : 0.00

Days 1 No of Rooms 0 Room Rent 0

Total Room Rent 0 Discount % 0 Discount Rs. 0 Total Rs. 0

Tentative Confirmed

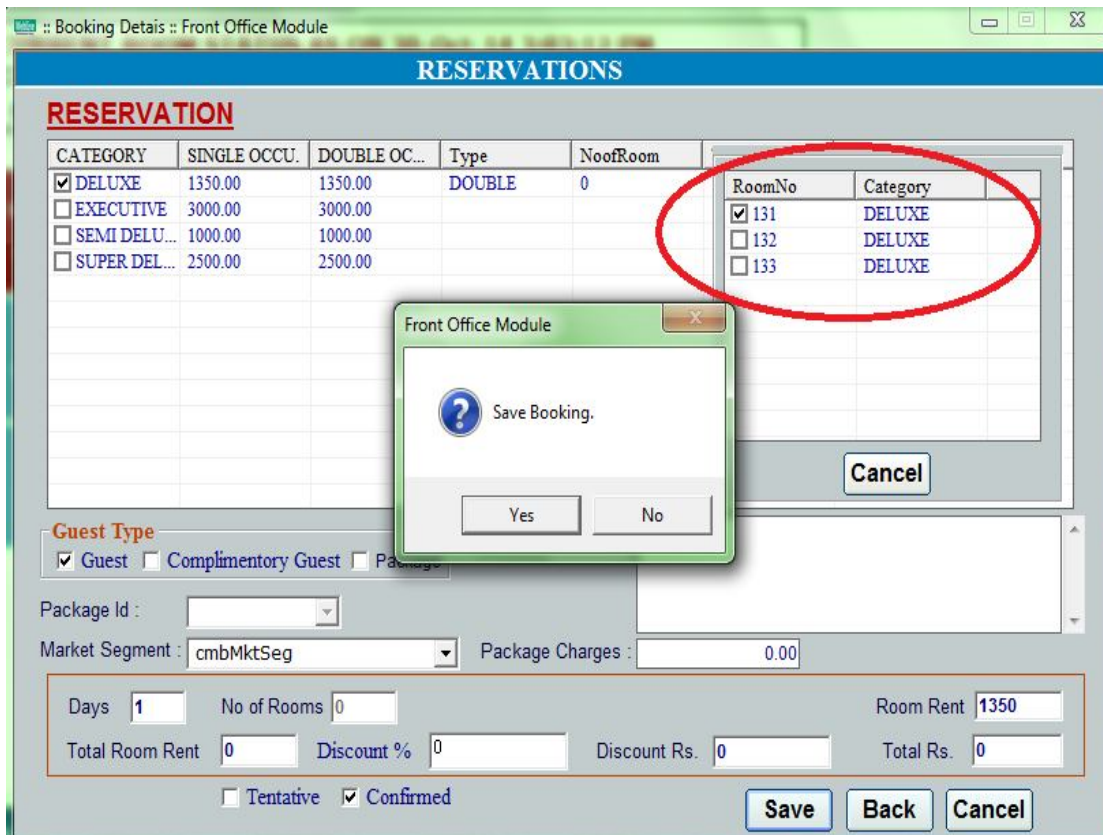
Save Back Cancel

- Select the room category you wish to allot the guest. It will pop-up for single or double occupancy. Mention s for single and d for double and the next window will appear like this:

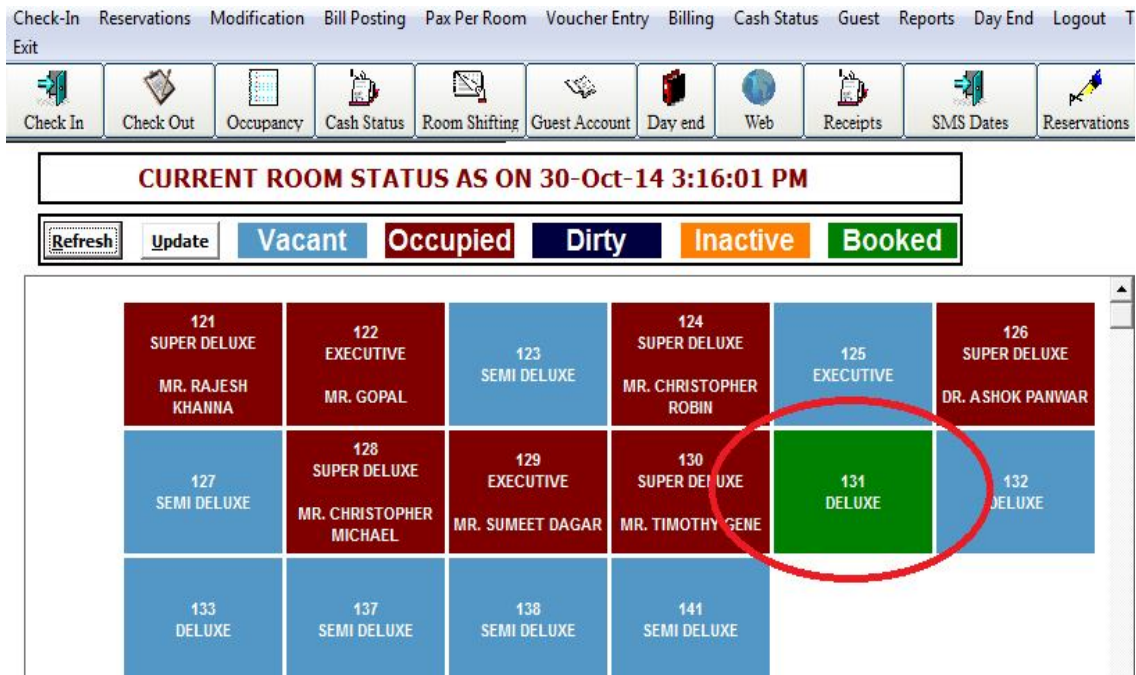
CATEGORY	SINGLE OCCU.	DOUBLE OC...	Type	NoofRoom	Tariff
<input checked="" type="checkbox"/> DELUXE	1350.00	1350.00			
<input type="checkbox"/> EXECUTIVE	3000.00	3000.00			
<input type="checkbox"/> SEMI DELU...	1000.00	1000.00			
<input type="checkbox"/> SUPER DEL...	2500.00	2500.00			

- Click Yes if you want to add any special Tariff and No if you don't.
- Next, select the guest type as we did in the normal check-in above.
- The most important section in this window is TENTATIVE AND CONFIRMED. If you tick Tentative then software will not block the room for the guest and if done so then it will block the allotted room on the BOOKING GUEST ARRIVAL DATE.
- Clicking CONFIRMED will again pop-up a window to let you block the room from the list of ROOMS under that category as shown in the screenshot :

IF clicked YES, it will show the list of rooms:

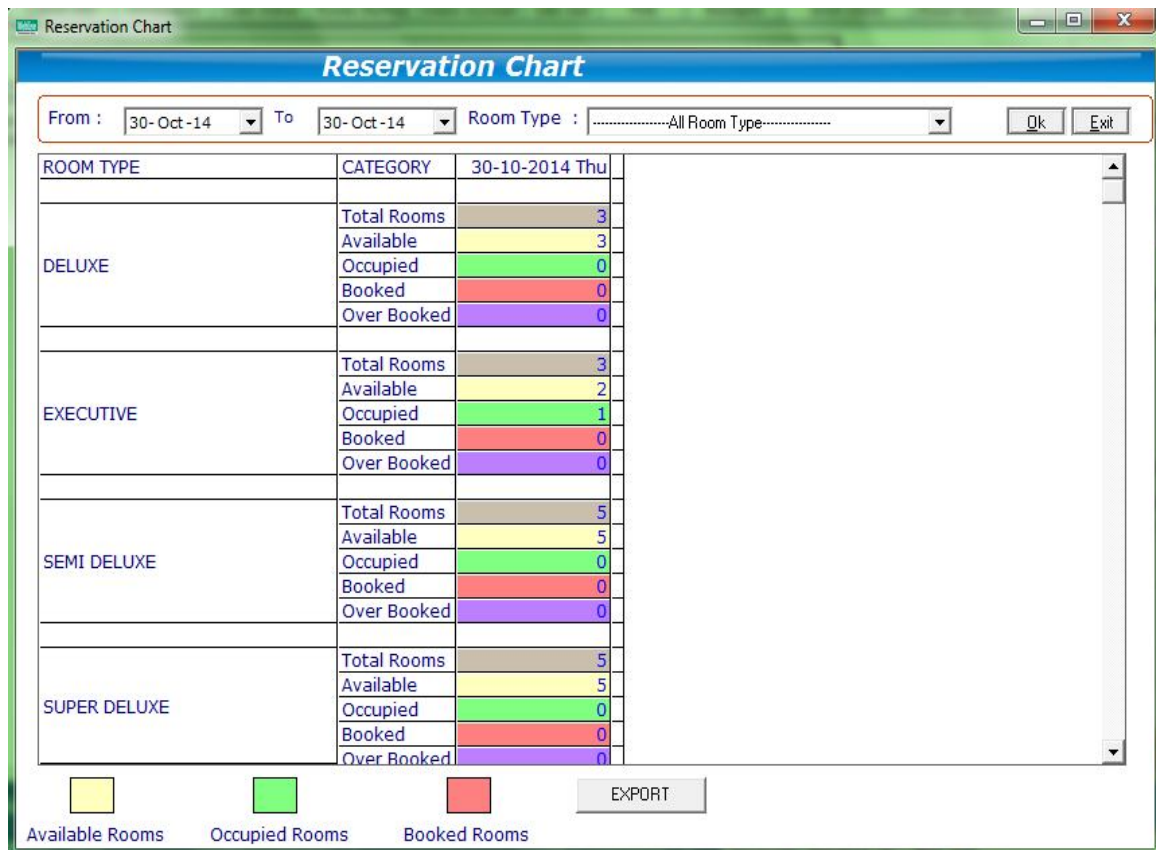


- Select the room no from the list and save the booking by clicking on SAVE button.
- This will confirm the booking and since the guest arrival date was TODAY'S DATE, hence the room chart blocked it and indicating it through the green color:



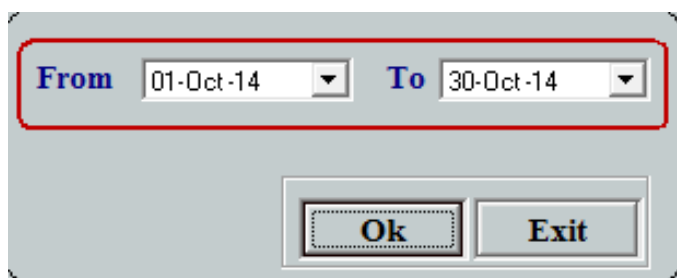
- Booking confirmed and we're ready to move the next section.

2.3) **RESERVATION STATUS:** This will let you know how many rooms have been booked by now and their details. Here is the overview of how it appears:



- You can view all categories status at once as shown above by selecting the ROOM TYPE as '-----ALL ROOM TYPE-----' and each category separately too by selecting the category from the drop down list.
- You can also export the status information to excel sheet by clicking on EXPORT button.

2.4) **RESERVATION REPORT:** You can have the monthly/yearly report of how many booking being made till date through this option. Here is how it appears and works:



- Click OK button to generate the report. We are generating the report for the month of October.
- Let's see how the reports appears:

Booking Update :: Front Office Module

BOOKING UPDATE

Arrival Date : 30-Oct-14 Departure Date : 31-Oct-14

Reservation No.	1	Mode of payment	
Guest Name	MR. GANESH	Remarks	
Address	RAIPUR	Booked By	HARISH
State	UTTARAKHAND	Contact No.	7895936314
Nationality	INDIAN	E-mail Id	
Contact No		Booking Mode	Phone Call
Pax (Adult)	1 Child 0	Facility	
Company	CARLSBERG	Date :	16-Mar-02
Purpose	OFFICIAL	Time	12:00:00 PM
Arrival From	DELHI	Remarks	
Departure To	DELHI		
Exp. Time of Arrival	3:30:00 PM		
Mod of transport	BY AIR		
Billing Instruction	CASH		
Advance	0		

S.No.	Facility	Date	Time	Remark
1	N/A	-Oct-14	12:00	

- You can make the desired changes in this section and click ROOM ALLOTMENT to continue.

Booking Update :: Front Office Module

BOOKING UPDATE

CATEGORY	SINGLE OCCU.	DOUBLE OC...	Type	NoofRoom	Tariff
<input checked="" type="checkbox"/> DELUXE	1350.00	1350.00	DOUBLE	0	1350
<input type="checkbox"/> EXECUTIVE	3000.00	3000.00			
<input type="checkbox"/> SEMI DELU...	1000.00	1000.00			
<input type="checkbox"/> SUPER DEL...	2500.00	2500.00			

Guest Type

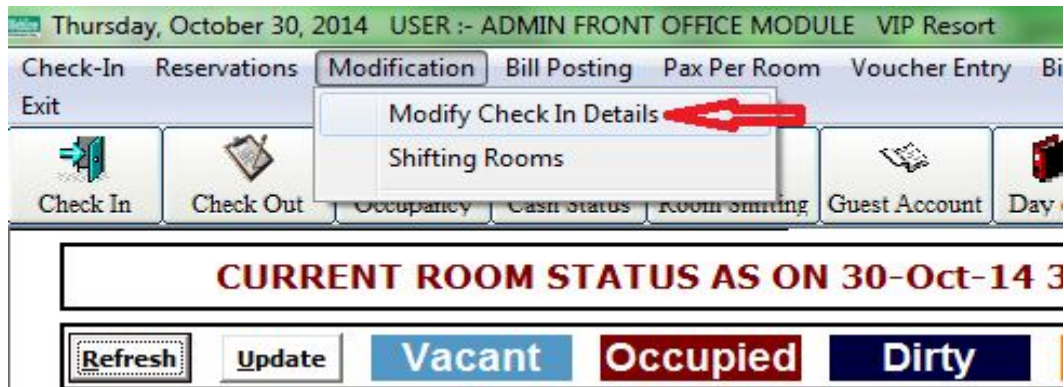
Complimentary Guest

Days 1 No of Rooms 0 Room Rent 1350.00 Total Rent 0.00

Tentative Confirmed

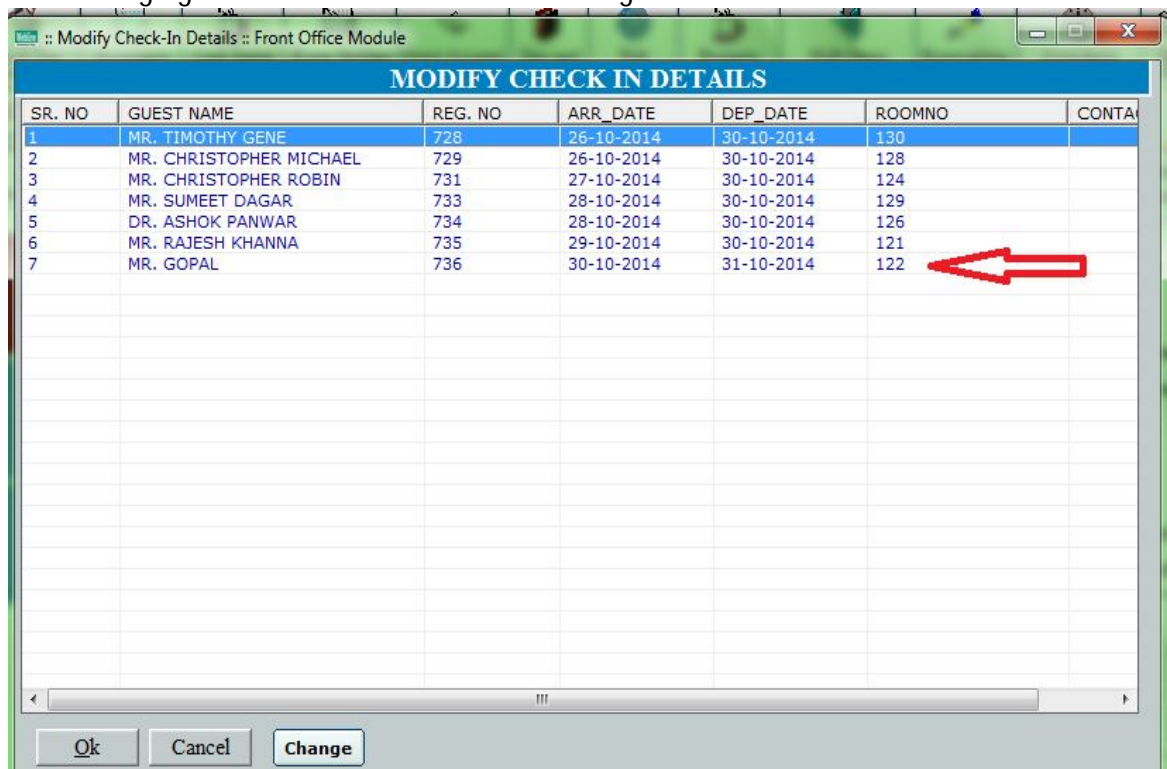
- Change the room rent and room for the guest you wish to and click SAVE to confirm the changes.

- MODIFICATION:** This section deals with the modification of already checked in guests. You can modify anything to everything of the guest you wish to and save to effect the changes.



This section again consists of two parts: “modify check in details” and “room shifting”. We’ll learn their usage and working in the next pages:

- MODIFY CHECK IN DETAILS:** This part is all about the guest account modification from changing his name to his room rent. Let’s go ahead and see how it works:




- Let’s try to modify the guest we have checked in at the start of this manual i.e. Gopal
- You can either double click the guest or select it and click OK to continue.
- This will pop up a new window with the guest details you have selected and you can thereon change the information as shown in the next screenshot:

Modify Check-In Details :: Front Office Module

MODIFY CHECK IN DETAILS

Arrival Date :
 Departure Date :
 Arrival Time :

Reg. No.	<input type="text" value="736"/>	Hotel Reg. No.	<input type="text" value="568"/>	Arrival From	<input type="text" value="DELHI"/>
Guest Name	<input type="text" value="MR. GOPAL"/>	Departure To	<input type="text" value="DELHI"/>	Mod of transport	<input type="text" value="BY AIR"/>
Address 1	<input type="text" value="PUSHP VIHAR"/>	Remarks	<input type="text"/>		
Address 2	<input type="text" value="LANE NO 5"/>	Photo			
Address 3	<input type="text" value="GUJJROWALI"/>	<input type="button" value="Clear Image"/>	<input type="button" value="Browse Image"/>		
Address 4	<input type="text" value="RAIPUR"/>				
State	<input type="text" value="UTTARAKHAND"/>				
Country	<input type="text" value="INDIAN"/>				
Contact No	<input type="text"/>				
E-Mail ID	<input type="text"/>				
Pax (Adult)	<input type="text" value="1"/>	Child	<input type="text" value="0"/>		
Purpose	<input type="text" value="TOURIST"/>				
ID Prof Details	<input type="radio"/> Status <input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Show Details"/>			
Billing Instruction	<input type="text" value="Select Company"/>				
Guest Through	<input type="text" value="0"/>	<input type="text" value="Company Name RANBAXY"/>	<input type="text" value="Discount(%) 10"/>		
		<input type="button" value="OK"/>		<input type="button" value="Cancel"/>	

- The information appeared in this window can be changes here and to continue click on ROOM ALLOTMENT:

Modify Check-In Details :: Front Office Module

MODIFY CHECK IN DETAILS

ROOM DETAILS :

ROOM NO	ROOM TYPE	SINGLE OCCU.	DOUBLE OC...	LOCATION
122	EXECUTIVE	3000.00	3000.00	GROUND FLOOR

Guest Type
 Walk-in Guest
 Complimentary Guest
 Package

Plans
Pax
Amount Limit

Inclusive
 Exclusive

Package Details :
Packg Id : **Packg Chrg**

Days
Room No.
Room Rent

Total Room Rent
Discount %
Discount Rs.
Total Rs.

Flat Rent
 No Yes

- You can change the no. of Pax, guest type, room rent, package and anything to the guest account you wish and click Save to let the changes take place.
- Upon saving, click YES twice to the popup windows confirming the changes and it's done.

- 3.2) **SHIFTING ROOMS**: You can use this section as a two way device which can perform both room shifting and user details modification. Let's have the look and feel of the window:

GRC. NO	GUEST NAME	REG. NO	ARR_DATE	DEP_DATE	ROOMNO	CONTACT NO
560	MR. TIMOTHY GENE	728	26-10-2014	30-10-2014	130	
561	MR. CHRISTOPHER MICHAEL	729	26-10-2014	30-10-2014	128	
562	MR. CHRISTOPHER ROBIN	731	27-10-2014	30-10-2014	124	
565	MR. SUMEET DAGAR	733	28-10-2014	30-10-2014	129	
566	DR. ASHOK PANWAR	734	28-10-2014	30-10-2014	126	
567	MR. RAJESH KHANNA	735	29-10-2014	30-10-2014	121	
568	MR. GOPAL	736	30-10-2014	31-10-2014	122	

- Either double click the guest or select the guest and click OK to continue.

Arrival Date : 20-Oct-14 Departure Date : 31-Oct-14 Arrival Time : 1:20:13 PM

Reg. No. : 736 Hotel Reg. No. : 568 Arrival From : DELHI

Guest Name : MR. GOPAL Departure To : DELHI

Address : PUSHP VIHAR Mode of Transport : BY AIR

Country : Billing Instruction : BILL TO COMPANY

Contact No. : Advance : 0.00

Pax : 1 Child : 0 Mode of Payment :

Company : RANBAXY Remarks :

Purpose : TOURIST

Room Allotment Back Cancel

- Make sure to mention the country in this section otherwise a RUN TIME ERROR will appear. If there is no Nation available to select then go to menu option TOOLS----> COUNTRY MASTER to create a new nation.
- Click on the ROOM ALLOTMENT button once the changes being done to continue.
- The next window will show the list of rooms vacant at the given time for you to select the room you wish to move to. Here is the screenshot:

Shifting Rooms :: Front Office Module

SHIFTING ROOMS

Arrival Date : 30-Oct-14 Departure Date : 31-Oct-14

ROOM NO	ROOM TYPE	SNG. OCCU...	DBL. OCCU...	LOCATION	TAXABLE
<input checked="" type="checkbox"/> 122	EXECUTIVE	3000.00	3000.00	GROUND FLOOR	YES
<input type="checkbox"/> 123	SEMI DELUXE	1000.00	1000.00	1ST FLOOR	YES
<input type="checkbox"/> 125	EXECUTIVE	3000.00	3000.00	1ST FLOOR	YES
<input type="checkbox"/> 127	SEMI DELUXE	1000.00	1000.00	2ND FLOOR	YES
<input type="checkbox"/> 131	DELUXE	1350.00	1350.00	GROUND FLOOR	YES
<input type="checkbox"/> 132	DELUXE	1350.00	1350.00	GROUND FLOOR	YES
<input type="checkbox"/> 133	DELUXE	1350.00	1350.00	GROUND FLOOR	YES
<input type="checkbox"/> 137	SEMI DELUXE	1000.00	1000.00	1ST FLOOR	YES
<input type="checkbox"/> 138	SEMI DELUXE	1000.00	1000.00	2ND FLOOR	YES
<input type="checkbox"/> 141	SEMI DELUXE	1000.00	1000.00	3RD FLOOR	YES

Guest Type
 Walk-In Guest Complimentary Guest Package

Package Details :

Plans : Pax : Amount Limit : Packg Id : Packg Chrg

Days : Room No. : Room Rent :

Total Room Rent : Discount % Discount Rs. : Total Rs. :

Flat Rent
 No Yes

- The default selected room no would be the one guest is staying in and needs to be changed.
- Un-tick the room no from which the guest is moving and tick the one he is shifting to.
- This will prompt you to select the room occupancy as single or double as shown in the next window:

Shifting Rooms :: Front Office Module

SHIFTING ROOMS

Arrival Date : 30-Oct-14 Departure Date : 31-Oct-14

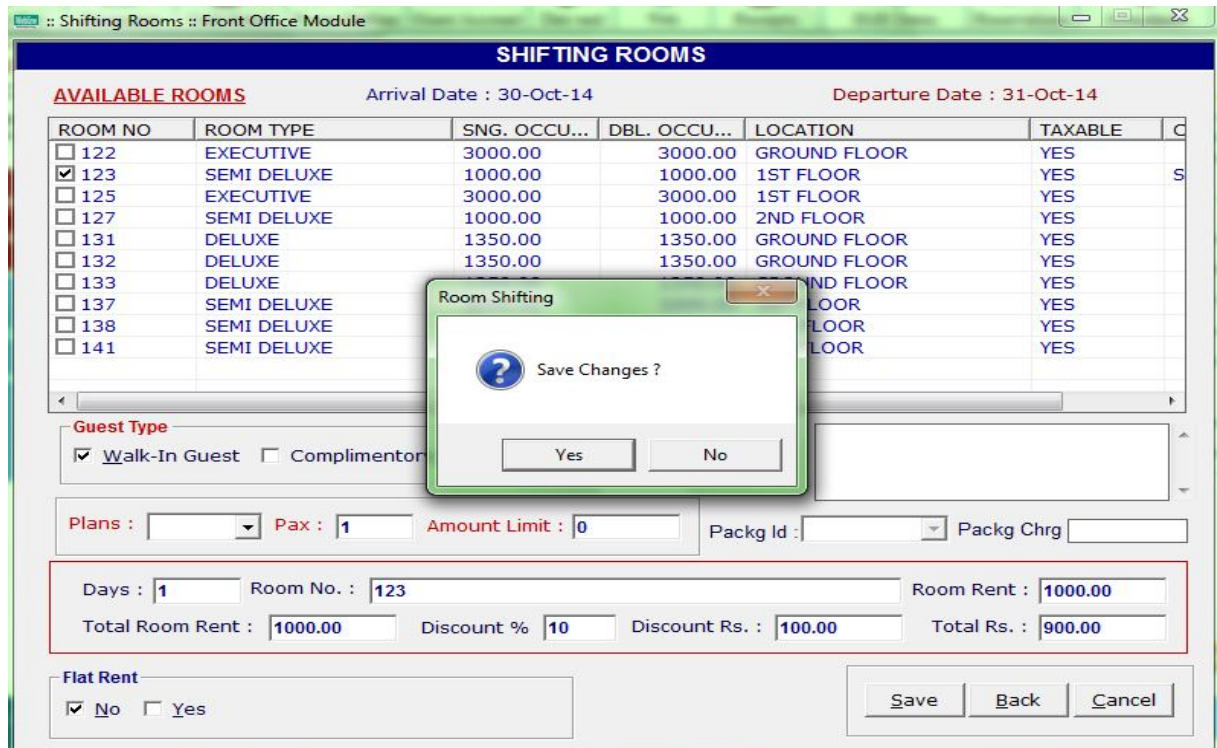
ROOM NO	ROOM TYPE	SNG. OCCU...	DBL. OCCU...	LOCATION	TAXABLE
<input type="checkbox"/> 122	EXECUTIVE				YES
<input checked="" type="checkbox"/> 123	SEMI DELUXE				YES
<input type="checkbox"/> 125	EXECUTIVE				YES
<input type="checkbox"/> 127	SEMI DELUXE				YES
<input type="checkbox"/> 131	DELUXE				YES
<input type="checkbox"/> 132	DELUXE				YES
<input type="checkbox"/> 133	DELUXE				YES
<input type="checkbox"/> 137	SEMI DELUXE				YES
<input type="checkbox"/> 138	SEMI DELUXE				YES
<input type="checkbox"/> 141	SEMI DELUXE	1000.00	1000.00	3RD FLOOR	YES

HMS

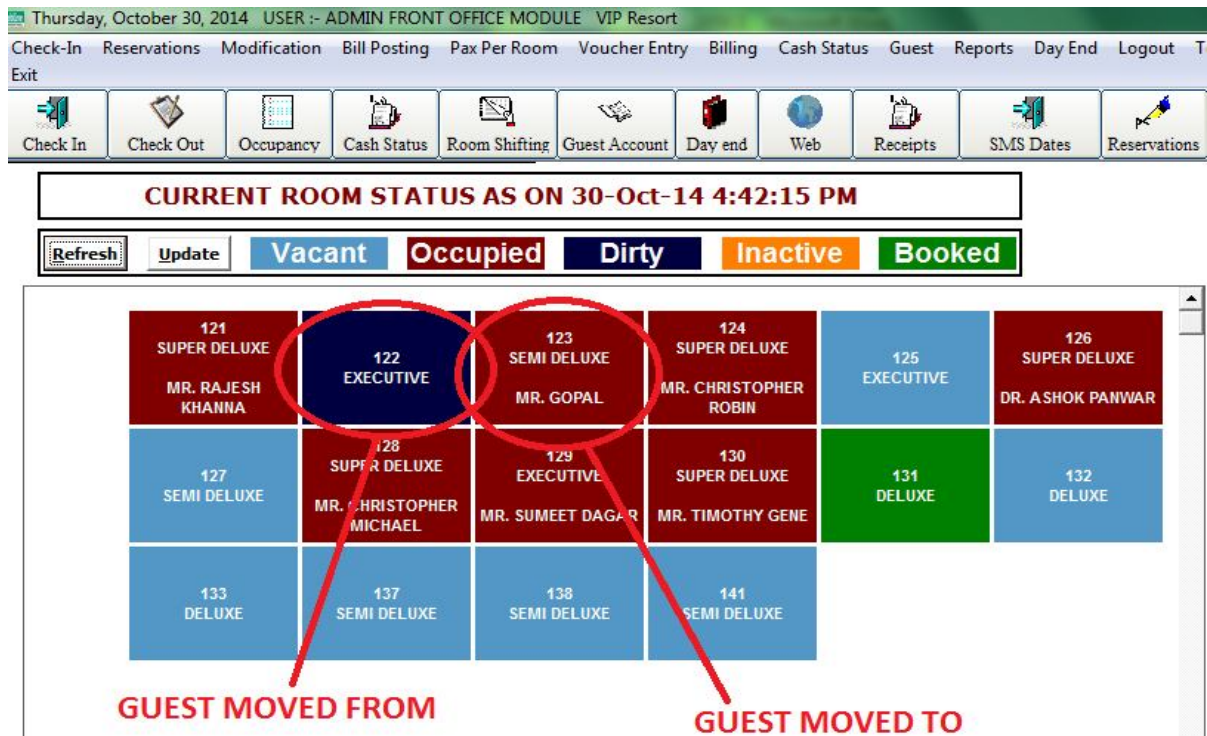
Please enter Room Type. S for Single Occupancy, D for Double Occupancy

- Write s for single and d for double and OK to continue.

- TO save the changes being made click on Save button and Yes to confirm and room will be changes for the specified guest.



- Have a look to the room chart now for the room being changes from 122 to 123:



4. **BILL POSTING:** The bills other than regular one's are considered in this section. You can post any bill to the guest account he used by using bill posting. Let's see how it appears and works:

ADD EXTRA CHARGES

Select Reg. No or Room. No

Guest Name

Room No.

Date 30-Oct-14

Particulars

Reference

Type of Tax Service Tax

Charges

Dot Matrix Forma PRINT SAVE DELETE CANCEL

DATE	PARTICULARS	REFERENCE	CHARGES	ST

- Select the Room no. or Registration no. of the guest to post the bills to his account.
- Let's post some bills to room no: 123 we have just shifted:

ADD EXTRA CHARGES

Select Reg. No 736 or Room. No 123

Guest Name MR. GOPAL

Room No. 123

Date 30-Oct-14

Particulars

Reference

Type of Tax Service Tax

Charges

Dot Matrix Forma PRINT SAVE DELETE CANCEL

DATE	PARTICULARS	REFERENCE	CHARGES	ST

- Let's start with the EXTRA BED provided to the guest.

- After entering all information just click on SAVE button to apply the changes and click YES to the confirmation popup.
 - The service tax percentage in this section differs from particulars to particulars.
 - Particulars under front office such as ROOM RENT, EXTRA BED have s. tax of 7.42%
 - Particulars other than this will take the s. tax percentage from OTHER TAXES in [SETTINGS NO: 3 OF MIS](#)
 - You can exclude the S.tax from any particulars by just un-tick the service tax column.
 - You can also have the print out of the bill post by selecting the printing format and click on PRINT BUTTON.
 - You could also DELETE any post through the DELETE option provided in the window itself.
5. **PAX PER ROOM:** This will help you to find the number of guest staying in each room and the total number of guest staying in your hotel. It appears as this:

5.1) **PAX PER ROOM**: The name tells it all. Let's see how it works and looks:

The screenshot shows the 'PAX PER ROOM' form. At the top, there is a dropdown menu labeled 'Select Reg. No.' with a list of room numbers: 728, 729, 731, 733, 734, 735, and 736. A red arrow points to this list with the text 'select the room you want to view the details of'. Below the dropdown are input fields for 'Guest Name' and 'Room Nos.'. A table with columns 'SNO' and 'Room No.' is empty. To the right, a 'Details' section has input fields for 'Pax' and 'Child'. At the bottom are buttons for 'Add Info', 'Update', and 'Cancel'.

- It will be filled with all the PAX information pertaining to that specific room as shown in the next screenshot:

The screenshot shows the 'PAX PER ROOM' form with data entered. The 'Select Reg. No.' dropdown is set to '736'. The 'Guest Name' field contains 'MR. GOPAL' and the 'Room Nos.' field contains '123'. The table has one row with 'SNO' 1 and 'Room No.' 123, which is highlighted in blue. A red arrow points to the checkbox in the 'SNO' column with the text 'TICK THE ROOM NO AND THEN ADD INFO TO ADD INFORMATION'. The 'Details' section shows 'Pax' as 1 and 'Child' as 0. At the bottom are buttons for 'Add Info', 'Update', and 'Cancel'.

- Click on ADD INFO and this will open a new window to let you add all the information pertaining to the pax staying in that room:

ADD PAX INFORMATION

Name :

Sex : **Male**

Phone :

Address :

Email Id :

Nationality : **INDIAN**

Room No. :

Sr. No.	Name	Room No	Father/Husband	Sex	Age	Phone	Nationality	Address	C
1	GOPAL	123	h.s. rawat	Male	21	95936314	INDIAN	raipur	d

Front Office Module

Save record ?

- Put in all the information and click ADD to enter the information and SAVE to confirm the changes.
- You can similarly UPDATE the pax information using the UPDATE button as this:

PAX PER ROOM

Select Reg. No.

Guest Name :

Room Nos. :

SNO	Room No.
<input checked="" type="checkbox"/> 1	123

Details

Pax :

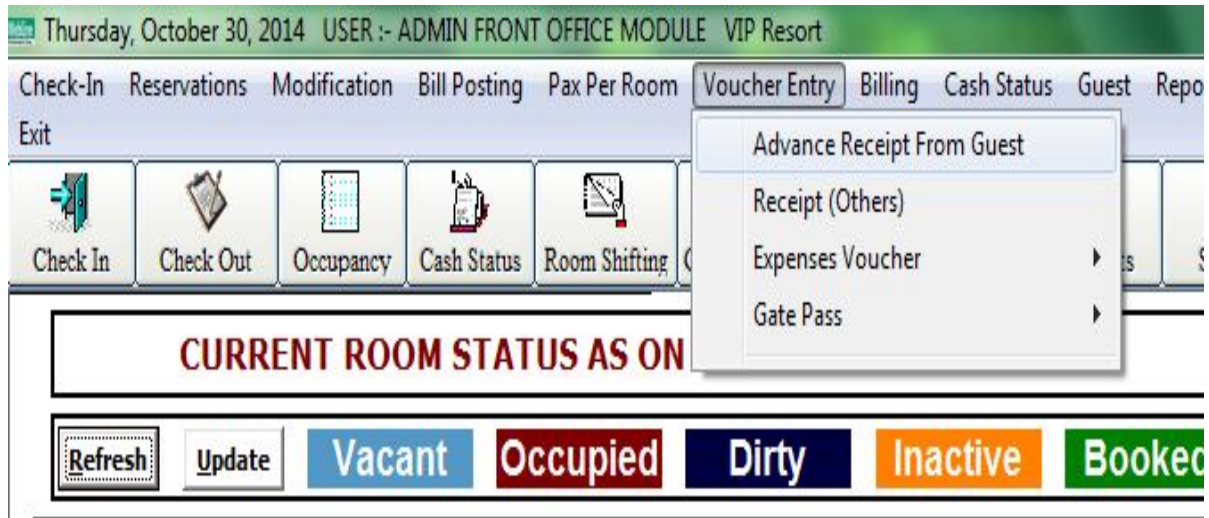
Child :

Front Office Module

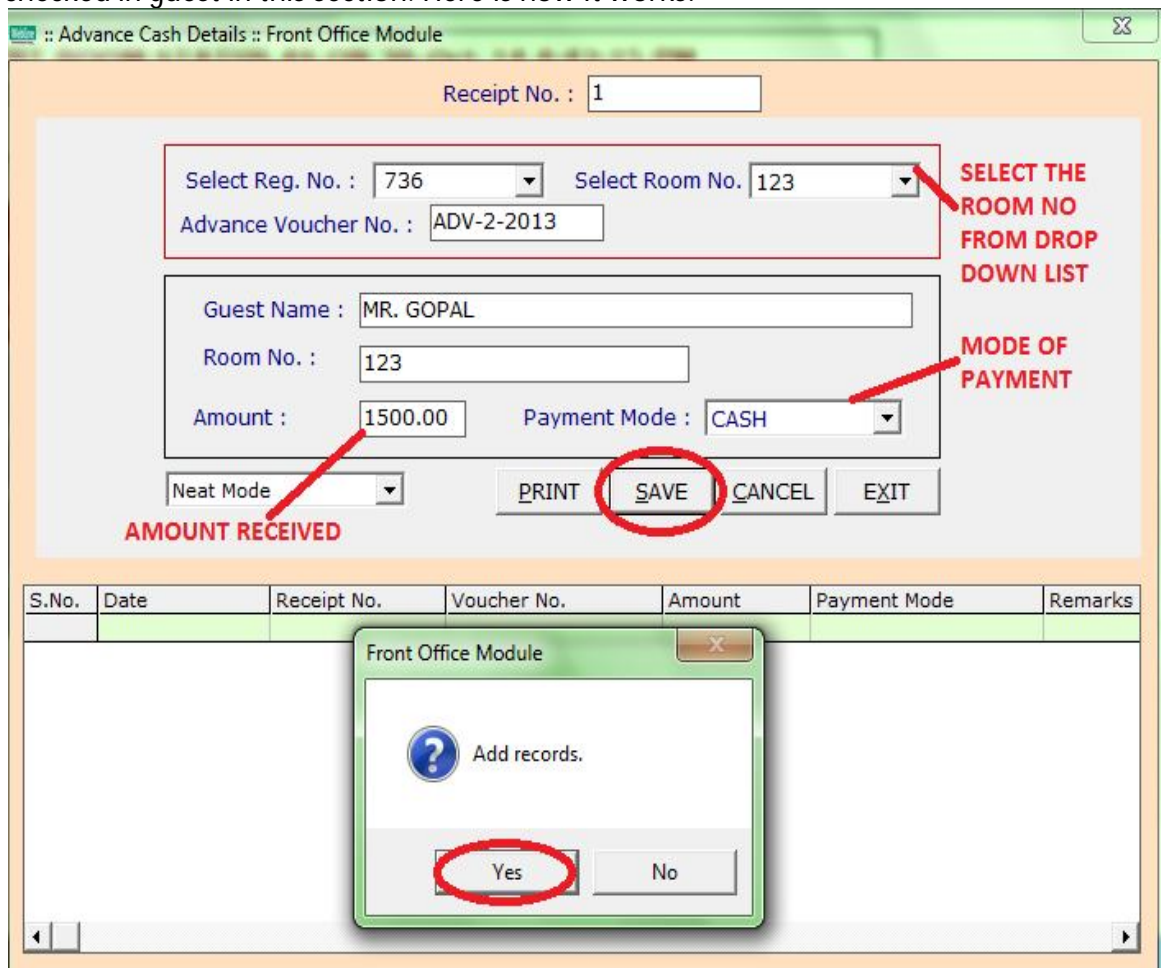
Update Successfull

CHILD PAX INCREASED TO 1 FROM 0

6. **VOUCHER ENTRY:** This can be used to accept ADVANCE AMOUNT from the guest and all other types of vouchers needed to be kept while doing money related work continuously. This section comprises of 4 sections and we'll look at the working of each of one in detail:



- 6.1) **ADVANCE RECEIPT FROM GUEST:** You can enter the advance received from the just checked in guest in this section. Here is how it works:



- Enter all the information and click SAVE and YES for confirmation to add the advance to guest account.
- You can either take a printout of the receipt by selecting the receipt from the grid and click PRINT button.
- You can view the advance amount in GUEST STATEMENT as below:

Guest's Account Statement :: Front Office Module

Regs. No 736 Guest Name MR. GOPAL Check Out Date 31-10-2014 Check In date 30-10-2014
 Company RANBAXY Room No. 123 Pax 1 Children 0 Proceed To DELHI

DATE	PARTICULARS	REFERENCE	CHARGES	CREDIT	BALANCE
30-Oct-14	ROOM RENT	ROOM NO 123	1000.00	0.00	
	DISCOUNT @ 10%	ROOM NO 123	0.00	100.00	900.00

Total Amount	900.00	Total Luxury Tax Rs.	0.00	Service Tax Rs.	0.00
<input checked="" type="checkbox"/> Service Charges	0.00	Total Discount Rs.	100.00	Education Cess Rs.	0.00
<input checked="" type="checkbox"/> Plan Value	0.00			High. Edu. Cess Rs.	0.00
Tax on Plan	0.00				
Service Tax	0.00				
Net Amount	900.00				
Less Advance	1500.00				
Net Receivable Rs.	-600.00				

ADVANCE RECEIVED FROM THE GUEST

Dot Matrix Format Print <<Back Cancel

6.2) RECEIPT (OTHERS): You can add all sorts of receipts in this section. Here is how it works:

Advance Cash Details :: Front Office Module

Receipt No. : 2

RECEIPT (OTHERS)

Voucher No. OTH-1-2013
 Amount Payment Mode :
 Account Of
 Recieved From :

PRINT SAVE CANCEL EXIT

S.No.	Date	Receipt No.	Voucher No.	Amount	Payment Mode	Remarks

- Enter the amount and payment mode, write in the account of which you received the money and the information of the person or authority you received the money from and click save to apply the changes.

S.No.	Date	Receipt No.	Voucher No.	Amount	Payment Mode	Remarks
1	30-Oct-14	2	OTH-1-2013	500.00	CASH	front offic

- You could also take the print out of the receipt as done before.

6.3) **EXPENSE VOUCHER:** In this section you could include all the expenses lent out from your counter to take track of each expense. Here is how it works:

S.NO.	VOU. NO.	PARTICULARS	QTY	AMOUNT

- Select the expenses type as Others and write in the particulars for which amount was lent, quantity and amount with remarks and click save to add it to your expenses list.
- Here is how it works:

Expense Allocation Voucher :: Front Office Module

EXPENSES ALLOCATION VOUCHER

Voucher No. : 102
 Expenses Type : OTHER

Particulars : BREAD PURCHASE
 Qty. : 1 Amount : 20
 Remarks : GIVEN TO OFFICE BOY

Print Save Export Cancel

S.NO.	VOU. NO.	PARTICULARS	QTY	AMOUNT
1	102	BREAD PURCHASE	1	20

Expense Allocation Voucher :: Front Office Module

EXPENSES ALLOCATION VOUCHER

Voucher No. : 103
 Expenses Type : OTHER

Particulars :
 Qty. : Amount :
 Remarks :

Print Save Export Cancel

S.NO.	VOU. NO.	PARTICULARS	QTY	AMOUNT
1	102	BREAD PURCHASE	1	

- You can also view your daily expense list by Selecting the Today's expense voucher:

VOUCHER DETAILS

Voucher Type : COMMISSION

S.NO.	VOU. NO.	COMMISSION TYPE	NAME	VEHI

- Select others and click OK

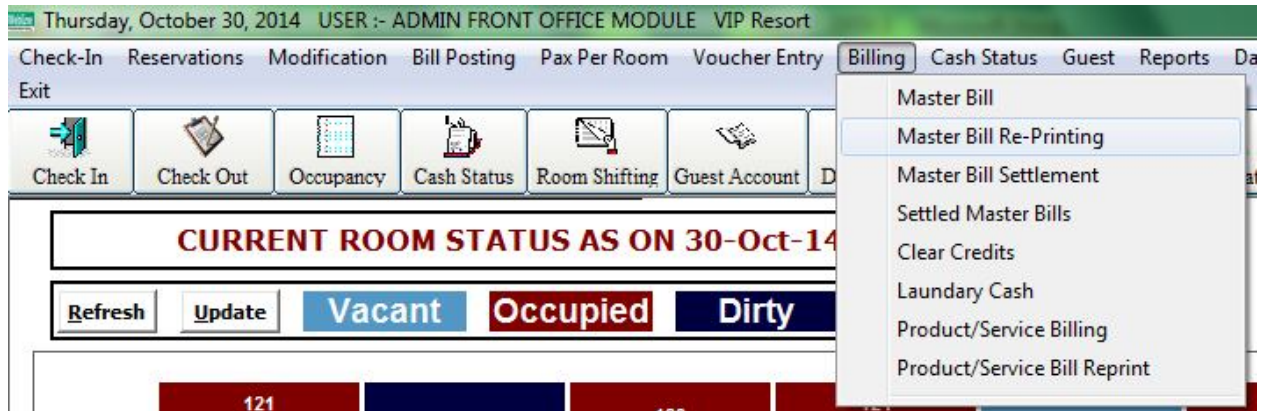
VOUCHER DETAILS

Voucher Type : OTHER

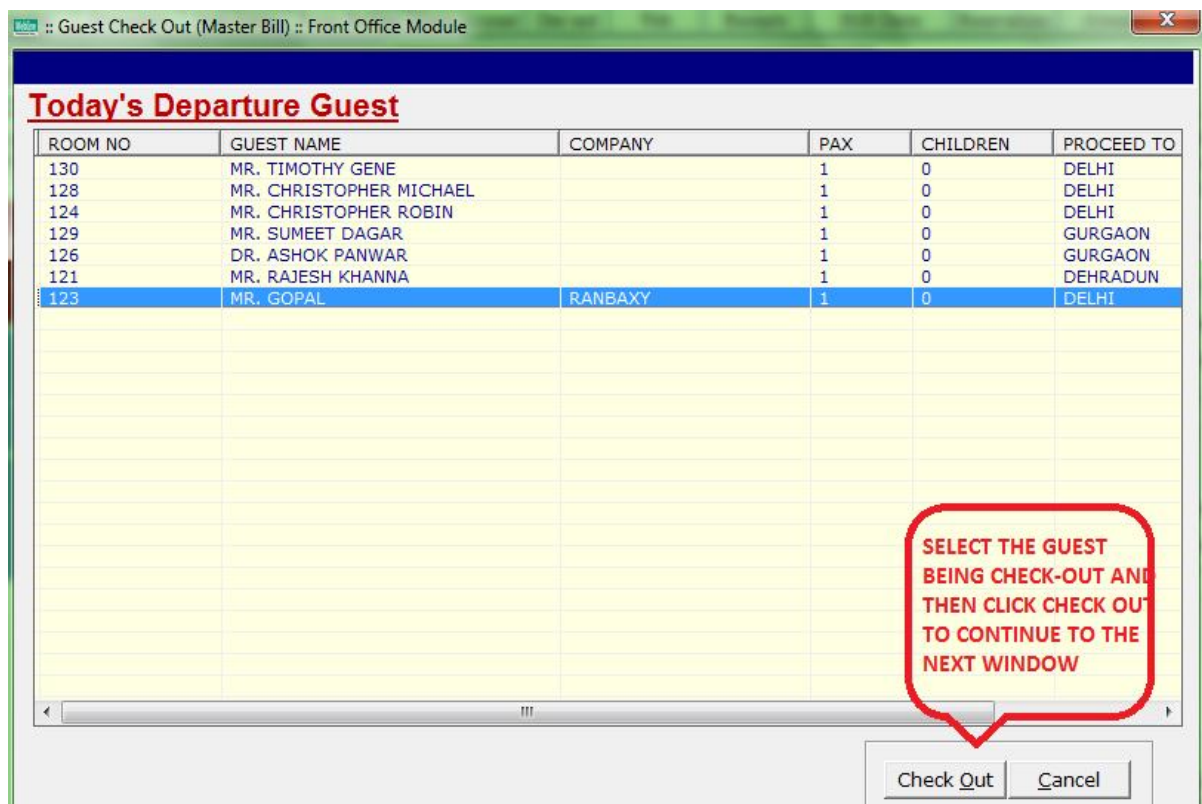
S.NO.	VOU. NO.	PARTICULARS	QTY	AMOUNT	REMARKS	VOUCHER STATUS
1	101	MILK PURCHASE	1	50.00	GIVEN TO OFFICE BOY	ACTIVE
2	102	BREAD PURCHASE	1	20.00	GIVEN TO OFFICE BOY	ACTIVE

- You can cancel the voucher by selecting the voucher from the list and click on VOUCHER CANCELLATION.
- Similarly you could export the expense list to excel sheet for future reference and printing.

- BILLING:** It's one of the most important and basic feature of the software and deals with the bill printing to bill modification. It consists of 8 sub functions. Let's see their working one by one:



- 7.1) MASTER BILL:** You can create master bills after the guest is being check-out and you are ready with the bill presented to the guest. This sections deals with guest checkout and bill printing.



- Let's again understand this process with the guest we have check-in at the start. i.e, GOPAL. I have later added room service bill to it for better understanding of Bill splitting.
- You can either double click the guest from the list or select the guest and click on CHECK OUT to continue to next screen.

Guest Check Out (Master Bill) :: Front Office Module

Bill No: 830 Guest Name: MR. GOPAL Pax: 1 Children: 0 Room No: 123

Check In date: 30-10-2014 Check Out Date: 30-10-2014 Check In Time: 1:20:13 PM Check Out Time: 5:45:59 PM

DATE	PARTICULARS	REFERENCE	CHARGES	CREDIT	BALANCE
30-Oct-14	ROOM RENT	ROOM NO 123	5000.00	0.00	
	LUXURY TAX @ 10%		500.00	0.00	5500.00

Total Amount 5500.00 **Total Luxury Tax Rs.** 500.00

Service Charge 0.00 **Service Tax Rs.** 360.19

Service Tax 371.00 **Education Cess Rs.** 7.20

Plan Value 0.00 **High. Edu. Cess Rs.** 3.60

Tax on Plan 0.00

Net Amount 5871.00

Less Advance 1500.00

Net Receivable Rs. 4371.00

Adjustment Rs. 0 **Cashier:** ADMIN

Print Mode: Dot Matrix Format **Print Bill**

View/Print Advance Details

Split Bill **<<Back** **Cancel**

- You can review all the details once more before check-out in this section, once check-out no modification can be done in FRONT OFFICE for the said guest.
- You can split the bill (meaning take the print out of each particulars separately) in this step or later in BILL REPRINTING too.
- Select the print mode to NEAT MODE and click PRINT BILL button to check out the guest.

Guest Check Out (Master Bill) :: Front Office Module

Bill No: 830 Guest Name: MR. GOPAL Pax: 1 Children: 0 Room No: 123

Check In date: 30-10-2014 Check Out Date: 30-10-2014 Check In Time: 1:20:13 PM Check Out Time: 5:45:59 PM

DATE	PARTICULARS	REFERENCE	CHARGES	CREDIT	BALANCE
30-Oct-14	ROOM RENT	ROOM NO 123	5000.00	0.00	
	LUXURY TAX @ 10%		500.00	0.00	5500.00

Total Amount 5500.00 **Total Luxury Tax Rs.** 500.00

Service Charge 0.00 **Service Tax** 371.00

Print Mode: Neat Mode **Print Bill**

Guest Check Out

Are you sure you want to check out selected guest ?

Yes **No**

- Click YES to confirm check out and this will generate the bill for the guest we have checked out.



VIP Guest House/Resort

131/4C, Y Point
Paonta Sahib, Himachal Pradesh
L.T.NO-53040200001, S.T NO-ABLP5374KSD001

Master Bill

Guest Name : MR. GOPAL
Company : RANBAXY
Address : PUSHP VIHAR
LANE NO 5
GUJJROWALI
RAIPUR
Arrival-Date : 30-10-2014
Arrival-Time : 1:20:13 PM
Room No. : 122
Departure-Date : 30-10-2014
Departure-Time : 11:40:50 AM
Bill No : 830
Reg. No. : 736
Hotel Reg. No. : 568
Plan :
Contact No :
State : UTTARAKHAND
Pax (Adult) : 1
Pax (Children) : 0

Date	Particulars	Reference	Charges	Credit	Balance
30-10-2014	ROOM RENT	ROOM NO 122	3000.00	0.00	
	DISCOUNT @ 10%	ROOM NO 122	0.00	300.00	
	LUXURY TAX @ 10%		270.00	0.00	
	ROOM SERVICE	ROOM SERVICE	750.00	0.00	3720.00

Total Discount Rs.	300.00	Plan Value	0.00	Total Amount Rs.	3720.00
Luxury Tax Rs.	270.00			Service Charge Rs.	0.00
Ser. Tax	194.17			Service Tax at 7.42% Rs.	200.00
Edu. Cess	3.88			Net Amount Rs.	3920.00
Sec. High. Edu. Cess	1.94				
Total Room Rent	3000.00	Less Advance Rs.			0.00
Total Room Service	750.00	Adjustment Rs.			0.0
		Net Receivable Rs.			3920.00

THREE THOUSAND NINE HUNDRED TWENTY ONLY

Customer's Signature

Cashier/Authorized Signatory

ADMIN

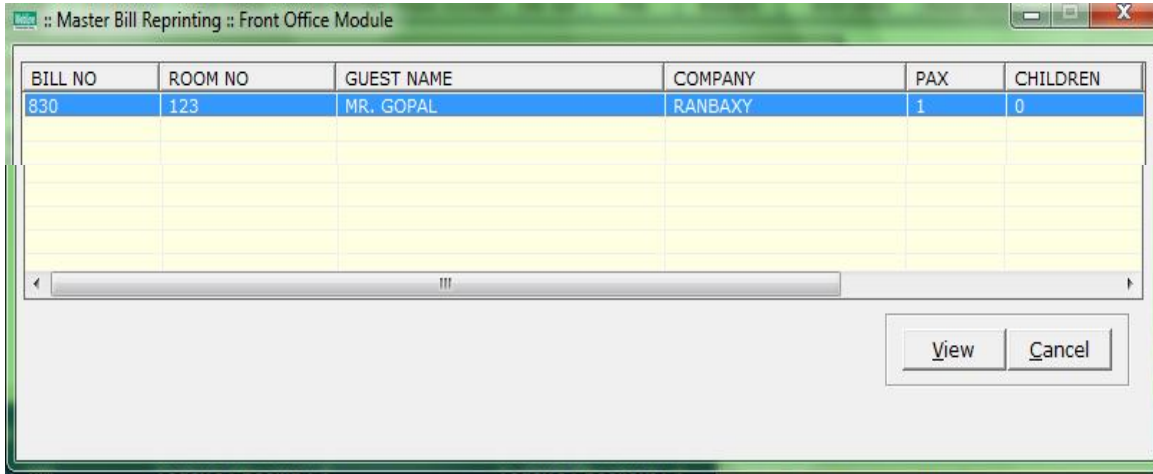
Thank you for your visit

Reprinted Bill

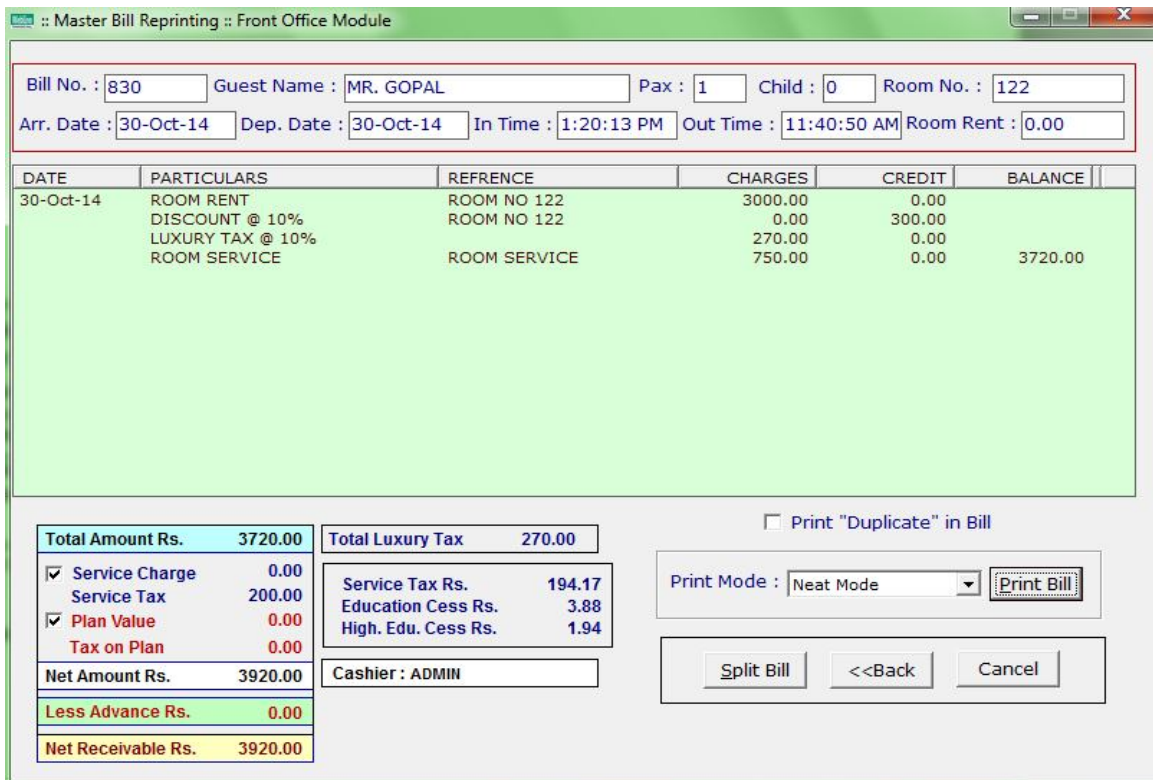
Powered by:-Webline

- This is the bill printout provided to the guest.
- You can give print command and provide it to the guest.

7.2) MASTER BILL REPRINT: You can have the printout of the today's checkout guest bill again from this section. It won't be available on the next day and will be generated only through MIS.



- Select the guest you want to reprint the bill for and click VIEW or either double click the guest name.
- This will again launch the window with guest bill statement and you can have the printout of it as shown in the next screenshot:



- We can have the printout again by following the same steps above but we'll discuss and learn the bill splitting in this section. Click on the Split bill button and the next window will appear like this:

Master Bill Reprinting :: Front Office Module

Split Bill Utility

DATE	PARTICULARS	REFERENCE	CHARGES	CREDIT	BALANCE
<input checked="" type="checkbox"/> 30-Oct-14	ROOM RENT	ROOM NO 122	3000.00	0.00	
<input checked="" type="checkbox"/>	DISCOUNT @ 10%	ROOM NO 122	0.00	300.00	
<input checked="" type="checkbox"/>	LUXURY TAX @ 10%		270.00	0.00	
<input checked="" type="checkbox"/>	ROOM SERVICE	ROOM SERVICE	750.00	0.00	3720.00


- Uncheck the particulars you don't want in your bill and when done click on process bill to have the separate printout as shown next:

Master Bill Reprinting :: Front Office Module

Split Bill Utility

DATE	PARTICULARS	REFERENCE	CHARGES	CREDIT	BALANCE
<input checked="" type="checkbox"/> 30-Oct-14	ROOM RENT	ROOM NO 122	3000.00	0.00	
<input checked="" type="checkbox"/>	DISCOUNT @ 10%	ROOM NO 122	0.00	300.00	
<input checked="" type="checkbox"/>	LUXURY TAX @ 10%		270.00	0.00	
<input type="checkbox"/>	ROOM SERVICE	ROOM SERVICE	750.00	0.00	3720.00

- We have here selected the room rent, discount and luxury tax and left the room service bill. Let's see how the printout appears:



VIP Guest House/Resort
 131/4C, Y Point
 Paonta Sahib, Himachal Pradesh
 L.T.NO-53040200001, S.T NO-ABLPA5374KSD001

Master Bill

Guest Name : MR. GOPAL	Bill No : 830
Company : RANBAXY	Reg. No. : 736
Address : PUSHP VIHAR	Hotel Reg. No. : 568
LANE NO 5	Plan
GUJJROWALI	Contact No
RAIPUR	State : UTTARAKHAND
Arrival-Date : 30-Oct-14	Departure-Date : 30-Oct-14
Arrival-Time : 1:20:13 PM	Departure-Time : 11:40:50 AM
Room No. : 122	Pax (Adult) : 1
	Pax (Children) : 0

Date	Particulars	Reference	Charges	Credit	Balance
30-10-2014	ROOM RENT	ROOM NO 122	3000.00	0.00	0.00
	DISCOUNT @10%	ROOM NO 122	0.00	300.00	0
	LUXURY TAX	ROOM NO 122	270.00	0.00	0
			0.00	0.00	2970.00

Total Discount Rs. 300.00	Plan Value 0.00	Total Amount Rs. 2970.00
Luxury Tax Rs. 0.0		Service Charge at 0% Rs. 0.00
Ser. Tax 0.0		Service Tax at 7.42% Rs. 200.00
Edu. Cess 0.0		Net Amount Rs. 3170.00
Sec. High. Edu. Cess 0.0		

Total Room Rent 0.0	Less Advance Rs. 0.00
Total Room Service 0.0	Adjustment Rs. 0.0
Total Room Service (Bar) 0.0	Net Receivable Rs. 3170.00

THREE THOUSAND ONE HUNDRED SEVENTY ONLY

Customer's Signature	Cashier/Authorized Signatory
	ADMIN

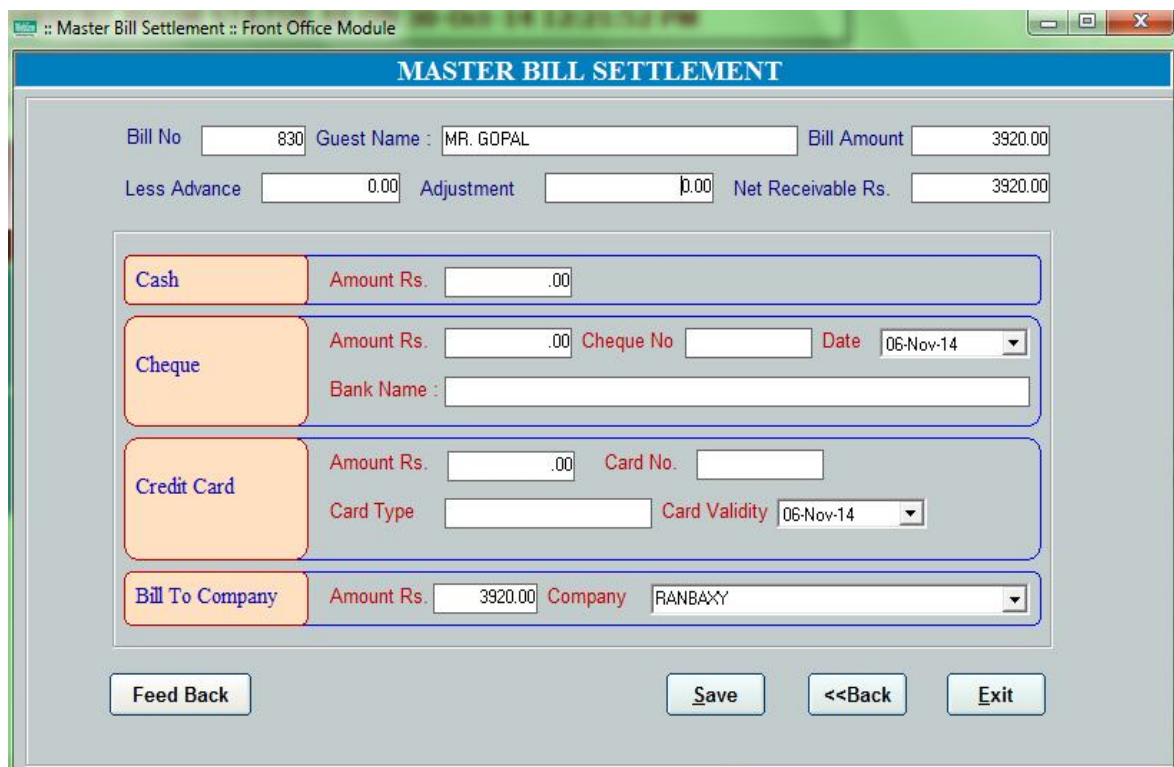
Thank you for your visit

Powered By:-Webline

7.3) **MASTER BILL SETTLEMENT**: This section is simple and easy to work and understand. You just need to settle the bills for which you have received the amount. The guest we have just checked out has provided us money and we need to show the inward of amount through this section. Here is the overview of how it appears:



- Select the guest whom bills you wish to settle and click VIEW or just double click the guest to view the next window.



- Since the guest was COMPANY GUEST, hence the bill amount and company name were taken automatically by the software and you just have to click the SAVE button in order to settle the bill

- If you wish to settle the bill in CASH then remove the amount and company from the BILL TO COMPANY section and enter the amount in CASH field and save to settle the bill.
- You can also settle the bill in any payment mode the guest has provided to you using the different options available in this section.

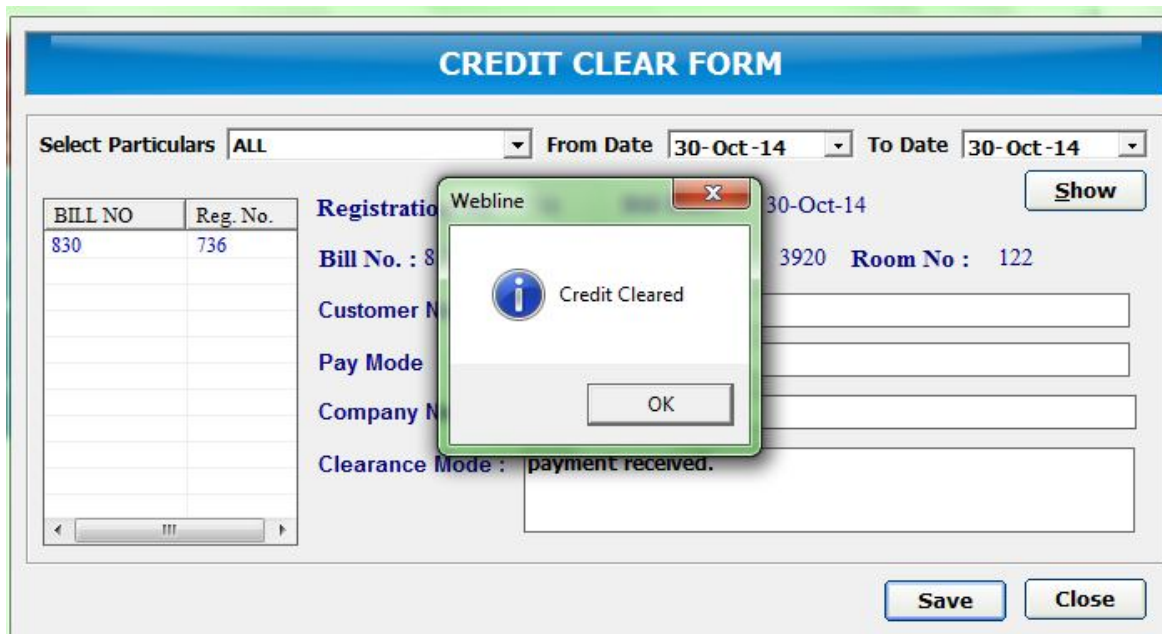
7.4) **CLEAR CREDITS**: The pending credits amount will appear in this window so that you can trace the credits pending and can clear them when the amount is paid by the guest company or any other media. Here is the overview of this section:

The screenshot shows the 'CREDIT CLEAR FORM' window. At the top, it says 'CREDIT CLEAR FORM'. Below that, there are two dropdown menus for 'From Date' and 'To Date', both set to '30-Oct-14'. A 'Select Particulars' dropdown menu is open, showing options: 'ALL', 'BILL TO COMPANY', 'CHEQUE', and 'CREDIT CARD'. The 'Show' button is highlighted with a red circle. Below the dropdown, there are fields for 'BILL NO', 'Reg No.', 'Bill No.', 'Bill Date.', 'Bill Amount', and 'Room No.'. The 'Customer Name', 'Pay Mode', and 'Clearance Mode' fields are also visible.

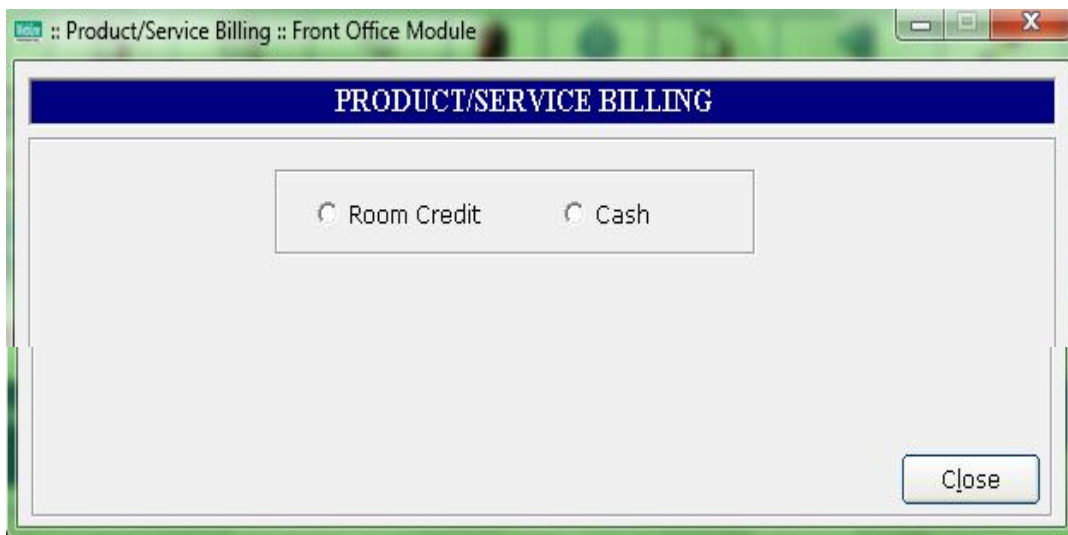
- Select the particulars drop down list and chose the date range for the credits to appear by clicking the SHOW button:

The screenshot shows the 'CREDIT CLEAR FORM' window after a search. The 'Select Particulars' dropdown is now set to 'ALL'. The 'From Date' and 'To Date' are still '30-Oct-14'. The 'Show' button is highlighted with a red circle. Below the dropdown, there is a table with columns 'BILL NO' and 'Reg. No.'. The first row contains '830' and '736'. An arrow points to the '830' cell with the text 'select the bill'. To the right of the table, there are fields for 'Registration No. : 736', 'Bill Date. : 30-Oct-14', 'Bill No. : 830', 'Bill Amount : 3920', and 'Room No : 122'. Below these are fields for 'Customer Name : MR. GOPAL', 'Pay Mode : Bill to Company', 'Company Name : RANBAXY', and 'Clearance Mode : payment received.'. The 'Clearance Mode' field is circled in red. At the bottom, there are 'Save' and 'Close' buttons, with the 'Save' button circled in red.

- This will clear the bill from the list of pending credits to be received.



7.5) **PRODUCT/SERVICE BILLING**: Suppose you have an exhibition in the hotel for some antique products or just any product and guest or just normal user purchases them, then you can have that record saved in this section:



- Select the mode of Payment for the GUEST purchasing the product.
- CASH for guest paying at the spot and ROOM CREDIT for guest staying in your hotel and would like to add the amount to their room bill.
- We're billing for the CASH guest:

Product/Service Billing :: Front Office Module

PRODUCT/SERVICE BILLING

Room Credit
 Cash

Cash

Bill No. Guest Name

Select Particulars	Code	Qty	Rate	Amount	VAT%	Total Amt
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>

SNO.	CODE	PARTICULARS	QTY	RATE	AMOUNT	VAT TAX	TOTAL A

Total Rs.

Net Amount Rs.

Discount @ %

Grand Total Rs.

- Type in the guest name, select the particulars from the drop down menu of products enter the quantity and click ADD. It would prompt you to enter the payment mode again and click SAVE to apply the changes.

Product/Service Billing :: Front Office Module

Amount
Payment Mode :

Account Of

Recieved From :

Select Particulars	Code	Qty	Rate	Amount	VAT%	Total Amt
WOODEN CHAIR					.00	.00

SNO.	CODE	PARTICULARS	QTY	RATE	AMOUNT	VAT TAX	TOTAL A
1	P001	WOODEN CHAIR			00.00	77.00	

Total Rs.

Net Amount Rs.

Discount @ %

Grand Total Rs.

Front Office Module

i Saved successfully!

8. **CASH STATUS:** You can have the daily money transaction as in all credits and debits of your front office counter, be it the room service bills too. Here is the overview:

S.NO.	PARTICULARS	REFERENCE	EXPENSES	RECEIPTS	BALANCE
1	GUEST CHECKOUT FROM ROOM NO 122	MASTER BILL NO 830	0.00	0.00	0.00
2	ADVANCE FROM ROOM NO 121	RECEIPT NO ADV-2-2013	0.00	600.00	600.00
3	milk purchase	VOUCHER NO 101	30.00	0.00	570.00
4	CASH FROM PRODUCT/SERVICE BILL	BILL NO 1	0.00	515.00	1085.00
5	CASH FROM PRODUCT/SERVICE BILL	BILL NO 2	0.00	2577.00	3662.00
Total (Rs.) :			30.00	3692.00	3662.00

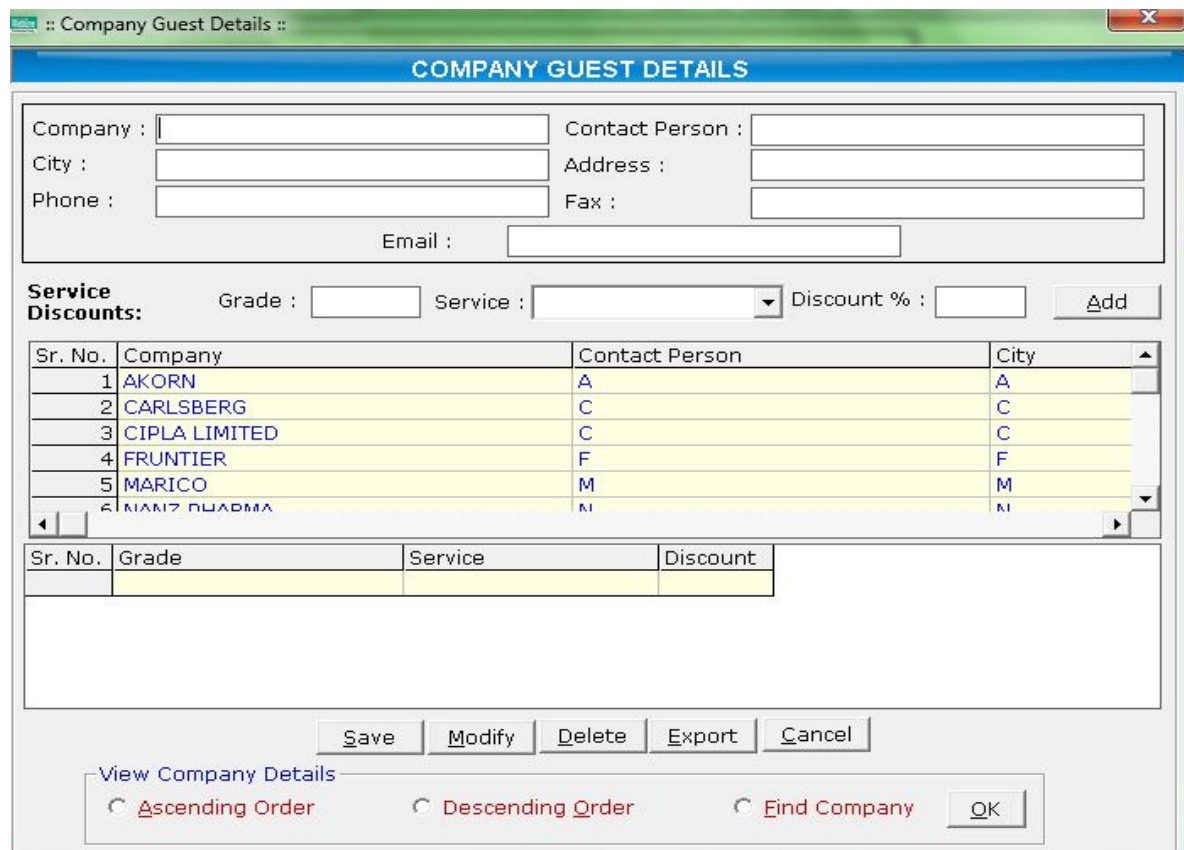
Print Mode :

- The guest we have check-out shows no receipts or credits because it's being checked out and all amount pertaining to him has been settled and received.
- We have the advance from room no: 121 and hence the amount shows in receipts.
- An expense of 30 shows in the table because we have provided this through expenses voucher.
- You can have the print of the table by using the print command and have it exported to excel sheet too.
- Make note that this table fills up only the daily expenses and receipts of the current date.

9. **GUEST**: This tool helps you to find the foreign guest stayed in the hotel and also add company name to the guest account presently checked in. Here is the screenshot on how to view this control:



- 9.1) **COMPANY GUEST**: You can generate and add new company to the list of companies and have other information linked with it. Have a look to the overview of this function:



- a) Adding new company and details: Enter the company name, contact person, city, address, phone, fax and email of the guest.
- Set grade (A+, A, B) and services (FRONT OFFICE, ROOM SERVICE) and the discount you wish to provide the guest.
 - Click the save button at the end of the window to apply the changes.

COMPANY GUEST DETAILS

Company : COCA COLA Contact Person : GOPAL
City : DEHRADUN Address : RAIPUR
Phone : 795936314 Fax : 123456
Email : gsr@gmail.com

Service Discounts: Grade : A Service : FRONT OFFICE Discount % : 10 **Add**

Sr. No.	Company	Contact Person	City
1	AKORN	A	A
2	CARLSBERG	C	C
3	CIPLA LIMITED	C	C
4	FRONTIER	F	F
5	MARICO	M	M
6	MANZ PHARMA	N	N

Sr. No.	Grade	Service	Discount
1	A	FRONT OFFICE	10

→ APPEARS IN THE LIST

CLICK SAVE TO APPLY

Save Modify Delete Export Cancel

View Company Details
 Ascending Order Descending Order Find Company OK

- b) Modify the guest company already created: Yes, you could modify the details of the company created just now:

COMPANY GUEST DETAILS

Modify Company Guest Details

Company : COCA COLA Contact Person : GOPAL
City : DEHRADUN Address : RAIPUR
Phone : 795936314 Fax : 123456
Email : gsr@gmail.com

Service Discounts: Grade : Service : Discount % : 10 Add

Sr. No.	Grade	Service	Discount
1	A	FRONT OFFICE	10

Save <<Back Cancel

- c) Delete the company created: Just select the company from the list and click delete. The system will prompt for confirmation and click YES to confirm.

- We are here looking for the list of guest stayed from 1st Jan 2014 to 30th Oct 2014:

FOREIGN GUEST DETAILS				
Regs. No wise		Date wise		
From	01-Jan-14	To	30-Oct-14	<input type="button" value="OK"/> <input type="button" value="Clear"/> <input type="button" value="Edit"/>
FID	GUEST NAME	COUNTRY	PASSPORT N...	VIS
163-1	... VALERIA DOS SANTOS C...	BRASILEIRO(A0	FI927036	VI €
171-1	... VALERIA DOS SANTOS C...	BRASILEIRO(A)	FI927036	VI €
232-1	... MARIA ELISA ARAUJO P...	BRASILEIRO (A)	SB028810	-
233-1	... FLAVIA SOARES REZEN...	BRASILEIRO (A)	SB027973	-
234-1	... ELLEN NOGUEIRA	BRASILEIRA	FI118442	VI €
235-1	... VALERIA DOS SANTOS C...	BRASILEIRO (A)	FI927036	VI €
246-1	... ANDREAS GRAF	DEUTSCH	618736712	VJ (
246-1	... ANDREAS GRAF	DEUTSCH	618736712	VJ (
248-1	... ANDREAS GRAF	DEUTSCH	618736712	VJ (

- You can do anything to everything with the list generated: as modify the record, print or view the details.
- Double click the guest you wish to see the record and the printout preview will appear:

THE REGISTRATION OF FOREIGNERS RULES, 1939

Form - C

Rule - 14

HOTEL ARRIVAL REPORT

On Thursday, October 30, 2014

1. Name Of Hotel : **VIP Guest House/Resort** 131/4C, Y Point

2. Regs. No. : 232

3. Name of Foreign Visitor in full (in block letters) : MARIA ELISA ARAUJO PESSOA

4. Sex : Female

5. Nationality : BRASILEIRO (A)

6. Date of Birth : 28/01/1976

7. (a) Passport No. : SB028810
 (b) Date of Issue : 06/06/2011
 (c) Place of Issue : RIO DE JANEIRO RJ
 (d) Date of Expiry : 05-Jun-16

8. (a) Visa No. : -
 (b) Date of Issue : 01/02/2014
 (c) Place of Issue :
 (d) Date of Expiry : 01-Feb-14
 (e) Type of Visa : -

9. Date & Place of Arrival in India : 01/02/2014 DELHI

10. Arrival from Today : NEW DELHI

11. Address in India (other than tourists) :

- You can also have the guest C form information edited. Select the guest from the list and click the EDIT button to do so:

FOREIGNER DETAILS

PERSONAL INFORMATION		PASSPORT DETAILS		VISA DETAILS	
Name :	FLAVIA SOARES REZENDE	Passport No	S8027973	VISA No :	-
Sex :	Female	Date of Issue (Passport)	16-Nov-10	Date of Issue(VISA)	01-Feb-14
Nationality :	BRASILEIRO (A)	Place of Issue (Passport)	BRASILIA DF	Place (VISA issued)	
Date of Birth	13-Mar-82	Passport Exp. Date	15-Nov-15	VISA Exp. Date	01-Feb-14
Date of Arrival In India	01-Feb-14	Name of Place and Airport	DELHI	Type of Visa	-
Whether Employed in India		Coming from which place at present	DELHI		
Date of Arrival in Hotel	01-Feb-14	Date of proposed departure from Hotel	07-Feb-14	Probable Destination	
Proposed duration of stay in India :		Attach Photo		Number, Date and Name of Regs. Office	
		Attach ID		Number	
Remarks :				Date of Issue	01-Feb-14
Issue of certificate if any :				Name of Office	
				<input type="button" value="save"/>	

- You could also print the C form's of all the guest at once by clicking PRINT ALL or just the selected guest.
- You can also search for the specific record via the REGISTRATION NUMBER search given at the first tab of the window:

FOREIGN GUEST DETAILS

Regs. No wise Date wise

Select Regs No.

REGS. NO	COUNTRY	PASSPORT N...	VISA I
22			
33			
34			
67			
71			
72			
73			
77			

- Select the REGISTRATION NUMBER and click OK to view the guest in the list below and then you can do all functions as defined for the above list in DATE WISE search.

Guest's Account Statement :: Front Office Module

Regs. No **728** Guest Name **MR. TIMOTHY GENE** Check Out Date **30-10-2014** Check In date **26-10-2014**
 Company Room No. **130** Pax **1** Children **0** Proceed To **DELHI**

DATE	PARTICULARS	REFERENCE	CHARGES	CREDIT	BALANCE
26-Oct-14	ROOM RENT	ROOM NO 130	2500.00	0.00	
	DISCOUNT @ 20%	ROOM NO 130	0.00	500.00	2000.00
	LUXURY TAX @ 10%		200.00	0.00	
	ROOM SERVICE	BILL NO 3774	105.00	0.00	2305.00
27-Oct-14	ROOM RENT	ROOM NO 130	2500.00	0.00	
	DISCOUNT @ 20%	ROOM NO 130	0.00	500.00	2000.00
	LUXURY TAX @ 10%		200.00	0.00	
	ROOM SERVICE	BILL NO 3778	105.00	0.00	2305.00
28-Oct-14	ROOM RENT	ROOM NO 130	2500.00	0.00	
	DISCOUNT @ 20%	ROOM NO 130	0.00	500.00	2000.00
	LUXURY TAX @ 10%		200.00	0.00	
	ROOM SERVICE	BILL NO 3789	315.00	0.00	2515.00

Total Amount	9640.00	Total Luxury Tax Rs.	800.00	Service Tax Rs.	576.70
<input checked="" type="checkbox"/> Service Charges	0.00	Total Discount Rs.	2000.00	Education Cess Rs.	11.53
<input checked="" type="checkbox"/> Plan Value	0.00			High. Edu. Cess Rs.	5.77
Tax on Plan	0.00				
Service Tax	594.00				
Net Amount	10234.00				
Less Advance	0.00				
Net Receivable Rs.	10234.00				

Dot Matrix Format Print <<Back Cancel

- You can also have the print-out of this statement:
- Click the Print button to achieve this:

Guest's Account Statement :: Front Office Module

Regs. No **728** Guest Name **MR. TIMOTHY GENE** Check Out Date **30-10-2014** Check In date **26-10-2014**
 Company Room No. **130** Pax **1** Children **0** Proceed To **DELHI**

DATE	PARTICULARS	REFERENCE	CHARGES	CREDIT	BALANCE
26-Oct-14	ROOM RENT	ROOM NO 130	2500.00	0.00	
	DISCOUNT @ 20%	ROOM NO 130	0.00	500.00	2000.00
	LUXURY TAX @ 10%		200.00	0.00	
	ROOM SERVICE	BILL NO 3774	105.00	0.00	2305.00
27-Oct-14	ROOM RENT	ROOM NO 130	2500.00	0.00	
	DISCOUNT @ 20%	ROOM NO 130	0.00	500.00	2000.00
	LUXURY TAX @ 10%		200.00	0.00	
	ROOM SERVICE	BILL NO 3778	105.00	0.00	2305.00
28-Oct-14	ROOM RENT	ROOM NO 130	2500.00	0.00	
	DISCOUNT @ 20%	ROOM NO 130	0.00	500.00	2000.00
	LUXURY TAX @ 10%		200.00	0.00	
	ROOM SERVICE	BILL NO 3789	315.00	0.00	2515.00

Total Amount	9640.00	Total Luxury Tax Rs.	800.00	Service Tax Rs.	576.70
<input checked="" type="checkbox"/> Service Charges	0.00	Total Discount Rs.	2000.00	Education Cess Rs.	11.53
<input checked="" type="checkbox"/> Plan Value	0.00			High. Edu. Cess Rs.	5.77
Tax on Plan	0.00				
Service Tax	594.00				
Net Amount	10234.00				
Less Advance	0.00				
Net Receivable Rs.	10234.00				

Neat Mode Print <<Back Cancel

Front Office Module

Print Guest's Account Statement ?

Yes No

- Click YES to have the print out:



VIP Resort

131/4C, Y Point

Paonta Sahib

Himachal Pradesh

GUEST'S ACCOUNT

This is not the Bill/Invoice

Guest Name : MR. TIMOTHY GENE
Address : AKORN
Company :
Reg. No : 728
Room No. : 130

Arrival Date : 26-10-2014
Plan :
Departure Date : 30-10-2014
Pax : 1
Children : 0

Date	Particulars	Reference	Charges	Credit	Balance
26-Oct-14	ROOM RENT	ROOM NO 130	2500.00	0.00	
	DISCOUNT @ 20%	ROOM NO 130	0.00	500.00	2000.00
	LUXURY TAX @ 10%		200.00	0.00	
	ROOM SERVICE	BILL NO 3774	105.00	0.00	2305.00
27-Oct-14	ROOM RENT	ROOM NO 130	2500.00	0.00	
	DISCOUNT @ 20%	ROOM NO 130	0.00	500.00	2000.00
	LUXURY TAX @ 10%		200.00	0.00	
	ROOM SERVICE	BILL NO 3778	105.00	0.00	2305.00
28-Oct-14	ROOM RENT	ROOM NO 130	2500.00	0.00	
	DISCOUNT @ 20%	ROOM NO 130	0.00	500.00	2000.00
	LUXURY TAX @ 10%		200.00	0.00	
	ROOM SERVICE	BILL NO 3789	315.00	0.00	2515.00
29-Oct-14	ROOM RENT	ROOM NO 130	2500.00	0.00	
	DISCOUNT @ 20%	ROOM NO 130	0.00	500.00	2000.00
	LUXURY TAX @ 10%		200.00	0.00	
	ROOM SERVICE	BILL NO 3800	315.00	0.00	2515.00
30-Oct-14	ROOM RENT	ROOM NO 130	0.00	0.00	0.00

Total Discount	2000.00	Total Amount Rs.	9640.00
		Plan Value 0.00 For 4 Day(s) and 0 Pax	0.00
		Tax on Plan Rs.	0.00
		Service Charge Rs.	0.00
		Service Tax Rs.	594.00
		Net Amount Rs.	10234.00
		Less Advance Rs.	0.00
		Net Receivable Rs.	10234.00

TEN THOUSAND TWO HUNDRED THIRTY FOUR ONLY

Guest Signature

Cashier

ADMIN

Thank you for your visit

Powered by:-Webline

- b) BILL WISE PRODUCT/SERVICE BILLS: If you have any products or services bills through the handicraft sale in your hotel or any other exhibition provided by you to the guest then you can have the information of it through this report:

VIP Resort

1314C, Y Point
Paonta Sahib
Himachal Pradesh

Bill Wise Sales Summary (Product/Service

Report on Thursday, October

Bill No	Total	Discount	Taxable		Non Taxable	Vat Tax		Total Vat	Net Amount	Mode of Payment		Room No
			1% Sale	4% Sale		Vat 1%	Vat 4%			Cash	Room Credit	
1	515.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	515.00	0.00	0.00	0
2	2577.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2577.00	0.00	0.00	0
Total	3092.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3092.00	0.00	0.00	

Page : 1

- c) **DAILY OUTSTANDING REPORT:** This report shows the daily money that is pending to receive:

Sr. No	Guest	Room No	Balance B/F	Room Rent	Extra Bed	L/Tax	Teleo
1	MR. TIMOTHY GENE	130	9640.00	0.00	0.00	0.00	0.00
2	MR. CHRISTOPHER MI...	128	9850.00	0.00	0.00	0.00	0.00
3	MR. CHRISTOPHER RO...	124	7388.00	0.00	0.00	0.00	0.00
4	MR. SUMEET DAGAR	129	6026.00	0.00	0.00	0.00	0.00
5	DR. ASHOK PANWAR	126	5366.00	0.00	0.00	0.00	0.00
6	MR. RAJESH KHANNA	121	2410.00	0.00	0.00	0.00	0.00
TOTAL RS.			40680.00	0.00	0.00	0.00	0.00

- d) **AVERAGE ROOM RENT:** You can have a report showing the daily average room rent:

From : 06-Nov-14 To : 07-Nov-14

OK

- Select the time period for the report and click OK:

VIP Resort
131/4C, Y Point
Paonta Sahib
Himachal Pradesh

Average Room Rent Report

From : 01-Oct-14 To : 07-Nov-14

Total Rooms	Total Room Charges	Total Revenue	Average Rent
103	157850	187714	1533.00

e) **DAILY FLASH REPORT:** This report is used to find the daily transaction in the hotel for all modules you are using:

VIP Resort

131/4C, Y Point
Paonta Sahib
Himachal Pradesh

DAILY FLASH REPORT

Thursday, October 30, 2014

1. ROOM REVENUE

Total Rooms	Ready Rooms	Rooms Sold	Extra Bed	Extra Bed Revenue	Compli. Room	Total	Gross Rev.	Comm./ Discount	Net Rm. Rev.	
16	16	DELUXE	0							
		SUITE	0							
		SUPER DELUXE	0							
		EXECUTIVE	1	0	0.00	0	1	3000.00	300.00	2700.00
		SEMI DELUXE	0							
Occupancy % 6.25								A.R.R:	2700.00	

2. FOOD AND BEVERAGES

Particulars	Restaurant	Room Service	Packing Sales	Bar	Coffee Shop	Banquet	Total
Taxable	120.00	0.00	0.00	0.00	0.00	0.00	120.00
Non-Taxable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub Total Rs.	120.00	0.00	0.00	0.00	0.00	0.00	120.00
Less Discount Rs.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total Rs.							120.00

3. MISC.

Particulars	Revenue	Remarks
Telephone/Fax	0.00	
Travel Desk	0.00	
Laundry	0.00	
Others	0.00	
Misc. Sale	0.00	
Sub Total	0.00	

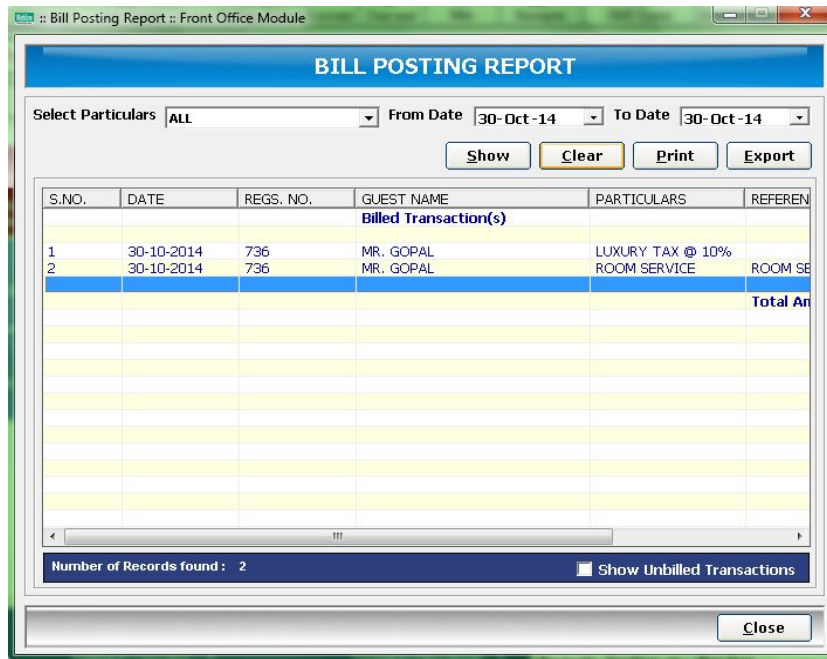
4. TAX

Particulars	Front Office	Restaurant	Room Service	Bar	Packing	Coffee Shop	Banquet	total
Luxury Tax	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
Vat Tax	0.00	6.00	0.00	0.00	0.00	0.00	0.00	6.00
Service Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Service Tax	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
Sub Total	500.00	6.00	0.00	0.00	0.00	0.00	0.00	506.00
GRAND TOTAL = (1+2+3+4) = Rs.								3326.00

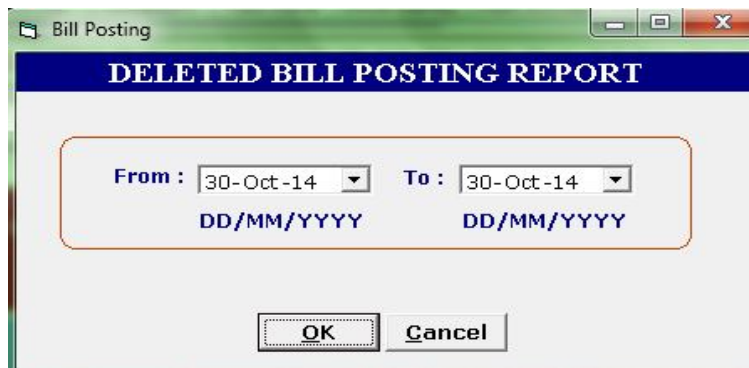
5. REVENUE COLLECTIONS

Particulars	Revenue	Remarks
Cash (F&B and Others))	0.00	
Cash (Front Office)	3662.00	
Cheque / DD	0.00	
Credit Cards	0.00	
TOTAL	3662.00	

f) **BILL POSTING REPORT:** This report will show all the bills being posted for the given time period:



g) **BILL POSTING DELETE REPORT:** This report helps to find the bill posting being removed by the users and the reason for it:



- We have here selected today's date as per the software and click OK button:

VIP Resort

131/4C, Y Point
Paonta Sahib
Himachal Pradesh

Deleted Bill Posting Report

From Date : 30-10-2014
To Date : 30-10-2014

User Name	Date	Remarks	PARTICULARS	Amount	Guest Name	Romm No
ADMIN	30-Oct-14	WRONG	OTHER CHARGES	600	MR.	124

- h) **DAILY ROOM SALES REPORT:** This report will generate the bills of guest being checked out today.

VIP Resort

131/4C, Y Point

Paonta Sahib

Himachal Pradesh

DAILY ROOM SALES REPORT

ROOM NO	GUEST NAME	Address	NO OF PAX		CHARGES	PLAN
			ADULT	CHILD		
122	MR. GOPAL	PUSHP VIHAR NO 5 GUJUROWALI RAIPUR LANE	1	0	2700.00	0.00
TOTAL			1	0	2700.00	0.00

- i) **GUEST HISTORY:** This report will show the list of guest stayed in the hotel for the specific time period:

The screenshot shows a software window titled "Guest History :: Front Office Module". The main heading is "GUEST HISTORY". Below the heading, there are search filters: "From : 01-Oct-14" and "To : 30-Oct-14", followed by a "Search :-" field and a "Search" button. A note below the filters states: "*Search criteria may be Guest name, Address, Company Name, Mobile No or Arrival Date". The main area contains a table with the following data:

Sr. No	Guest Name	Address	Phone	Arr Dat
1	MR. TIMOTHY GENE GOLICH	AKORN INDIA	...	01-Oct-
2	MR. AJAY KHATRI & ASW...	FERRING PHARMA	...	05-Oct-
3	MR. AAKASH PATIL	MARICO	...	05-Oct-
4	MR. MR SHYAM GHATE	CAPCON	...	06-Oct-
5	MR. VINAY SHARMA	QUMED BIOTEK	...	07-Oct-
6	MR. RAJENDER	JABUBS	...	07-Oct-
7	MR. RAMESH SAHU & DEEP...	SKYTECH INDIA	...	07-Oct-
8	MR. VISHAL PATIL	MARICO	...	07-Oct-
9	MR. RAJENDER	JACUBS	...	08-Oct-
10	MR. RAMESH SAHU & DEEP...	SKYTECK INDIA	...	08-Oct-
11	MR. AVINASH PANWAR	MARICO	...	09-Oct-
12	M/S NIDHI AGGARWAL	MARICO	...	09-Oct-
13	MR. SURYA	MARICO	...	09-Oct-
14	MR. RAJESH KHANNA	FRONTIER	...	11-Oct-
15	MR. M/S RAJNI RAWAT	JACOBS	...	13-Oct-
16	DR. ASHOK PANWAR	AKORN INDIA	...	13-Oct-

At the bottom right of the window, there are "Print" and "Cancel" buttons.

- You can print the statement by clicking the PRINT button.

State wise Guest Report :: Front Office Module

STATE WISE GUEST RECORD

Select State

To view State-wise guest record please select a State from the drop-down list.

State:

From Date: To Date:

Regs. No.	Hotel Regs. ...	Name	Address1	Address2	Address3
136	70	MR. PANKAJ	RANBAXY	...	N/A
137	71	MR. R.SREEKUMAR	RANBAXY	...	N/A
145	79	MR. BHAVNISH K...		...	N/A
146	80	MR. BHAVNISH K...		...	N/A
147	81	MR. PARVEER & N...	NITIN LIFESCIENCE	...	N/A
148	81	MR. HEMANT	NANZ PHARMA	...	N/A
211	130	MR. G.S.WADERA	NANZ PHARMA	...	N/A
226	143	MR. AJAY DUBEY	D.D. ENTERPRISES	...	N/A
227	144	MR. RAJEEV VAID	MARTI INDIA	...	N/A
230	147	MR. SIDDHARTH	AKORN INDIA	...	N/A
258	173	MR. SANJAY GUPTA	NITIN PHARMA	...	N/A
259	174	MR. DEEPAK YADAV	NITIN PHARMA	...	N/A
270	186	M/S JYOTI DHEER	RANBAXY	...	N/A
280	195	MR. PAWAN AGG...	FRUINTER	...	N/A
286	200	M/S RAJNI RAWAT	JACUBS	...	N/A
287	201	MR. SYED MUJIB	JACUBS	...	N/A
288	199	MR. DR GEGNER A...	RANBAXY	...	N/A
304	215	MR. ROHIT VISH...	BECKMAN CAULTER	...	N/A
305	216	MR. NAVEEN JOSE...	AKORN	...	N/A
322	233	MR. VIKAS GUPTA	RANBAXY	...	N/A
323	234	MR. RAJEEV KAR...	RANBAXY	...	N/A

Number of Records: 41

- Here is the list of guest stayed for the period starting from: 1st Jan 14 to 7th Nov 14 from the state: DELHI
 - You can have the print of this list via clicking the PRINT button or can export it to excel sheet.
- k) **OCCUPIED ROOMS:** You can have the report with all the room status being currently active and guest is staying in it:

VIP Resort
131/4C, Y Point
Paonta Sahib
Himachal Pradesh

OCCUPIED ROOMS
Thursday, October 30, 2014

ROOM NO.	TYPE	Rent	GUEST NAME	PAX	CHILD	PLAN	ARR. DATE	DEP. DATE	REMARKS
121	SUPER		RAJESH KHANNA	1	0		29/10/2014	30/10/2014	
124	SUPER		CHRISTOPHER	1	0		27/10/2014	30/10/2014	
126	SUPER		ASHOK PANWAR	1	0		28/10/2014	30/10/2014	
128	SUPER		CHRISTOPHER	1	0		26/10/2014	30/10/2014	
129	EXECUTIVE		SUMEET DAGAR	1	0		28/10/2014	30/10/2014	
130	SUPER		TIMOTHY GENE	1	0		26/10/2014	30/10/2014	

ROOMS OCCUPIED 6

GUEST STAYING 6 PAX + 0 CHILD

- l) **COMPANY GUEST**: If you need to view the company wise guest stayed in your hotel for the specific time range then use this option:

- Select the time range and click SHOW:

VIP Resort

131/4C, Y Point
Paonta Sahib
Himachal Pradesh

COMPANY WISE GUEST REPORT

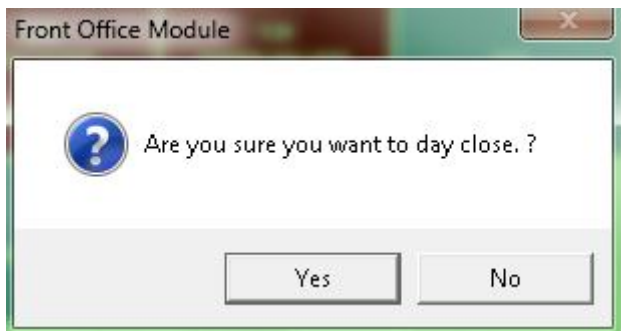
From : 01-Oct-14 To : 30-Oct-14

Reg. No.	Name	Arr. Date	Dep. Date	No. of Days	Bill No.	Bill Amount				
						Cash	Cheque	Comp. Credit	Credit Card	
AKORN										
693	MR. TIMOTHY GENE GOLICH	01-Oct-14	10-Oct-14	9	798	0.00	0.00	26842.0	0.00	
708	DR. ASHOK PANWAR	13-Oct-14	15-Oct-14	2	809	0.00	0.00	5999.00	0.00	
718	MR. SUMEET DAGAR	15-Oct-14	17-Oct-14	2	818	0.00	0.00	6923.00	0.00	
Total No. of Company Guest						3				

Reg. No.	Name	Arr. Date	Dep. Date	No. of Days	Bill No.	Bill Amount				
						Cash	Cheque	Comp. Credit	Credit Card	
FRONTIER										
706	MR. RAJESH KHANNA	11-Oct-14	15-Oct-14	5	812	0.00	0.00	13843.0	0.00	
Total No. of Company Guest						1				

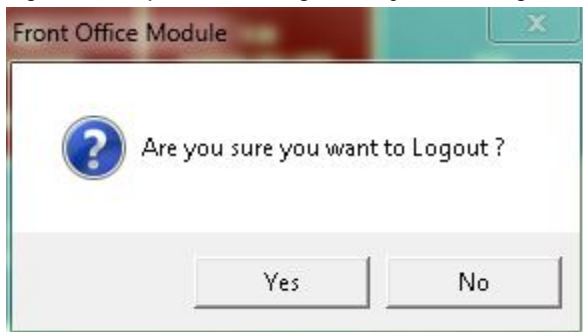
- It will generate the report of all the guest stayed order by their company name.
- It will generate the list of all the companies and report size will depend on the number of companies or the guest.

11. **DAY-END**: It's another important feature of the software and have to be properly used. This feature helps you to complete the day transactions and work and move to next day in the software. It's not system dependent and needs to be manually done every day to let the day's work complete and move to next date.

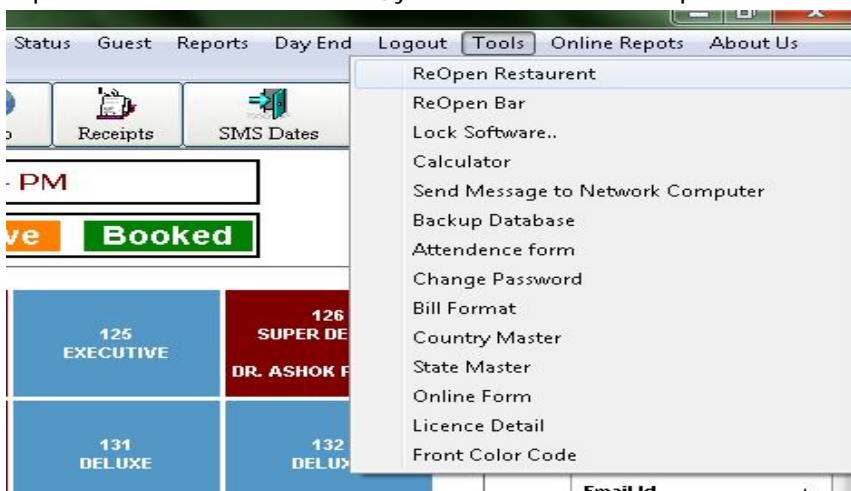


- Click YES to confirm and system will prompt you to take backup for the day's work.
- Click on BACKUP, note that you can't skip this step and you would need to take backup to let the DAYEND complete.

12. **LOGOUT**: The users can logout from the module if his work/shift is completed and let the other user login. It's important to logout as your ID might be used for all the transactions if not log out.



13. **TOOLS**: This can be said to all the miscellaneous options that are being used rarely but very important when needed. Hence, you can have all other options in this section:



- REOPEN RESTAURANT: It's used when you have mistakenly day end restaurant and needs to reopen it in the same date.

- REOPEN BAR: The same goes for bar.
- CALCULATOR: When needed for calculation.
- COUNTRY MASTER: When needed to create new countries.
- STATE MASTER: Used to create new states.
- ONLINE FORM: You can view your software details and hotel registration information with us.
- LICENCE DETAILS: It will show you the number of days left in expiration of the software.
- FRONT COLOR CODE: You can view the meaning of each color appearing in the ROOM CHART:



14. **ABOUT US:** You can have the contact information and information related to us the DEVELOPERS OF THE SOFTWARE:

