# USER GUIDE

# Contents

# 1. SYSTEM OVERVIEW

RightHMS is an easy to use, cost effective **Property Management System**(PMS). It includes all the essential functionalities like reservations, check-in, night audit, checkout, historical folios, restaurant-pos, banquets, spa, inventory, food costing, laundry, housekeeping, accounts receivables, channel manager and reports.

## 1.1 FEATURES:

- 250+ Reports
- Easy to use
- It helps you to Stay Organized & Manage Reservations Efficiently.
- Confirm the Hotel Bookings & Get Paid Online from your Website.
- Inbuilt Smart Billing and Complete Accountancy (Including GST).
- Manage your Hotel & Restaurants Inventory with Rates across Chain of Hotels.
- Assign Room Cleaning tasks to Housekeeping and Track it in Real-Time.
- Build recipes in a way cooks understand and at the same time determine the true cost of your recipes.
- Keep Track of your Hotel's Current Performance and Growth with Analytics.
- Laundry management is includes Guest and Hotel Laundry.
- Visitor management system that manages activities at the entry points of an organization.
- Spa software for your beauty business and makes your daily business operation easy & maximize profits.
- Maintaining Online Travel Agent(OTA) Commission charges.
- Maintaining hotel expenses.
- Accounts & Cheque management
- SMS & E-Mail Options

# 2. SHORTCUT KEYS

| S.No | Key | Description |
|------|-----|-------------|
| 1 | F1 | To open the help popup to fetch the Drugs |
| 2 | CTRL + R | To remove a row in a Table |
| 3 | CTRL + C | To copy the row in a Table |
| 4 | CTRL + V | To paste the copied values in a Table |
| 5 | ENTER | To move focus sequentionaly |
| 6 | ALT +S | To save the data |
| 7 | ALT +U | To update the data |
| 8 | ALT +D | To delete the data |
| 9 | ALT +R | To clear the screen |
| 10 | ALT +C | To close the screen |
| 11 | SPACEBAR(In Table) | To clear the cell in a Table if it is numbers |
| 12 | CTRL + F (In Mainscreen) | To find the screen |
| 13 | ALT +F4  (In Mainscreen) | To  Close the screen |
| 14 | F7  (In Mainscreen) | To know the product info |
| 15 | F5 (In Mainscreen) | To Refresh the screen |

# 1. MAIN SCREEN

Allowed modules will be displayed on top of the screen. User can select the particular module to view the list of screens. There are three sections for all the modules: Masters, Operations & Reports.

### I.    Masters

Allowed Master screens will be displayed for the user.

### II.    Operations
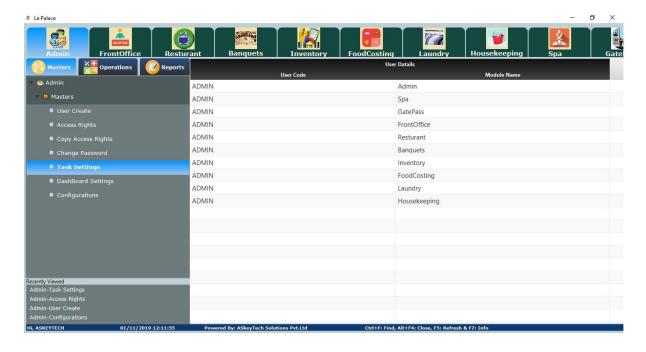
Allowed Operation screens will be displayed for the user.

### III.    Reports

Allowed Report screens will be displayed for the user.


**Recently Viewed:**

Recently viewed screens will be displayed here and You can open by double clicking on it.

# 4.ADMIN

This module handles all the admin operations like User creation, Password change  and Access rights for the screen and Task settings. There are three sections:

- Masters
- Operations
- Reports
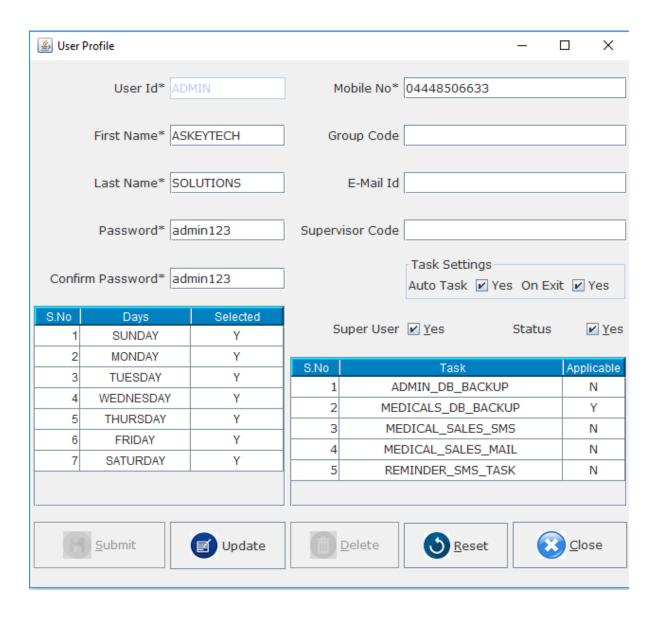
# 4.1 MASTERS (Admin)

The master is where you will manage your entire repository of below information centrally to handle admin operations more efficiently.

- User Create
- User  Groups
- Access Rights
- Copy Access Rights
- Change Password
- Task Settings
- Dash Board Settings
- Configurations
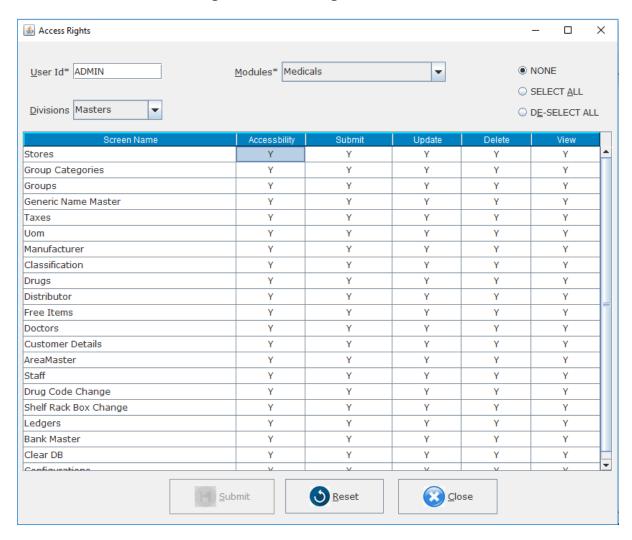
# 4.1.1 USER CREATE

This screen is used to create the user.



User Profile

| | |
|---|---|
| User Id* | ADMIN |
| First Name* | ASKEYTECH |
| Last Name* | SOLUTIONS |
| Password* | admin123 |
| Confirm Password* | admin123 |

| | |
|---|---|
| Mobile No* | 04448506633 |
| Group Code | |
| E-Mail Id | |
| Supervisor Code | |

Task Settings
Auto Task ☑ Yes   On Exit ☑ Yes

Super User ☑ Yes        Status ☑ Yes

| S.No | Days | Selected |
|---|---|---|
| 1 | SUNDAY | Y |
| 2 | MONDAY | Y |
| 3 | TUESDAY | Y |
| 4 | WEDNESDAY | Y |
| 5 | THURSDAY | Y |
| 6 | FRIDAY | Y |
| 7 | SATURDAY | Y |

| S.No | Task | Applicable |
|---|---|---|
| 1 | ADMIN_DB_BACKUP | N |
| 2 | MEDICALS_DB_BACKUP | Y |
| 3 | MEDICAL_SALES_SMS | N |
| 4 | MEDICAL_SALES_MAIL | N |
| 5 | REMINDER_SMS_TASK | N |

Submit    Update    Delete    Reset    Close

# 4.1.2 ACCESS RIGHTS

This screen will be used to give the access rights for the user.



| Screen Name | Accessbility | Submit | Update | Delete | View |
|---|---|---|---|---|---|
| Stores | Y | Y | Y | Y | Y |
| Group Categories | Y | Y | Y | Y | Y |
| Groups | Y | Y | Y | Y | Y |
| Generic Name Master | Y | Y | Y | Y | Y |
| Taxes | Y | Y | Y | Y | Y |
| Uom | Y | Y | Y | Y | Y |
| Manufacturer | Y | Y | Y | Y | Y |
| Classification | Y | Y | Y | Y | Y |
| Drugs | Y | Y | Y | Y | Y |
| Distributor | Y | Y | Y | Y | Y |
| Free Items | Y | Y | Y | Y | Y |
| Doctors | Y | Y | Y | Y | Y |
| Customer Details | Y | Y | Y | Y | Y |
| AreaMaster | Y | Y | Y | Y | Y |
| Staff | Y | Y | Y | Y | Y |
| Drug Code Change | Y | Y | Y | Y | Y |
| Shelf Rack Box Change | Y | Y | Y | Y | Y |
| Ledgers | Y | Y | Y | Y | Y |
| Bank Master | Y | Y | Y | Y | Y |
| Clear DB | Y | Y | Y | Y | Y |
| Configurations | Y | Y | Y | Y | Y |

# 4.1.3 COPY ACCESS RIGHTS

This screen will be used to copy the access rights from a user. If two users can have the same access rights, you can copy the access rights from other user.
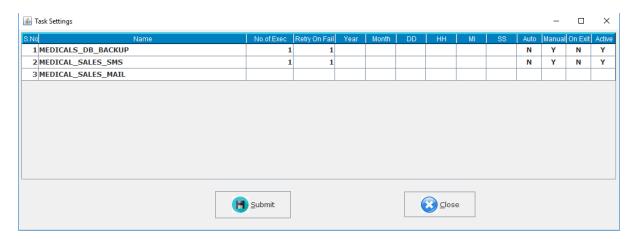
# 4.1.4 CHANGE PASSWORD

This screen will be used to change the user's password.
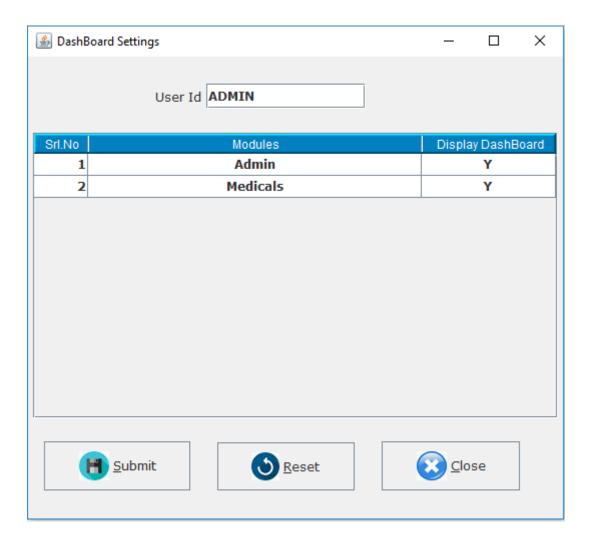
# 4.1.5 TASK SETTINGS

This screen is used to configure the task to run automatically based on the date time given. And also to run the task manually & to run on exit.

| S.No | Name | No.of.Exec | Retry On Fail | Year | Month | DD | HH | MI | SS | Auto | Manual | On Exit | Active |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | MEDICALS_DB_BACKUP | 1 | 1 | | | | | | | N | Y | N | Y |
| 2 | MEDICAL_SALES_SMS | 1 | 1 | | | | | | | N | Y | N | Y |
| 3 | MEDICAL_SALES_MAIL | | | | | | | | | | | | |

Submit          Close
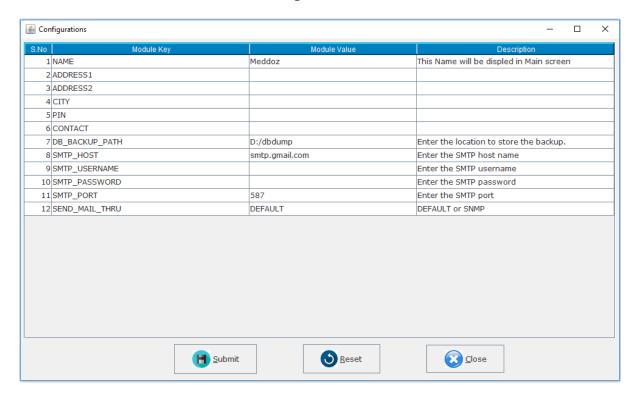
# 4.1.6 DASHBOARD SETTINGS

This screen will be used to set the modules dashboard whether it should be displayed or not.

# 4.1.7 CONFIGURATIONS

This screen will be used to set the configurations.

| S.No | Module Key | Module Value | Description |
|---|---|---|---|
| 1 | NAME | Meddoz | This Name will be displed in Main screen |
| 2 | ADDRESS1 | | |
| 3 | ADDRESS2 | | |
| 4 | CITY | | |
| 5 | PIN | | |
| 6 | CONTACT | | |
| 7 | DB_BACKUP_PATH | D:/dbdump | Enter the location to store the backup. |
| 8 | SMTP_HOST | smtp.gmail.com | Enter the SMTP host name |
| 9 | SMTP_USERNAME | | Enter the SMTP username |
| 10 | SMTP_PASSWORD | | Enter the SMTP password |
| 11 | SMTP_PORT | 587 | Enter the SMTP port |
| 12 | SEND_MAIL_THRU | DEFAULT | DEFAULT or SNMP |

Submit    Reset    Close

# 4.2 OPERATIONS(Admin)

The operation is for admin activity.

- Manual Task

# 4.2.1 MANUAL TASKS

This screen will be used to run the assigned tasks manually.



| S.No | Name | No.of.Exec | Retry On Fail |
|---|---|---|---|
| 1 | ADMIN_DB_BACKUP | 1 | 1 |
| 2 | MEDICALS_DB_BACKUP | 1 | 1 |
| 3 | MEDICAL_SALES_SMS | 1 | 1 |
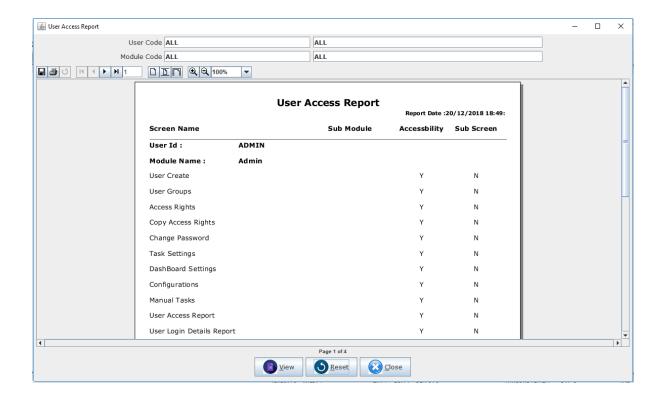
# 4.3 REPORTS(admin)

It provides reports for user info & activities.

- User Access Report
- User Login Details Report
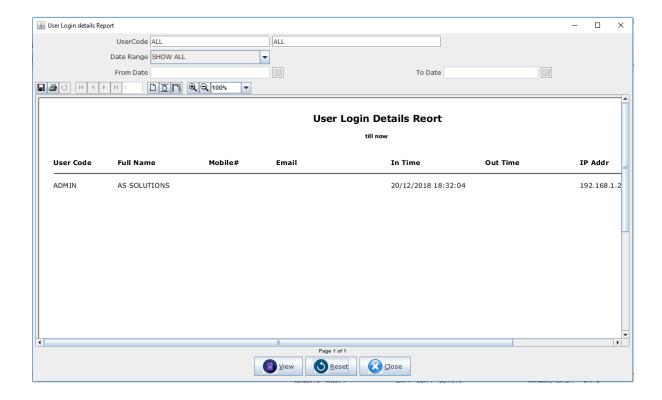
# 4.3.1 USER ACCESS REPORT

This report will show all the assigned screens for the selected user.

# 4.3.2 USER LOGIN DETAILS REPORT

This report will be used to display the user login details for the selected user and selected date range.

# 5. FrontOffice(FOM)

FrontOffice module include all the operations like room reservation, Guest Registration Card(GRC), check-in, group check-in, night audit, billing and check-out, etc..  which are required for  the hotel. There are three sections:

- Masters
- Operations
- Reports
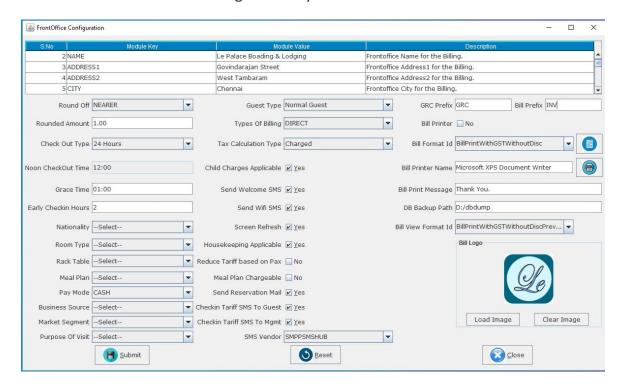
# 5.1 MASTERS(FOM)

The master is where you will manage your entire repository of below information centrally to handle hotel operations more efficiently

- Configurations
- Ledger Category
- Ledger
- Billing Type
- Business Source
- Market Segment
- Company Master
- OTA Commission Settings
- Meal Plan
- Nationality
- Pay Mode
- Purpose Of Visit
- Room Type
- Room Feature
- Room Master
- Taxes
- Tax Slab
- Rate Master
- Unit of measurements(UOM)
- Guest Items
- Bank Master
- Subscription Master
- Offer Master
- Currency
- Clean DB
- Tally Mapping

# 5.1.1 CONFIGURATIONS

It is used to configure the system.



**Table Fields:**

| S.No | Fields | Description |
|------|--------|-------------|
| 1 | Hotel | Enter the hotel name ,address, pincode, email, and contact nos to display the bill print. |
| 2 | Wifi | To send wifi name and password to guest. |
| 3 | SMS & Mail | Configure the sms and email for sending sales report. |

**Other Fields:**

| S.No | Fields | Description |
|------|--------|-------------|
| 1 | Round Off | Select the round off value. |
| 2 | Rounded Amount | Enter Round off amount to be rounded in the bill amount. |
| 3 | Check-Out Type | Whether the Check-Out format is 12-Noon or 24 hours. |
| 4 | Noon Check-Out Time | Enter the own check out time for 12-Noon. |
| 5 | Grace Time | Enter the grace time for check out. |
| 6 | Early Check-In Hours | Enter Early Check-in Hours. |
| 7 | Nationality | To display default Nationality. |
| 8 | Room Type | To display default Room Type. |
| 9 | Rack Table | To display default Rack table. |
| 10 | Meal Plan | To display default Meal Plan. |

| 11 | Pay Mode | To display default Pay Mode. |
|----|----------|------------------------------|
| 12 | Business Source | To display default Business Source. |
| 13 | Market Segmeny | To display default Market Segment. |
| 14 | Purpose of Visit | To display default Purpose of Visit. |
| 15 | Guest Type | To display default Guest Type. |
| 16 | Types Of Billing | To display default Types of Billing. |
| 17 | Tax Calculation Type | To display default Tax Calculation Type. |
| 18 | Child Charges Apllicable | Whether the child room charges is applicable or not(Y/N). |
| 19 | Send Welcome SMS | Send welcome SMS from Check-In guest(Y/N). |
| 20 | Send Wifi SMS | Send Wifi name and password by SMS from Check-In guest(Y/N). |
| 21 | Screen Refresh | Whether the main screen is automatically refresh or not(Y/N). |
| 22 | Housekeeping Applicable | Whether the housekeeping module is applicable or not(Y/N). |
| 23 | Reduce Tariff based on Pax | Whether the tariff is reduced based on pax count or not(Y/N). |
| 24 | Meal Plan Chargeable | Whether the meal plan is chargeable or not(Y/N). |
| 25 | Send Reservation Mail | Whether to send reservation mail or not(Y/N). |
| 26 | Checkin Tariff SMS to Guest | Whether send checkin tariff SMS to guest or not(Y/N). |
| 27 | Checkin Tariff SMS to Management | Whether send checkin tariff SMS to management or not(Y/N). |
| 28 | GRC Prefix | Enter the GRC prefix. It will be used for Guest Registration card generation. |
| 29 | Bill Prefix | Enter the Bill prefix. It will be used for bill no generation. |
| 30 | Bill Printer | Whether the bill is send to printer or not(Y/N). |
| 31 | Bill Format Id | Select the bill print format type. |
| 32 | Bill Printer Name | Enter the printer name. |
| 33 | Bill Print Message | It will be displayed in the bill. |
| 34 | Bill Logo | Image will be displayed in the bill. |
| 35 | DB Backup Path | Enter the location for where Db backup needs to store. |

# 5.2 OPERATIONS(FOM)

The operation is used to do all the activities that hotel business needs.

**Reservation:**

- Room Reservation
- Reservation Advance
- Reservation Advance Refund

**Check-In:**

- Guest Registration Card
- Check-In
- Quick Check-In
- Early Check-In
- Reservation Check-In
- Group Check-In
- Reservation Group Check-In
- View All Check-In

**Billings:**

- Check-Out
- Check Out Address Update
- Cancel Bill
- Settlement

**Transaction:**

- Allowance
- Change Tariff
- Charges
- Miscellaneous
- Night Audit
- Paid Out
- Remove Tariff
- Reservation Tag Advance
- Advance

**Room Manipulations:**

- Block/Release Room
- Change Room
- Clear Room
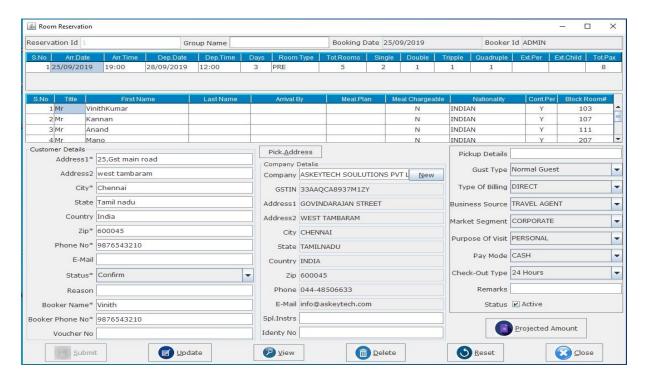
- Link Room
- Swap Room
- Issue Items
- Return Items

**Accounts:**

- Company Credit Settlements
- Update cheque non clearance
- Expenses
- Tally Interface GL

# 5.2.1 Room Reservation

This screen will be used to reserve the room. And also to block the particular rooms for guest.



**Booking Table:**

| S.No | Field | Description |
|---|---|---|
| 1 | Date | Enter the Arrival date, arrival time, departure date and departure time for room booking. |
| 2 | Room Type | Select the room type for booking. |
| 3 | Total Rooms | Enter the total rooms to book. |
| 4 | Single, Double, Tripple, Quadruple | Select the rooms by Pax wise. Enter if extra person & child is available. |

**Guest Table:**
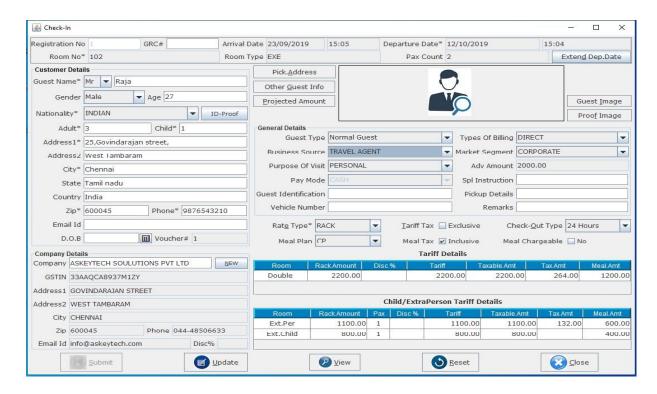
| S.No | Field | Description |
|---|---|---|
| 1 | Name | Enter the guest title, first name, last name for at least one row. |
| 2 | Meal Plan | Enter the meal plan and weather plan is chargeable or not. |
| 3 | Nationality | Enter the Nationality. |
| 4 | Contact Person | Person to contact. |
| 5 | Block Room no | To block particular room for guest. |

**Other Fields:**

| S.No | Field | Description |
|---|---|---|
| 1 | Customer Details | Enter the guest address contact information. |
| 2 | Company Details | Enter the guest company information. |
| 3 | Check-Out Type | Select the check out type for the guest. |
| 4 | Pickup Details | Enter the guest pickup details. |
| 5 | Guest Type | Select the guest type. |
| 6 | Types of billing | Select the billing type. |
| 7 | Business Source | Select the business source. |
| 8 | Market Segment | Select the market segment. |
| 9 | Purpose of visit | Select the purpose of visit. |
| 10 | Pay Mode | Select the pay mode. |
| 11 | Remarks | Enter if any. |

# 5.2.2 Check-In

This screen is used to check-in the room.



**Fields:**

| S.No | Field | Description |
|------|-------|-------------|
| 1 | GRC No | Guest Registration Card no. |
| 2 | Room No | Select room no to check-in. |
| 3 | Customer Details | Enter the guest name, address, contact no and etc... |
| 4 | Company Details | Select the company details. |

**General Fields:**

| S.No | Field | Description |
|------|-------|-------------|
| 1 | Guest Type | Select the guest type. |
| 2 | Types of billing | Select the billing type. |
| 3 | Business Source | Select the business source. |
| 4 | Market Segment | Select the market segment. |
| 5 | Purpose of visit | Select the purpose of visit. |
| 6 | Advance Amount | Enter advance (initial) amount. |
| 7 | Pay Mode | Select the pay mode for advance payment. |
| 8 | Rate Type | Select rate type from rate master to check-in. |
| 9 | Tariff Tax | Whether the tariff tax is inclusive or exclusive. |
| 10 | Check-Out Type | Select check out type whether 12-noon or 24 hours. |

| 11 | Meal Plan | Select the meal Plan. |
|---|---|---|
| 12 | Meal Tax | Whether the meal tax is inclusive or exclusive. |
| 13 | Meal Plan Chargeable | Whether the meal plan is chargeable or not. |

**Tariff Table Fields:**
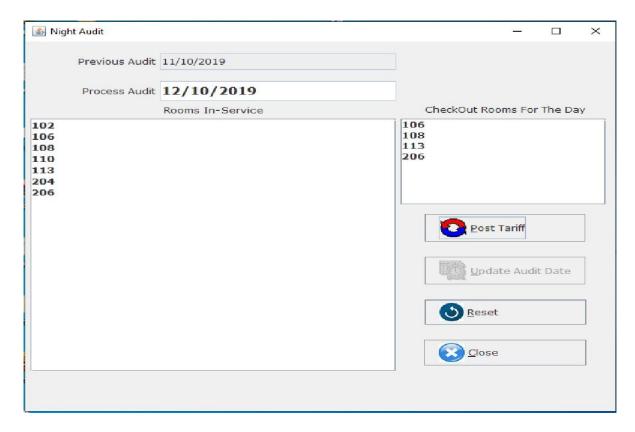
| S.No | Field | Description |
|---|---|---|
| 1 | Room | Types of room. E.g. Single, Double, Tripple, Quadruple. |
| 2 | Rack Amount | To display rack amount from rate master depends on room model. |
| 3 | Disc % | Enter the discount percentage from rack amount. |
| 4 | Tariff | Discounted amount. |
| 5 | Taxable Amount | Without tax amount. |
| 6 | Tax Amount | Tax amount. |
| 7 | Meal Amount | Meal plan amount. |

**Child/Extra Person Tariff Table Fields:**

| S.No | Field | Description |
|---|---|---|
| 1 | Room | Types of room. E.g. Extra Person and Child. |
| 2 | Rack Amount | To display rack amount from rate master depends on room model. |
| 3 | Pax | Pax count for child and extra person. |
| 4 | Disc % | Enter the discount percentage from rack amount. |
| 5 | Tariff | Discounted amount. |
| 6 | Taxable Amount | Without tax amount. |
| 7 | Tax Amount | Tax amount. |
| 8 | Meal Amount | Meal plan amount. |

# 5.2.3 Night Audit

This screen is used to process night audit which will post the tariff for all the in-service rooms.



**Button Fields:**

| S.No | Field | Description |
|---|---|---|
| 1 | Post Tariff | It's used to post the tariff from check-in tariff for the day. |
| 2 | Update Audit Date | After posting the tariff need to update audit date. |
| 3 | Reset | Refresh the screen. |
| 4 | Close | Close the screen. |

# 5.2.4 Check-Out

This screen is used to check out the room and generate the bill.



**Check Out Process:**

Select the room no to check out and click check out button then billing screen will be opened.
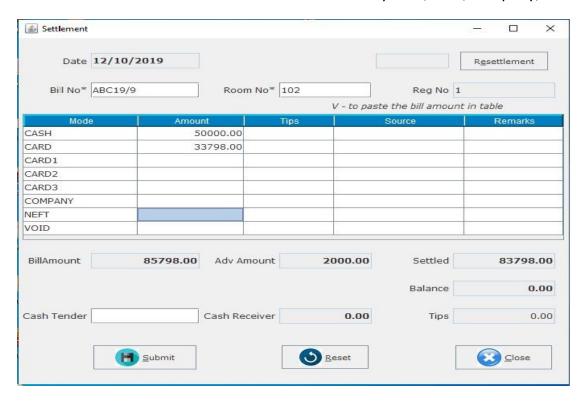
**Billing Screen:**



This billing screen used to split the bill into one or more bills. If you click Bill View & Print button then bill preview will be opened. Press the confirm button to generate the bill and send to printer.

# 5.2.5 Settlement

This screen is used to settle the bill amount by cash, card, company, etc...



Also you can resettle the bill amount into any other pay mode for the existing bill by clicking Resettlement button.

# 5.3 Reports(FOM)

There are 50+ reports in our system, which will enable you to trace all activities with real time & historical data at your fingertips. This helps you analyze your operation in just one click. Find below some of the reports...

**General Reports:**
- Departure For the day.
- Guest History.
- Other charges Report.
- Day Wise Occupancy.
- Expected Departure Report.
- In House Report.
- Occupancy Report.
- Long Stay Guest Report.
- Image Capture Report.
- Total Rooms Report.
- Guest Ledger Report.
- Guest Birthday Report.
- Nationality Details Report.
- Detail Position Report.

**Reservation Reports:**
- Arrival for the Day Report.
- Cancelled Reservation Report.
- Reservation No-Show Report.
- Reservation Log Report.
- Expected Arrival Report.
- Reservation Forecast Report.

**Transaction Reports:**
- Night Audit Process Report.
- Day Summary Report.
- Day Summary Detailed Report.
- Day wise Collection Report.
- Day wise Tariff Discount Report.
- Transaction Report.
- Flash Report.
- Flash Report Check-out.

- Segment Report.
- Un-Billed Transaction Report.

## Room Manipulation Report:
- Change & Swap Room Report.
- Maintenance Report.
- Blocked Room Report.
- Link Room Report.
- Clear Room Report.
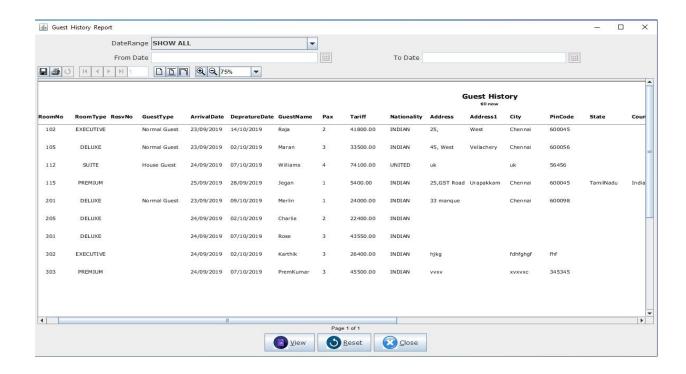
## Sales Report:
- Bill Summary Report.
- Debtor Creditor Report.
- Outstanding Report.
- Room Charge Report.
- Room Type wise Sales Report.
- Sales Tax Report.
- Meal Plan Charged Tax Report.
- FO-Cash Report.
- OTA Bill Summary Report.
- Cancelled Bill Report.
- Bill Re-Print

## Accounts Report:
- Company Analysis Report.
- Company Credit Report.
- Company Paid Report.
- Expenses Report.
- Expenses Tax Report.
- OTA Commission Tax Report.

# 5.3.1 Guest History Report



| RoomNo | RoomType | ResvNo | GuestType | ArrivalDate | DepratureDate | GuestName | Pax | Tariff | Nationality | Address | Address1 | City | PinCode | State | Coun |
|--------|----------|--------|-----------|-------------|---------------|-----------|-----|--------|-------------|---------|----------|--------|---------|-----------|------|
| 102 | EXECUTIVE | | Normal Guest | 23/09/2019 | 14/10/2019 | Raja | 2 | 41800.00 | INDIAN | 25, | West | Chennai | 600045 | | |
| 105 | DELUXE | | Normal Guest | 23/09/2019 | 02/10/2019 | Maran | 3 | 33500.00 | INDIAN | 45, West | Vellachery | Chennai | 600056 | | |
| 112 | SUITE | | House Guest | 24/09/2019 | 07/10/2019 | Williams | 4 | 74100.00 | UNITED | uk | | uk | 56456 | | |
| 115 | PREMIUM | | | 25/09/2019 | 28/09/2019 | Jegan | 1 | 5400.00 | INDIAN | 25,GST Road | Urapakkam | Chennai | 600045 | TamilNadu | India |
| 201 | DELUXE | | Normal Guest | 23/09/2019 | 09/10/2019 | Merlin | 1 | 24000.00 | INDIAN | 33 manque | | Chennai | 600098 | | |
| 205 | DELUXE | | | 24/09/2019 | 02/10/2019 | Charlie | 2 | 22400.00 | INDIAN | | | | | | |
| 301 | DELUXE | | | 24/09/2019 | 07/10/2019 | Rose | 3 | 43550.00 | INDIAN | | | | | | |
| 302 | EXECUTIVE | | | 24/09/2019 | 02/10/2019 | Karthik | 3 | 26400.00 | INDIAN | hjkg | | fdhfghgf | fhf | | |
| 303 | PREMIUM | | | 24/09/2019 | 07/10/2019 | PremKumar | 3 | 45500.00 | INDIAN | vvxv | | xvxvxc | 345345 | | |

# 5.3.2 In-House Report

# 5.3.3 Reservation Log Report

# 5.3.4 Night Audit Process Report

# 5.3.5 Flash Report



**Flash Report**
Date: 11/10/2019

Report Date: 02/11/2019 15:35:43

| Particulars | DTD | MTD | YTD |
|---|---|---|---|
| Rooms Available | 36 | 396 | 10224 |
| Under Maintenance | 0 | 7 | 12 |
| Rooms Occupied | 7 | 81 | 131 |
| (%) of Occupancy | 19.44 | 20.45 | 1.28 |
| Average Room Recovery(ARR) | 3232.00 | 4456.49 | 5541.50 |
| | | | |
| Rooms Revenue | 22624.00 | 360976.00 | 725937.00 |
| Extra Person | 1232.00 | 13552.00 | 23408.00 |
| Extra Child | 800.00 | 18016.00 | 52028.00 |
| Total Rooms Revenue | 24656.00 | 392544.00 | 801373.00 |
| | | | |
| MOD | | | |
| Miscellaneous | 0.00 | 0.00 | 0.00 |
| Res Refund | 0.00 | 0.00 | 0.00 |
| | | | |
| F&B Revenue (POS) | | | |
| MAIN OUTLET | 0.00 | 447.00 | 447.00 |
| | | | |
| BANQUET | | | |
| asfasf | 0.00 | 0.00 | 0.00 |

Page 1 of 1

# 5.3.6 Maintenance Report



Maintanance Report

| Room No | Room Type | From Date & Time | To Date & Time | Blocked For | Remarks | Releasedby | Releasedon | Createdby | Createdon |
|---------|-----------|------------------|----------------|-------------|---------|------------|------------|-----------|-----------|
| 305 | DEL | 25/09/2019 18:17 | 25/09/2019 20:00 | House Keeping | Room Cleaning | ADMIN | 25/09/2019 18:17 | ADMIN | 25/09/2019 18:17 |
| 201 | DEL | 29/10/2019 18:04 | 29/10/2019 23:00 | Maintenance | reason | ADMIN | 29/10/2019 18:02 | ADMIN | 29/10/2019 18:02 |
| 114 | EXE | 25/09/2019 18:15 | 25/09/2019 20:00 | Dirty | Cleaning | ADMIN | 25/09/2019 18:14 | ADMIN | 25/09/2019 18:14 |
| 114 | EXE | 31/10/2019 16:41 | 31/10/2019 20:00 | Maintenance | fsdfds | ADMIN | 31/10/2019 16:41 | ADMIN | 31/10/2019 16:40 |
| 203 | PRE | 25/09/2019 18:17 | 25/09/2019 20:00 | Management | VIP Guest | ADMIN | 25/09/2019 18:16 | ADMIN | 25/09/2019 18:16 |
| 115 | PRE | 19/10/2019 12:00 | 19/10/2019 14:00 | Maintenance | djgjfg | ADMIN | 19/10/2019 11:01 | ADMIN | 19/10/2019 11:01 |
| 115 | PRE | 19/10/2019 15:00 | 19/10/2019 16:00 | Management | hgdh | ADMIN | 19/10/2019 12:37 | ADMIN | 19/10/2019 12:36 |
| 203 | PRE | 29/10/2019 18:10 | 29/10/2019 21:00 | Dirty | dasd | ADMIN | 29/10/2019 18:06 | ADMIN | 29/10/2019 18:06 |
| 104 | SUITE | 23/09/2019 15:30 | 23/09/2019 19:00 | Maintenance | A/C Repair | ADMIN | 23/09/2019 15:27 | ADMIN | 23/09/2019 15:27 |
| 104 | SUITE | 25/09/2019 18:15 | 25/09/2019 20:00 | Maintenance | A/C Repair | ADMIN | 25/09/2019 18:13 | ADMIN | 25/09/2019 18:13 |
| 116 | SUITE | 29/10/2019 18:03 | 29/10/2019 22:00 | Management | Mgmt | ADMIN | 29/10/2019 18:03 | ADMIN | 29/10/2019 18:03 |
| 104 | SUITE | 29/10/2019 18:05 | 29/10/2019 23:45 | House Keeping | hk | ADMIN | 29/10/2019 18:05 | ADMIN | 29/10/2019 18:05 |

# 5.3.7 Bill Summary Report



Bill Summary Report window showing the following report:

**Bill Summary**
Bill now

| Bill No | Billing Date | Room No | Reg No | Guest Name | Total Amount | Advance | CASH | CARD | COMPANY | CHEQUE | RC |
|---------|--------------|---------|--------|------------|--------------|---------|------|------|---------|--------|----|
| ABC19/1 | 28/09/2019 12:00:11 | 115 | 15 | Jegan | 8448.00 | 2000.00 | 6448.00 | 0.00 | 0.00 | 0.00 | |
| ABC19/2 | 02/10/2019 17:41:44 | 105 | 2 | Maran | 63314.00 | 1000.00 | 62314.00 | 0.00 | 0.00 | 0.00 | |
| ABC19/3 | 02/10/2019 17:42:13 | 302 | 13 | Karthik | 42960.00 | 0.00 | 0.00 | 42960.00 | 0.00 | 0.00 | |
| ABC19/4 | 02/10/2019 17:44:49 | 205 | 10 | Charlie | 41888.00 | 0.00 | 41888.00 | 0.00 | 0.00 | 0.00 | |
| ABC19/5 | 07/10/2019 19:32:11 | 112 | 5 | Williams | 84360.00 | 1000.00 | 83360.00 | 0.00 | 0.00 | 0.00 | |
| ABC19/6 | 07/10/2019 11:51:37 | 303 | 14 | PremKumar | 92000.00 | 0.00 | 92000.00 | 0.00 | 0.00 | 0.00 | |
| ABC19/7 | 07/10/2019 11:55:29 | 301 | 12 | Rose | 49580.00 | 0.00 | 0.00 | 49580.00 | 0.00 | 0.00 | |
| ABC19/8 | 09/10/2019 17:53:29 | 201 | 3 | Merlin | 26880.00 | 0.00 | 26880.00 | 0.00 | 0.00 | 0.00 | |
| | | | | **Total :** | **409430.00** | **4000.00** | **312890.00** | **92540.00** | **0.00** | **0.00** | |

# 5.3.8 Sales Tax Report

**Sales Tax Report**

from   27-09-2019  to  10-10-2019

Report Date : 02/11/2019 15:46:16

| Bill No | Bill Date | Sub Total | Tax Amount | Tax Code | IGST | CGST | SGST | Misc | Net Amount |
|---------|-----------|-----------|------------|----------|------|------|------|------|------------|
| ABC19/1 | 28/09/2019 | 7685.70 | 762.30 | GST12, GST5 | 0.00 | 381.15 | 381.15 | 0.00 | 8448.00 |
| ABC19/2 | 02/10/2019 | 57537.16 | 5776.72 | GST12, GST18, | 0.00 | 2888.36 | 2888.36 | 0.12 | 63314.00 |
| ABC19/3 | 02/10/2019 | 38400.03 | 4560.04 | GST12, GST18, | 0.00 | 2280.02 | 2280.02 | -0.07 | 42960.00 |
| ABC19/4 | 02/10/2019 | 36800.00 | 5088.00 | GST12, GST18 | 0.00 | 2544.00 | 2544.00 | 0.00 | 41888.00 |
| ABC19/5 | 07/10/2019 | 74100.00 | 10260.00 | GST12, GST18 | 0.00 | 5130.00 | 5130.00 | 0.00 | 84360.00 |
| ABC19/6 | 07/10/2019 | 84342.80 | 7657.00 | GST12, GST18, | 0.00 | 3828.50 | 3828.50 | 0.20 | 92000.00 |
| ABC19/7 | 07/10/2019 | 43550.00 | 6030.00 | GST12, GST18 | 0.00 | 3015.00 | 3015.00 | 0.00 | 49580.00 |
| ABC19/8 | 09/10/2019 | 24000.00 | 2880.00 | GST12 | 0.00 | 1440.00 | 1440.00 | 0.00 | 26880.00 |
| **Total :** | | **366415.69** | **43014.06** | | **0.00** | **21507.03** | **21507.03** | **0.25** | **409430.00** |

# 5.3.9 FO-Cash Report



| Module Name | Bill No | Billing Date | Room No | Guest Name | Total Amount | CASH | CARD | COMPANY | CHEQUE | ROOM |
|---|---|---|---|---|---|---|---|---|---|---|
| Frontoffice | ABC19/3 | 02/10/2019 | 302 | Karthik | 42960.00 | 0.00 | 42960.00 | 0.00 | 0.00 | 0.00 |
| | ABC19/4 | 02/10/2019 | 205 | Charlie | 41888.00 | 41888.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | ABC19/2 | 02/10/2019 | 105 | Maran | 63314.00 | 62314.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | ABC19/6 | 07/10/2019 | 303 | PremKumar | 92000.00 | 92000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | ABC19/7 | 07/10/2019 | 301 | Rose | 49580.00 | 0.00 | 49580.00 | 0.00 | 0.00 | 0.00 |
| | ABC19/5 | 07/10/2019 | 112 | Williams | 84360.00 | 83360.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | ABC19/8 | 09/10/2019 | 201 | Merlin | 26880.00 | 26880.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | ABC19/1 | 28/09/2019 | 115 | Jegan | 8448.00 | 6448.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Advance | 2 | 23/09/2019 | 102 | Raja | 2000.00 | 2000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 5 | 23/09/2019 | 105 | Maran | 1000.00 | 1000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 19 | 24/09/2019 | 204 | Rajesh | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 11 | 24/09/2019 | 110 | James | 2000.00 | 2000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 13 | 24/09/2019 | 112 | Williams | 1000.00 | 1000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 1 | 25/09/2019 | 115 | Jegan | 2000.00 | 2000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Total :** | | | | | **417930.00** | **321390.00** | **92540.00** | **0.00** | **0.00** | **0.00** |

# 5.3.10 Bill Re-Print(Bill Model)

# 6. Restaurant (POS)

**POS** stands for Point Of Sale, a system that is used throughout the restaurant and retail industry. This computerized system allows business owners to track sales, cash flow and food inventory and can help simplify your business.

There are three sections:

- Masters
- Operations
- Reports
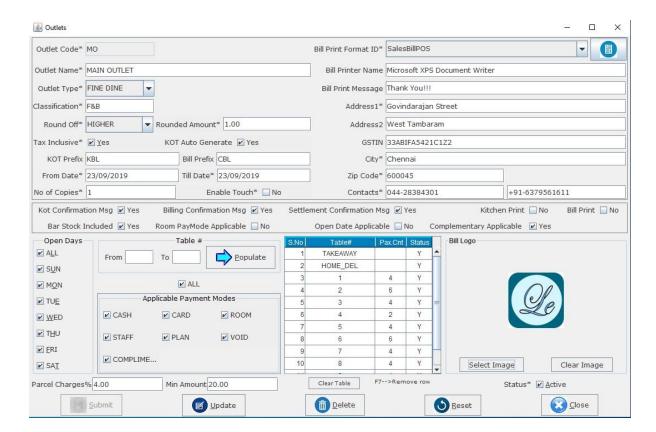
# 6.1 MASTERS(POS)

The master is where you will manage your entire repository of below information centrally to handle hotel operations more efficiently.

- Outlet Master
- Session Master
- Steward
- Menu Type
- Menu Category
- Sub Menu Category
- Kitchen Master
- Taxes
- Item Master
- Open Item Master
- Unit of measurements(UOM)
- Bar Category
- Bar Item Master
- Recipe Master
- Happy Hours Session
- Happy Hours Items
- Membership
- Clean DB
- Configuration

# 6.1.1 Outlet Master

This screen used to create various outlets.



**Fields:**

| S.No | Field | Mandatory | Description |
|---|---|---|---|
| 1 | Code | Yes | Enter the outlet code with in 10 characters. |
| 2 | Name | Yes | Enter the outlet name. |
| 3 | Outlet Type | Yes | Select outlet type. |
| 4 | Classification | Yes | Enter the classification. |
| 5 | Round off | Yes | Select the round off value. |
| 6 | Round Off Amount | Yes | Enter Round off amount to be rounded in the bill amount. |
| 7 | Tax Inclusive | Yes | Select the tax type: inclusive or exclusive. |
| 8 | KOT Auto Generate | Yes | Whether kot is auto generate or not. |
| 9 | KOT Prefix | No | Enter the kot prefix. It will be used for kot no generation. |
| 10 | Bill Prefix. | Yes | Enter the Bill prefix. It will be used for bill no generation. |
| 11 | No Of Copies | Yes | To print bill no of copies. |
| 12 | Bill Print Format ID | Yes | Bill Print Format. |
| 13 | Bill Printer Name | No | Printer name for bill print. |

| 14 | Bill Print Message | No | This will be displayed in end of bill print format. |
|---|---|---|---|
| 15 | Address1 | Yes | Enter the outlet address1 it will be used in bill print format. |
| 16 | City, Zip code, Contact No | Yes | Enter the outlet City, Zip code, Contact No it will be used in bill print format. |
| 17 | Kot Confirmation Message. | No | While generating the kot confirmation message will appear or not. |
| 18 | Billing Confirmation Message. | No | While generating the bill confirmation message will appear or not. |
| 19 | Settlement Confirmation Message. | No | While settlement confirmation message will appear or not. |
| 20 | Kitchen Print | Yes | Select whether the kitchen printer is enable or not. |
| 21 | Bill Print | Yes | Select whether the bill printer is enable or not. |
| 22 | Bar Stock Included | No | Select whether the bar stock is Included (applicable) or not. |
| 23 | Room Pay Mode Applicable | No | Select whether the room (Front office module) pay mode is applicable or not. |
| 24 | Open Date Applicable | No | This will be generating the kot in same date until you close the date. |
| 25 | Complementary Applicable. | No | Select whether the complementary items is applicable or not. |
| 26 | Open Days | No | Select the restaurant opened days. |
| 27 | Table no | Yes | Enter the table no. |
| 28 | Pay Mode | Yes | Select the applicable pay mode. |
| 29 | Parcel Charges | No | Enter the parcel charge. |
| 30 | Bill Logo | No | Select bill logo. |
| 31 | Status | Yes | Select whether the outlet is active or not. |

# 6.2 OPERATIONS (POS)

The operation is where we do KOT generation and billings.

- Open Date
- Open Outlet
- Settlement
- Bill Update

**Bar Stock:-**

- Bar Stock Receipt
- Adjustment
- Month End Close

# 6.2.1 Open Outlet
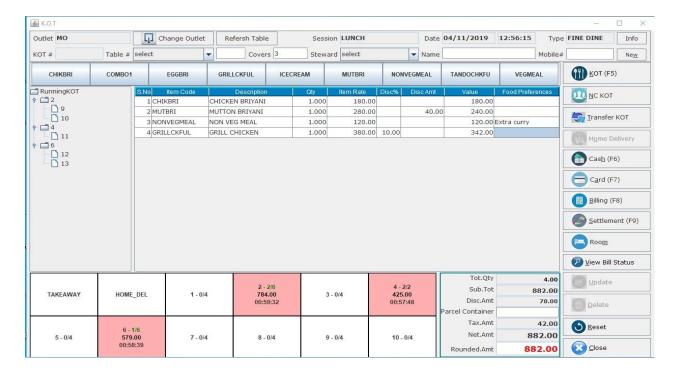
This screen is used to open the selected outlet and generate the KOT and bill.



Select the outlet and session then click Continue button. The KOT Screen will be opened.

# 6.2.2 KOT Screen

This screen is used to generate the KOT, bill and settlement.



## Fields:

| S.No | Field | Mandatory | Description |
|---|---|---|---|
| 1 | Table# | Yes | Select the table no. |
| 2 | Covers | No | Enter the occupied customers. |
| 3 | Steward | Yes | Select the steward name. |
| 4 | Name | No | Enter the customer name and also press F1 key to search. |
| 5 | Mobile No | No | Enter the mobile no and also press F1 key to search. |

## Table Fields:
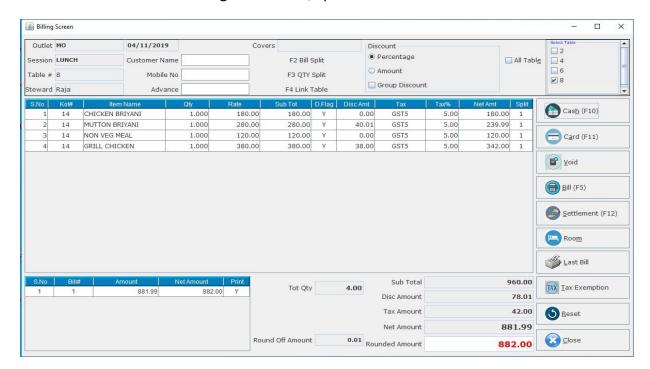
| S.No | Field | Mandatory | Description |
|---|---|---|---|
| 1 | Item Code | Yes | Enter the item code or press F1 key to search from popup. |
| 2 | Description | Yes | Enter the item Name or press F1 key to search from popup. |
| 3 | Qty | Yes | Enter the no of quantity. |
| 4 | Disc% | No | You can give discount percentage. |
| 5 | Disc Amt | No | You can give discount amount. |
| 6 | Food Preferences | No | Enter food preferences. |

## Button Fields:

| S.No | Field | Shortcut Key | Description |
|---|---|---|---|
| 1 | KOT | F5, Alt+K | This button will generate the kot. |
| 2 | NC-KOT | Alt+N | This button will generate Non-Chargeable KOT. |
| 3 | Transfer KOT | Alt+T | This button will transfer the kot from one table to another table. |
| 4 | Home Delivery | Alt+O | This button will generate home delivery. |
| 5 | Cash | F6, Alt+H | This button will generate the kot, bill and amount will be settled to cash pay mode. |
| 6 | Card | F7, Alt+A | This button will generate the kot, bill and amount will be settled to card pay mode. |
| 7 | Billings | F8, Alt+B | This button will open the billing screen. |
| 8 | Settlement | F9, Alt+S | This button will open the settlement screen. |
| 9 | Room | Alt+M | This button will generate the kot, bill and amount will be settled to room pay mode if FOM module is exists. |
| 10 | View Bill Status | Alt+V | This button is used to view the bill status. |
| 11 | Update | Alt+U | This button is used to update the kot. |
| 12 | Delete | Alt+D | This button is used to delete the kot. |
| 13 | Reset | Alt+R | This button is used to reset the kot screen. |
| 14 | Close | Alt+C | This button is used to exit the kot screen. |

# 6.2.3 Billing Screen

This screen is used to generate bill, split bill and settlement.
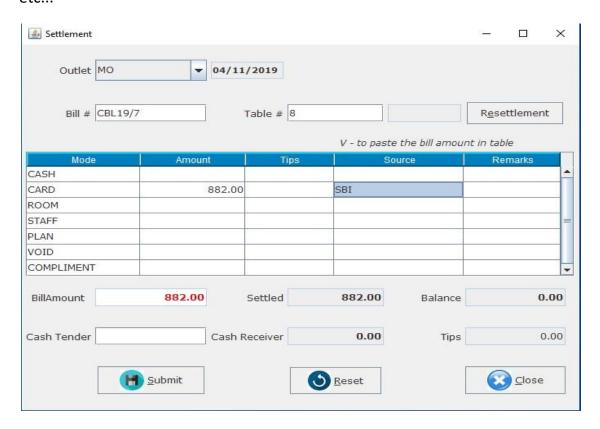


Select the table no from select table box. If you want to split the bill, change the no in split column in the table.

**Button Fields:**

| S.No | Field | Shortcut Key | Description |
|---|---|---|---|
| 1 | Cash | F10, Alt+H | This button will generate the kot, bill and amount will be settled to cash pay mode. |
| 2 | Card | F11, Alt+A | This button will generate the kot, bill and amount will be settled to card pay mode. |
| 3 | Void | Alt+V | This button will generate the kot, bill and amount will be settled to void. |
| 7 | Bill | F5, Alt+B | This button will be generating the bill. |
| 8 | Settlement | F12, Alt+S | This button will generate the bill and open the settlement screen. |
| 9 | Room | Alt+M | This button will generate the bill and amount will be settled to room pay mode if FOM module is exists. |
| 10 | Last Bill | Alt+L | To view previous bills. |
| 11 | Tax Exemption | Alt+T | To remove tax. |
| 13 | Reset | Alt+R | This button is used to reset the kot screen. |

| 14 | Close | Alt+C | This button is used to exit the kot screen. |
|---|---|---|---|

# 6.2.4 Settlement

This screen is used to settle the bill amount by cash, card, company, room etc...



Also you can resettle the bill amount into any other pay mode by clicking Resettlement button.

# 6.3 Reports(POS)

There are 25+ reports in our system, which will enable you to trace all activities with real time & historical data at your fingertips. This helps you analyze your operation in just one click. Find below some of the reports...

**General Reports:**
- Item Listing Report.
- Happy Hours Item Report.
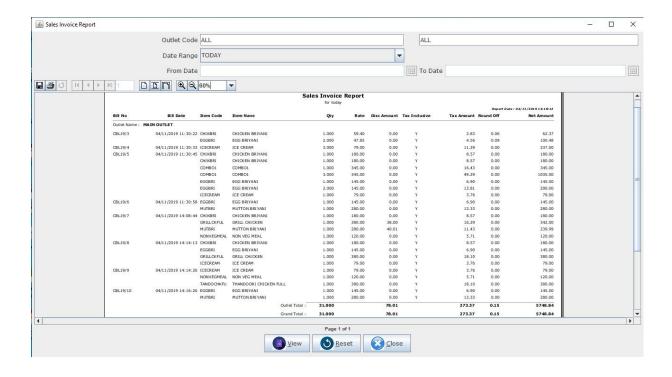
**Sales Report:**
- Sales Invoice Report.
- FSN Analysis by Menu Type Report.
- FSN Analysis by Menu Category Report.
- Cashier Overall Sales Report.
- Item Wise Sales Report.
- Overall Item Sales Report.
- Menu Type Wise Overall Sales Report.
- Sales Tax Report.
- Take Away Sales Report.
- Tax Exemption Sales Report.
- Session Wise Sales Report.
- Steward Wise Sales Report.
- Kitchen Wise Sales Report.
- NC KOT Overall Sales Report.
- Menu Type Wise NC KOT Report.
- KOT Cancelled Report.
- KOT Item Deleted Report.
- Bill Re-Print.
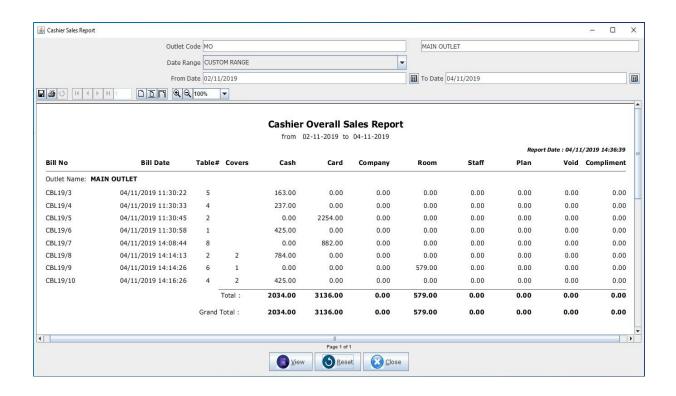
**Bar Stock Report:**
- Bar Store Ledger Report.
- Bar Stock Ledger Report.
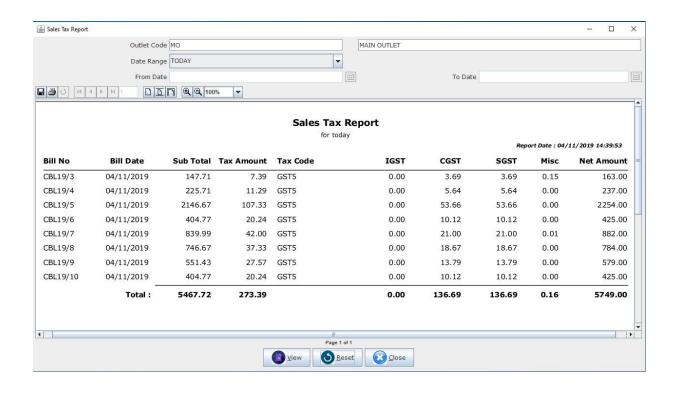
# 6.3.1 Sales Invoice Report
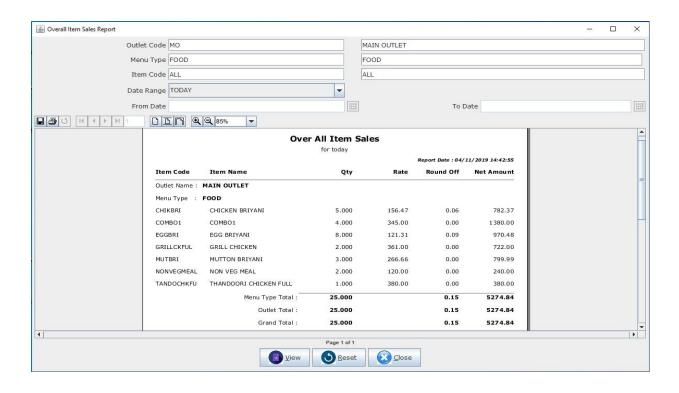
# 6.3.2 Cashier Wise Sales Report



Cashier Sales Report

Outlet Code MO                                    MAIN OUTLET
Date Range CUSTOM RANGE
From Date 02/11/2019              To Date 04/11/2019

100%

## Cashier Overall Sales Report
from 02-11-2019 to 04-11-2019

*Report Date : 04/11/2019 14:36:39*

| Bill No | Bill Date | Table# | Covers | Cash | Card | Company | Room | Staff | Plan | Void | Compliment |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Outlet Name: **MAIN OUTLET** | | | | | | | | | | | |
| CBL19/3 | 04/11/2019 11:30:22 | 5 | | 163.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CBL19/4 | 04/11/2019 11:30:33 | 4 | | 237.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CBL19/5 | 04/11/2019 11:30:45 | 2 | | 0.00 | 2254.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CBL19/6 | 04/11/2019 11:30:58 | 1 | | 425.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CBL19/7 | 04/11/2019 14:08:44 | 8 | | 0.00 | 882.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CBL19/8 | 04/11/2019 14:14:13 | 2 | 2 | 784.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CBL19/9 | 04/11/2019 14:14:26 | 6 | 1 | 0.00 | 0.00 | 0.00 | 579.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CBL19/10 | 04/11/2019 14:16:26 | 4 | 2 | 425.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Total : | | | 2034.00 | 3136.00 | 0.00 | 579.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Grand Total : | | | 2034.00 | 3136.00 | 0.00 | 579.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Page 1 of 1

View     Reset     Close

# 6.3.3 Sales Tax Report



| Bill No | Bill Date | Sub Total | Tax Amount | Tax Code | IGST | CGST | SGST | Misc | Net Amount |
|---------|-----------|-----------|------------|----------|------|------|------|------|------------|
| CBL19/3 | 04/11/2019 | 147.71 | 7.39 | GST5 | 0.00 | 3.69 | 3.69 | 0.15 | 163.00 |
| CBL19/4 | 04/11/2019 | 225.71 | 11.29 | GST5 | 0.00 | 5.64 | 5.64 | 0.00 | 237.00 |
| CBL19/5 | 04/11/2019 | 2146.67 | 107.33 | GST5 | 0.00 | 53.66 | 53.66 | 0.00 | 2254.00 |
| CBL19/6 | 04/11/2019 | 404.77 | 20.24 | GST5 | 0.00 | 10.12 | 10.12 | 0.00 | 425.00 |
| CBL19/7 | 04/11/2019 | 839.99 | 42.00 | GST5 | 0.00 | 21.00 | 21.00 | 0.01 | 882.00 |
| CBL19/8 | 04/11/2019 | 746.67 | 37.33 | GST5 | 0.00 | 18.67 | 18.67 | 0.00 | 784.00 |
| CBL19/9 | 04/11/2019 | 551.43 | 27.57 | GST5 | 0.00 | 13.79 | 13.79 | 0.00 | 579.00 |
| CBL19/10 | 04/11/2019 | 404.77 | 20.24 | GST5 | 0.00 | 10.12 | 10.12 | 0.00 | 425.00 |
| | Total : | 5467.72 | 273.39 | | 0.00 | 136.69 | 136.69 | 0.16 | 5749.00 |

# 6.3.4 Overall Item Sales Report

# 7. BANQUETS (BAQ)

This computerized system allows business owners to track booking info, sales, cash flow and food inventory and can help simplify your business.

There are three sections:

- Masters
- Operations
- Reports
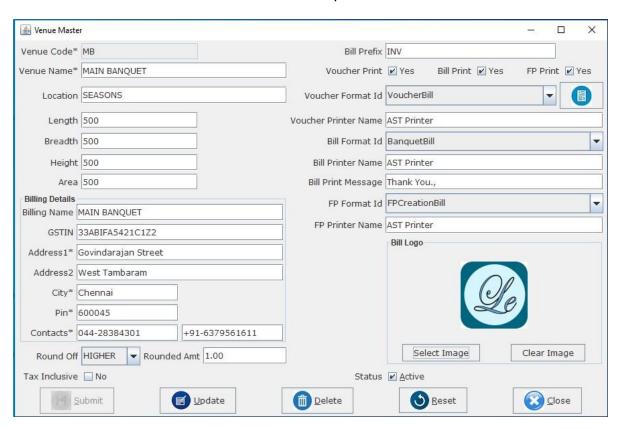
# 7.1 MASTERS (BAQ)

The master is where you will manage your entire repository of below information centrally to handle hotel operations more efficiently.

- Venue Master
- Session Master
- Seating Master
- Function Master
- Item Category
- Item Sub Category
- Menu Group
- Sub Menu Group
- Menu Master
- Item Master
- Open Item Master
- Unit of measurements(UOM)
- Raw Item Master
- Recipe Master
- Billing Instruction
- Business Source
- Marketing Segment
- Pay Mode
- Bank Master
- Company Master
- Departments
- Banquet Taxes
- Ledger
- Location Master
- Valid Master
- Clear DB
- Configuration

# 6.1.1 Venue Master

This screen used to create various banquet venue.



**Fields:**

| S.No | Field | Mandatory | Description |
|---|---|---|---|
| 1 | Venue Code | Yes | Enter the venue code with in 10 characters. |
| 2 | Venue Name | Yes | Enter the venue name. |
| 3 | Location | No | Enter the location |
| 4 | Length | Yes | Enter the length. |
| 5 | Breadth | Yes | Enter the breadth. |
| 6 | Height | Yes | Enter the height. |
| 7 | Area | Yes | Enter the area. |
| 8 | Billing Name | No | Enter the billing name, its displayed in bill. |
| 9 | GSTIN | No | Enter the venue GSTIN number. |
| 10 | Address1 | Yes | Enter the venue address1 it will be used in bill print format. |
| 11 | City, Zip code, Contact No | Yes | Enter the venue City, Zip code, Contact No it will be used in bill print format. |

| 12 | Round off | Yes | Select the round off value. |
|----|-----------|-----|----------------------------|
| 13 | Round Off Amount | Yes | Enter Round off amount to be rounded in the bill amount. |
| 14 | Tax Inclusive | Yes | Select the tax type: inclusive or exclusive. |
| 15 | Bill Prefix. | Yes | Enter the Bill prefix. It will be used for bill no generation. |
| 16 | Voucher Print | Yes | Select whether the Voucher printer is enable or not. |
| 17 | Bill Print | Yes | Select whether the bill printer is enable or not. |
| 18 | FP Print | Yes | Select whether the FP printer is enable or not. |
| 19 | Voucher Print Format ID | Yes | Select voucher print format. |
| 20 | Voucher Printer Name | No | Printer name for voucher print. |
| 21 | Bill Print Format ID | Yes | Select bill print format. |
| 22 | Bill Printer Name | No | Printer name for bill print. |
| 23 | Bill Print Message | No | This will be displayed in end of bill print format. |
| 24 | FP Print Format ID | Yes | Select FP print format. |
| 25 | FP Printer Name | No | Printer name for FP print. |
| 26 | Bill Logo | No | Select bill logo. |
| 27 | Status | Yes | Select whether the outlet is active or not. |

# 7.2 OPERATIONS (BAQ)

The operation is where we do kot generation and billings.

**Transactions:**
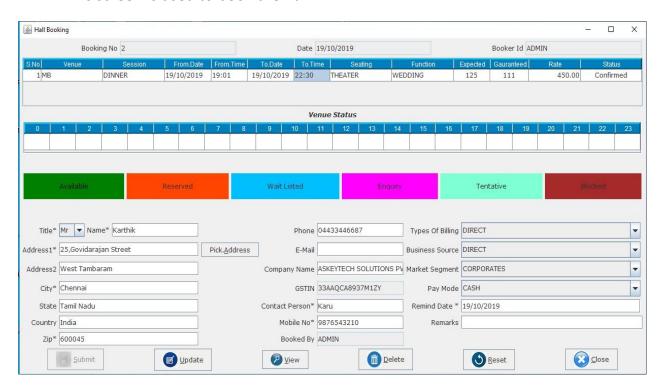
- Hall Booking
- FP Creation
- Advance
- Advance Refund
- Banquet Kot
- Charges
- Voucher
- Billings
- Settlement
- Hall Block

**Accounts:**

- Company Credit Settlement
- Update Cheque Non Clearance

# 7.2.1 Hall Booking

This screen is used to book the hall.



**In Table:**
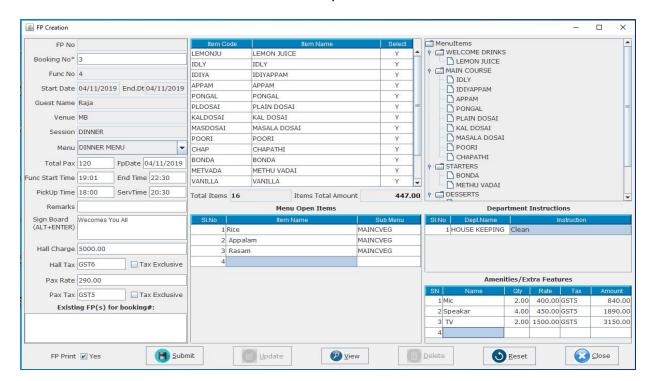
| S.No | Field | Mandatory | Description |
|---|---|---|---|
| 1 | Venue Code | Yes | Enter the venue code or press F1 key to search. |
| 2 | Session | Yes | Enter the session code or press F1 key to search. |
| 3 | From Date | Yes | Enter the from date. |
| 4 | To Date | Yes | Enter the to date. |
| 5 | Seating | Yes | Enter the seating code or press F1 key to search. |
| 6 | Function | Yes | Enter the function code or press F1 key to search. |
| 7 | Expected | Yes | Enter the expected pax count. |
| 8 | Guaranteed | Yes | Enter the guaranteed pax count. |
| 9 | Rate | Yes | Enter the rate per pax. |
| 10 | Status | Yes | Press enter or F1 key to select status. |

**Fields:**

| S.No | Field | Mandatory | Description |
|---|---|---|---|
| 1 | Title | Yes | Select the title. |
| 2 | Name | Yes | Enter the customer name. |
| 3 | Address1 | Yes | Enter the customer address1. |
| 4 | City, Zip code, Contact No | Yes | Enter the customer City, Zip code, Contact number. |
| 5 | Phone no | No | Enter the phone no. |
| 6 | Email | No | Enter the email id. |
| 7 | Company Name | No | Enter the company name or press F1 key to search. |
| 8 | Contact Person | Yes | Enter the contact person name. |
| 9 | Mobile No | Yes | Enter the mobile number. |
| 10 | Types Of Billing | No | Select billing type. |
| 11 | Business Source | No | Select business source. |
| 12 | Market segment | No | Select market segment. |
| 13 | Pay Mode | No | Select pay mode. |
| 14 | Remind Date | Yes | Enter the reminder date. |
| 15 | Remarks | No | Enter the remarks if any. |

# 7.2.2 FP Creation (Function Plan)

This screen is used to create function plan.



**Fields:**

| S.No | Field | Mandatory | Description |
|---|---|---|---|
| 1 | Booking No | Yes | Enter the booking number or press F1 key to search. |
| 2 | Menu | No | Select menu type. |
| 3 | Pickup Time | No | Enter the pickup time for food. |
| 4 | Serve Time | No | Enter the serve time. |
| 5 | Remarks | No | Enter the remarks if any. |
| 6 | Sign board | No | Enter the sign board to display in welcome note. |
| 7 | Hall charge | No | Enter the hall charge. |
| 8 | Hall Tax | No | Enter the tax for hall charge. |
| 9 | Hall Tax Inclusive | No | Select the tax type: inclusive or exclusive. |
| 10 | Pax Rate | No | Enter the pax rate. |
| 11 | Pax Tax | No | Enter the tax for pax rate. |
| 12 | Pax Tax Inclusive | No | Select the tax type: inclusive or exclusive. |

**Menu Table:**

| S.No | Field | Mandatory | Description |
|---|---|---|---|
| 1 | Select | No | Select Y to add items in menu. |

## Menu Open Item Table:

| S.No | Field | Mandatory | Description |
|---|---|---|---|
| 1 | Item | No | Enter the open Item (extra) name. |
| 2 | Sub Menu | No | Enter the sub menu or press F1 key to search. |

## Department Instruction Table:
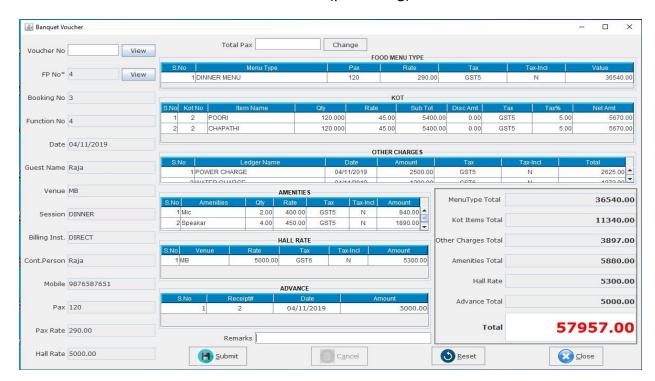
| S.No | Field | Mandatory | Description |
|---|---|---|---|
| 1 | Dept Name | No | Enter the department name or press F1 key to search. |
| 2 | Instruction | No | Enter the instructions. |

## Amenities/Extra Features Table:

| S.No | Field | Mandatory | Description |
|---|---|---|---|
| 1 | Name | No | Enter the amenities name. |
| 2 | Qty | No | Enter the quantity. |
| 3 | Rate | No | Enter the rate. |
| 4 | Tax | No | Enter the tax code or press F1 key to search. |

# 7.2.3 Voucher

This screen is used to create voucher (pre-billing).



Enter the FP no or click view button to search FP no and it will displayed all the transaction. You can change the pax by entering total pax field and click change button then the amount will be changed.

# 7.2.4 Billings

This screen is used to generate Bill.



| S.No | Type | Trans.Id | Voucher # | Particulars | Debit | Discount | Tax.Amount | Credit | Total.Amount | Split |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | MENU TYPE | 4 | 2 | DINNER MENU | 34800.00 | | 1740.00 | | 36540.00 | 1 |
| 2 | KOT ITEM | 4 | 2 | POORI | 5400.00 | 0.00 | 270.00 | | 5670.00 | 1 |
| 3 | KOT ITEM | 5 | 2 | CHAPATHI | 5400.00 | 0.00 | 270.00 | | 5670.00 | 1 |
| 4 | CHARGES | 2 | 2 | POWER CHARGE | 2500.00 | | 125.00 | | 2625.00 | 1 |
| 5 | CHARGES | 3 | 2 | WATER CHARGE | 1200.00 | | 72.00 | | 1272.00 | 1 |
| 6 | AMENITIES | 7 | 2 | Mic | 800.00 | | 40.00 | | 840.00 | 1 |
| 7 | AMENITIES | 8 | 2 | Speakar | 1800.00 | | 90.00 | | 1890.00 | 1 |
| 8 | AMENITIES | 9 | 2 | TV | 3000.00 | | 150.00 | | 3150.00 | 1 |
| 9 | HALLRATE | 4 | 2 | HALL RATE | 5000.00 | | 300.00 | | 5300.00 | 1 |
| 10 | ADVANCE | 2 | 2 | ADVANCE | | | | 5000.00 | 0.00 | 1 |

| S.No | Bill# | Amount | Adv.Amt | Net.Amt | Balance.Due | Print |
|---|---|---|---|---|---|---|
| 1 | 1 | 62957.00 | 5000.00 | 62957.00 | 57957.00 | Y |

| | |
|---|---|
| Sub.Total | 59900.00 |
| Tax Amount | 3057.00 |
| Adv.Amount | 5000.00 |
| Net.Amount | 57957.00 |
| Rounded.Amt | **57957.00** |

By selecting the voucher all the transaction will be displayed in table. If you want split the bill you need to change number the split column in table and you can generate the bill.

# 7.2.5 Settlement

This screen is used to settle the bill amount by cash, card, company, room etc...



Also you can resettle the bill amount into any other pay mode by clicking Resettlement button.

# 7.3 Reports (BAQ)

There are 10+ reports in our system, which will enable you to trace all activities with real time & historical data at your fingertips. This helps you analyze your operation in just one click. Find below some of the reports...

**General Reports:**
- Item Consumption Report.
- Function Plan Re-Print.

**Hall Booking Reports:**
- Blocked Halls Report.
- Cancelled Booking Report.
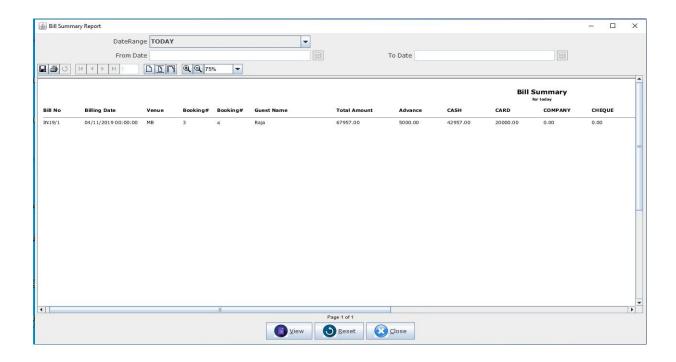
**Sales Reports:**
- Bill Summary Report.
- Cashier Overall Sales Report.
- Sales Tax Report.
- Bill Re-Print.
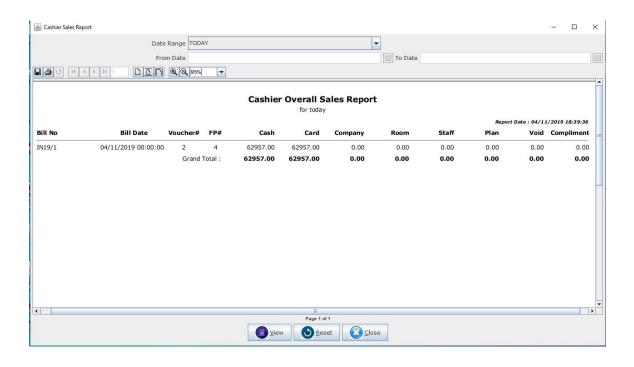
**Accounts Reports:**
- Company Analysis Report.
- Company Credit Report.
- Company Paid Report.
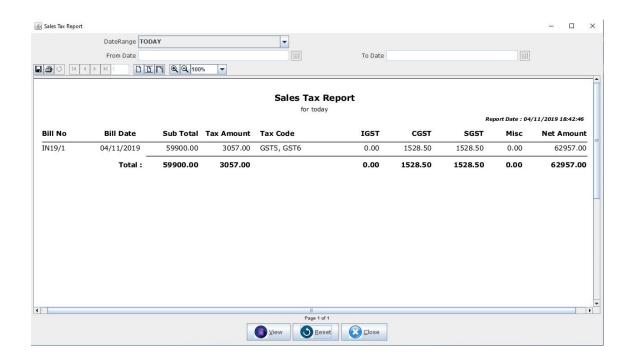
# 7.3.1 Bill Summary Report

# 7.3.2 Cashier Sales Report



| Bill No | Bill Date | Voucher# | FP# | Cash | Card | Company | Room | Staff | Plan | Void | Compliment |
|---------|-----------|----------|-----|------|------|---------|------|-------|------|------|------------|
| IN19/1 | 04/11/2019 00:00:00 | 2 | 4 | 62957.00 | 62957.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | Grand Total : | | **62957.00** | **62957.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |

# 7.3.3 Sales Tax Report



| Bill No | Bill Date | Sub Total | Tax Amount | Tax Code | IGST | CGST | SGST | Misc | Net Amount |
|---------|-----------|-----------|------------|----------|------|------|------|------|------------|
| IN19/1 | 04/11/2019 | 59900.00 | 3057.00 | GST5, GST6 | 0.00 | 1528.50 | 1528.50 | 0.00 | 62957.00 |
| | Total : | 59900.00 | 3057.00 | | 0.00 | 1528.50 | 1528.50 | 0.00 | 62957.00 |

# 8. SPA

Spa and Salon software for your beauty business and makes your daily business operation easy & maximize profits.

There are three sections:

- Masters
- Operations
- Reports
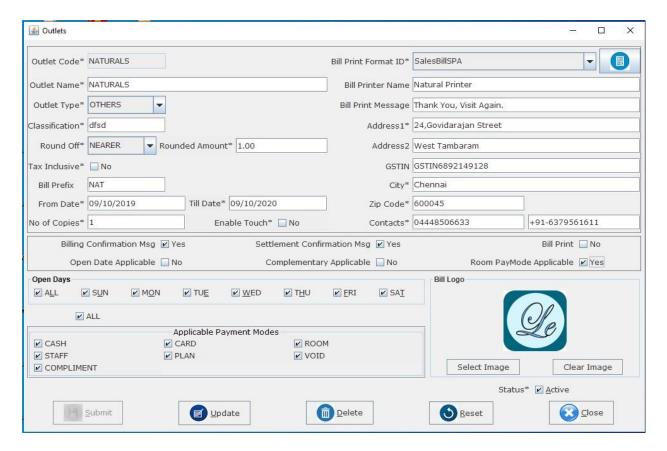
# 8.1 MASTERS (SPA)

The master is where you will manage your entire repository of below information centrally to handle hotel operations more efficiently.

- Outlet Master
- Therapist Information
- Menu Type
- Taxes
- Item Master
- Unit of measurements(UOM)
- Raw Category
- Raw Item Master
- Recipe Master
- Membership
- Clear DB
- Configurations

# 8.1.1 Outlet Master

This screen used to create various Outlets.



## Fields:

| S.No | Field | Mandatory | Description |
|------|-------|-----------|-------------|
| 1 | Outlet Code | Yes | Enter the outlet code with in 10 characters. |
| 2 | Outlet Name | Yes | Enter the outlet name. |
| 3 | Outlet Type | Yes | Select outlet type. |
| 4 | Classification | Yes | Enter the classification. |
| 5 | Round off | Yes | Select the round off value. |
| 6 | Round Off Amount | Yes | Enter Round off amount to be rounded in the bill amount. |
| 7 | Tax Inclusive | Yes | Select the tax type: inclusive or exclusive. |
| 8 | Bill Prefix. | Yes | Enter the Bill prefix. It will be used for bill no generation. |
| 9 | No Of Copies | Yes | To print bill no of copies. |
| 10 | Bill Print Format ID | Yes | Bill Print Format. |
| 11 | Bill Printer Name | No | Printer name for bill print. |

| 12 | Bill Print Message | No | This will be displayed in end of bill print format. |
|---|---|---|---|
| 13 | Address1 | Yes | Enter the outlet address1 it will be used in bill print format. |
| 14 | City, Zip code, Contact No | Yes | Enter the outlet City, Zip code, Contact No it will be used in bill print format. |
| 15 | Billing Confirmation Message. | No | While generating the bill confirmation message will appear or not. |
| 16 | Settlement Confirmation Message. | No | While settlement confirmation message will appear or not. |
| 17 | Bill Print | Yes | Select whether the bill printer is enable or not. |
| 18 | Open Date Applicable | No | This will be generating the bill in same date until you close the date. |
| 19 | Complementary Applicable. | No | Select whether the complementary items is applicable or not. |
| 20 | Room Pay Mode Applicable | No | Select whether the room (Front office module) pay mode is applicable or not. |
| 21 | Open Days | No | Select the restaurant opened days. |
| 22 | Pay Mode | Yes | Select the applicable pay mode. |
| 23 | Bill Logo | No | Select bill logo. |
| 24 | Status | Yes | Select whether the outlet is active or not. |

# 8.2 OPERATIONS (SPA)

The operation is where we do booking, billings and settlement.
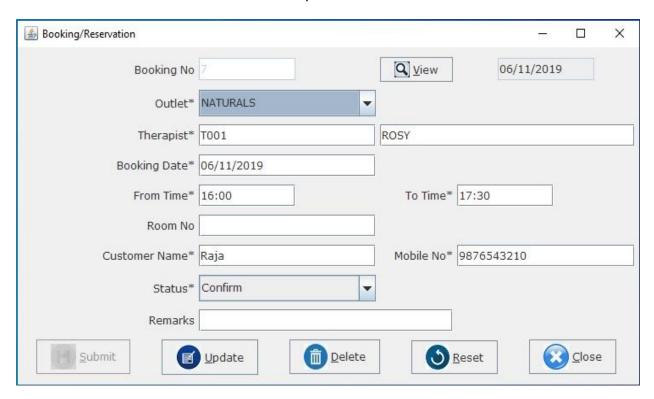
- Booking Screen
- Open Date
- Open Outlet
- Settlement

**Bar Stock:**

- Spa Stock Receipt
- Adjustment
- Month End Close

# 8.2.1 Booking Screen

This screen is used to book a therapist for an time.



**Fields:**
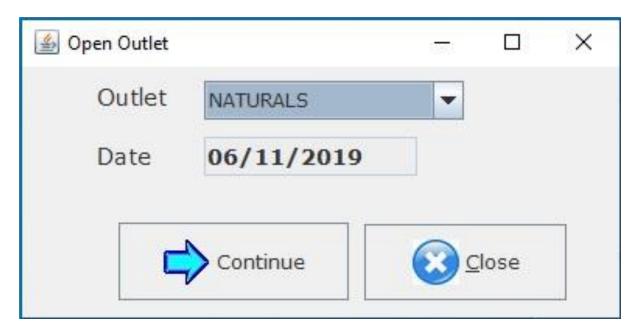
| S.No | Field | Mandatory | Description |
|---|---|---|---|
| 1 | Outlet | Yes | Select the outlet. |
| 2 | Therapist | Yes | Enter the therapist name or press F1 key to search. |
| 3 | Booking Date | Yes | Enter the booking date. |
| 4 | From Time | Yes | Enter the from time. |
| 5 | To Time | Yes | Enter the to time. |
| 6 | Room No | No | Enter the room no. |
| 7 | Customer Name | Yes | Enter the customer name. |
| 8 | Mobile No | Yes | Enter the mobile no. |
| 9 | Status | Yes | Select the status. |
| 10 | Remarks | No | Enter the remarks If any. |

## 8.2.2 Open Outlet
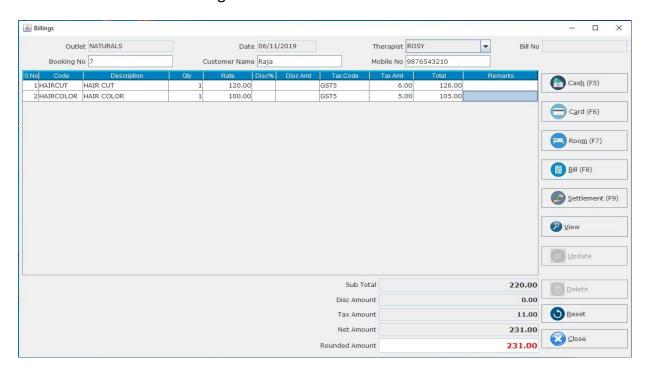
This screen is used to open the selected outlet then generating the bill.



Select the outlet and session then click Continue button. The billing Screen will be opened.

# 8.2.3 Billing Screen

This screen is used to generate bill and settlement.



Select the table no from select table box. If you want to split the bill, change the no in split column in the table.

**Fields:**

| S.No | Field | Mandatory | Description |
|------|-------|-----------|-------------|
| 1 | Therapist | Yes | Select the therapist. |
| 2 | Booking No | No | Enter the booking no or press F1 key to search. |
| 3 | Customer Name | No | Enter the customer name. |
| 4 | Mobile No | No | Enter the mobile no. |

**Table Fields:**

| S.No | Field | Mandatory | Description |
|------|-------|-----------|-------------|
| 1 | Item Code | Yes | Enter the item code or press F1 key to search from popup. |
| 2 | Description | Yes | Enter the item Name or press F1 key to search from popup. |
| 3 | Qty | Yes | Enter the no of quantity. |
| 4 | Disc% | No | You can give discount percentage. |

| S.No | Field | | Description |
|---|---|---|---|
| 5 | Disc Amt | No | You can give discount amount. |
| 6 | Remarks | No | Enter the remarks if any. |
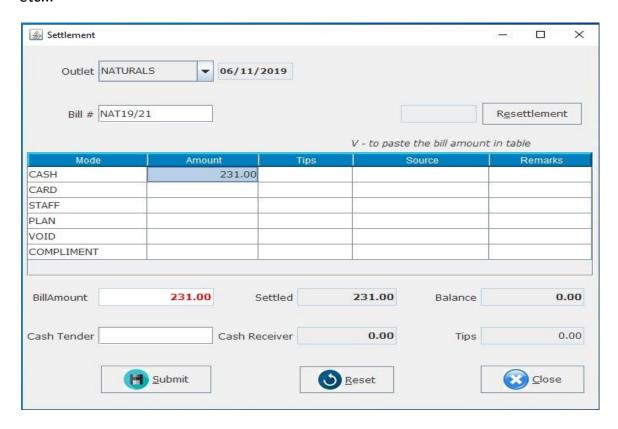
**Button Fields:**

| S.No | Field | Shortcut Key | Description |
|---|---|---|---|
| 1 | Cash | F5, Alt+H | This button will generate the bill and amount will be settled to cash pay mode. |
| 2 | Card | F6, Alt+A | This button will generate the bill and amount will be settled to card pay mode. |
| 3 | Room | F7, Alt+M | This button will generate the bill and amount will be settled to room pay mode if FOM module is exists. |
| 4 | Bill | F8, Alt+B | This button will be generating the bill. |
| 5 | Settlement | F9, Alt+S | This button will generate the bill and open the settlement screen. |
| 6 | View | Alt+V | To view previous bills. |
| 7 | Update | Alt+U | To update the bill. |
| 8 | Delete | Alt+D | To delete the bill. |
| 9 | Reset | Alt+R | This button is used to reset the kot screen. |
| 10 | Close | Alt+C | This button is used to exit the kot screen. |

# 8.2.4 Settlement

This screen is used to settle the bill amount by cash, card, company, room etc...



Also you can resettle the bill amount into any other pay mode by clicking Resettlement button.

# 8.3 Reports (SPA)

There are 25+ reports in our system, which will enable you to trace all activities with real time & historical data at your fingertips. This helps you analyze your operation in just one click. Find below some of the reports...

**General Reports:**
- Item Listing Report.
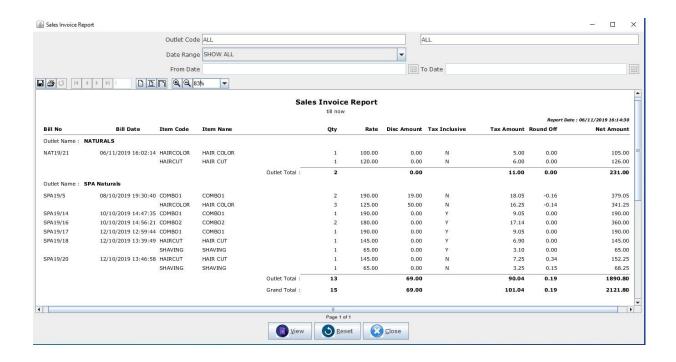
**Sales Report:**
- Sales Invoice Report.
- Cashier Overall Sales Report.
- Overall Item Sales Report.
- Sales Tax Report.
- Therapist Wise Sales Report.
- Bill Re-Print.

**Bar Stock Report:**
- Spa Store Ledger Report.
- Spa Stock Ledger Report.

# 8.3.1 Sales Invoice Report



**Sales Invoice Report**

till now

Report Date : 06/11/2019 16:14:30

| Bill No | Bill Date | Item Code | Item Name | | Qty | Rate | Disc Amount | Tax Inclusive | Tax Amount | Round Off | Net Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Outlet Name :** | **NATURALS** | | | | | | | | | | |
| NAT19/21 | 06/11/2019 16:02:14 | HAIRCOLOR | HAIR COLOR | | 1 | 100.00 | 0.00 | N | 5.00 | 0.00 | 105.00 |
| | | HAIRCUT | HAIR CUT | | 1 | 120.00 | 0.00 | N | 6.00 | 0.00 | 126.00 |
| | | | | Outlet Total : | **2** | | **0.00** | | **11.00** | **0.00** | **231.00** |
| **Outlet Name :** | **SPA Naturals** | | | | | | | | | | |
| SPA19/5 | 08/10/2019 19:30:40 | COMBO1 | COMBO1 | | 2 | 190.00 | 19.00 | N | 18.05 | -0.16 | 379.05 |
| | | HAIRCOLOR | HAIR COLOR | | 3 | 125.00 | 50.00 | N | 16.25 | -0.14 | 341.25 |
| SPA19/14 | 10/10/2019 14:47:35 | COMBO1 | COMBO1 | | 1 | 190.00 | 0.00 | Y | 9.05 | 0.00 | 190.00 |
| SPA19/16 | 10/10/2019 14:56:21 | COMBO2 | COMBO2 | | 2 | 180.00 | 0.00 | Y | 17.14 | 0.00 | 360.00 |
| SPA19/17 | 12/10/2019 12:59:44 | COMBO1 | COMBO1 | | 1 | 190.00 | 0.00 | Y | 9.05 | 0.00 | 190.00 |
| SPA19/18 | 12/10/2019 13:39:49 | HAIRCUT | HAIR CUT | | 1 | 145.00 | 0.00 | Y | 6.90 | 0.00 | 145.00 |
| | | SHAVING | SHAVING | | 1 | 65.00 | 0.00 | Y | 3.10 | 0.00 | 65.00 |
| SPA19/20 | 12/10/2019 13:46:58 | HAIRCUT | HAIR CUT | | 1 | 145.00 | 0.00 | N | 7.25 | 0.34 | 152.25 |
| | | SHAVING | SHAVING | | 1 | 65.00 | 0.00 | N | 3.25 | 0.15 | 68.25 |
| | | | | Outlet Total : | **13** | | **69.00** | | **90.04** | **0.19** | **1890.80** |
| | | | | Grand Total : | **15** | | **69.00** | | **101.04** | **0.19** | **2121.80** |

Page 1 of 1

View    Reset    Close

# 8.3.2 Cashier Overall Sales Report

**Cashier Sales Report** — □ ✕

| | |
|---|---|
| Outlet Code | ALL | ALL |
| Date Range | CUSTOM RANGE ▾ |
| From Date | 07/10/2019 | To Date 06/11/2019 |

## Cashier Overall Sales Report
from 07-10-2019 to 06-11-2019

*Report Date : 06/11/2019 16:18:50*

| Bill No | Bill Date | Cash | Card | Company | Room | Staff | Plan | Void | Compliment |
|---|---|---|---|---|---|---|---|---|---|
| Outlet Name: **NATURALS** | | | | | | | | | |
| NAT19/21 | 06/11/2019 16:02:14 | 231.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Total : | **231.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| Outlet Name: **SPA Naturals** | | | | | | | | | |
| SPA19/5 | 08/10/2019 19:30:40 | 720.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SPA19/14 | 10/10/2019 14:47:35 | 190.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SPA19/16 | 10/10/2019 14:56:21 | 0.00 | 360.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SPA19/17 | 12/10/2019 12:59:44 | 190.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SPA19/18 | 12/10/2019 13:39:49 | 210.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SPA19/20 | 12/10/2019 13:46:58 | 221.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Total : | **1531.00** | **360.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| | Grand Total : | **1762.00** | **360.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |

Page 1 of 1

[ View ] [ Reset ] [ Close ]