

# **USER GUIDE**

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## HOTEL MANAGEMENT SYSTEM Everything you need to know to get started

#### **TABLE OF CONTENTS**

TABLE OF CONTENTS	1
Getting Started with Business Sensor	4
System Requirements for Business Sensor ERP	4
Operating System	4
Database Server	4
Hardware and operating system requirements	4
Minimum system requirements	5
Software Requirement	5
Register and Configure Business Sensor Hotel Management Software	6
Install and Configure SQL 2019 Management Studio	9
SQL Server Configuration Management	16
How to change the Authentication Mode to Mixed Mode in SQL Server 2019	23
Install Business Sensor Hotel Management Software	27
Steps for installing Business Sensor Hotel Management Software	27
How to license Business Sensor Hotel Management System	30
Set up your company	37
How To Create Reservation Space	40
Reservation Time Setup	45
How to check in Guest	47
Manage the guest transaction	53
Transaction Manager	54
Add Room or Hall for a Guest	56
How to add invoice to a guest's transaction	57
How To Receive Payment	59
How to Refund a Guest	60

How to print Guest Transaction	61
How to checkout guests	64
Bill Guest Interface	65
Advanced Booking	67
Create Advance Booking	67
Managed Advanced booking	72
Check in advance booking	74
Advance Booking Report	77
Guest In House Interface	78
Guest In House by Date Interface	78
Manage House Keeping	79
Reservation Report	81
Checked Outs	81
Check-in	82
Checked Out Owing	83
Total Reservation Billing from Guest	85
Total Regular Invoice from Guest	86
Total Receipt from Guest	88
Total Refund Report	89
Room Change Audit Report	90
Room Cancel Audit Report	92
House Keeping	94
Manage Accommodation Status	94
The Housekeeping Accommodation Status Listing	95
Change a Room Type	96
Advance Booking Report	97
Total Guest Sales	98
SSS or Security Report	100

Sales Report	101
Departmental Sales Report	103
Other Links	105
Correct Multiple Accommodation Billing	105
Print Temporarily Merged Guest Bill	106
Correct Wrongly Billed Changed Rooms	108
Merge Some Guest Sponsor Accounts	109
Inventory Management	111
Set up Inventory Item	111
Cash and credit sales Invoice	116

#### **Getting Started with Business Sensor**

Welcome to the Business Sensor Hotel Management system. Our step-by-step guide will demonstrate how effortless it is to manage accommodation, inventory, sales, and transactions alongside your business operations. Keeping your business organized has never been easier with Business Sensor ERP Hotel Management.

#### System Requirements for Business Sensor ERP

Note: Need to check your computer's specs? Click here.

#### **Operating System**

- Windows 11, 64-bit, natively installed
- Windows 10, all 64-bit editions, natively installed
- Windows Server 2022, Standard and Essentials
- Windows Server 2019, Standard and Essentials
- Windows Server 2016, Standard and Essentials

#### **Database Server**

- Microsoft SQL Server 2017
- Microsoft SQL Server 2019

#### Hardware and operating system requirements

Processor	1.6 GHz minimum
RAM (client or	8 GB minimum
workstation)	
RAM (Server)	16 GB minimum
Disk Space	2.5GB of disk space (additional required for data file
	backup).
	Note: For the best performance, store your Business
	Sensor data file on a solid-state drive (SSD)

#### **Minimum system requirements**

The minimum requirement is a core i3 CPU (Client or workstation)

#### **Software Requirement**

Access the software required for Business Sensor ERP installation here

Note: You need to register before downloading all the installation files, the registration process is below.

- Microsoft SQL Server: Microsoft database software allows you to manage your database.
- Microsoft .Net Framework: Enables you to accomplish a range of common programming tasks, including string management, data collection, database connectivity, and file access.
- Crystal Report: allows a developer to create reports and dashboards from a variety of data sources with a minimum of code to write
- Business Sensor: This includes a Complete Accounting Package, BS Point of Sales, Hotel Reservation Management, etc.

Server Installation: The following software are required for Business-Sensor ERP.

- 1) Microsoft SQL Server
- 2) Crystal Report
- 3) Business Sensor

Client Installation: The following software is required for client-side installation

- Crystal Report
- Business Sensor

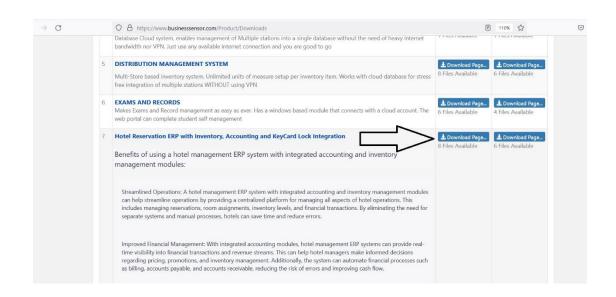
Note: Download all the software needed here

#### **Register and Configure Business Sensor Hotel Management Software**

Please note that for all downloads, you should visit our website and click on the <u>download</u> <u>button</u> to access the Management Studio file. Follow these steps to register and download the software

#### Step 1.

Click the "Download Page" button.



#### Step 2.

Choose 'Register as a new user' to create an account, or enter your log in credentials.

B	Business Sensor <b>ERP</b>	Log in		×	SIGN UP	LOG IN HINGN Y	
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4	DATABASE REPLICATOR		f Multiple stations into a single database without the need of heavy internet	L Downle 1 Files Ava		& Download Page 1 Files Available	

#### Step 3.

Complete the form with the necessary information and then click the 'Signup' button.

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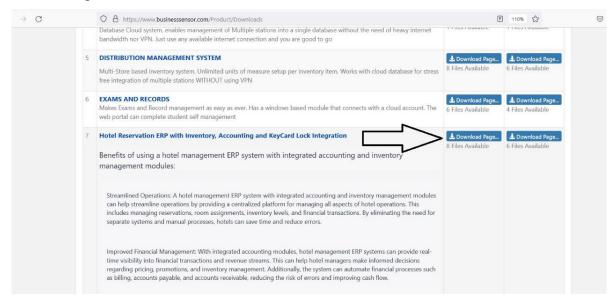
#### Step 4.

Once you have successfully signed up, click on the download link.

Business Sensor ERP demo1- Your Account Detail	HOME ABOUT US PRODUCTS -	DOWINLOADS SUPPORT + CONTACT US N	ny account → N NGN →
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Upgrade Insurance Upgrade Insurance Subscriptions Subscriptions : 0	Detail	Cloud Comprehensive Report Cloud Comprehensive Report Subsc Subscriptions : 0	
Organization Profile Profile for demo1	(60	Account Wallet Balance Deposites	

#### Step 5.

Afterward, click the 'Download Page' button to access the installation files for Business Sensor Hotel Management Software.



#### Step 6.

Click all the 'Download' buttons to download all the installation files needed to get Business Sensor Hotel Management Software up and running and then install them.

File     File     File       5     BusinessSensor File     Crystal Report Runtime 16     Crystal Report Runtime 16     13 Jun, 202       6     Dependency File     Dot Net Framework 4.0     Microsoft Dotnet Framework 4.0     13 Jun, 202     I Dotemation       7     Dependency File     Microsoft® SQL Server® 2012 Express With Tools 32bit management system that delivers a rich amagement system that del	3 Busin File	ssSensor CRRu	untime_32bit_13_0_23	Crystal Report Runtime 13-0-23 32 Bit	92.7 MB	13 Jun, 2021	d Download
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#### Install and Configure SQL 2019 Management Studio

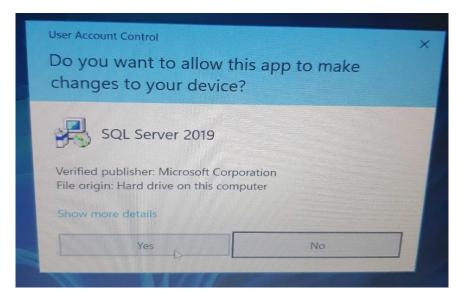
#### Step 1.

Double-click the downloaded SQL Server file.

*Note: The downloaded file may be in the default download folder on your PC or your choice folder* 

File Home Share View	Manage Downloads Application Tools			- • ×
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Note: If your computer requests for "User Account Control" authentication, click Yes



#### Step 2.

Click the OK button to select the default directory to save the extracted file.

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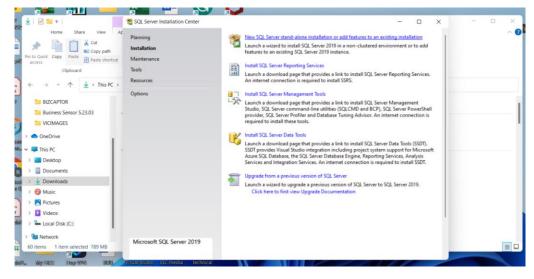
#### Step 3.

Wait for Windows to extract the file for installation.

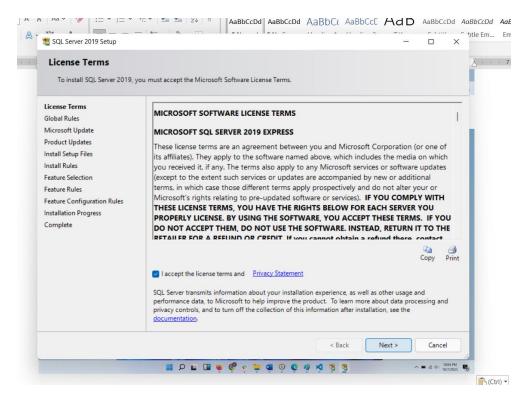
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#### Step 4.

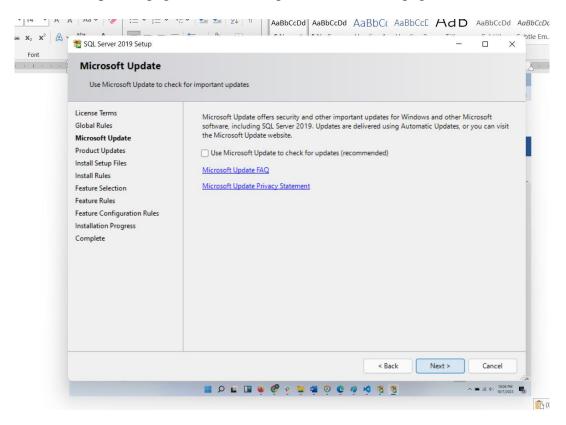
Select the first option: "New SQL Server stand-alone installation or add features to an existing installation" Click Next for a new installation to begin.



#### Step 5. Check the "I accept the license terms" box and click Next



#### Step 6. In the "Product Update" page, Click Next to proceed to the next page



#### Step 7.

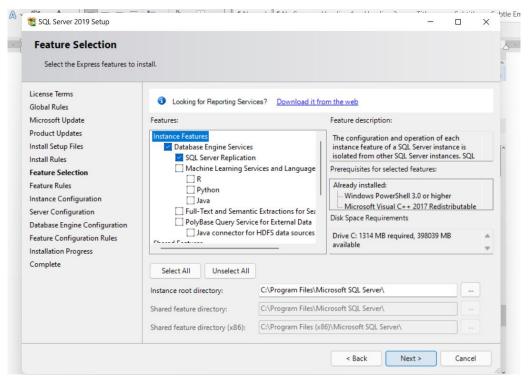
In the "Install Rules" Page, click on the Next button.

Install Rules					
Setup rules identify potential can continue.	problems that	t might occur while running Setup. Failures must be corrected before	ore Setup		
License Terms	Operation	completed. Passed: 3. Failed 0. Warning 1. Skipped 0.			
Global Rules					
Microsoft Update					
Product Updates	Hide det	tails <<		Re-ru	n
Install Setup Files	View deta	iled report			
Install Rules					
Feature Selection	Result	Rule	Status		
Feature Rules		Consistency validation for SQL Server registry keys	Passed		
Instance Configuration		Computer domain controller	Passed		
Java Install Location	1	Windows Firewall	Warning		
Server Configuration		SQL 2019 minimum CTP for Upgrade and Side by Side Support	Passed		
Database Engine Configuration					
Consent to install Microsoft R					
Consent to install Python					
Feature Configuration Rules					
Installation Progress					
Complete					

#### Step 8.

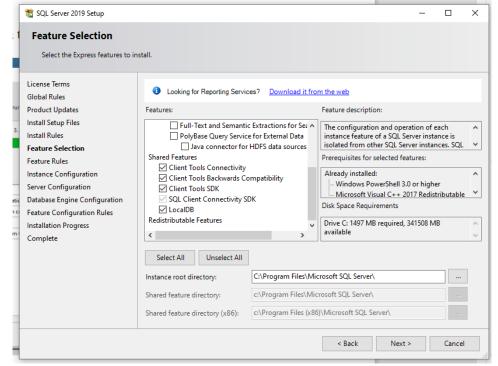
In the Feature Selection page, make sure you select:

- a) Database Engine Services
- b) SQL Replication



- c) Client Tools Connectivity
- d) Client Tools Backwards compatibility and Client tools SDK.
- e) LocalDB

Click on the Next button.



#### Step 9.

In the Instance Configuration page, check the Named Instance and click the Next button.

Instance Configuration	on						
Specify the name and instand	ce ID for the instance of S	QL Server. Instance	ID becomes part of t	he installation path.			
License Terms	O Default instance						
Global Rules Microsoft Update	O Named instance:	MSSQLSERVER					
Product Updates Install Setup Files	Instance ID:	MSSQLSERVER					
install Rules Feature Selection							
Feature Rules							
Feature Rules	SQL Server directory:	C:\Program Files\I	Microsoft SQL Server	MSSQL15.MSSQLSER	VER		
Instance Configuration	SQL Server directory: Installed instances:	C:\Program Files\I	Microsoft SQL Server∖	MSSQL15.MSSQLSER	VER		
		C:\Program Files\I	Microsoft SQL Server	MSSQL15.MSSQLSER		sion	
Instance Configuration Server Configuration	Installed instances:	_				sion	
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nstance Configuration Gerver Configuration Database Engine Configuration Feature Configuration Rules nstallation Progress	Installed instances:	_				sion	
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nstance Configuration Gerver Configuration Database Engine Configuration Feature Configuration Rules nstallation Progress	Installed instances:	_				sion	

**Step 10**. In the **Server Configuration** page, click next to load the next page.

Server Configuration					
Specify the service accounts an	d collation configuration.				
License Terms	Service Accounts Collation				
Global Rules Microsoft Update	Microsoft recommends that you	use a separate account for each	SQL Server serv	ice.	
Product Updates	Service	Account Name	Password	Startup Typ	e
Install Setup Files	SQL Server Database Engine	NT Service\MSSQLSERVER		Automatic	~
Install Rules	SQL Server Browser	NT AUTHORITY\LOCAL		Disabled	`
Feature Rules Instance Configuration Server Configuration Database Engine Configuration Feature Configuration Rules Installation Progress Complete		file initialization by avoiding zen ilowing deleted content to be ac		ges. This may lea	d

#### Step 11.

In the **Database Engine Configuration** page, either check "Mixed Mode (**SQL Server authentication and Windows authentication**)" and provide the password for the SQL Server system administrator account **or** check "**Windows authentication mode**" and configure your SQL Server Management Studio later (*Check the configuration after the installation*). Click the **Next** button after your option.

	<ul> <li>ntication security mode, administrators, data directories, TempDB, Max degree of</li> </ul>
parallelism, Memory limits, and License Terms Global Rules Microsoft Update Product Updates Install Setup Files Install Rules Feature Selection Feature Rules Instance Configuration Server Configuration Database Engine Configuration	Filestream settings.         Server Configuration       Data Directories       TempDB       Memory       User Instances       FILESTREAM         Specify the authentication mode and administrators for the Database Engine.       Authentication Mode       Image: Configuration Mode       Image:
Feature Configuration Rules Installation Progress Complete	Specify SQL Server administrators         CADLAP3\HP ELITEBOOK 840 G4 (HP ELITEBOOK 840 G4)         SQL Server administrators have unrestricted access to the Database Engine.         Add Current User       Add

Step 12: Wait for the installation progress to start.

Installation Progress         License Terms         Global Rules         Microsoft Update         Product Updates         Install Setup Files         Install Rules         Feature Selection         Feature Selection         Feature Rules         Instance Configuration         Server Configuration	1 SQL Server 2019 Setup	-		×
Global Rules Microsoft Update Producing intermediate status logs. Product Updates Install Setup Files Install Rules Feature Selection Feature Rules Instance Configuration	Installation Progress			
Global Rules Microsoft Update Producing intermediate status logs. Product Updates Install Setup Files Install Rules Feature Selection Feature Rules Instance Configuration				
Microsoft Update Producing intermediate status logs. Product Updates Install Setup Files Install Rules Feature Selection Feature Rules Instance Configuration				
Install Setup Files Install Rules Feature Selection Feature Rules Instance Configuration	Microsoft Update	Producing intermediate status logs.		
Feature Rules Instance Configuration	Install Setup Files			
Instance Configuration	Feature Selection			
Server Confiduration				
Database Engine Configuration				
Feature Configuration Rules				
Installation Progress	-			
Complete	Complete			
1				1
Next > Cancel		Next >	Cance	

Step 13: Note: If the message about the restarting of your server appears, click OK button.

📸 SQL Server 2019 Setup	-		×
Installation Progress			
License Terms Global Rules Microsoft Update Product Updates Install Setup Files Install Rules Feature Selection Feature Rules Instance Configuration Server Configuration Database Engine Configuration Feature Configuration Rules Installation Progress Complete	Install_sql_diag_Cpu64_Action : WriteRegistryValues. Writing system registry values Key: [1], Na Value: [3]	ame: [2],	
			1
	Next >	Cancel	

Step 14. Finally, on the "Complete" page, click on the Close button to exit the application.

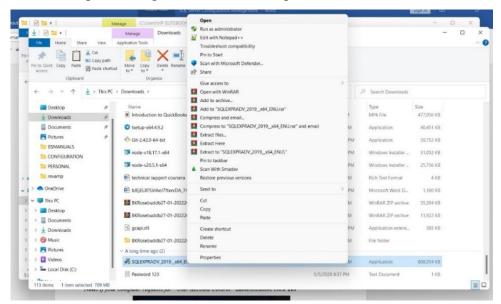
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AP;	Complete Your SQL Server 2019 ins	tallation completed successfully with product up	odates.		
	License Terms	Information about the Setup operation	or possible next steps:		
50	Global Rules	Feature	Status		
	Microsoft Update	Database Engine Services	Succeeded		
	Product Updates	SQL Server Replication	Succeeded		
	Install Setup Files	SQL Browser	Succeeded		
	Install Rules	SQL Writer	Succeeded		
LEX:	Feature Selection	Client Tools Backwards Compatibilit			
	Feature Rules	Client Tools SDK	Succeeded		
	Instance Configuration				
A	Server Configuration	Details:			
ease	Database Engine Configuration	n Install successful.			_ /
	Feature Configuration Rules				
	Installation Progress				
	Complete				
2					
seit					
(1)		Summary log file has been saved to the	following location		
_			-		
W		C:\Program Files\Microsoft SQL Server\ \Summary_CADLAP3_20231007_22001	150\Setup Bootstrap\Log\20231007_220010		
W BU		300000 CROCKES 20231007 2200	10000		
UB MUA					
				Close	:
		0			

#### **SQL Server Configuration Management**

This is done immediately the SQL server is successfully installed. The following steps illustrates the configuration: *Note: No need to download another SQL file, Access the already downloaded SQL Server file and follow the steps stated:* 

#### Step 1.

Double click the setup file or right click and click Open.

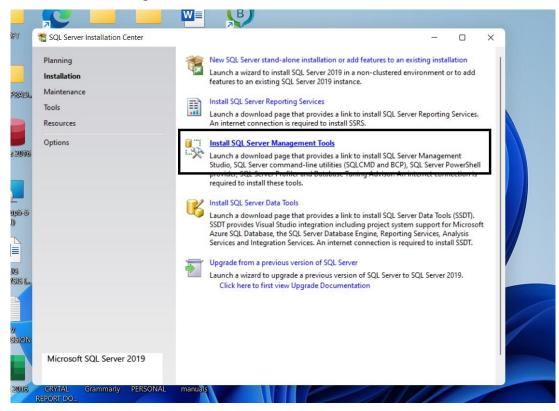


Note: If your computer requests for "User Account Control" authentication, click Yes

User Account Control Do you want to allow this app changes to your device?	× to make
SQL Server 2019	
Verified publisher: Microsoft Corporation File origin: Hard drive on this computer	
Show more details	
Yes	No

#### Step 2.

After the user account control authentication, the installation page will be displayed, then select Install SQL Server Management Tools.



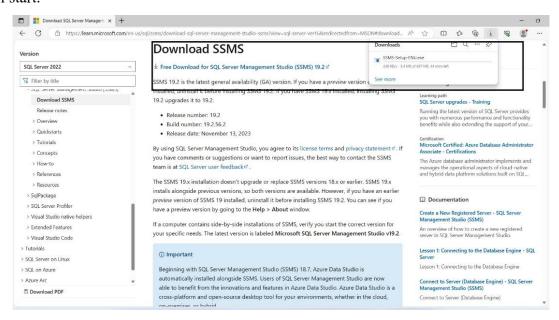
#### Step 3.

You will be directed to an online platform where you need to download the appropriate tool for the studio. Please select Download SSMS. *Note, make sure you are connected to the internet for the proper downloading.* 

C https://learn.microsoft.com/en-	us/sql/ssms/download-sql-server-management-studio-ssms?view=sql-server-ver16&redirectedfrom=MSDN	* 다 ☆ 다 ☆ & % 🐒
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Download SSMS	56666 (551115)	Learning path SQL Server upgrades - Training
Release notes	Article • 11/14/2023 • 49 contributors	Running the latest version of SQL Server provides
> Overview		you with numerous performance and functionality benefits while also extending the support of your.
> Quickstarts	In this article	benefits while also extending the support of your.
> Tutorials	Download SSMS	Certification Microsoft Certified: Azure Database Administrat
> Concepts	Available languages	Associate - Certifications
> How-to	What's new	The Azure database administrator implements an
> References	Previous versions	manages the operational aspects of cloud-native and hybrid data platform solutions built on SQL
> Resources	Show 8 more	and hybrid data platform solutions built on size
> SqlPackage	Applies to: 🛛 SQL Server 🔍 Azure SQL Database 🛇 Azure SQL Managed Instance 🛇 Azure	Documentation
SQL Server Profiler	Synapse Analytics 🧟 SQL analytics endpoint in Microsoft Fabric 🖉 Warehouse in Microsoft	Create a New Registered Server - SQL Server
Visual Studio native helpers	Fabric	Management Studio (SSMS)
Extended Features	SQL Server Management Studio (SSMS) is an integrated environment for managing any SQL	An overview of how to create a new registered
Visual Studio Code	infrastructure, from SQL Server to Azure SQL Database. SSMS provides tools to configure, monitor,	server in SQL Server Management Studio.
utorials	and administer instances of SQL Server and databases. Use SSMS to deploy, monitor, and upgrade	Lesson 1: Connecting to the Database Engine - S
QL Server on Linux	the data-tier components used by your applications and build queries and scripts.	Server
QL on Azure		Lesson 1: Connecting to the Database Engine
zure Arc 👻	Use SSMS to query, design, and manage your databases and data warehouses, wherever they are - on your local computer or in the cloud.	Connect to Server (Database Engine) - SQL Serv
Download PDF	or your roun compared or in the cloud.	Management Studio (SSMS)

#### Step 4.

Click on Free Download for SQL Server Management Studio (SSMS) 19.2. Then the download will start.

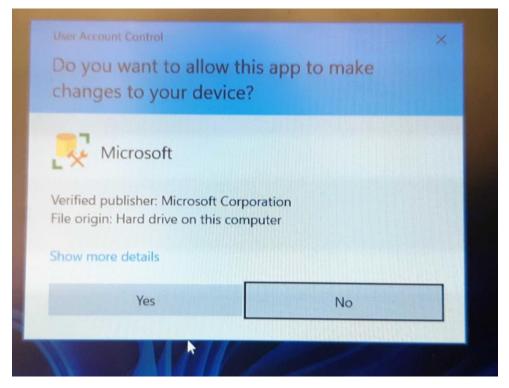


#### Step 5.

After the download, access the SSMS downloaded, then right click on the file and click open to start the installation.

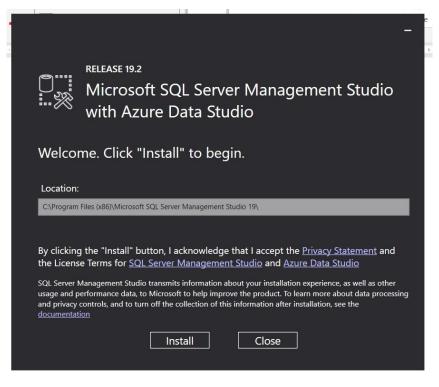
$\leftrightarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\checkmark$ $\checkmark$ $\checkmark$ This PC	> Downloads	Open Sea administrator	C	, D Search Downloads	
<ul> <li>✓               <sup>1</sup> Quick access             <sup>1</sup> Desktop             <i>↓</i> <sup>1</sup> Downloads             <i>*</i> </li> </ul>	Name V Yesterday (3) 20231119_204354	Edit with Notepad++ Troubleshoot compatibility Pin to Start Scan with Microsoft Defender	d :58 PM	Type JPG File	Size 1,124 k
🔤 Documents 🛛 📌	🕵 SSMS-Setup-ENU	🖻 Share	:49 PM	Application	662,390 K
Rictures 📌	SQLEXPRADV_2019_x64_ENU	Give access to Open with WinRAR	> :27 PM	File folder	
CONFIGURATION	INVENTORY ITEM SETUP updated	Add to archive Add to "SSMS-Setup-ENU.rar"	:14 PM	Microsoft Word 97	1,519
Tevamp	🖶 Buisness sensor All Report Reservarti	Compress and email Compress to "SSMS-Setup-ENU.rar" and email	:14 PM	Microsoft Word 97	9,667
> 🔷 OneDrive	BSSetup5_11_15_2023	Extract files	:11 PM	Windows Installer	136,102
<ul> <li>✓ This PC</li> <li>&gt; Desktop</li> <li>&gt; Documents</li> <li>&gt; ↓ Downloads</li> </ul>	V Earlier this month (16)     CONSENT LETTER TO MARRIAGE CC     How To Create Reservation Space     WhatsApp Image 2023-11-06 at 6.46	Extract Here     Extract to "SSMS-Setup-ENU\"     Pin to taskbar     Scan With Smadav     Restore previous versions	:09 PM :26 PM :0 PM	Microsoft Word D Microsoft Word D JPEG File	8 20,599 22
> 🕑 Music	MG-20231108-WA0016	Send to	> :39 PM	IPG File	69
> Rectures	<ul> <li>IMG-20231108-WA0010</li> <li>IMG-20231108-WA0010</li> </ul>	Cut Copy	:43 AM	IPG File	132 1
		Create shortcut Delete Rename			
😪 Accessibility: Investigate		Properties	-		

Note: If your computer requests for "User Account Control" authentication, click Yes



#### Step 6.

Click on Install button to start the installation process.



#### Step 7.

After the installation is complete, please click the 'Close' button to exit.



The next steps are the configuration process

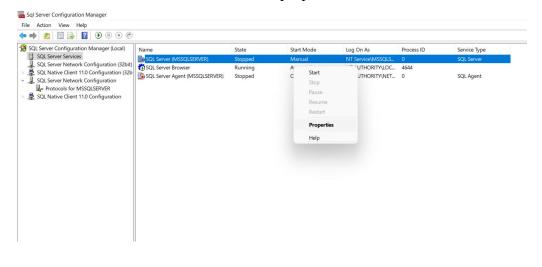
#### Step 1.

Click on the Start button and type "configuration manager". From the list displayed, click on "SQL Server 2019 Configuration Manager".

Best match   System Configuration   App   CONFIGURATION   File folder   Last modified: 11/20/2023, 10:51 AM   Apps Control Panel SQL Server 2019 Configuration SQL Server 2019 Configuration SQL Server 2019 Configuration Solution File location Panel Solution File location Pin to Start Pin to taskbar Pin to taskbar Search the web	(b) Chat	All Apps Document	s Web	Settings	s Folders Photos	• … (
<ul> <li>App</li> <li>CONFIGURATION         <ul> <li>File folder             Last modified: 11/20/2023, 10:51 AM</li> <li>Apps</li> <li>Control Panel</li> <li>SQL Server 2019 Configuration             Manager</li> <li>SQL Server 2019 Configuration             Anager</li> <li>SQL Server 2019 Configuration             Anager</li> <li>Control Panel</li> <li>Pin to taskbar</li> <li>Pin to taskbar</li> </ul> </li> <li>Search the web</li> </ul>	Best match					
File folder App   Apps     Control Panel     SQL Server 2019 Configuration     SQL Server 2019 Configuration     Bang & Olufsen Audio Control     Panel     Search the web Configuration Sea mean coarch		Configuration				
Image: SQL Server 2019 Configuration Manager       >       Image: SQL Server 2019 Configuration Server 2019 Configuration       >       >       Open file location         Image: SQL Server 2019 Configuration Manager       >       >       >       >       >         Image: SQL Server 2019 Configuration Manager       >       >       >       >       >       >         Image: Squ Server 2019 Configuration Manager       >	File fold	ler	>			'n
SQL Server 2019 Configuration     >     Copen file location       Manager     >     >       Bang & Olufsen Audio Control     >       Search the web     >	Apps			Ø	Dpen	
<ul> <li>SQL Server 2019 Configuration Manager</li> <li>Pin to Start</li> <li>Pin to taskbar</li> <li>Search the web</li> </ul>	📴 Contro	I Panel	>	C R	Run as administrator	
Bang & Olufsen Audio Control     Panel  Search the web  configuration Sea more search			>			
configuration. See more rearch		& Olufsen Audio Control	>	\$∂ Р	Pin to taskbar	
configuration. See more coards	Search the	web				
P results >	$\mathcal{L}$	uration - See more search	>			

#### Step 2.

After opening it, navigate to SQL Server Services and click. On the right side of the screen, ensure that the Start Mode for SQL Server (MSSQLSERVER) is set to automatic. If not, right-click on the Start Mode column and select properties



#### Step 3.

Click on Service tab and navigate to Start Mode, in front of Start Mode is Disabled our aim is to enable it, click on it and select Automatic. It means this service will start automatically.

	Sql Server Configuration Manager File Action View Help					-	
	←	Name	SQL Server (MSSQLSERVER) Pr	operties	? ×	_	Process ID
	SQL Server Services           SQL Server Network Configuration (32bit)           SQL Network Client 11.0 Configuration (32bit)	SQL Server (MSSQLSER)	Always On Availability Groups	Startup Parameters Service FI	Advanced LESTREAM	QLS LOC NET	0 4644 0
	<ul> <li>SQL Server Network Configuration</li> <li>Protocols for MSSQLSERVER</li> <li>SQL Native Client 11.0 Configuration</li> </ul>	Stepen Agent (MSS	General Binary Path Error Control	"C:\Program Files\Mi	crosoft SQL Serve		
j			Exit Code Host Name Name Process ID	0 CADLAP3 SQL Server (MSSQL 0	SERVER)		
			SQL Service Type Start Mode State	SQL Server Automatic Automatic	-		
				Disabled Manual			
1			Start Mode The start mode of this service.				
			ОК	Cancel Apply	Help		
ave.	Keroni do				_		

Note: Do the same for SQL Server Browser, and make sure it's start mode is automatic.

#### Step 4.

Click on that small arrow by the side of SQL Server Network Configuration and navigate to Protocols for MSSQLSERVER and click. Right click on Shared Memory under status and click Enable, Right click on Named Pipes also and click Enable and also TCP/IP.

2	Sql Server Configuration Manager	, ,				·	~	1
X <sup>2</sup>					_		×	•
t	File Action View Help						_	
	← ➡   2   📴 🖻 🛛							
	SQL Server Configuration Manager (Local)	Protocol Name	Status					
	SQL Server Services	Shared Memory	Disab Disal	Enable				
	> 💂 SQL Native Client 11.0 Configuration (32b		Enab	Disable				
	<ul> <li>SQL Server Network Configuration</li> <li>Protocols for MSSQLSERVER</li> </ul>			Properties				
	> 💂 SQL Native Client 11.0 Configuration			Help				
	I							1

*Note: A Warning dialog box will appear*, click OK button and close the configuration button. You may be required to restart the computer, then restart.

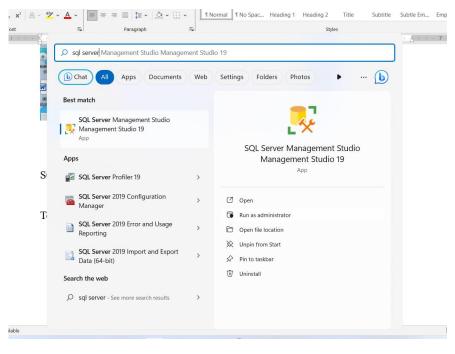
File Action View Help				
<ul> <li>SQL Server Configuration Manager (Local)</li> <li>SQL Server Services</li> <li>SQL Server Network Configuration (32bit)</li> <li>SQL Native Client 11.0 Configuration (32b</li> <li>Client Protocols</li> <li>Aliases</li> <li>SQL Server Network Configuration</li> <li>Protocols for MSSQLSERVER</li> <li>SQL Native Client 11.0 Configuration</li> </ul>	Protocol Name Shared Memory Named Pipes TCP/IP	Status Disabled Enabled Enabled		
		s made will be saved; hower vice is stopped and restarted	ever, they will not take effect	×
			ОК	1

How to change the Authentication Mode to Mixed Mode in SQL Server 2019

Changing the Authentication Mode to **Mixed Mode** (*SQL Server authentication and Windows authentication*)

#### Step 1.

Tap the keyboard's window button, type SQL server management studio, and click to open.



Note: If your computer requests for "User Account Control" authentication, click Yes



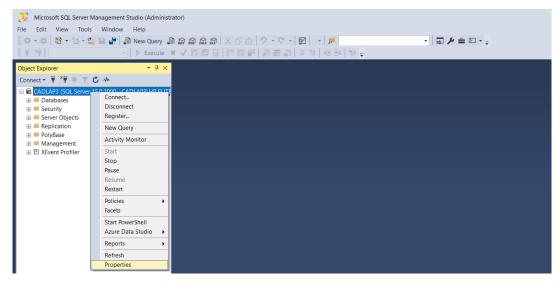
#### Step 2.

Click the connect button. *Note: Make sure you select the appropriate server's name* 

Image: Server Management Studio (Administrator)         File       Edit       View       Tools       Window       Help         Image: Server Management Studio (Administrator)         File       Edit       View       Tools       Window       Help         Image: Server Management Studio (Administrator)       Image: Server Management Studio (Administrator)       Image: Server Management Studio (Administrator)         Image: Server Management Studio (Administrator)       Image: Server Management Studio (Administrator)         Image: Server Management Studio (Administrator)       Image: Server Management Studio (Administrator)         Image: Server Management Studio (Administrator)       Image: Server Management Studio (Administrator)         Image: Server Management Studio (Administrator)       Image: Server Management Studio (Administrator)         Image: Server Management Studio (Administrator)       Image: Server Management Studio (Administrator)         Image: Server Management Studio (Administrator)       Image: Server Management Studio (Administrator)         Image: Server Management Studio (Administrator)       Image: Server Management Studio (Administrator)         Image: Server Management Studio (Administrator)       Image: Server Management Studio (Administrator)         Image: Server Management Studio (Administrator)       Image: Server Management Studio (Administrator)         Image: Server Management Studio (Administrator)	- 1997 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 199 - 199 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 199 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 199 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 199 - 19 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 199 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 199 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1990 - 1999 - 1999 - 1999 - 1990 - 1999 - 1999 - 1999 - 1999 - 1990 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1990 - 1999 - 1999 - 1999 - 1999 - 1990 - 1999 - 1999 - 1999 - 1990 -	
	😅 Connect to Server	×
		SQL Server
	Server type:	Database Engine V
	Server name:	CADLAP3
	Authentication:	Windows Authentication ~
	User name:	CADLAP3\HP ELITEBOOK 840 G4
	Password:	
		Remember password
		Connect Cancel Help Options >>

#### Step 3.

Right-click on the server's name and select Properties



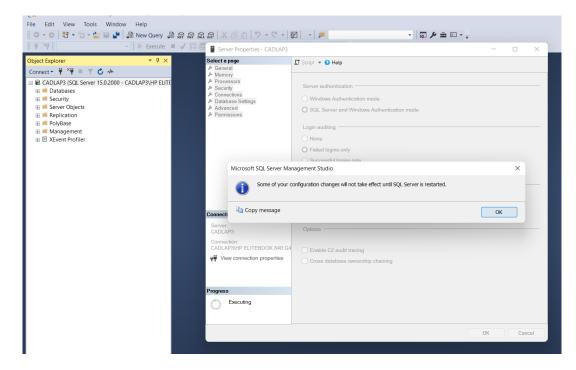
#### Step 4.

Click on Security and navigate to "SQL Server and Window Authentication more", and check it. And then click the OK button

Wicrosoft SQL Server Management Studio (Administrator)           File         Edit         View         Tools         Window         Help           Image: Strategy of the strategy o		81 ·  # · · -
ें 🕆 भें   → Execute = 🗸 🖧	Server Properties - CADLAP3	- • ×
Object Explorer          • ↓ × ↓        Connect • ↓ ×↓ ■ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	Select a page © General Memory Processors Security © Connections © Database Settings P Advanced P Permissions	
	Connection	Password:
	Server: CADLAP3 Connection: CADLAP3HP ELITEBOOK 840 G4	Options
	Ready	OK Cancel

#### Step 5.

When a message pops up concerning the SQL server restarting, Click on OK.



You have successfully changed to the mixed mode.

## **Install Business Sensor Hotel Management Software**

#### Steps for installing Business Sensor Hotel Management Software

## Step 1.

Double-click on the Business Sensor setup file (BSSetup) for installation.

🛓   🕑 🚞 🛛   Downloads			
File Home Share View			
Image: Pin to Quick copy access     Copy Paste     Image: Copy path result       Pin to Quick copy access     Paste     Image: Paste short control	Move Copy Delete Rename Rename folder	Image: Select all       Imag	
Clipboard	Organize New	Open Select	
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\checkmark$ $\checkmark$ This PC	> Downloads		× (
✓	V Yesterday (1)		
Desktop *	BSSetup5_10_15_2023 Type: Windows Installer Package		Date modified: 10/18/2023 10:09 AM Size: 132 MB
Documents	V Last week (3)		
Pictures *	POS MANUAL (1) Authors: MGR		Date modified: 10/13/2023 6:07 PM Size: 3.47 MB
BIZCAPTOR	POS MANUAL Authors: MGR		Date modified: 10/13/2023 10:14 AM Size: 3.47 MB
PERSONAL VICIMAGES	image (8)	Type: PNG File Dimensions: 400 x 300	Size: 120 KB
> 🌰 OneDrive	✓ Earlier this month (11)		
<ul> <li>This PC</li> <li>External Desktop</li> </ul>	20231007_215326	Type: JPG File Dimensions: 3456 x 4608	Size: 754 KB
<ul> <li>Documents</li> <li>Downloads</li> </ul>	image (7)	Type: PNG File Dimensions: 480 x 270	Size: 244 KB
> 🕑 Music	3		Date modified: 10/5/2023 1:35 PM Size: 261 KB
<ul> <li>Rectance</li> <li>Videos</li> </ul>	Connect to API's using WordPress, without Length: 00:05:23	Frame height: 720 Frame width: 1280	Date modified: 10/4/2023 11:11 PM Size: 11.1 MB
> 🏪 Local Disk (C:) > 🐏 Network	<mark>ک</mark> ۲		Date modified: 10/4/2023 4:25 PM Size: 242 KB

#### Step 2.

Click on the Next button to start the installation

~ 16	esterday (1)	Business Sensor	5.23.03		-		
	BSSetup5_10_15_2023 Type: Windows Installer Package	Welcome to Wizard	the Busines:	s Sensor 5.2	3.03 Setup		10/18/2023 10:0
∨ La	ast week (3)						/
	POS MANUAL (1) Authors: MGR	The installer will guid computer.	de you through the st	eps required to insta	all Business Sensor	5.23.03 on your	10/13/2023 6:07
W	POS MANUAL Authors: MGR						10/13/2023 10:14
2	image (8)						
∼ Ea	arlier this month (11)						
	20231007_215326	WARNING: This cor	nputer program is pr ation or distribution o	otected by copyrigh	It law and internation	al treaties.	
		or criminal penalties					
2	image (7)						
	image (7)						10/5/2023 1:35 P
		or criminal penalties	, and will be prosecu	ted to the maximum	extent possible und	er the law.	d: 10/4/2023 11:11
	3 Connect to API's using Word	or criminal penalties	, and will be prosecu Frame height: <b>7</b> 2	ted to the maximum	extent possible und	erthe law. Cancel Date modifie Size: 11.1 MB	d: 10/4/2023 11:11

#### Step 3.

Check "Everyone" and click the Next button to proceed or the Back button if you have any corrections.

Select Installation Folder			5
The installer will install Business Sensor 5.23.03 to the following folder.			
To install in this folder, click "Next". To install to a different folder, enter it b	elow or (	click "Brow	/se".
<u>F</u> older:			
C:\Program Files (x86)\CADConsultingLTD\Business Sensor 5.23.03\		Browse	
		Disk Cos	st
	scompu	ter:	
Install Business Sensor 5.23.03 for yourself, or for anyone who uses this			
Install Business Sensor 5.23.03 for yourself, or for anyone who uses thi			

**Step 4.** On the Confirm installation page, click on the **Next** button to start the installation.

Business Sensor 5.23.03		-		×
Confirm Installation				
The installer is ready to install Business S	ensor 5.23.03 on you	r computer.		
Click "Next" to start the installation.				
	< Back	Next >	Ce	incel

**Step 5**. After the installation, click the "**Close**" button to exit the installation page.

Business Sensor 5.23.03			—		×
Installation Interrupted					-
The installation was interrupted befor restart the installer to try again.	e Business Sensor	5.23.03 could be	installe	d. You ne	eed to
	< Back	Close		Car	ncel

#### How to license Business Sensor Hotel Management System

Access our video tutorial on how to obtain a Business Sensor Hotel Management System ERP license <u>here</u>. Alternatively, follow the steps below.

#### Step 1.

Launch the Business Sensor you installed. And if a message (User Account Control) pops up, please Click Yes.

Goode A	B		
Capiture	Busin	Open	
	Siene	Open file location	
	5.23	Add to archive	
W		Add to "Business Sensor 5.23.03.rar"	
		Compress and email	
ladimical suppor	MICRO	Compress to "Business Sensor 5.23.03.rar" and email	
		Troubleshoot compatibility	
		Pin to taskbar	
McAfee		Restore previous versions	
curity Sc		Send to	>
		Cut	
		Сору	
ERSIONAL		Create shortcut	
		Delete	
wÈ		Rename	
WBusines		Properties	/ ///
wousines			11 1

#### Step 2.

The Business Sensor Database setup dialog page pops up, then, select the Server Name from the list (i.e., the name you supplied when you were installing SQL Server). Select the "Create New Company" and select the desired instance.

Server Information			
	🗹 My Database File Reside On This Machine		
Select Server Name:	SQLEXPRESS2019 (local)	Refr	esh 😡
Organization	HOTEL ROSEBUD (Rosebuddb 27-01-2022)	Test Cor	nection 🕑
	Create New Company	Or Attach An Mdf File	
	MSSQL2012		
Always Display This			

#### Step 3.

A dialog box appears asking about your assurance, just click on the "Yes" button to continue.

Server Information	
	My Database File Reside On This Machine
Select Server Name:	SQLEXPRESS2019 (local)
Organization	DEMO BUSINESS SENSOR (BusinessSensor7)
	Create New Company
Always Display Th	You want to create a new organization?

#### Step 4.

Fill the organization information correctly. Select the location for your database from "Select Data Folder Directory" and Click on the OK button to continue.

Organization Profile		
Organization Name Prefered Friendly Name Address City State/Region Country Phone Email		
Database File Location		
Data Folder Location:	C:\DATA BIZCAPTOR	4
<ul><li>✓ Ok</li></ul>		Set Data Folder Direct

The organization's name will be displayed in the "Organization" field, then, click on the OK button to start your Business Sensor software.

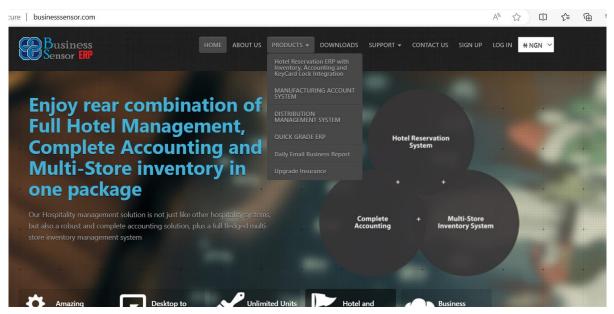
Server Information				
	My Database File Reside On This	Machine		
Select Server Name:	SQLEXPRESS2019 (local)	Refresh	G	
Organization	DEMO BUSINESS SENSOR	Test Connection	S	
	Create New Company	Or Attach An Mdf F	ile	
Always Display Thi	Page On Start			

#### Step 5.

The next step is the licensing process. Please copy the computer key and log in to our website <u>here</u>.

Input Your Key	Code
Application Name:	BusinessSensor
opplication Version:	5
oplication Mode:	Hotel Reservation ERP with Inventory, Accounting
rganization Name:	DEMO BUSINESS SENSOR
our Computer Key	5CG8064Z9X
	Select A Licensing Path
Prefered Organiz	I key code yet, Send 'Your Computer Key' to Cad Consulting Limited with your ration Name and prefered 'Application Mode'. You can reach CAD Consulting support@cadconsultingltd.com. Title your mail with 'Request For Key Code'
Key Code:	
Transaction ID:	copy of BusinessSensor is licensed to DEMO BUSINESS SENSOR Mode Version: Silver

Next, navigate to the 'Products' link and click it. This will display a list of all available products. Select the product for which you wish to obtain a license.



#### Step 7.

To obtain a license for your desired product, choose the type by clicking on 'Buy' or 'Free Trial,' and then proceed with the registration.

Plan	Standard	Silver	Gold
1-15 Rooms	<b>₩378,180</b> · <sup>12</sup>	<b><sup>₩</sup>760,180</b> <sup>.24</sup>	
16-30 Rooms	<b><sup>₩</sup>569,180</b> · <sup>18</sup>	<b>*951,180</b> <sup>.30</sup>	<b>**1,722,820</b> <sup>.54</sup>
31 - 50 Rooms	<b>₩760,180</b> - <sup>24</sup>	<sup>₩</sup> 1,142,180 <sup>.36</sup>	<b>*1,911,528</b> <sup>.60</sup>
51 - 75 Rooms	<b>№951,180</b> . <sup>30</sup>	<b>№1,333,180</b> .42	<b>№2,104,820</b> .66
76 - 100 Rooms	<sup>₩</sup> 1,142,180 <sup>.36</sup>	<sup>₩</sup> 1,524,180 <sup>.48</sup>	<b>*2,295,820</b> . <sup>72</sup>
101 - 200 Rooms	<b><sup>₩</sup>2,670,180</b> <sup>.84</sup>	<b><sup>₩</sup>2,670,180</b> <sup>.84</sup>	<b><sup>₩</sup>2,677,820</b> <sup>.84</sup>
201 - 300 Rooms	<sup>₩</sup> 3,052,180 <sup>.96</sup>	<b><sup>₩</sup>3,052,180</b> .96	<b><sup>₩</sup>3,059,820</b> <sup>.96</sup>
301 - 400 Rooms	<b><sup>₩</sup>3,434,181</b> . <sup>08</sup>	<b>№3,434,181</b> .08	<b><sup>N</sup>3,441,821</b> <sup>.08</sup>
401 - 500 Rooms	<b><sup>₩</sup>3,816,181</b> . <sup>20</sup>	<b>*3,816,181</b> . <sup>20</sup>	<b>*3,823,821</b> ·20
Unlimited Rooms	<sup>₩</sup> 4,198,181- <sup>32</sup>	<sup>#</sup> 4,198,181 <sup>.32</sup>	<b><sup>†</sup>4,205,821</b> . <sup>32</sup>
	Buy Free Trial	Buy Free Trial	Buy Free Trial

#### **Step 8.** Fill the information, and press **Signup**

Login here if you h	nave already signed up	Signup here as a new	w visitor
Email		OrganizationName	Testing reg1
Password	The Password field is required.	Contact Person	Testing reg1
	Remember me?	Contact person's Phone	1234567890
	Forgot your password? Log in	Email	irinoyeraphael@businesssensor.com

Note: Provide other information in the form below, then click on Signup

Email	irinoyeraphael@businesssensor.com
Password	
Confirm password	
Organization/Contact Person's De	etail
OrganizationName	Testing reg1
Contact Person	Testing reg1
Contact person's Designation	testing reg1
Contact person's Phone	07060893339
Organization Address	Aba 😢 😁
City	Aba
State/Province	Abia
Country	Nigeria 🗸
	The Country field is required.
Profile Picture	Choose File
What is 4 PLUS 6	10 The Provide an Answer to the Puzzle field is required.
	Signup

Step 9.

Supply the package information, like package version, and package capacity, and select the acquisition mode. Fill in other information and click **Proceed** 

Account Name	Testing reg1	
Email	irinoyeraphael@businesssensor.com	
Application Name	BusinessSensor	
Application Version	5	
Product Module	Distribution Systems ERP	
Package Version	License Price	~
Package Capacity	30 Users	~
Acquisition Mode	45 Days Evaluation trial	~
Quantity	1	
Rate	€0	
Total Volume Discount	€0	
Amount	€0	

#### Step 10.

Provide the PCKey you copied in step 6, enter the PCKey, supply the Device Name, and click the 'Generate' button. The free 45-day trial license key, along with the transaction ID, will be generated. Copy both the key and the transaction ID and then enter them in the opened Business Sensor software.

	Sensor	1055 CERP g reg1/Devic	e Licenses	Copie Transl	businesssensor.com says d the text: PCKey: "5CG8064Z9X" d: "23833" d: "XWYZ - XNYM - SWSY - RMQW - QGWJ - KQJM - GKXN - " OK	CONTACT US	MY ACCOUNT - EUR Y	
DI	ISTRIBUTION		NT SYSTEM: Li	cense Pr	ice, 50 Users Iriai License	_		
(antidation)		Product Mor Package An License Dat License Dat No. Of Licen Licenses Us License Typ Installation I	d Capacity : ail : e : se Units : ed Up : e : Key :		DISTRIBUTION MANAGEMENT SYSTEM, Version 5 Version: License Price Capacity:30 Users 45 Days Evaluation trial - Expires on 05/Dec/2023(44 day(s) lef 21/Ocl/2023 1 1 45 Days Evaluation trial FXGR - TQRA - QJVW Copy Led 1 devices used up	1)		
		PC Key	Device Name	TransId	License Code	Action		
		5CG8064Z9X	BusSenLap	23833	XWYZ - XNYM - SWSY - RMQW - QGWJ - KQJM - GKXN - LMGX	Copy Generate		
		Device name co	ould be any nam	e you cho	ose to identify your device, eg 'Melborn server', or 'lkeja Shop'			
DI		Product Mod	Jule :	cense Pr	ice, 30 Users Trial License DISTRIBUTION MANAGEMENT SYSTEM, Version 5 Version: License Pice		Account Home	

# This is how it will look like, click Verify Key, and then Click OK.

📕 Input Your Key (	
Application Name:	BusinessSensor
Application Version:	5
Application Mode:	Hotel Reservation ERP with Inventory, Accounting
Organization Name:	DEMO BUSINESS SENSOR
Your Computer Key	5CG8064Z9X
	Select A Licensing Path
O Get License D	irectly From businesssensor.com (You must be online)
• I have my Lic	ense and I want to enter it Manually
Prefered Organiza	xey code yet, Send 'Your Computer Key' to Cad Consulting Limited with your tion Name and prefered 'Application Mode'. You can reach CAD Consulting upport@cadconsultingltd.com. Title your mail with 'Request For Key Code'
Input Key Code	
Key Code:	NWQQ - NHPH - RNYY - Y5KQ - Y5LL - ZJXL - HXSH - MKZP
Transaction ID:	23852 Verify Key
This c	ppy of BusinessSensor is licensed to DEMO BUSINESS SENSOR Mode Version: Silver Capacity Version: 11 to 30 Rooms

Congratulations, you have successfully licensed your computer system

## Set up your company

This is the process of setting up your business and the associated information within your business. To create a business in Business Sensor software, follow these steps:

#### Step 1.

After completing the licensing process, you will be directed to a page where you should click on 'Create New Company

BusinessSensor Datab	base Setup
Server Information	
	My Database File Reside On This Machine
Select Server Name:	SQLEXPRESS2019 (local)
Organization	NW DEMO (BusinessSensor4)
	Create New Company
	MSSQL2012
Always Display This	MSSQL2014
Ok	MSSQL2017 Cancel 😢

#### Step 2.

Fill out the Organization profile as depicted below. Afterward, click 'Set Data Folder Directory' to specify the location for your data, and finally, click the 'OK' button.

Information	
Organization Profile	
Organization Name	BUSINESS SENSOR SOFTWARE
Prefered Friendly Name	BS SOFTWARE
Address	13 Sandwalk Crt
City	Winnipeg
State/Region	Manitoba
Country	Canada
Phone	+1 431 334 8583
Email	info@businesssensor.com
Database File Location	
Data Folder Location:	
	Set Data Folder Directory
Ok	Cancel

# Step 3.

BusinessSensor Data	base Setup		
Server Information			
Select Server Name:	My Database File Reside On This Mach	hine	Refresh 🚱
Organization	BUSINESS SENSOR SOFTWARE	•	Test Connection 📝
	Create New Company	Or Attach An Mdf File	
🗹 Always Display Thi	s Page On Start		
Ok Ok			Cancel 🔀

## Click Ok button to launch the software

# Step 4.

Please type the "administrator" as the user Name, and type any password of your choice.

<b>R</b>	
Select Your Username And Login	
Manual Login (MSR Login is Off)	
UserName: Administrator	
PassWord: * GO	
💑 ChangePassword (You can also logi	n with Magnetic Card) Science

### Step 5.

This interface is the home page of the software; the next step is to upload our organization logo to the software and other information. Click on Company.

Home	ists Activities	Front Office	Asset Management	 Reservation	Inventory	Account Report
	🤪 🔅 🥥	Here Abou				
Company Settings			•			
Home	**					
Company						
Department						
About						
i i i i i i i i i i i i i i i i i i i						
Home						
Lists						
Activities						
Front Office						
Asset Management						

### Step 6.

Please fill in the required information. To upload your logo, **right-clic**k on the logo's space and select 'Load.' Then, browse your computer to locate your saved logo and click to upload it.

Home List	s Activities	Front Office	Asset Management	Reservation	Inventor	y Aci	count Report				
1	. 🧿 .	Organization :	Information							_	
Company Department	)	🛛 🔚 Save Me	nu *								-
Company Settings		Company Nam	es BUSINESS SENSOR SOF	TWARE	Terminal	Name		Logo 1			
Home	~	Speciallization			Tax ID						
		Address			Address	2 (optional)		📢			
		13 Sandwalk Crt						<u> </u>		3)	
Company											
				V				<b>T</b>			
Department		Wide Logo			Website	Addr.			‰ Cut		
<b>A</b>	_				Email		info@businesssensor.com	Logo2:	🗗 Сору		
\$ <del>~~</del>					Fax				Paste		
About			No image data						× Delet		
<u> </u>									늘 Load		
	-								E Save		
Home	° I	City Winnip	-		State	Manitoba					
	_	Country Canada	3	•	Phone	+1 431 3	34 8583				_
Lists		Sub Companies							1	Use In	
Activities		Sub Compan	y Name	Address		Cit	y-Country	Phones	Logo	Invoice	
Front Office		> BUSINESS SE	ENSOR SOFTWARE	13 Sandwa	alk Crt	Wir	nnipeg,Manitoba,Canada	+1 431 334			*
Asset Management		*							<u>a."</u>		×
Reservation										-	
Inventory											
Account Report		4 1	of 1 🕗 🗵 🥒 💐	_	_	_		_		_	🔀 Exit

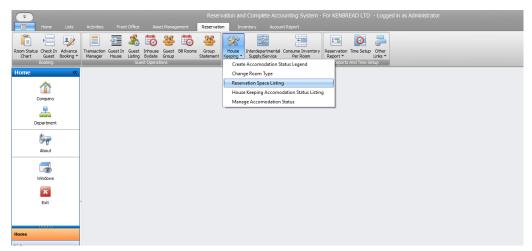
Finally click on Save button to save all the information provided.

# How To Create Reservation Space

This interface offers guidance on configuring room categories and assigning room numbers. Access video tutorial on how to create reservation space <u>here</u>. To create new room categories and allocate room numbers, follow these provided steps.

#### Step 1.

Go to **Reservation** menu and select House Keeping, navigate to Reservation Space Listing and click.



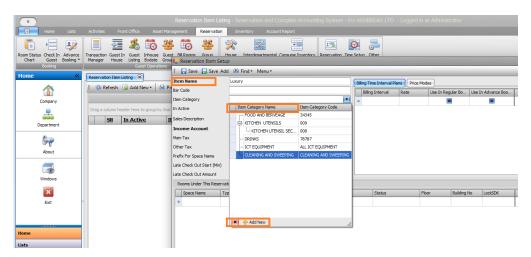
#### Step 2.

- Under Reservation Item Listing Tab, click on 'Add New.'
- In the display dropdown menu, Click on "Reservation."

Home Lists	Activities F	ront Office Asset Ma	Reservation Item L	_	Complete Accounting Syste	m - For Kenbread LTD - L	ogged in as Administra
Room Status Check In Advance Chart Guest Booking * Booking	Transaction Guest Manager Hous	In Guest Inhouse Gue	st Bill Rooms Group	House Interdepartmenta Keeping V Supply/Service Accomodation And N	Per Room Report *	ts And Time Setup	
Home «	Reservation Item		rint List  Print Group	List 📾 Export To Excel 🚦	Per-Group Export 🔻 🔠 🛢	8	
Company	Drag a column h	Inventory Service	column		Reser	vation Item Listing	
Department	<u>SN</u>	Non Inventory Fees Reservation	em Category	<u>Item Name</u>	Purchases Description	<u>Item Type</u>	Quantity On Ha
About		Discount Charges	•				
		Tax Composite Item					
Windows							
Exit							
Home							
Lists							

Step 3.

- Enter the room category name in the "Item Name" field.
- Specify the item category. If the desired category is not available, you can add a new one by clicking the dropdown field and selecting "Add New."



### Step 4.

- Please complete the form with the following fields: 'Item Category Name', and 'Item Category Code.' And other fields you want.
- Then click **Save** and exit the form.

Status art	🗐 🔚 Save 🛃 Save Add	d 🐠 Find ▼ Menu ▼		_	Item Category Listing		0			
	E Item Name	VIP EXECUTIVE			🛛 🔚 Save 🛃 Save Add	∂© Find • Menu •	-			
Rese	er Bar Code				Item Category Name	RESERVATION				
4	Item Category				Parent Item Category:				6	3 Clos
	In Active				Item Category Code	RE01				
Dra	Sales Description			A 7			Ă	-		_
Dra	Income Account				Category Description					
	Main Tax				Default Income Account	1	RESERVATION Income	Price	Average Cost	
	Other Tax			•	Default COG Account		Goods Sold Cost Acc			
	Prefix For Space Name	R		•	Default Inventory Asset Account	+				
	Late Check Out Start (Min)			0		Rebate Ranging				
	Late Check Out Amount			0.00						
	Rooms Under This Reservat	tion Type			Grant Permission to Ro	le Based Security Roles				
	Space Name Type	Clean Up Interval	Cleanup Time Unit	Status	Select All Roles					
	*				Role Groups					
					Administrator					
	Collect Service Charge			A						
	SVC Rate(%)									Edit F
	SVC Income Account			<b>v</b>						Later
	Last Managed By	Administrator		E	x 4 1 of 1	원 - 원 😁 💥 🥒 💐	🔀 Exit			0
Dail	YE For week en	nd discount rate, use direct figure it	its a fixed amount (e.g. type	25 for \$25), or use 1	iqure appended with % sign for percentar	e (e.g. 5%). Also set weekend days in preference				

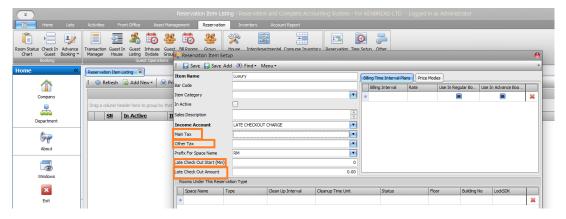
## Step 5.

Select the income account from the "Income Account" field.

Home Lists	Activities Front Office	Asset Management Res	ervation Inventory Account	Report					
💼 🗟 🤧			🗳 🔝 😤				5		
Room Status Check In Advance Chart Guest Booking ♥	Manager House Listing By	Reservation Item Setup		udensetmentel. Consum	In antan Danasuat	ian Time Colum Olik			
Booking	Guest C	🔓 Save 🔓 Save Add	👀 Find 🔹 Menu 🔹		_			_	
Home «	Reservation Item Listing		EXECUTIVE		Biling Time Interva	Plans Price Modes	1		
	I 😳 Refresh 🔯 Add New	Bar Code			Biling Interval	Rate	Jse In Regular Bo	Use In Advance Boo.	
Company		Item Category	RESERVATION						*
	Drag a column header here to gr	In Active							
	SN In Active	Sales Description		4					
Department		Income Account							
57		Main Tax	Full Name A FOOD Income	Account Code					
			LateCheckout Charges	0500000000000					
About		Prefix For Space Name	RESERVATION	22-1020000					
		Late Check Out Start (Min) Late Check Out Amount	Security Deposite Income Uncategorized Income						
Windows		Rooms Under This Reservati							
× .		Space Name Type			Key Lock Nur	nber Lock Is Active	Floor	Building No LockSDK	
Exit		•	×	h.					2
Home									
Lists									

Step 6.

- Select the applicable tax from both the "Main Tax" and "Other Tax" fields.
- Additionally, input a prefix for the space name (an initial that will precede the room number, e.g., RM or ROOM).
- Enter the maximum allowable minutes before the late checkout starts counting in the "Late Checkout Time" field.
- If applicable, input the late checkout amount in the "Late Checkout Amount" field.



Step 7.

- In the "Rooms under This Reservation Type" section, identify the room numbers under the "Space Name" column.
- Choose the appropriate **room type**.
- Specify the clean-up time interval.
- On the "status" column, vacant status is the default.

• Repeat the same procedure to configure the other room numbers for this room type.

<b>~</b>		Reservation Item Listin	g - Reservatio	n and Complete Acco	unting System - Fo	or Kenbread LTC	- Logged in a	as Administrator		
Home Lists	Activities Front Office Asset Ma	nagement Reservation	Inventory	Account Report	-					
📋 🖷 🤧	📃 📲 🔏 🐻 🖉		2			2 🎜				
Room Status Check In Advance Chart Guest Booking * Booking	Transaction Guest In Guest Inhouse Gue Manager House Listing Bydate Grou Guest Operations	st Bill Rooms Group H	iouse Interdenz P	rtmental. Consume Invent	orv Reservation Time	Setun Other				0
Home «	Reservation Item Listing	🔚 Save 🛃 Save Ado	d 🚳 Find 🔹 M	enu *						Ŧ
	Refresh Add New - P	Item Name	Luxury			Biling Time Interval	Plans Price Mod	ies		
	Add Ivew - B P	Bar Code				Biling Interval	Rate	Use In Regular Bo	Use In Advance Boo	
Company		Item Category			•	*				×
-	Drag a column header here to group by tha									
Department	SN In Active 1	t Sales Description			<u>A</u> 7					
		Income Account	LATE CHECKOUT	CHARGE	-					
67		Main Tax Other Tax			•					
About		Prefix For Space Name	RM							
-		Late Check Out Start (Min)	N		0					
		Late Check Out Amount			0.00					
Windows		Rooms Under This Reserva	tion Type							
×		Space Name Ty	pe	Clean Up Interval	Cleanup Time Unit	Status	Flo	or Building	No LockSDK	
Exit		LAS VEGAS Ro	om	30	Minute	Vacant	6		8	×
		> CHICAGO Ro	om	30	Minute	Vacant	6		8	×
		*								×

#### Step 8.

Set up service charge and the discount if needed.

To set the Service Charge (SVC) rate, SVC income Account, discount account, weekend discount, and extra deposit:

- Check the "Collect Service Charge" option.
- Input the percentage rate for the service charge in the "SVC Rate (%)" field if you wish to apply service charges.
- Click the dropdown button and select the service charge income account from the "SVC Income Account" field. Click for more information about Account set-up.
- Check the "Allow Discount" box if needed.
- Select the discount account from the "Discount Posting Account" field.
- Input the weekend discount rate.
- Specify the extra deposit amount if it's required.

Windows		Late Check Out Shown 0.00										
		-	Rooms Under This Reservation Type									
×		Space Nan	пе Тур	e	Clean Up Interval	Cleanup	Time Unit	Status	Floor	Building No	LockSDK	
Exit	•	LAS VEGAS	Roo	im	30	Minute		Vacant	6		8	×
		> CHICAGO	Roo	m	30	Minute		Vacant	6		8	×
		*										×
Home												
Lists												
Activities												
Front Office		Collect Service O	Charge				Allow Disc	ount 🗌				
Asset Management		SVC Rate(%)					Discount	Posting Account				-
		SVC Income A	ccount				Week End	Discount Rate:				
Reservation		Last Managed B	y	Administrator			Extra Dep	osite Amount				
Inventory			For week end	d discount rate, use di	rect figure if its a fixed amoun	(e.g. type 25	i for \$25), or use figure appe	nded with % sign for percent	ige (e.g. 5%). Also s	et weekend days in p	reference	
Account Report		14 4	1 of 1		× 🥒 🔍							🔯 Exit

# Step 9.

Billing Time interval Plans

This section is used to indicate timing, and rate in which this measure is implemented (Advanced Booking or Regular Booking).

Home Lists	Activities Front Office Asset Management Reservation Inventory Account Report											
📋 🖂 🛂	🔲 🔄 🍇 🐯 👑 💥 💥 📓 📑 📑 🔯 👼											
Room Status Check In Advance Chart Guest Booking * Booking	Transaction Guest In Guest Difficience Guest Bill Rooms Group Manager House Listing Bydate Group. Statement Report V Guest Operatoria Conconcidentian of Manitemanace Performance Reports And Time Setup											
Home «	Reservation Item Listing 🛞											
	📔 🐵 Refresh 🐻 Add New 👻 🖳 Print List 😨 Print Group List 📧 Export To Excel 😰 Per-Group Export 🗧 🖽											
Company	📭 Reservation Item Setup											
	Dr I 🔚 Save 🛃 Save Add 🐠 Find * Menu *											
	Item Name Biling Time Interval Plans Price Modes	L										
Department	Biling interval Rate Use in Regular Bo Use in Advance Boo											
\$ <del>~</del>	Item Category											
About	In Active BilingInterval	4										
	Hourly	Ш										
	Income Account Dayly Weekly	Ш										
Windows	Main Tax Monthly Other Tax Yearly											
×		Ш										
Exit	Prefix For Space Name R I											
LAC	Late Check Out Amount 0.00											
	Rooms Under This Reservation Type	5										
Home	Space Name Type Clean Up Interval Cleanup Time Unit Status Floor Building No LockSDK											
		×										
Lists												
Activities												

## Step 10

After reviewing your entries, select "Save" or "Save Add" to add another, and then click "Exit."

Home	e Lists Activities	Front Office Asset Management Reservation		Inve	ntory Accoun	t Report				
i i -	2 🐶 🔳	a 🍇 🗟 🗏 🗟 🖉	X	>	Z	+	1	Ø 🍃		
	Reservation Item Setu				Tabaadaaaabaaabal d	·	Deserver Tor	Cata Other	0	
Bookir	🗏 🔚 Save 🚽 Save Ado	d 🐠 Find ∗ Menu ∗							-	
Home	Item Name	Luxury hotel		Bi	ling Time Interval Pla	ns Price Mod	es			
	Bar Code			Ē	Biling Interval	Rate	Use In Regular Bo	Use In Advance Boo		
Compan	Item Category	FOOD AND BERVEAGE	•	>	🛚 Dayly	N5,000.00			×	
	In Active			*					×	
	Sales Description		4 V						·	Quantit
Departme	Income Account	LATE CHECKOUT CHARGE	•							1
<b>6</b>	Main Tax		•							
9 <del>.</del> 7	Other Tax		•							
About	Prefix For Space Name	R	•							
-	Late Check Out Start (Min)		0							
(7)	<u>.</u>	-								

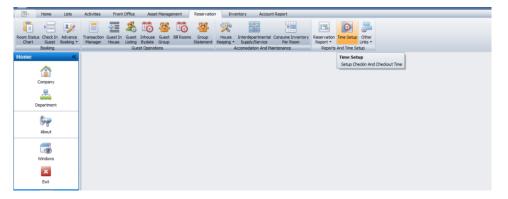
Note: To view your new entry, refresh the Reservation Item Listing interface

Home Lists	Activities Front	Office Asset		Inventory Account Repo			. Loggee in as raining eacor					
📋 🖃 🛂												
Room Status Check In Advance Chart Guest Booking *	Transaction Guest In Manager House	Listing Bydate (		Supply/Service Period	er Room Report *							
Booking         Guest Operators         Accompliation And Maintenance         Reports And Time Setup           Home:												
1 @ Refresh 🖗 Add New -   😣 Print List 🖏 Print Group List 📾 Export To Excel 😤 Per-Group Export - 📖 📾												
Company	Reservation Item Listing											
<u>_</u>	Drag a column header here to group by that column											
Department	<u>SN</u> <u>I</u>	Active	Item Category	Item Name	Item Type	Selling Price	Sales Description	Income Account				
Department	2 / 1	-						LATE CHECKOUT CHARGE				
9 <del></del>	/ 2	2	CLEANING AND SWEEPING	LADUNDRY SERVICE	Service	N600.00	ALL DRY CLEANING SERVICES HERE	Uncategorized Income				
About												
-												
Windows												
-												

# **Reservation Time Setup**

Reservation time setup" refers to configuring specific timing parameters for reservations. It involves establishing rules for when reservations can be made, their validity periods, and other time-related policies, used in hospitality management. Follow these steps to set the time up. **Step 1.** 

Navigate to **Reservation** menu, locate **time setup** and click.



#### Step 2.

In the first cycle (Record [1 of 2]): In the 'If Guest Arrival Time Is...', between 12:00:00 AM And 5:59:59 AM. Set "Then Checkout time..." to the standard checkout time in the hotel, select Will Be 12 noon of same day. And Billing time select is 3:00 PM of previous day. Lastly, ensure that the transaction time in period is same as the billing time by ticking the checkbox under it. Then click Save and add new button to jump into the second circle.

Jest Inhou	) 🥗 🖽 🧿 🧌	iroup House Inter	epartmental Consume Inventory	Reservation Time Setup Other
ting Byda	te Group Sta	tement Keeping - Sup	ly/Service Per Room	Report - Links -
Guest Ope	erations	Accomo	lation And Maintenance	Reports And Time Setup
Se	tup CheckOut Time f	or dailly check in		
4	Already Setup List (Please m		als withing 24 hours)	
		•• ** \$		
	Record [1 of 2]		A Record [2 of 2]	^
		_		
	If A Guest's Arrival Tim Between:	And:	If A Guest's Arriv Betwee	
	12:00:00 AM	5:59:59 AM	6:00:00 AM	11:59:59 PM
	Then Checkout Time		Then Checkout 1	
	Will Be: 12:00:00 PM	Of: SameDay	12:00:00 PM	: Of: NextDay
		SameDay		
	And Biiling Time		And Biiling Time.	
	Is:	Of:	Is:	Of:
	3:00:00 PM	PreviousDay	1:00:00 PM	SameDay
	Transaction Time In	Period Are Same As Bill	ngTime: Transaction Tim	e In Period Are Same As BillingTime:
		✓ tManagedBy:		Locktone and Par
	Administrator	trianageoby:	Administrator	LastManagedBy:
_ I L				
		100	Delete Selected	

In the second cycle (Record [2 of 2]): In the 'If Guest Arrival Time Is...', between 06:00:00 AM And 11:59:59 PM. Set "Then Checkout time..." to the standard checkout time in the hotel, select Will Be 12 noon of Next day. And Billing time select is 3:00 PM of same day. Then click Save and close button. That's all.

- 26 (	6 4 6 4	s 😤 🕱	+	II 👰 🁼	
ouse Listing B	ydate Group Stat	ement Keeping • Supply/Ser	vice Per Room	Reservation Time Setup Other Report • Links •	
Guest	Operations	Accomodation	And Maintenance	Reports And Time Setup	
	Setup CheckOut Time fo	r dailly check in			
	Already Setup List (Please ma	ke sure you cover all intervals wi	thing 24 hours)		
					-
	Record [1 of 2]		Record [2 of 2]	^	
	If A Guest's Arrival Time	: Is	If A Guest's Arrival	Time Is	
	Between:	And:	Between:	And:	
	12:00:00 AM	5:59:59 AM	6:00:00 AM	11:59:59 PM	
	Then Checkout Time		Then Checkout Time		
	Will Be:	Of:	Will Be:	Of:	
	12:00:00 PM	SameDay	12:00:00 PM	NextDay	
	And Biiling Time		And Billing Time		
	Is:	Of:	Is:	Of:	
	3:00:00 PM	PreviousDay	1:00:00 PM	SameDay	
	Transaction Time In P	eriod Are Same As BillingTin	ne: Transaction Time I	n Period Are Same As BillingTime:	
	(C.C.C.)	ManagedBy:		astManagedBy:	
	Administrator		Administrator		
					8
			7		
	Save Only	ave And Add New 🔀 Dele	te Selected	Close	

### How to check in Guest

Bio-data entry for guest check-in, resembling a standard pre-check-in form, printable, and linked to room bookings. Print this form and give it to guest to fill.

Additionally, please check the booking calendar to identify rooms that are booked in advance.

		Advance Booking Schedul	ler - Reservation and Co	mplete Accounting System	For RESERVATION COM	PANY - Logged in as Adm	nistrator	0006
Home Lists	Activities Front Office	Asset Management Res	ervation Inventory	Account Report Booking File	Booking View			
i i 🗾 🔁 (	🦻 📄 🔤	\$ 10 8 10	5 🛎 😤	2 -	<b>I</b>	-		
Room Status Booking Check In Ar Chart Calendar Guest Bo	dvance Transaction Guest In oking  Manager House	Guest Inhouse Guest Bill Ron Listing Bydate Group	oms Group House I Statement Keeping *	nterdepartmental Consume Inveni Supply/Service Per Room	lory Reservation Time Setup Report *	Other Links *		
Booking		Guest Operations	Acc	omodation And Maintenance	Reports And Time Set	tup		
Home «	Guest In House Now 🛞 Gu	est Transaction 🛞 Advance 8	Booking Scheduler 🛞					
	( November 19 - D	ecember 23, 2023						November      A 2023
Company	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	SU MO TU WE TH FR SA
<u>_</u>	November 19	20	21	22	23	24	25	4 29 30 31 1 2 3 4
Department								< 5 6 7 8 9 10 11
								*6 12 13 14 15 16 17 18
6 <del></del>								47 19 20 21 22 23 24 25
About	26	27	28	29	30	December 1	2	40 26 27 28 29 30 1 <b>2</b> 47 3 <b>4 5</b> 6 7 8 9
-							ADERUNLE OLUSEGUN: BIL	Today
3								rouay
Windows								
× .	3	4	5	6	7	8	9	
Exit			OLUSOLA AREOGUN: BIIN				n	
tome								Room 101 - SUPERIOR DOUBLE ROOK
ists								Room 109 - SUPERIOR DOUBLE ROOI
	10	11	12	13	14	15	16	Room 201 - SUPERIOR DOUBLE ROOI
Activities					RAPHAEL TY: BIN	to 15829- RM308 (HOME TOWN)	To Dec 18, 23 +	Room 209 - SUPERIOR DOUBLE ROOI
Front Office								Room 210 - SUPERIOR DOUBLE ROOM
Asset Management		RAPHAEL TY: Billino 1582	PO. PM308					Room 105 - SUPERIOR DOUBLE ROOI
Reservation	17		19	20	21	22	23	Room 107 - SUPERIOR DOUBLE ROOI
inventory	* RAPHAEL TY: BIINo 158	Start: 14/12/2023 12 End: 18/12/2023 12						Room 204 - SUPERIOR DOUBLE ROOI
-		Location: HOME TOWN						Room 205 - SUPERIOR DOUBLE ROOM
Account Report		Reminder: None						Room 207 - SUPERIOR DOUBLE ROOI
:							•	
DailyEmailAlert: Email Alert E	Error: NotSubscribed							

#### Step 1.

Go to Reservation menu tab and select Check In Guests.

When it opens, type in the Surname and First Name of the guest; you can also type the profession of the guest, Email, Nationality, Date Of Birth, and your Address. The Phone number of the customer is very important, so, must be filled accordingly.

Home Lists	Activities Front Office Asset Management	servation Inventory Account Report	
	1	🦉 🔆 🖾 🙃 🖬	
Room Statu Check In Advance	Transaction Guest In Guest Inhouse Guest Bill Rooms	roup House Interdepartmental Consume Inventory Reservation Time Setup Other	
Chart Guest ooking * Booking	Manager House Listing Bydate Group Sta Guest Operations	ement Keeping   Supply/Service Per Room Report  Accomodation And Maintenance Reports And Time Setup	
Home «	Guest Transaction (Room Status Chart (R)	Reception Form	•
	Group By Group By Room Type	I 🕞 Save 🛃 Save Add 🐠 Find + Menu + 🗍 Copy Old Guest 🔯 Book Room	n Adv Booking Trans MGR Bill No: 🖳 Print 🕶 👻
	- Filter by	Sur Name 💷 Guest	Picture BillNo -1
Company	Enter room to search	First Name	Date Of Arrival 01/11/2023  Room Room
<u>.</u>	PENT ROOM	Title	Time Of Arraival 1:28:30 PM
Department		Profession	No image data
<u> </u>		Email	Ref Doc No
\$ <del>~</del>	Room JUPLI Room MARS	Nationality	Gender
About	PENT ROOM PENT ROOM Vacant Vacant	Telephone Date Of Birth: 01/11/2023	
		Residential Addr.	g To
Windows	Standard_	Y Going	g To 9 9 10 10 10 10 10 10 10 10 10 10 10 10 10
×		Type Of ID: IDNumber: Adult	
Exit	Italy Room London Room	Sponsorship Oth	ner Credentials
	Standard Standard CleanUp Vacant	Sponsorship 🔀 💷 🔹 Comp	pany Name Maintena
		Sponsor Name	pany Address
Home	VIP	Charge Comp	
Lists		Group Account Visa	Resident Permit
	Room Abuja Room Kano		port No
Activities	VIP VIP	Credit Umit Place	e Date Of Issue
Front Office	Occupied Vacant	Summary	
Asset Management		Rooms	action Slugan
Reservation		voons v	Room Lagos
Inventory		ActualCheckoutTime Recept	ptionist Has been bi Next billing I
Account Report			Exit
» *	Button Wew 🛞 List Wew		

## Step 2.

In the "Sponsorship" section, choose "Self." If the guest is paying for the charges. If the guest is an employee of a company and he/she is staying under sponsorship, then select employer.

You'll see a list of existing company names; if the desired company isn't present, click "Add New" to register a new one.

Hone Lists	Activities Pront Office	Asset Management	Reservation Inventory Account Report	
	1 2 2 1	10 🛎 🕅	😼 🔆 🔀 🔚 🔤 Choose Sponsor	
Room Status Check In Advance Chart Guest Booking *		Reception Form	Choose A Sponsor	
Booking	Hanager House Laborg b	I 🔛 Save 🔜 S	re Add 🚳 Find • Menu • 📋 Copy Old Guest / 🙆 Book Room	
Home «	Guest Transaction R Room	Sur Name	1. Guest	
	I 🖳 Group By Group By R	First Name		
Company	Enter mon to search	Title		Room Room Lagos Action
<u></u>		Profession		
Department	PENT ROOM	Email		Change Room
P	>	Telephone	Date Of Brth: 01/11/2023 •	Post Sales To Ro
9 <del></del>	Room JUPLI	Residential Addr.	· Arrive	Bill Room
About	PENT ROOM Vacant		9 Gong	
	Standard.	Identity Type Of ID:	Chide UNAumber: Adult	S Receive Payment
Windows	Scanoard.	Sponsorship	Oth	🥵 Refund
×		Sponsorship	Comp	Checkout
Exit	Italy Room	sponsor warne		
	Standard CleanUp	Charge	GUESTRELS	Haintenance
dumme.	VIP	Group Account	Øbici Van F	Set As Cleaned
Home	347	Credit Or Cash	Pass Contraction of the second	Change Room Status
Lists		CreditLimit	Place 🕜 a 💦 Add Terry	Corrections & Reposts

### Step 3.

When it opens, enter the company name, choose the department, group, and customer mode. Fill in any other additional details that are needed and click "Save and Exit" to finish.

•				ati 📕 Client	t Setup						•
Home Lists	Activities Front Office	Asset Management	Reservation	inne 📔 🔒 S	iave 🔒 Save i	Add 0 Find 🔹 Menu 🔹 🔝 Genera	te MSR Code				
Choose Sponsor			12	Name			Group	General	٠		
Choose A Sponsor			×		partment Main		Customer Mode		•	Picture	-
				Account M		8	In Active	Is An Haulage Client			
нс			N	feni Parent Cli	ient 🙀						
He				Billing Add	tress		Shipping Address		4	No image data	-
				Contact P	Person		Phone				
				Fax			Email				m Ro
				Registrati		4	•		4	Signature	_
				Zone	Currency	1	<ul> <li>Specialization</li> </ul>			No image data	>
-				Credit Lim	vt	P	Last Managed By	Administrator	1		
				Client 2	lobs/Sub Clients	Client Rebate Settings					- 5
							decrease children cli	ent bills in invoices. The setting is manage	ed per	Sales Item Category	
-								Select AI			
				•		Applicable Item Categories		Departments/Sales Poin	its whe	ere Sponsorage Applies	- 1
				Iter	m Category To Sp	consor % Sponsor	age 🛛 🗙 🗙		_		- 🕰
											-
				-							ntena
				-							
Ho	-			Opening	Delener		As I	Df 01/11/2023			•
Ho Ck Add New			Close	Opening	Datarice	Note: Input Positive Opening balance if		u OR Input a negative value if you are owir	ng this	dent	- 2
Activities	Room Abuja	Summary		14 4	1	əfi 🦉 🖓 🔕 🙀 🥒 💐 🔄				<b>X</b>	Exit
Front Office	VIP Occupied	Rooms				Transaction Slugan		A Book Room			5
		- COURS				Y washaction bugan		T TOTAL			
Asset Management		ActualCheckoutTime				Receptionist					Status
Reservation			f1 2 2 🕥	¥ 🥒 🕅							Room Lago Alagbu ker
Inventory	1	1 · · · · · · · · · · · · · · · · · · ·	n	<b>~ ~</b> Q			-	🖾 Exi			Has been b Next billing
Account Report										Activate Wind	
	Button View 🛞 List View										
DailyEmailAlert: No internet or	onnection										

Important Note: For the Opening Balance, enter a positive amount if the company (client) owes you, and a negative amount if you owe the company (client).

#### Step 4.

To set the guest status:

If the guest is staying free of charge, select "Complimentary."

If the guest is a lodger, choose "House-Use."

# Step 5.

Then click Okay after selecting the **Sponsor's Name**. In this case I selected the employer.

Title	Dr (		5
Sur Name	JONAH	Choose Sponsor	/07/2018
first Name	JOHIN	Choose A Sponsor	30:47
rofession	DOCTOR	RISING COMPANY: 0109	
imail	themail@mail.co		
iationality			le
elephone	+22phoneNo		
tesidential Addr.	BY THE RIVER S		•
			-
Identity			2 4 *
Type Of ID: NAT	IONAL ID CARD		3
Sponsorship			
Sponsorship	Employer		
Sponsor Name			
Charge			
Group Account			
Credit Or Cash	[		
Credit Limit			
Summary			
Rooms			Book Room
ActualCheckoutTi			

# Step 6.

Ensure you fill out the form and select "Save." To allocate the client to a room, click "Book Room.

F Home Lists	Activities Front Office	Room S Asset Management	tatus Chart - Reservation and Complete Accounting Sys	stem - For RESERVATION (	Company - Logg	ed in as Administrato	¢		000
Room Status Check In Advance Chart Guest Booking * Booking	Transaction Guest In Guest In Manager House Listing B GUEST	Reception Form	3 继 🙊 📓 🔚	k Room Adv Booking Trans		😣 Print •	<b>A</b>	_	
Home «	Guest Transaction Room	Surname	3. Wils 3. Mac Dee	uest Picture	BillNo Date Of Arrival	18 03/10/2023			
Company	Enter room to search	Title Profession		No image data	Time Of Arraival Date Of Departure	12:28:27 PM 01/11/2023		Ro	⇒ om Room Lagos Action (
Department	PENT ROOM	Email Nationality		]	Ref Doc No Gender				Change Room
About	Room JUPLI	Telephone Residential Addr.	08069117130 Date Of Brth: 03/10/2023	Arriving From			Acco		Post Sales To Ro
7	Vacant	Identity Type Of ID:	IDNumber:	Going To Children 1 to 6 Adults	Children		companied By		Receive Payment
Windows	4	Sponsorship Sponsorship	EnistingGuest	Other Credentials Company Name			-		Refund
Exit	Italy Room Standard CleanUp	Sponsor Name Charge	UVIIs Mac Dee GUESTBILLS	Company Address			A V	Ha	intenance
lome	VIP	Group Account Credit Or Cash		Visa Resident Permit Passport No				0	Set As Cleaned
lists Activities	Room Abuja	Credit Limit Summary	0.0000	Place Date Of Issue		_		C	Corrections & Report
Front Office	VIP Occupied	Rooms	Italy Room,London Room	Transaction Slugan			Book Room	Activate Window Go to Settings to action	
409, 254px 🔛	19 160	00 × 900px						10	‰ <b>●</b>

# Step 7.

Open the interface, choose the desired room type (e.g., LUXURY, VIP), and Select a vacant room (e.g., 101, 201) to allocate to the guest.

Home Lists	Activities	Front Office Asset Mar		Inventory Account R	eport			
📋 🖷 🛂		Check In kingleys Alagbu						00
Room Status Check In Advance	Transaction (	📔 📇 Group By Group By R	oom Type 💽 Filter By C	ategory	💽 🧐 Refre	ish		
Chart Guest Booking *	Manager	Enter room to search		Find	0			Actions
Booking								Maintenance
Home «	Guest Trans	PENT ROOM						Status
	😑 Gr	•	•	•	•			
Company	Enter ro	Room JUPLI	Room MARS	Room Pluto	Room Venus			
		PENT ROOM	PENT ROOM	PENT ROOM	PENT ROOM			
Department	PENT ROO	Vacant	Vacant	Vacant	Vacant			
Department		Standard					1	
97								
About	Roon					•		
		Italy Room	London Room	Manchester	Nigeria	Spain Room		
	Standard	Standard CleanUp	Standard CleanUp	Standard Vacant	Standard Vacant	Standard Vacant		
Windows		creanop	cleanop	Vacant	Vacani	VdCdill		
×		<u>TP</u>						
_	Ital							
Exit	ILai		· · · · · · · · · · · · · · · · · · ·					
		Room Kano	Room Portha					
	VIP	VIP	VIP					
Home		CleanUp	Vacant					
Lists							1	
	Roo							
Activities	KUU							
Front Office								
Asset Management								

# Step 8.

In the next step, select the preferred room and then click "Check-in Guest."

ome	Lists	Activ	vities	Front Office Asset Ma		Inventory Account R	eport			00				
	2			I. Check In kingleys. Alagbu										
ieck In	Advance	Transa	_	🗧 Group By Group By R	toom Type 💽 Filter By C	ategory	💌 🔞 Refre	esh			<b>~</b>			
Juest	Booking 🔻	Mana	ager	Enter room to search		Find				Room Room Venus Action				
in the second se	«	0	ah Tanan							Checkin Guest				
				PENT ROOM						Maintenance	0			
			📇 Gri							Status	0			
pany		E	Enter ro	Room JUPLI	Room MARS	Room Pluto	Room Venus			PENT ROOM : Room Venus				
				PENT ROOM	PENT ROOM	PENT ROOM	PENT ROOM			Room Venus is Vacant				
rtment		PEI	NT ROC	Vacant	Vacant	Vacant	Vacant							
				Standard_										
7		D	loon	10	10									
out			PI					· · · · · · · · · · · · · · · · · · ·						
				Italy Room	London Room	Manchester	Nigeria Standard	Spain Room						
Optimized in the second sec		Sta	andard	CleanUp	CleanUp	Vacant	Vacant	Vacant						
				VIP										
6			1											
xit	°		Ital		• • • • • • • • • • • • • • • • • • •									
					Room Portha									
		VIE	e l	VIP CleanUp	VIP Vacant									
	-		4											
			Roo								tivate V			
											to Setting			

The "Guest Check-in Wizard" displays a form with key details of a Normal Booking Credit Transaction. These details include Guest Information, Reserved Space, Total Rate Upon Billing, and Total Payment upon Check-in.

Home Lists Activities Front Office Asset	Anagement Reservation Inventory Account Report	
		<u>o</u> 😝
Room Sta Chart Guest Check	n Wizard	Roon
Home Normal Booking Credi	Transaction	
Guest Detail	kingleys Alagbu: BillNo 6 (Self)	Main
Reservation Space	Standard : Manchester Room	State
Billing Interval Plan	Dayly	Standa Manch
CheckIn Time	Wed, 01/Nov/2023 14:46 PM	
End of Day One	Thu, 02/Nov/2023 12:00 PM	
Rate	DefaultRate: N50,000.00	
Percentage To Bill	100	
Security Deposite	0.00	
Taxes, Discounts and Ser	vice Charge	
Main Tax	0.00 Other Tax 0.00 Excempt From Tax	
Service Charge	0.00 Excempt From SVC Pay	
Week End Discount	0.00 Allow Weekend Discount	
(in % of plain figure)		
Summary		
Home Total Rate When Biled	50,000.00	
Lists Total Payment On Checkin	50,000.00 No. Days To Pay On Chedin 1	
Activitie Check In Payment Mode	🕑 Full Payment On Check In 🔷 Credit Check In	
Front Of	es 'CanCheckinGuestOnCredit' permission access to enable the credit checkin option box	
Asset M		
Reserva		
Invento	< Back	Next > Cancel
Account Report		
Button View Cist view		
DailyEmailAlert: Email Alert Error: NotSubscribed		

## Step 9.

In the "Receive Payment and Check-in" form, confirm the guest's details.

	📭 Check In kingleys Alagbu to S	Standard : Nigeria	0
Room Sta		Completing the wizard	
Chart		<b>-</b>	
Home		You have successfully completed the wizard	
			- 11
		N0 00 paid sofar. Receive payment of N50,000.00 to makeup N50,000.00 for day(s) checkin	1
		Checking in to Nigeria	_
		PaidCheckin Checkin for 1 Day Should pay towards N50,000.00 to checkin	
Home			
Lists			
Activitie			
Front Of			

# Step 10.

Upon clicking, a "Cash Receipt Manager" form will appear, showing fund details, including the Collecting Department and the Amount Paid.

	Home Lists	Activities Front Office Asset Managem	nent Reservation						
	🐂 🛯 Check In kingle	s Alagbu to Standard : Nigeria						0.0	
	CashReciept Manager							0	
Roon C	🛛 🕞 Save 🕞 Save .	Add 🚳 Find 🔹 Menu 👻 🖳 Print Receipt 🐑 🕼	30 Rec.No:	Ref.Doc.No:				*	Room Nigeria
	Collecting Dept	MainStore			[				Check
Ho				Address					- cliect
	Customer/Client	kingleys Alagbu						÷	Maintenance
	Guest	N50,000.00		Invoice Being Paid For		e: kingleys Alagbu;	Amt: N50,000.00		Status
	Existing Credit	N0.00		Reciept No	0002				Standard : Nigeria Nigeria is Vacant
	-	apply		Reciept Date	01/11/2023			<u> </u>	
	Apply Existing Credit			Ref.Doc.No					
	Total Available To Apply	N50,000.00		Old Account Balance	N0.00				
	Unsettled Transaction								
	🛛 🞯 Auto Apply Cred	E)					🛛 🚱 Re-Load Un	settled Transactions	
		Amount Paid SN Typ		Amt Due		Description			
	> 🗹 01/11/202	N50,000.00 6606 Inv	olce	N50,000.00	N50,000.00	0 Standard			
Hon		N50,000.00		N50,000.00					
Lists		100,000100		1100,000100					
Acti	Un Applied Amount	N0.00	P.	eing Payment For				4	
<b>5</b>	Payment Method	Cash	<u></u>					¥.	
Fron	DepositTo	Undeposited Cash	2	teceived By					
Asse	Payment Doc No		Li Li	astEditor	Administrator				
Resi		f1 🚈 🖉 🕤 🙀 🥒 💐						🔀 Exit	
Inve					_				
ACCO	unt Report	Button View A List view							
	DailyEmailAlact: Email /	last Error: NotCuberribad							

Confirmation of successful Transaction

Home Lists Activities	Front Office Asset Management Reservation Inventory Account Report Standard 5 Noeria	0.00
Room Sta Chart	Completing the wizard	Room Nigeria Actions
Home	You have successfully completed the wizard Successfully Checked in to Nigeria PaidCheckin Checkin for 1 Day Already paid 150,000.00 to checkin	Checkin Guest Haintenance O Status O Status O Status I Ngena is Vacant
-		
Home		
Lists Activitie Front Of Asset H		
Reserve Invento Account Report	To done the ward, dok Freih	Activate
Button		Co to GP

After clicking "Save Book," you'll be redirected to the Reception Form Interface, confirming a successful guest check-in. You can close the interface if you don't need to manage the guest's transaction immediately. However, if you wish to manage the transaction, proceed to the next step.

Home Lists	Activities Front Office	Asset Management	Reservation Inventory Account Report	t					
📋 🖃 🛂	📃 🚈 🏂 🕻	10 🛎 10	) 🗏 💥 📓	•	II 👰 🍃				
Room Status Check In Advance Chart Guest Booking *	Transaction Guest In Guest In Manager House Listing B	💿 Reception Form						0	
Ecoking Ecoking	Guest	📔 🔒 Save 🔒 Sav	re Add 🚳 Find 🔹 Menu 🔹 🗍 Copy Old Guest	: 🖸 Bool	k Room Adv Booking Trans M	IGR Bill No:	😣 Print 🕶	~	
Home «	Guest Transaction 🛞 Room	Sur Name	X Vills		Guest Picture	BillNo	15		
<u>^</u>					-	Date Of Arrival	13/09/2023	•	
	📗 🚍 Group By Group By R		Kels				4:40:21 PM		 Room Ro
Company	Enter room to search		Engr	*	1	Date Of Departure			
		Profession			No image data	Ref Doc No	13/09/2023		2- 2-
Department	PENT ROOM	Email				Gender			Maintena
		Nationality		•		ochoci			Status
\$ <del>~</del>		Telephone	07038337627 Date Of Birth: 13/09/2023						VIP : Room
About	Room JUPLI	Residential Addr.		<u>^</u>	Arriving From		-	Acco	Room Porth
	Vacant			Ŧ	Going To			8	
-		Identity			Children 1 to 6	Children 6		ē	
Windows	Standard	Type Of ID:	IDNumber:		Adults	Vehicle No	>		
		Sponsorship			Other Credentials				
×		Sponsorship	Sector Employer		Company Name			_	
Exit	Italy Room	Sponsor Name	E		Company Address			Ă.	
	CleanUp	Charge			company Address			Ψ	
	VIP	Group Account		0 <u>2</u> 🔿	Visa Resident Permit				
Home	00	Credit Or Cash			Passport No				
Lists	25	Credit Limit			Place Date Of Issue				
Activities	Room Abuja	Summary						- I	
Activities	VIP			Ā	1		A DE B	ook	
Front Office	Occupied	Rooms			Transaction Slugan		- 🚺 🖪	oom	
Asset Management		ActualCheckoutTime		Y	Description in the second seco		Y		
Reservation		(Concretion of the Concretion			Receptionist				
		<b>14 4</b> 13	of 16 👂 🎽 🕀 🙀 🥒 💐				Ē	🔀 Exit	
Inventory									

#### Manage the guest transaction

#### Step 11.

On the reception form interface, click on "Trans MGR." It will load the current guest's transaction, allowing you to perform various operations such as Receive Payment, Add Invoice, Refund, Print, and more.

Home Lists			Front Off		Gues Asset Manageme			e Accounting Sy	stem - For RE	SERVATION COMPANY -	Logged in as Ad	ministrator			0006
Room Status Check In Advance Chart Guest Booking * Booking	Transact Manag	tion Gu	use List	est Inhou	ise Guest Bill te Group	Rooms Group Statement Keepi	se Interdepartmenta	Consume Inventor Per Room	y Reservation T Report * Reports A	ime Setup Other Links ¥					
Home «	Guest	Transac	tion 🛞	Room Sta	atus Chart 🛞										,
Company	_	Guest		15	Set Date Range	e 🔹 🙆 Refresh 🔢 A	ccount Balancing *	Check In Guest	Sponsor Sta	tement 🛛 Close				Outku	•
<b>.</b>	Sur Nav		ls.	-			First Name N	W: Dee			Bil Number	18	Transaction Closed	Activit	
Department	U Vie			sactions	too								A L		Add Room/Hall
			_	lumber		Туре	Charges	Credit	Description : Room Kano, Fo	1.0		tment Name	Operator	e es	Receive Payment
	- here	8	<b>B</b> 3		03/10/2023		54,500.00		Inv: 3 Junit VIP	гарау	MainSt		Administrator		Refund
Windows		8		617	03/10/2023	PaymentReciept	0.00			osite on Invoice:3	MainSt		Administrator	6	Ketuno
×			-	603	31/10/2023		50,000.00		: Italy Room, For		MainSt		Administrator		Print
Exit		2	-	618		PaymentReciept	0.00		Payment Reciept		MainSt		Administrator	1	Checkout
				604	31/10/2023		350.00		1btl PEPSI		MainSt		Administrator		Cheolout
		8		619	31/10/2023	PaymentReciept	0.00	90,000.00	Payment Reciept	: 6619	MainSt	tore	Administrator		Bill Guest
Home		۵	₽ 4		31/10/2023	Refund	95,650.00	0.00	No Action		MainSt	tore	Administrator		Credit Guest
Lists														Correc	tors 🖸
Activities	Root	ms, Ha	Is and Ot	her Accor	nodation Typ	es Occupied									
Front Office	0	IG R	eActivate	Room		Room Status	A Room Type	Date In		CheckOutTime	Inv.No	Period Of Stay	Rate	1 💆	Repost All Trans.
Asset Management	>	- 1		Room K		Vacant	VIP	03/Oct/23 12		03/Oct/23 12:39 PM	3	1 Day	50000.0000		Correct Dbl. Bill. Prob.
			9 9	London		Vacant	Standard	03/Oct/23 12		01/Nov/23 11:50 AM	3	0	0.0000	-	
Reservation			9	Italy Ro	m	Vacant	Standard	31/Oct/2307	02 PM	01/Nov/23 11:50 AM	6603	1 Day	50000.0000		

# **Transaction Manager**

This interface allows you to manage guest accounts, respond to requests (e.g., adding rooms, invoicing services, handling payments, refunds, credit transfers, guest statements, checkouts). To access the Transaction Manager, follow these steps:

#### Step 1.

Go to Reservation menu, and locate Transaction Manager.

#### Step 2.

Click on "Locate Guest By...". A search panel will appear. Select the guest from the drop-down list:

- a. In the "Guest Bill Number" field.
- b. Search by Room Number.
- c. Search by Invoice Number.

Ţ					_			counting Syste	m - For Kenbi	Read LTD - Lo
Home Lists	Activitie	s Front Office	Asset Management	Reservatio	n	Inventory	Account Report	-		
Room Status Check In Chart Guest Booking *			Inhouse Guest Bill Ro Bydate Group	ooms Group Statement	House Keeping	Interdepartm ▼ Supply/Ser	nental Consume I vice Per R And Maintenance	Inventory Reserv com Repo	ation Time Setup	Links 🔻
Home «	Reserva	ation Item Listing 🛞		R		Accomodation				
	1 62		🐻 Set Date Range 🕶	🚱 Refresh	ii Aco	ount Balancing	💌 👔 Check lr	n Guest 🖳 Spor	nsor Statement	🔀 Close
Company	Sur	Specify Guest Pareme arch by Bill Number	ter to search by	<ul> <li>(3) Go</li> </ul>		First Nan	ne			
	01	Or Room Number		(3) GO						
Department	Те	Or InvoiceNo		(3) Go		Address				<u> </u>
0 <del>.,</del>	Gr Ba	Or ReceiptNo Or Ref InvoiceNo		(0) GO (0) GO	Н					Ŧ
About	Sp	Or Ref ReceiptNo		(36) Go		Nationality Sponsorship				
<b></b>	To				plied ts	Sponsor Account	t			
Windows			Cancel			Checked In By				
×		v With Tax, Discour v Zero net transac							C	).00
Exit										
	Trans	actions								
		Number [	Date 🔺 Type		C	harges	Credit	Description		Depa
Home										

#### Step 3.

 a. Search using the Bill Number: Click on the "Bill Number" field, and select the guest. Click "Go" to initiate the search. The Transaction Manager interface will then be shown, providing the guest's transaction details.

Activit Transac Manag	tion Guest In Guest House Listing	Inhou Bydai	3	st Bil Rooms G	eservation Sroup Itement Keepir		ensume Inventor Per Room			Links 🔻			
r	Transaction 🙁				fresh 🚺 A	ccount Balancing 🔹 📓 (	Check In Guest	🔨 Sponsor Stater	nent	🔀 Close		_	
Sur	Specify Guest Pareme Search by Bill Number	eter to s	earch by	/		First Name					Bill Number	)	
OI Te	Or Room Number Or InvoiceNo			Guest Name	Rooms	Find Company Name		Date Of Arrival		4	Date Of Arrival		
Gr	Or ReceiptNo			ction Status: Tra			relephone	Date Of Arrival		v	Arriving From		
Ba	Or Ref InvoiceNo			Wills Mac Dee	London Room		08069117130	03/10/2023	n–	12	Going To		
Sp	Or Ref ReceiptNo	t i	17	Wills Mac Dee			08069117130		⊨		Actual Check Out Time		
То		1	16	alagbu ken			08026232044	03/10/2023	⊨		Checked Out By		
		1	15	Wills Kels			07038337627	13/09/2023	⊫		Profession		
		1	14	Alagbu kenneth	5	Business sensor websites	08069117130	13/09/2023					
Vie	ew With Tax, Discou	1	13	AS			3	01/08/2023		).00			
	ew Zero net transa	1	12	UΚ			6	01/08/2023					
Tran	isactions	L .	11	Q A			3	01/08/2023	E				
Ira			10	уj			6	31/07/2023	-				
	Number			mn			45	31/07/2023	E	Dep	artment Name	Op	erator
			-	chisom okeke			d	30/07/2023					
				kingleys Alagbu			08069117130						
			6	kingleys Alaqbu			08069117130	30/07/2023					

b. **Search using Room Number:** Ensure you have the room number. In the "Room Number" field, input the room number. Press the "Go" button to initiate the search.

	· · · · · · · · · · · · · · · · · · ·
-	Guest Transaction - Reservation and Complete Accounting System - For RESERVATI
Home Lists	Activities Front Office Asset Management Reservation Inventory Account Report
📋 🖃 🛂	
Room Status Check In Advance Chart Guest Booking T Booking	Transaction Guest In Guest Inhouse Guest Bill Rooms Group Manager House Listing Bydate Group Statement Keeping* Supply/Service Per Room Report * Guest Operations And Mantenance Reports And Time Se
Home «	
	🐴 Locate Guest By 🔹 Set Date Range 🔹 🚱 Refresh 🛛 🕅 Account Balancing 🔹 😰 Check In Guest 🗒 Sponsor Statement
Company	GL Specify Guest Paremeter to search by Sur Search by Bill Number I (0) GO First Name
	Or Room Number ROOM LA (06 GO)
Department	Te Or InvoiceNo (0) Go Address
About	Gr         Or ReceiptNo         (b) Go         Notices           Ba         Or Ref InvoiceNo         (b) Go         Nationality
About	Sp To Or Ref ReceiptNo 000 000 000 000 000 000 0000 00000000
Windows	Sponsor Account Checked in By
×	View With Tax, Discount And SVC ()
Exit	Transactions
	I Ransactions           I ransactions           Number         Date         A         Type         Charges         Credit         Description
Home	
Lists	
A	

c. Search using Invoice number: Type any invoice number charged to the guest, in the field and press Go button.

Home Lists	Activities Front Office		action - Reser		e Accounting Si unt Report	ystem - For RESERVATION COMPANY	- Logged in as Administrator				
Room Status Check In Advance Chart Guest Booking * Booking	Transaction Guest In Manager House Listin	t Inhouse Guest Bill Rooms	Group Ho	vuse Interdepartmenta ping • Supply/Service Accomodation And I	I Consume Invento Per Room	y Reservation Time Setup Report * Links * Reports And Time Setup					
Home «	Guest Transaction	Room Status Chart 🛞									
	I Og Locate Guest By	🔹 🐻 Set Date Range 🔹 🚱	Refresh 🚺	Account Balancing •	Check In Guest	😟 Sponsor Statement 🛛 🖾 Close					
Company	C Specify Guest Parer	neter to search by									
	GL Search by Bill Number		(3) Go								
	Sur Or Room Number		(3) Go	First Name Mac Dee Bill Number 18							
Department	Or InvoiceNo	6617	(1) 60		G	uest Account Is In Credit Of M	f N6,000.00				
67	Or ReceiptNo		(3) Go								
About	Or Ref InvoiceNo		(3) Go								
ADOUL	Or Ref ReceiptNo		(3) Go	Charges		Description	Department Name	Operator			
				54,500.00		: Room Kano, For 1 Day	MainStore	Administrator			
Windows	0	Cancel)		0.00		Inv: 3 Iunit VIP	MainStore	Administrator			
				0.00	3,000.00	Reservation Deposite on Invoice:3	MainStore	Administrator			
×											
Exit											
Home											

## Add Room or Hall for a Guest.

### Step 1.

To add another room or hall for an existing guest, go to "Add Room/Hall" and click. Select "Direct Booking.

:5	Front	Office	Asset Manager	nent Reservation I	nventory Acco	unt Report				
	>=	25 🗄		🐻 🛎 💸	Z		III 👰 👼			
on Gu r H	iest In louse	Guest Inho Listing Byd Guest Op	ate Group	Il Rooms Group House Statement Keeping		al Consume Invento Per Room Maintenance	Report * Links * Reports And Time Setup			
iransa	ction (	Room St	tatus Chart 🔅	)						
Loca	e Guest	t By 🐻	Set Date Ran	ge 🔹 🛞 Refresh 🛛 🕕 Acco	ount Balancing -	🗓 Check In Guest	Sponsor Statement 🛛 🖾 Close			
Guest	Details									
etail										Quidk Links (
e N	ils				First Name	Mac Dee		Bill Number 18	Transaction Closed	Activities
		Discount Ar ransactions				G	uest Account Is In Credit Of N6,000	1.00	,	Add Room/Hall
sactio	ns									Backdated Credit Direct Booking
		Number	Date 🔺	Туре	Charges	Credit	Description	Department Name	Operator	Advance Booking
ų.	₽									1
•	₽	6617	03/10/2023	PaymentReciept	0.00		Inv: 3 Junit VIP	MainStore	Administrator	🥵 Refund
	₽	3	03/10/2023	Deposite	0.00	3,000.00	Reservation Deposite on Invoice:3	MainStore	Administrator	
										Print

# Step 2.

The interface loads, and you can select the room of choice as desired by the guest. Look for the Room detail information on the sidebar and click check in Guest.

-						
Home Lists			agement Reservation			
		📙 Check In Wils Mac Dee				0 0 0
Room Status Check In Advance		🕴 📇 Group By 🛛 Group By R	oom Type 🛛 💽 Filter By C	Category	💽 😁 Refresh	*
Room Status Check In Advance Chart Guest Booking * Booking	Transaction ( Manager	Enter room to search		Find	D	Room Room Pluto Actions
Home «	Guest Trans	PENT ROOM				Checkin Guest
	🖓 Loc					Maintenance 📀
	Other Gues	P	•	• • • • • • • • • • • • • • • • • • •	▶ <u></u>	Status 🔍
Company	Guest Detail	Room JUPLI	Room MARS	Room Pluto	Room Venus	PENT ROOM : Room Pluto Room Pluto is Vacant
	Sur Name	PENT ROOM	PENT ROOM	PENT ROOM	PENT ROOM	Room Pictoris Vacant
Department		Vacant	Vacant	Vacant	PENT ROOM : Room Venus	
Department	View W	Chandrad			Room Venus is Vacant	
£	View Ze	Stanuaru				
6 <del></del>	Transact		• • • • • • • • • • • • • • • • • • •	)		
About	(				• • • • • • • • • • • • • • • • • • •	

#### Step 3.

Confirm information on existing Guest and click on Next

	Front Office Asset Manage Check In Wills Mac Dee	ement Reserva	ition Inventory J	Account Report			0.0		Θ	00	
Check In Wils Mac Dee to Sta	Guest Checkii	n Wizard					00	Г	Room Italy Room Actio	_	
	Normal Booking Credit	Transaction							Maintenance	Ø	
	Guest Detail	Wills Mac Dee	: BillNo 18 (ExistingGu	est)					Status	Ø	
	Reservation Space	Standard : Ita	ly Room						Standard : Italy Room Italy Room is Vacant		
	Biling Interval Plan	Dayly									se
	CheckIn Time	Tue, 31/Oct/2023	19:02 PM			•					F
	End of Day One	Wed, 01/Nov/2023	12:00 PM			. W					
	Rate	DefaultRate: N50,0	00.00			•					H
	Percentage To Bill	100				41					E
	Security Deposite	0.00									
	Taxes, Discounts and Servi	ice Charge									Г
	Main Tax	0.00	Other Tax 0.00	Excempt From Tax		0					E
	Service Charge	0.00		Excempt From SVC Pay		0					E
	Week End Discount	0.00		Allow Weekend Discount		es					
	(in % of plain figure) Summary					-					
	Total Rate When Billed	50.000.00									
	Total Payment On Checkin	50,000.00		No. Days To Pay On Checkin	•	4.0					E
					1						
	Check In Payment Mode	Full Payme	nt On Check In	Credit Check In							

#### Step 4.

-

Click on the "Receive Payment and Check-In" button, beside is the payment details.

Ţ		Guest Transaction - Reservation and Complete Accounting System - For RESERVATION COMPANY - Logged in	as Administ	rator		000
E	Home Lists Activities i	Front Office Asset Management Reservation Inventory Account Report				
<b>P</b>		Check In Wils Mac Dee		000		
Ē	Check In Wils Mac Dee to Star	ndard : Italy Room 🥎		*		
Room Status Chart				Room Italy Room Actions 💿		
Home		Completing the wizard		Checkin Guest		
		You have successfully completed the wizard		Haintenance 💿		
	1			Status 😯		
	Co			Standard : Italy Room Italy Room is Vacant		Quick Links
	4	Receive Payment and Checkin N0.00 paid sofar. Receive payment of N50,000.00 to makeup N50,000.00 for day(s) checkin			sed	Activities
D	ep	General Sepoletical			4	Add Room/Hall
	4	Checking in to Italy Room Paidcheckin Checkin for 1 Day Should pay towards 1950,000.00 to checkin			Ÿ	Add Invoice
		•••				Receive Payment

#### Below are the details of booked Room

Lists												Correc	tors
Activities	R	ooms, I	talls and Oth	er Accomodation 1	Types Occupied								
Front Office		CHG	ReActivate	Room	Room Status	A Room Type	Date In	CheckOutTime	Inv.No	Period Of Stay	Rate		Repost All Trans.
Front Office		4		London Room	Occupied	Standard	03/Oct/23 12:39 PM		3	0	0.0000	1	Correct Obl. Bill. F
Asset Management		al.		Italy Room	Occupied	Standard	31/Oct/23 07:02 PM		6603	1 Dey	\$0000.0000		Correct Dol. Da. 1
Reservation	>		0	Room Kano	Vacant	VIP	03/0ct/23 12:29 PM	03/0ct/23 12:39 PM	3	1 Day	\$0000.0000		
Inventory	1												
Account Report													

### How to add invoice to a guest's transaction

Keep in mind that you should only proceed with this action upon the guest's request, as some guests may prefer not to include their consumption in their statement.

This two-step process should ensure the correct handling of cash or credit invoices based on guest preferences

## Step 1.

To create an invoice, click on "Invoice" on the right side of the screen. Choose "Credit Invoice" unless the guest prefers immediate payment, in which case you should select "Cash Invoice."

hart Guest Booking *	Manag	ar He	ouse		date Group	Statement Keep	ping * Supply/Service	Per Room	Report * Links * Reports And Time Setup			
ne «	Guest	Transac	tion 🗿	Room S	Status Chart 🛞							
	1 0	Locat	Guest	t By	Set Date Range	e • 🙆 Refresh 🛛 🔢	Account Balancing •	Check In Guest	Sponsor Statement 🛛 🖾 Close			
Company		Guest	etais									
	Guest											Quick Links
	Sur Na	ne Wi	is				First Name M	lac Dee		Bill Number 18	Transaction Closed	Activities
Department	Vi	w With	Tax, I	Discount A	nd SVC			G	uest Account Is In Credit Of	N6,000.00	4	Add Room/Ha
67	Vi	w Zero	net tr	ransaction	s too						4	
About	Tran	sactio	15									Add Invoice
				Number	Date A	Туре	Charges	Credit	Description	Department Name	Operator	Credit In
			4	3	03/10/2023	Reservation	54,500.00		: Room Kano, For 1 Day	MainStore	Administrator	
Windows		8	*	6617	03/10/2023	PaymentReclept	0.00		Inv: 3 Junit VIP	MainStore	Administrator	🥵 Refund
			4	3	03/10/2023	Deposite	0.00		Reservation Deposite on Invoice:3	MainStore	Administrator	Print
and the second s		-	4	6603	31/10/2023		50,000.00		: Italy Room, For 1 Day	MainStore	Administrator	Print
×		2	1	6618	31/10/2023	PaymentReciept	0.00	50,000.00	Payment Reciept: 6618	MainStore	Administrator	Checkout
Exit												

### Step 2.

The invoice will open with the guest's name by default. Choose the selling department and select the guest's requested items.

Activit	ties	Front	Office .	Asset N	lanagement	Reservation	Inventory	Account Repor	t								
		¢=	<b>2</b> 5 🗒	3 4	y 🎼	22	2	Z	•	1=	Ø 🍃						
Transac	tion Gu	uest In louse	Guest Inhou Listing Byda	<b>.</b> C	edit Invoice									00			
			Guest Opi	1 6	Save 🛃 S	Save Add 3 I	Find 🔹 🔒 Print	Invoice 🛛 🔒 Prir	nt• 🤅	36 InvNo:	03 RefNo:	• •		*			
Guest	Transa	iction (8	Room St	5ell	ng From	MainStore				Souce Of Stock				-			
1 0	Locat	te Guest	By 🔻 🐻	Clie	nt Account	📧 Wills Mac D	ee			Pay Due Date	10/11/2023						
Othe	r Guest	Details		Clien	t Balance	In Credit of N	3,000.00			Invoice Number	6603						
Guest				Nam	e On Invoice	Wils Mac Dee				Ref Document						Quick Lin	
Sur Na	me W	/ils		Addr	ess				4	Last Modified By	Administrator				Transaction Closed	Activiti	es
🗌 Vi	ew Wit	th Tax, C	iscount An						4	Invoice Slugan				<b>•</b>	Ă		Add Room/Hall
🗌 Vi	ew Zer	o net tr	ansactions	Invo	ce Date	31/10/2023			•						Ť		
Tra	nsactio	ons		Sales	Officer	Administrator			•	Service Charge			Amount				Add Invoice
			Number	Tax	tem		- A	mount N0.00		Discount	💥 I:		Amount		Operator	€s	Receive Payment
>	9	Ð	3	Gues	t	00 Wils Mac D	lee		8	Room No			Table No		Administrator		
	۵	<b>V</b>	6617	Invo	ice Detail										Administrator	64	Refund
	۵	₽ ₽	3 6603	I	tem		Package	Qty	Des	cription		Rate	Amount		Administrator		Print
	8	*	6618	1										×	Administrator	-	
		*	0010		Item Name	▲ Item Type		Item Category							Authinistrator	•	Checkout
					FANTA PEPSI	Inventory Inventory	N600.00 N350.00										Bill Guest
					SOFT DRIN	·····	N600.00										
																-0	Credit Guest

# Step 3.

Click the "Save" button and then "Exit."

Activities Front Office Ac	slet Management	Reservation Inventory Account Report					
1 2 5 10	· 🛎 🐻	👑 🛠 📓 🚦	1-6	o 📒			
Transaction Guest In Guest Inhou	Credit Invoice			00	0.0		
Curst Ope	Save 🔒 S	ave Add 🐽 Find • 😣 Print Invoice 🛛 😣 Print • 🤅	33 InvNo:	3 RefNo:			
Guest Transaction 🛞 Room Sta	Selling From	MainStore	Souce Of Stock	MainStore			
I Da Locate Guest By-* 176	Client Account	Wils MacDee	Pay Due Date	10/11/2023			
Other Guest Details	Client Balance	Would Be In Credit of N2,650.00	Invoice Number	6603			
Guest Detail	Name On Invoice	Wills MacDee	RefDocument				Quick Links
Sur Name Wills		×	Last Modified By	Administrator		Transaction Closed	Activities
	Address	1	Invoice Slugan		•	14	Add Room/Hall
	Invoice Date	31/10/2023					<u> </u>
Transactions	Sales Officer	Administrator	Service Charge	Amount N0.00			Add Invoice
Number	Tax Item	Amount N0.00	Discount	Amount N0.00		Operator	Receive Payment
> 👻 🤣 >		Las hosts size from	Doorthin		-	Administrator	
6617		feelune nervee				Administrator	Refund
		Basiana Diay Day	and a firmer	Date Lineart I		Administrator	-
😖 🚯 6603	· PEPSI		o presi	N350.00 N350.00	-	Administrator	Print
A 30 6618						Administrator	Checkout
	Transaction Gasta III: Guest Denko Transaction Gasta III: Guest Denko Control Con	Acted 20 2012 Cereb Brownell Cereb Brownell Cereb Brownell Cereb Brownell Cereb Brownell Cereb Brownell Cereb Brownell Cereb Brownell Cer	Action     Proceedings     Action of Rescured     Rescriction     Develope     Action of Rescriction       Image: Sector of Rescriction     Image:	Action     Procession     Action Stream     Reserve for     Action Stream       Image: Stream (Stream (Stre	Action     Proc Dira     Actes Research     Research	Image: Note: I	Allow     Text clow     Text clow     Text clow     Text clow       Image: Series Biology       Image: Series Biology     Image: Series Biology     Image: Series Biology     Image: Series Biology     Image: Series Biology       Image: Series Biology     Image: Series Biology     Image: Series Biology     Image: Series Biology     Image: Series Biology       Image: Series Biology     Image: Series Biology     Image: Series Biology     Image: Series Biology     Image: Series Biology       Image: Series Biology     Image: Series Biology     Image: Series Biology     Image: Series Biology     Image: Series Biology       Image: Series Biology     Image: Series Biology     Image: Series Biology     Image: Series Biology     Image: Series Biology       Image: Series Biology     Image: Series Biology     Image: Series Biology     Image: Series Biology     Image: Series Biology       Image: Series Biology     Image: Series Biology     Image: Series Biology     Image: Series Biology     Image: Series Biology       Image: Series Biology     Image: Series Biology     Image: Series Biology     Image: Series Biology     Image: Series Biology       Image: Series Biology     Image: Series Biology     Image: Series Biology     Image: Series Biology     Image: Series Biology       Ima

### Step 4.

You'll notice that the invoice has been added, resulting in an increase in the guest's balance.

Gue	st Transa	ction 0	Room S	tatus Chart 🛞								
	獱 Loca	te Guest	By • 😨	Set Date Rang	e 🔹 🚱 Refresh 🛛 🚺 A	ccount Balancing 🔹 👔	Check In Guest	🙁 Sponsor Statement 🛛 🖾 Close				
Ot	ner Guest	Details										
Gue	st Detail										Quick Links	
Sur 1	lame 🛛 🕅	Vills				First Name Ma	c Dee		Bill Number 18	Transaction Closed	Activities	
_			Discount /				Gı	est Account Is In Credit Of	N5,650.00	Â. Y		Room/H
Tr	ansactio	ons									Add	Invoice
			Number	Date 🔺	Туре	Charges		Description	Department Name	Operator	🤅 Rece	eive Payn
>	۲	Ð	3	03/10/2023	Reservation	54,500.00		: Room Kano, For 1 Day	MainStore	Administrator		
	۲	Ð	6617	03/10/2023	PaymentReciept	0.00		Inv: 3 Junit VIP	MainStore	Administrator	🥳 Refu	ind
		<b>P</b>	3	03/10/2023	Deposite	0.00		Reservation Deposite on Invoice:3	MainStore	Administrator	Print	
	۲	Ð	6603	31/10/2023	Reservation	50,000.00		: Italy Room, For 1 Day	MainStore	Administrator		
	۲	<b>P</b>	6618	31/10/2023	PaymentReciept	0.00		Payment Reciept: 6618	MainStore	Administrator	Chec	dkout
	۲	Ð	6604	31/10/2023	Invoice	350.00	0.00	1btl PEPSI	MainStore	Administrator		
											Bil G	iuest dit Guest
											Cred	ät

#### **How To Receive Payment**

To post guest payment, these are the steps:

### Step 1.

Click on Receive Payment at the right side of the screen. Input the received amount from the guest in the "amount paid" to reflect the actual payment, and then click "Save" and Close.

The Lists	Guest Transaction – Reservation and Complete Accounting System – For RESERVATION COMPANY – Logged in as Administrator Activities Front Office Asset Management Reservation Inventory Account Report	
Room Status Check In Advance Chart Guest Booking * Booking	Transation GL GalfReceipt Minuser  Transation GL GalfReceipt Minuser  Transation GL GalfReceipt Minuser  Print Receipt   Print Receipt  Print Recei	
Home « Company	Genet Trans         Celecting Dept         Parafore         Image: Celecting Dept         Image: Celecting Dept <th></th>	
About	Were With         Total Available To Apply         Old Account Balance           Were With         Total Available To Apply         Old Account Balance           Were With         Total Available To Apply         Old Account Balance           Transactions         Set Transactions         Control Balance           Set Transactions         Set Transactions         Control Balance	Add Room/Hall
Windows Exit		Refund Print Chediout
ome sts	16.00 No.00	Bil Guest Credit Guest Correctors
ont Office 796, 339px 1딮	Cris Brig Payment Refrod Ceeh	Repost Al Trans.

## Step 2.

Once you close, the guest balance will be updated automatically

	< G	est Tran	action 8	Room	Status Chart 🖗									
~				A contraction of the second			Account Balancing *	Check In Guest	Sponsor Statement					
	0	ther Gue	st Details											
Company	Gu	est Deta	E.										Quick Link	is .
<u>_</u>	Sur	Name	Wils				First Name M	ac Dee		Bil Number	18	Transaction Closed	Activity	
Department		View W	ith Tax, D	liscount A	ind SVC			Gu	est Account Is In Credit Of N	95.650.00	1	4	A	Add Room/Hall
	- 1153		ero net tra						contraction in a care of the	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	-	*		ress resseries an
67	T	ransact	Sons											Add Invoice
About	E			Number	Date 4	Type	Charges	Credit	Description	Depart	tment Name	Operator	e	Receive Payme
-	>	۲	4	3	03/10/2023	Reservation	54,500.00	0.00	: Room Kano, For 1 Day	ManSI	o/e	Administrator	3	Neceve Payme
		8	4	6617	03/10/2023	PaymentReciept	0.00	57,500.00	Inv: 3 Junit VIP	MainSt	pre	Administrator	2	Refund
Windows			3	3	03/10/2023	Deposite	0.00	3,000.00	Reservation Deposite on Invoice:3	MainSt	ore	Administrator		
*		8	*	6603	31/10/2023	Reservation	50,000.00		: Italy Room, For 1 Day	MainSt	bre	Administrator		Print
Exit	-	8	4	6618	31/10/2023	PaymentReciept	0.00		Payment Redept: 6618	MainSt	bre	Administrator	1	Checkout
		8	4	6604	31/10/2023	Invoice	350.00		1btl PEPSI	MainSt	ore	Administrator	13	
		8	1	6619	31/10/2023	PaymentReciept	0.00	90,000.00	Payment Reclept: 6619	MainSt	bre	Administrator		Bill Guest
me													9	Credit Guest
ts														
tivities	100	ooms.	talls and (	Other Acc	omodation Ty	ses Occupied							Correct	on
		CHG	ReActivat	e Roon	1	Room Status	A Room Type	Date In	CheckOutTime	Inv.No	Period Of Stay	Rate	1	Repost All Tran
ont Office		4		Lond	on Room	Occupied	Standard	03/Oct/23 1	2:39 PM	3	0	0.0000	1	-
		-		79.00	Room	Occupied	Standard	31/Oct/23 0	7:02 PM	6603	1 Day	50000.0000	4	Correct Dbl. Bill
set Management		e.		11099	NOORI	occupico								

### How to Refund a Guest

Refunds involve returning any unused deposits made by the guest.

## Step 1.

Click on **Refund** at the right-hand side of the screen. Enter the refund amount, and choose the cash account from which the money will be withdrawn, then click **Save** button and **Close** the form.

	Guest Transaction -	Reservation and Complete Accounting System - For RESERVATION COMPANY $$ - Log	ged in as Administrator	0.0.0
Home Lists	Activities Front Office Asset Management Reservation	n Inventory Account Report		
us Check In Advance Guest Booking *	Transaction Guest In Guest Inhouse Guest Bil Rooms Group Manager House Lithouse Guest Bil Rooms Statement	House Interdepartmental Consume Inventory Reservation Time Setup Other Keeping * SupplyService Per Room		
Guest Booking * Booking	Manager House Listing Bydate Group Statement Guest Operations	Keeping * Supply/Service Per Room Report * Links * Accomodation And Maintenance Reports And Time Setup		
«	Guest Transaction Room Status Chart			
	🛛 🔮 Locate Guest By * 🛛 🐻 Set Date Range * 🥝 Refresh	🔢 Account Balancing 🔹 🚺 Check In Guest 🔩 Sponsor Statement 🛛 🔯 Close		
Company	Other Guest Details	Clent Journal Editor		
	Guest Detail	Save 🐠 Find • 🔍 Print 🚳 RefDocNo. 🔗 • •		Quick Links
<u>_</u>	Sur Name Wills		Bill Number 18 Transaction Closed	Activities
Department	View With Tax, Discount And SVC		50.00	Add Room/Hall
67	View Zero net transactions too	Journal Action Debit Customer	Ŧ	
About	Transactions	Amount 25,650		Add Invoice
ADOUL	Number Date A Type	Account Journal Date 31/Oct/2023 08:44 PM	Department Name Operator	Receive Payment
-	> 🚽 🤣 3 03/10/2023 Reservation	Transacting Department MainStore	MainStore Administrator	
Windows	6617 03/10/2023 PaymentReciept	No Action	MainStore Administrator	Kefund Refund
	3 03/10/2023 Deposite	Action Summary	MainStore Administrator	Print
×	6603 31/10/2023 Reservation	Y	MainStore Administrator	
Exit	6618 31/10/2023 PaymentReciept	Ref Document No	MainStore Administrator	Checkout
	6604 31/10/2023 Invoice	Note	MainStore Administrator	Bil Guest
	6619 31/10/2023 PaymentReciept		MainStore Administrator	Un objest
		For A Guest Wills Mac Dee		Credit Guest
		Last Managed By Administrator		Correctors
	Rooms, Halls and Other Accomodation Types Occupied	[김 김 ] of 1 > 기 💥 🥒 🖸 🖾 Exit		
	CHG ReActivate Room Room Status	A Room Type Date In OheckOutTime	Inv.No Period Of Stay Rate	Repost All Trans.
ce	London Room Occupied	Standard 03/Oct/23 12:39 PM	3 0 0.0000	

The interface will appear in this manner when the customer ledger is balanced.

Tra	nsaction anager		Guest Inh	<b>~ ~</b> ·	Rooms Group Ho	use Interdepartmental ing * Supply/Service Accomodation And M	Per Room		Setup Other Links *					
6	uest Tran	action ()	Room S	itatus Chart 🛞										
T	an Loc	ate Guest	By • 🕫	Set Date Range	e 🔹 🚱 Refresh 🛛 🚺 🗸	Account Balancing 👻 🔋	Check In Guest	🔽 Sponsor Stater	ment 🔛 Close					
C	Other Gue	st Details												
G	uest Deta												Quick Link	s
Su	r Name	Wills				First Name Ma	ac Dee			Bill Number	18	Transaction Closed	Activitie	25
	-		iscount A									Ă.		Add Room/Hall
	Transact	ions												Add Invoice
- L			Number	Date 🔺	Type		Credit	Description		Depart	ment Name	Operator	6	Receive Payme
:		4	3	03/10/2023	Reservation	54,500.00		: Room Kano, For 1	Day	MainSt	ore	Administrator		
		₽	6617	03/10/2023	PaymentReciept	0.00		Inv: 3 Junit VIP		MainSt	ore	Administrator	63	Refund
		¥	3	03/10/2023	Deposite	0.00	3,000.00			MainSt	ore	Administrator		Print
	٨	1	6603	31/10/2023	Reservation	50,000.00		: Italy Room, For 1		MainSt	ore	Administrator		
•	8	<b>V</b>	6618	31/10/2023	PaymentReciept	0.00		Payment Reciept: 6	618	MainSt	ore	Administrator		Checkout
	۲	₽	6604	31/10/2023	Invoice	350.00		1btl PEPSI		MainSt	ore	Administrator		
	8	<b></b>	6619	31/10/2023	PaymentReciept	0.00		Payment Reciept: 6	619	MainSt	ore	Administrator		Bill Guest
	8	₽	4	31/10/2023	Refund	95,650.00	0.00	No Action		MainSt	ore	Administrator		Credit Guest
													Correcto	ors
F	CHG	ReActivation		omodation Typ	Room Status	A Room Type	Date In		CheckOutTime	Inv.No	Period Of Stay	Rate	<b>\</b>	Repost All Tran
	<u> </u>		Londo	n Room	Occupied	Standard	03/Oct/23 1	2:39 PM		3	0	0.0000		
	2									6603		50000.0000		Correct Dbl. Bi

## How to print Guest Transaction

#### A. Print Guest Statement

Click the "**Print**" button within the Quick Links and then choose "**Print Guest Statement**" from the options.

Check In Advance Guest Booking	a Tri	ansaction fanager	Guest In House	Guest Inho Listing Byd	ete Group protons	Rooms Group Hou Statement Keepi	se Interdepartmental	Per Room	Report *	ime Setup of Time Setup					
	×				atus Chart 🛞					1-					
<b>^</b>	1			Ву • 🕠	Set Date Rang	e • 🥥 Refresh 🛛 🙀 A	ccount Balancing • 🚺	Check in Guest	Sponsor Sta	tement 🛛 Close	_			_	_
Company		Other Gue													_
*		cuest Deta					First Name M	v: Dee			Bil Number	18	Transaction Closed	Quick Lin	
spartment	1			Discount An	d case										
	- 10			Discount An									<u>_</u>		Add Room/Hall
6 <del></del> -	12	Transac		ansactions	100										Add Invoice
About				Number	Date A	Туре	Charges	Credit	Description		Depart	tment Name	Operator	6	Receive Payment
-		> U	*	3									Administrator	-5	Necerie Payment
indows		8	4	6617	03/10/2023	PaymentReciept	0.00		Inv: 3 Junit VIP		MainSt	lone	Administrator	62	Refund
			-	3	03/10/2023	Deposite	0.00		Reservation Dep		MainSt	lore	Administrator	100	Print
*		8	-	6603	31/10/2023	Reservation	50,000.00		: Italy Room, Fo		MainSt	lore	Administrator		int Guest Statemer
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Preview the guest statement and print by clicking the printer icon.

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## **B.** Print Guest Statement Without Full Invoice Detail

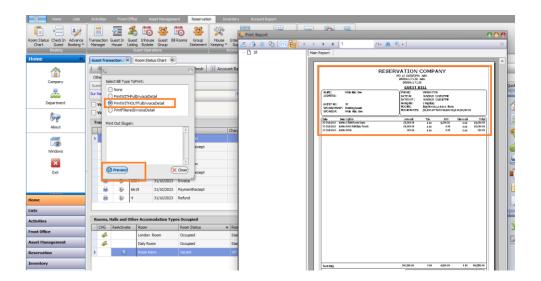
### Step 1.

Access the **transaction manager** interface and locate the sidebar. In the Quick Links section, find the option to **print**. click on **Print** button and select '**Print Guest Bill**'

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## Step 2.

From the list of options, select **Print without full invoice detail** and click on **Preview** for the report to load. Then click on the **printer's icon** to print.



## Print with 'PrintFilteredInvoiceDetail'

## Step 1.

Access the **transaction manager** interface and locate the sidebar. In the Quick Links section, find the option to **print**. click on **Print** button and select '**Print Guest Bill**'

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## Step 2.

In this section, select **PrintFilteredInvoiceDetail.** In the **Select Bill to Print section**, select the invoice(s) you want to print, and then, select **Payments to Print**.

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# Step 3.

Lastly Click on **Preview** button to view the statement, and click on print button to print.

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#### How to checkout guests

#### Step 1.

Click the "Check Out" button located on the right side of the screen, a dialog box will appear. Confirm the checkout, clicking "Yes" in the dialog box.

**Note**: If the guest still has an outstanding balance, a dialog box will appear, indicating that the account is not yet balanced. Select 'Yes' to proceed with the checkout, or select 'No' to balance the account before checking out.



#### Step 2

The "Check out Billing of (guest name) " interface will be displayed. Click on "Bill And Checkout button" for confirmation.

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After completion, return to guest transaction manage or close interface.

### **Bill Guest Interface**

This interface offers the capability to execute a billing cycle for guests in the event of any pending transactions that have not been recorded in the guest transaction details.

#### Step 1.

Double click on the guest you want to bill from "Guest In House".

om Status Check In Advance Chart Guest Booking *	Tra	nsaction	Quest House	n a	est brhouse Gue ting Bydate Gro			House Interde	partmental Consum	e brventory Room Reser	ration Time Setup Of						
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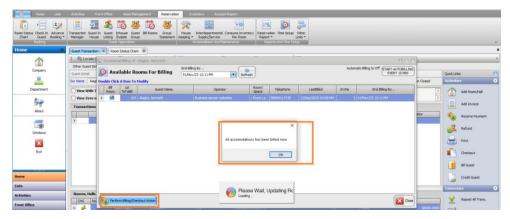
### Step 2.

Locate "Bill Guest" button on the right side of the screen and click, "Occasional Billing of (guest name) " interface will be displayed.

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# Step 3.

Upon opening the "Available Rooms For Billing" interface, proceed by clicking "Bill And Checkout".



# Step 4.

Note: Once you can see the list of charges, you have successfully billed the guest. Also, this action is done automatically by the software.

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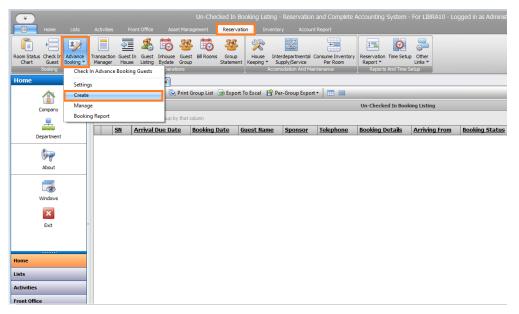
# **Advanced Booking**

### **Create Advance Booking**

Advanced booking within hotel management software involves securing and managing reservations well ahead of the intended date to facilitate effective resource allocation and guest accommodation.

#### Step 1.

Navigate to the Reservation menu, choose Advance Booking, and then click on 'Create'.



Step 2.

- **Guest Name:** Denotes the guest to be booked.
- **Booking Date:** Corresponds to the current date intended for the booking.
- **Booked by:** Indicates the individual responsible for the reservation.
- **Due Date:** Signifies the expiration date of the booking.

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## Step 3.

Utilize the search function to locate an existing guest profile within the system, or employ the "Add New" button to generate a profile for a new guest entry.

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	📗 🛞 Refres 📗 🕞 Save 🔜 Sa	ave Add 🔌 Find 🔹 Menu 🔹 😓 PrintReciept 📑 Send Confirmation Email	
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Activities	Destination Account		
Front Office		- 🗵	1.
<	† <b>⊒ 1</b> 600 ×	900px	

## Step 4.

Upon selecting the "Add New" button, the reception form initiates, presenting designated fields—such as Surname, First Name, Telephone, and on Sponsorship:

m Status Check In Advance Chart Guest Booking * Booking	Transaction Guest In Guest Inhouse Guest Bill Rooms	Image: Second statement         Reservation         Time Set         Report *           Mouse         Interdepartmental Consume Inventory         Per Room         Reservation         Time Set         Report *	Links *
ome «		Reception Form	0
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	1 Workerres   Gave Gave Add 00 Find • 1	Sur Name RI ALAGBU	Guest Picture Billio -1
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9 <del></del>	Room Type Billing	Nationality	Gender
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ont Office	[김 김 ] of 1 2 21 🚯	Summary	
set Management	1 of 1 × × 6	Rooms	Transaction Slugan

- a) **Self:** Identifies the guest making the reservation individually.
- b) **Employer:** Specifies guests sponsored by their employers.
  - To add a new entry, select the "Add New" button in the sponsorship section, which prompts a client setup interface for new entries.

• Complete the form provided in the client setup list and confirm by clicking **Save** button from the client setup page, and then the "**Okay**" button.

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Account Re	port			4 4	of 1 - 2 - 2   🙆 💥 🧉	2 3		🖾 Ext	Close
	-								Close

c) The **'House-Use'** feature indicates when a room is about to be used by an in-house guest.

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d) **Existing Guest:** You can choose from the already existing guest to bill, from sponsorship section.

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Activities	Summary				aleshiniye jamu: 1332 Alu Sulamon: 1443 v	-	

# Step 5.

Click on 'Save' to add the customer or 'Save Add' to add another customer to the customer list.

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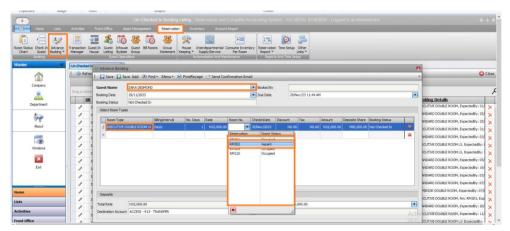
## Step 6.

In the "Select Room Type" section, choose the type of room, specify the number of days.

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# Step 7.

Choose the room number, and enter the necessary details within the "Select Room Type" section.



In the "Deposit" section:

- "Total Rate" refers to the room rate.
- "Amount to be Deposited" indicates the sum provided by the client.
- "Destination Account" describes the account where the funds are deposited.

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## Step 8.

Finally, click the 'Save' button to add the guest's information or select 'Save Add' to add another guest.

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## Managed Advanced booking

This interface is designed for managing advance bookings. You have the option to either cancel the booking or check in a guest who has been booked in advance. Click <u>here</u> to watch the tutorial video.

To Cancel Guest Advance Booking, these are steps to follow:

### Step 1.

"Navigate to the 'Reservation' menu, choose 'Advance Booking,' and then select 'Manage'.

Home Lists Activities Front Office Asset Management Re	servation Inventory Account Report
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Chart Guest Booking Manager House Listing Bydate Group Stat	roup House Interdepartmental Consume Inventory Reservation Time Setup Other tement Keeping * Supply/Service Per Room Report * Links *
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Home	In Guest
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Front Office	

### Step 2.

After it opens, choose the guest and select the booking you want to cancel. If the selected booking has a deposit, under 'Action to Perform,' check 'Cancel Booking' and enter the percentage (%) of the deposit to be charged. Then click on **Perform Action** button.

Home Lists	Activities Pront Office Asset Management	ooms Group House Interdepartmental Consume	Inventory Reservation Time Setup Other	,
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Department	Select Guest: Select Advance	RAF RAF Booking 01/Dec/23,R851		
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Windows	Action to Perfor		proceed?	Yes No
Exit	Check In Gu Cancel Book			
Home		Transaction lanager	Close	
Activities				
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Note: A confirmation dialog box (*Guest will be billed*) will appear, then click **Yes** button, *this action will bill the guest*.

After the guest is billed, another dialog box will appear, asking, 'Do you want to manage balance refund?' Click 'No' if you are not refunding the guest yet. Otherwise, click 'Yes' to go to the transaction manager to process the refund.

Home Lists	Activities Front Office	Asset Management Reser	rvation Inventory Account Report		
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67		Status			
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Exit		Cancel Booking 5	% Of Deposite will be charged		Yes No
Home		Perform Action Go To Transaction Manager	Print Cancelation Charges Invoice	Close	)
Lists					

# Step 4.

After clicking 'Yes,' you will be redirected to the transaction manager, where you can process the refund for the guest. To initiate the refund, click on 'Refund'.

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### Step 5.

Next, choose the account for the refund, select the department, add any necessary notes about the transaction, and then click 'Save and Exit' to complete the process.

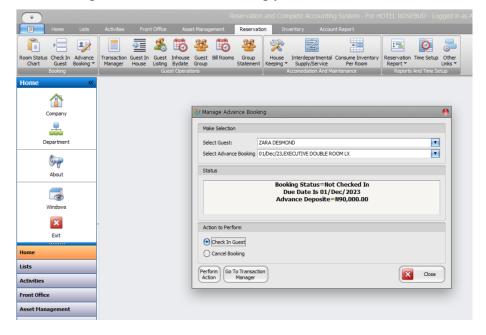
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That means the guest has been refunded, and the account is balanced.

#### Check in advance booking

#### Step 1.

Navigate to the '**Reservation**' menu, choose '**Advance Booking**,' and then select '**Manage**.' From there, choose the guest and select the booking you want to check in.



### Step 2.

Under 'Action to Perform', select 'Check In Guest' and click on 'Perform Action.'

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6	Select Advance Booking 01/Dec/23,ENECUTIVE DOUBLE ROOM LX
About	Status
	Booking Status=Not Checked In Due Data Is 01/bec/2023 Advance Deposite=N90,000.00
Windows	
× .	Action to Perform
Exit	Check In Guest
Home	Cancel Booking
Lists	Perform Go To Transaction Close
Activities	Action Manager
Front Office	
Asset Management	
Reservation	

### Step 3.

This will lead you to the 'Create Reservation' interface, where you can check in the guest to any available room." The screen shows the available rooms also within a specific category. To proceed, select the **"Check-in Guest"** option. Additionally, you can search for a particular room using the room type drop-down menu and filter rooms by different categories using the **"Filter by Category"** option.

es		ervation Inventory Account Report	
	Check In ZARA DESMOND: 29/Nov/23,EXE		000
tion 1	🗧 Group By Group By Room Type 💽	Filter By Category EXECUTIVE DOUBLE ROOM LX 💽 😵 Refresh	*
tion I er	Enter room to search	Accomodation Category	Room 302 Actions
		CLASSIC ROOM	Checkin Guest
ecked	EXECUTIVE DOUBLE ROOM LX	Deluxe Rooms EXECUTIVE DOUBLE ROOM	
Refr		EXECUTIVE DOUBLE ROOM LX	Maintenance 🔍
	• • • • • • • • • • • • • • • • • • •	KETTLE IN ROOM	Status 👽
a colu	RM302	×	EXECUTIVE DOUBLE ROOM LX: RM302
<u>S</u>	EXECUTIVE DOUBLE ROOM Vacant		RM302 is Vacant
2	Vacain		Ū
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# Step 4.

From the 'Guest Check-in Wizard', the information about the booking will be displayed, click Next to check-in guest.

Home Lists	Activities	Erect Office Accel Manager				ROOM LX			00	000
i i i i i i i i i i i i i i i i i i i										*
Room Status Check In Advance Chart Guest Booking *	Transaction Manager		Guest Checkin	n Wizard						T
Booking										uest
Home «			Normal Booking Credit							
~			Guest Detail	ZARA DESMON	D: BillNo 4509 (Self)					0
			Reservation Space	EXECUTIVE DOU	JBLE ROOM LX: RM301					Ø
Company			Biling Interval Plan	Dayly						DOM LX:
-			CheckIn Time	Fri, 01/Dec/2023 18	1:14 PM			-		
Department			End of Day One	Sat, 02/Dec/2023 1	2:00 PM			w.		
			Rate	DefaultRate: N32,0	00.00			-		
67			Percentage To Bill	100				**		
About			Security Deposite	0.00						
-			Taxes, Discounts and Servi	ice Charge						
			Main Tax	0.00	Other Tax 0.00	Excempt From Tax	N	0		
Windows			Service Charge	0.00		Excempt From SVC Pay	N	0		
×			Week End Discount	4,000.00		Allow Weekend Discount	Y	es		
Exit			This Day is a Weekend	False						
Home			(in % of plain figure)							
			Summary							
Lists			Total Rate When Billed	32,000.00				_		
Activities			Total Payment On Checkin	88,000.00		No. Days To Pay On Checkin	3	**		
Front Office			Check In Payment Mode	• Full Paymer	nt On Check In	O Credit Check In				
Asset Management										
Reservation										

# Step 5.

Click on the 'Check In Guest' button to complete the guest check-in process.

-		
Home Lis		000
i 📔 📲 🖳		
Room Status Check In Adva Chart Guest Booki	Check In WAZIRI WAZIRI to EXECUTIVE DOUBLE ROOM LX: RM301: 29/Nov/23,EXECUTIVE DOUBLE ROOM LX	om 301 Actions 🔹 👽
Booking Home	Completing the wizard	Checkin Guest
	You have successfully completed the wizard	aintenance 💎 atus 💎
Company	Conclude the checkin process	ECUTIVE DOUBLE ROOM LX: 301 301 is Vacant
Sire About	Checking in to RM301 PaldCheckin for 2 Days Already pald 190,000.00 to checkin	
Windows		
Exit		

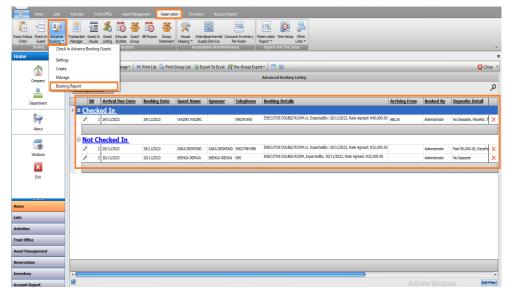
Note: To manage the guest transaction, refer to the Transaction Manager section above.

### **Advance Booking Report**

The "Booking Report" section showcases guests who have both checked in and those who haven't (Not checked in). Watch the tutorial video <u>here</u>

#### Step 1.

Access the Reservation menu, then select Advanced Booking. Scroll down to locate the Booking Report and click on it. Here, you'll find a booking status that displays both checked-in and unchecked-in guests.



Clicking on the **pencil icon (Edit**) will open the **Advanced Booking interface.** Here, you can complete the transaction process for guests who haven't checked in yet. (view Advanced booking section for more details)

Home Lists	Activities Front Office Asset Management	Reservation Inventory Account Report	
i 😑 🛂	🔳 🔤 🍰 🛱 🖉	5 👺 🛠 🔚 📧 👰 👼	
Room Status Check In Advance Chart Guest Booking	Transaction Guest In Guest Inhouse Guest Bill Ro Manager House Listing Bydate Group		
	In Advance Booking Guests	Accomodetion And Maintenance Reports And Time Setup	
Home			×
Creat		Advance Booking	Close *
Company		I 📮 Save 📮 Save Add 🐠 Find + Menu + 😣 PrintReciept 📑 Send Confirmation Email	-
Reak	ng Report		م
		Guest Name         IVENIGA IDENIGA         Image: Social State         Administrator           Booking Date         20(11/2023)         Image: Date         30/Nov/23 07:07 PM	
Department	SII Arrival Due Date Boo	Booking Status Not Checked In	
67	Checked In / 1 29/11/2023 29/1	Select Room Types	
About		Room Type BilingInterval No. Days Rate Room No. CheckinDate Discount Tax Amount Deposite Share Booking Status	
		Vision rigit         Description         No. Levis         Hate         Kolm No.         Description         Tax         Amount         Deposing Status           > DECUTIVE DOURLE RO         T         Dayly         1         NIS2,000.00         30,Nev/2023         NO.00         NIS2,000.00         NIS2,000.00 <th>×</th>	×
	Not Checked In     2 29/11/2023 29/1		× pret ×
Windows	2 23/11/2023 20/1		
×			
Exit			
Home			
Lists		Deposite	
Activities		Total Rate N32,000.00 AmountToDeposite	
Front Office		uebwilawi kuwa k	
Asset Hanagement		[김 대 1] eft 가 가 🛞 💥 🥒	🖾 Exit
Reservation			
Inventory	4(		
Account Report			Edit Filter
***			Close

## **Guest In House Interface**

This interface provides insight into the current number of guests in the house and allows you to manage their accounts using the in-house guest interface. To do this, follow these steps:

### Step 1.

Click on Reservation menu button, navigate to "Guest In House" and click. Open the interface and choose the guest you want to manage. Click on the relevant link on the sidebar to perform actions like adding a new guest, managing the selected guest, or checking out the selected guest.

Home Lists	Activities	Front	Office Asset Manageme	nt Reser	vation in	ventory Ac	count Report								
Room Status Check In Advance Chart Guest Booking *	Transaction Manager	Guest In House	Guest Inhouse Guest Bill Bydate Group Guest Operations	Rooms Grou Statem	p House ent Keeping	Interdepartmen Supply/Service	xe Per Room	Leservation Time S Report * Reports And Tr	etup Other Links *						
Home «	Guest In	fouse Now	Guest Transaction												×
	1 🚫 R	efresh													
Company	Guest In	House Nov												tt Con	nmon Links 📀
							Guest In Ho	use Now							Add New Guest
*	Drag a	olumn head	er here to group by that colum										م		_
Department	SN	Bill No	Rooms	Sur Name	First Name	Sponsorship	Sponsor	Guest Balance	Guest Bal Summary	Sponsor Balance	Sponsor Bal Summary	Telephone	Vehicle N	-1/	Manage Selected Guest
6 <del></del>		1	4 Room Lagos	Alagbu	kenneth	Self	Business sensor websites	N2,548,960.0	0 Dr: 2,548,960.00	N2,551,960.00	Dr: 2,551,960.00	08069117130		<b>Y</b>	Check Out Selected Gu
About	2	2	6 Manchester Room ,Nigeria	kingleys	Alagbu	Self	kingleys Alagbu	(NSSS,000.00	) Cr: 555,000.00	(%743,000.00)	Cr: 743,000.00	08059117130		-	
													_		Print List
														-	Export List To Excel

### **Guest In House by Date Interface**

The interface permits you to view the guests who were in-house on the selected date. Here are the steps to access this information:

### Step 1.

Click on Reservation menu, navigate to "**Inhouse By date**" and click. Click "Set Date Period." In the drop-down menu, select the option that aligns with your choice, such as "Guest-in-house Today," "Guest-in-house This week," or "Guest-in-house This month," among others. You can also perform other actions by clicking on any of the links at the side bar of the screen.

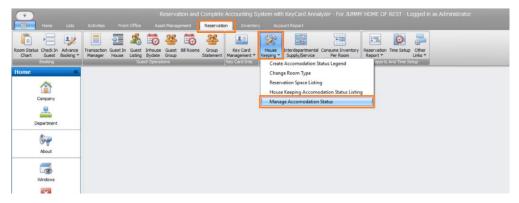
Chart Guart Busing <sup>1</sup> Minager Haus Litting Faith Grup Statement Response - Reply/Renets Per Roan Report Litting <sup>1</sup> Litting <sup>1</sup> Chart Guart Busing <sup>1</sup> - Reply/Renets - Reply		Periodic	Guest Inh	ouse Report - Re	iervation a	nd Complete A	ccounting System - F	or RESERVATIC	ON COMPANY - Log	iged in as Adminis	trator			000
Band State Data in Adams     Band State Data in Adams     Band State Data     Ban	Home Lists		jement	Reservation In										
Image: Comparing Compar	Room Status Check In Advance Chart Guest Booking *	Transaction Guest In Guest Inhouse Guest Manager House Listing Bydate Group	Bill Rooms	Group Statement Keeping *	Interdepart Supply/Se	mental Consume rvice Per P	Inventory Reservation Ti Room Report *	ne Setup Other Links *						
Company Com	Home «	Periodic Guest Inhouse Report												
Conservery		I 🐻 Set Date Period 🔹 🕙 Refresh												
Construint     The Find Questry     The Find Questry     Construint     C		G Last Month To Date	141										tt Com	imon Links
Construint         Image: Construint of the financial of th		This Fiscal Quarter				uest Inhouse	Within - As At October 2	123 ToDate						Add New Guest
Norm         Partner         Norm         Partner         Norm         Constrainty		[ This Fiscal Year										م	and a	Hourself Ober
Anot         Last Neek         In streek         In	Department		1 Na	ame First Name	No Days	Sponsorship	Sponsor	Guest Balance	Guest Bal Summary	Sponsor Balance	Sponsor Bal Summary	Telephone	1	Manage Selected Guest
About         Instrument         Profile         <	6		<b>1</b> 920									08069117130		Check Out Selected Gu
Interthemistrodate         +         Nac.Dee         31 Extrapplanet         Nils Mac.Dee         No.00 Balanced         No.00.00 Dr 3.000.00         005/91/1733		Last Week To Date	0 gley	ys Alagbu		Self	kingleys Alagbu	(NSS5,000.00)	Cr: 555,000.00	(N743,000.00)	Cr: 743,000.00	08069117130	<u> </u>	
C Expertist To Exer			• N 5	Mac Dee	3	ExistingGuest	Wills Mac Dee	N0.00	Balanced	N3,000.00	Dr: 3,000.00	08069117130		Print List
Windows	۲													Export List To Excel

## Manage House Keeping

This interface allows manual room status changes for maintenance, cleaning, renovation, and more. Ensure that the room's current situation is clearly indicated before assigning it.

### Step 1.

Navigate to the Reservation menu. Click on "House Keeping" to reveal a dropdown menu. Select "Manage Accommodation Status" from the dropdown. Proceed to manage the room status by following the provided options.



### Step 2.

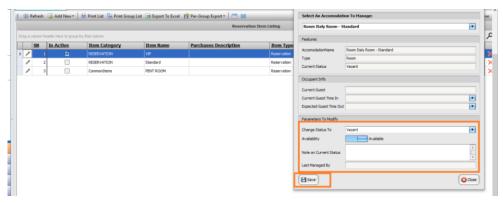
Upon opening, choose the accommodation you wish to manage.

The selected room's details will be displayed under the "Features" section.

In the "Parameters To Modify" section, select the status you want to change

Home Lists	Reservation Item Listing - Activities Front Office Asset Management Reservation	Reservation and Complete Accounting Sys Inventory Account Report	tem - For RESERVATION COMF	PANY - Logged in as Admi	inistrator 🔶 C
Room Status Chart Guest Booking * Booking	Transaction Guest In Guest Infouse Guest Bil Rooms Statement Manager House Listing Bydate Group Curcit Court Idon	House Interdepartmental Consume Inventory R Interdepartmental Consume Inventory R Create Accomodation Status Legend	eservation Time Setup eport * Links *		
Home «	Reservation Item Listing	Change Room Type		Manage Room Status	
	📔 🐵 Refresh 🛛 😡 Add New 🔹 😓 Print List 🐚 Print Group I	Reservation Space Listing	88	Select An Accomodatio	n To Manage:
Company		House Keeping Accomodation Status Listing Manage Accomodation Status	eservation Item Listing	Room Italy Room - Sta	andard 💌
<b>.</b>	Drag a column header here to group by that column	Manage Accomodation Status		Features	
Department	SII In Active Item Category	Item Name Purchases Descri	ption Item Type		Room Italy Room - Standard
	> 🥒 1 🗹 RESERVATION	VIP	Reservation		Room
\$ <del>~~</del>	2 RESERVATION	Standard PENT ROOM	Reservation	Current Status	Vacant
About	Commonitems	PENT ROOM	Reservation	Occupant Info	
				Current Guest	
Windows				Current Guest Time In	
				Expected Guest Time Out	
×				Parameters To Modify	
Exit					Verant
				Change Status To Availability	Vacant Available
Home				Avaliability	Avaadoe
				Note on Current Status	Ę.
Lists				Last Managed By	
Activities					
Front Office				Save	Close

Choose the availability status: "Available" or "Not Available." Add a short note regarding the current status. Save your changes, and the user's name that performed this action will be automatically recorded.

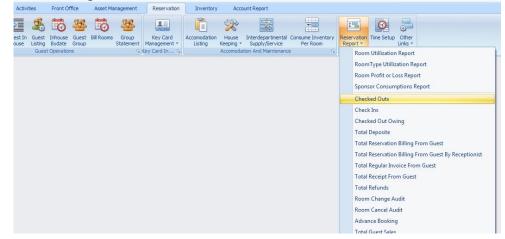


# **Reservation Report**

### **Checked Outs**

This interface provides in-depth information regarding **checkouts** for reservation spacing during a designated time frame. To access this report, please follow the steps outlined below: **Step 1.** 

- Go to the "**Reservation**" menu.
- Find and select "Reservation Report."
- Click the drop-down menu, and Choose "Checked Outs."



### Step 2.

To select a date period and access a variety of date options, follow these steps:

- Click "Set Date Period" to open the date panel.
- Click the small arrow to reveal a range of date options.
- Choose your desired date and click "Set."

Last	Mor	nth To Date									
From		1/08/2018		*	c	hecked Ou	its - As At August 20	18 ToDate			
To:		0/09/2018		-							
	C-1			Close	Invoice Number	Туре	Number Of Intervals	Rate	Total Amount	Time In	Time Out
	se	<u>.</u>		Close		VIP		N20,000.00	N473,800.00	23/Aug/2018 09:06 PM	15/Sep/2018 03:21 P
	2	RM101	474	OLA GUY	1021	LUXURY	1Day	N10,300.00	N10,300.00	22/Aug/2018 02:29 PM	22/Aug/2018 02:33 P
	3	R 102	475	HASSAN JUMMY	1023	STANDRD	24 Day	N10,300.00	N247,200.00	22/Aug/2018 10:28 PM	15/Sep/2018 03:25 P
	4	RM204	476	Emmanuel Jacob	1024	VIP	24 Day	N20,000.00	N494,400.00	22/Aug/2018 10:29 PM	15/Sep/2018 03:23 P

You can print this list and also you can transfer to Excel

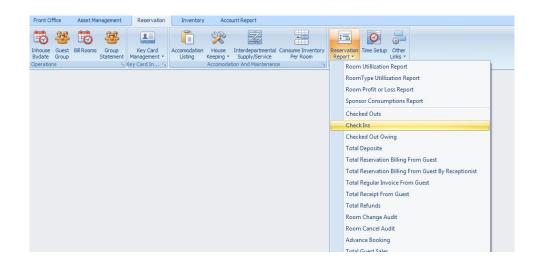
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neck	ed Our	s X											
5	Set D	te Period •	G Refres	h									
hed	ked Ou	ts - For All R	ecorded Tran	isaction								BE Comm	ion Links
					Chec	ked Outs -	For All Recorded Tra	ansaction					
100	a colu	na haadar h	oro to group	by that column									PrintList
S	-	Room No	Bil No	Guest Name	Invoice Number	Terr	Number Of Intervals	Rate	Total Amount	Time In	Time Out		Export List To Excel
					10000	Туре						-13	
	1	RM103	464	SANI KEN	1001	LUXURY	21 Day	N10,300.00			17/Jul/2018 07:56 PM	Period	1 Setting
	2	RM202	465	JONAH JOHN	1002	VIP	6 Day	N20,000.00	N120,000.00	14/Jul/2018 05:23 PM	20/Jul/2018 09:17 PM	Goreno	outing
	3	RM101	465	JONAH JOHN	1004	LUXURY	6 Day	N10,300.00	N61,800.00	14/Jul/2018 11:43 PM	20/Jul/2018 09:17 PM	٩	Refresh List
	4	RM206	466	ROCKWOOD JAMES	1003	VIP	7 Day	N20,000.00	N144,200.00	14/Jul/2018 11:20 PM	21/Jul/2018 12:22 PM		
	5	RM204	467	Hassan Jummy	1009	VIP	1 Day	N20,000.00	N20,000.00	20/Jul/2018 04:03 PM	21/Jul/2018 11:41 PM		
	6	RM105	467	HASSAN JUMMY	1005	LUXURY	5 Day	N10,300.00	N51,500.00	16/Jul/2018 02:59 PM	21/Jul/2018 11:41 PM		
	7	RM101	468	BOB KING	1011	LUXURY	4Day	N10,300.00	N41,200.00	20/Jul/2018 09:57 PM	24/Jul/2018 01:35 PM		
	8	RM203	469	HASSAN JUMMY	1013	VIP	2 Day	N20,000.00	N41,200.00	24/Jul/2018 12:33 PM	26/Jul/2018 07:37 PM		
	9	RM202	470	JOHN WATER	1025	VIP	23 Day	N20,000.00	N473,800.00	23/Aug/2018 09:06 PM	15/Sep/2018 03:21 PM		
	10	RM101	474	OLA GUY	1021	LUXURY	1 Day	N10,300.00	N10,300.00	22/Aug/2018 02:29 PM	22/Aug/2018 02:33 PM		
	11	R 102	475	HASSAN JUMMY	1023	STANDRD	24 Day	N10,300.00	N247,200.00	22/Aug/2018 10:28 PM	15/Sep/2018 03:25 PM		
	12	RM204	476	Emmanuel Jacob	1024	VIP	24 Day	N20,000.00	N494,400.00	22/Aug/2018 10:29 PM	15/Sep/2018 03:23 PM		

### Check-in

This interface provides comprehensive information regarding **check-ins** for reservation spaces during a specific time frame. To access this report, follow these steps:

#### Step 1.

- Go to the "Reservation" menu.
- Find and select "Reservation Report."
- Click the drop-down menu.
- Choose "Checked-In."



# Step 2

To select a date period and access a variety of date options, follow these steps:

- Click "Set Date Period" to open the date panel.
- Click the small arrow to reveal a range of date options.
- Choose your desired date and click "Set."

Home Lists	Activities Front C	Office Asset Manaç	gement Reservation	Inventory	Account Re	port						
Check In Advance Guest Booking * Booking *	Guest In House Listing Bydate Guest Operation	e Guest Bill Rooms ( Group Sta	Group atement * Key Card Key Card In	Accomodation Listing Ke		lepartmental Consu ply/Service P	Per Room Repor	ation Time Set.	Links *			*
Home «	Check Ins X											×
	Last Month To Date		J							Se Comm	nom Links	*
Company	Fram: 01/09/2018 To: 01/10/2018			Check Ins - As A	t September	2018 ToDate					Print List	
Department	@ Set	Co Clos	se pest Name 1	nvoice Number	Rate N20,000.00		Time In 12/5ep/2018 08:43 AM	Time Out	Number Of Intervals		Export List To Excel	
About	2 RM100	LUXURY 47	78 RAPHAEL TEEWHY	the second se	N10,300.00		15/Sep/2018 03:20 PM		15 Day	Period	d Setting Refresh List	*
Home												
Lists												
Activities												
Front Office												
Asset Management												
Reservation												
Inventory						N545,900.00						

### Step 3.

You can print this list and also you can transfer it to excel.

heck	Ins - For	r All Record	led Transac	tion									BB Co	mmon Links
					_	Check Ins -	For All Reco	orded Transactio	m					Print List
sN	Saguary	theader he	re to group Type	a horizona	unn Guest Name	Invoice Number	Rate -	Total Amount	Time In	Time Out	Number Of Intervals			Export List To Exc
	1 R.N	M103	LUNURY	464	SANI KEN	1001	N10,300	N210,000.00	26/Jun/2018 10:11 PM	17/3ul/2018 07:56 PM	21 Day		-	
	2 RM	M101	LUXURY	465	JONAH JOHN	1004	N10,300	N61,800.00	14/Jul/2018 11:43 PM	20/Jul/2018 09:17 PM	6 Day		E Pe	riod Setting
	3 RM	4202	VIP	465	JONAH JOHN	1002	N20,000	N120,000.00	14/Jul/2018 05:23 PM	20/Jul/2018 09:17 PM	6 Day		0	Refresh List
	4 RM	4206	VIP	466	ROCKWOOD JA	1003	N20,000	N144,200.00	14/Jul/2018 11:20 PM	21/Jul/2018 12:22 PM	7 Day			
	5 RM	4204	VIP	467	HASSAN JUMMY	1009	N20,000	N20,000.00	20/Jul/2018 04:03 PM	21/Jul/2018 11:41 PM	1 Day			
	6 RM	4105	LUXURY	467	HASSAN JUMMY	1005	N10,300	N51,500.00	16/Jul/2018 02:59 PM	21/Jul/2018 11:41 PM	5 Day	=		
	7 RM	4101	LUXURY	468	BOB KING	1011	N10,300	N41,200.00	20/Jul/2018 09:57 PM	24/Jul/2018 01:35 PM	4 Day			
	8 RM	4203	VIP	469	HASSAN JUMMY	1013	N20,000	N41,200.00	24/Jul/2018 12:33 PM	26/Jul/2018 07:37 PM	2 Day			
	9 RM	4202	VIP	470	JOHN WATER	1025	N20,000	N473,800.00	23/Aug/2018 09:06	15/Sep/2018 03:21	23 Day			
	10 RM	4104	LUXURY	472	KELVIN JONES	1026	N10,300	N370,800.00	25/Aug/2018 05:18		36 Day			
	11 RM	4101	LUXURY	474	OLA GUY	1021	N10,300	N10,300.00	22/Aug/2018 02:29	22/Aug/2018 02:33	1 Day			
	12 R1	102	STAND	475	HASSAN JUMMY	1023	N10,300	N247,200.00	22/Aug/2018 10:28	15/Sep/2018 03:25	24 Day			
	13 RM	4204	VIP	476	Emmanuel Jacob	1024	N20,000	N494,400.00	22/Aug/2018 10:29	15/Sep/2018 03:23	24 Day			

### **Checked Out Owing**

This interface presents detailed information about reservations with outstanding check-outs,

within a specified time frame. To access this report, please follow these steps:

Step 1.

• Click on the "Reservation" menu.

- Navigate to "Reservation Report."
- Click to open the drop-down menu.
- Select "Checked Out Owing."

Activi	ties	Front Of	ffice	Asset Ma	anagement	Reservation	Inventory	Acco	unt Report								
⇔≡	2	6	S.	6	S.	1		X	Z	+	I		Ø				
uest In Iouse		Inhouse Bydate		Bill Rooms		Key Card Management +	Accomodation Listing	House Keeping *	Interdepartmental Supply/Service	Consume Inventory Per Room	Reserv Repo		Time Setup	Other Links *			
	Guest	Operation	ns		r <sub>a</sub>	Key Card In 👳		Accomoda	tion And Maintenand	re ru		Room	Utillizatio	n Report			
												RoomT	Type Utilli	zation Re	eport		
												Room	Profit or L	oss Repo	ort		
												Sponso	or Consun	nptions F	Report		
												Checke	ed Outs				
												Check	Ins				
												Checke	ed Out Ov	ving			
												Total D	eposite				
												Total R	eservation	n Billing	From G	uest	
												Total R	leservation	n Billing	From G	uest By Rec	eptionist
												Total R	egular Inv	oice Fro	om Gues	st	
												Total R	leceipt Fro	m Guest	t		
												Total R	lefunds				
												Room	Change A	udit			
												Room	Cancel Au	dit			
												Advan	ce Bookin	9			
												Total G	iuest Sale:	5			
												SSS Rep	port				

### Step 2.

To select a date period and access a variety of date options, follow these steps:

- Click "Set Date Period" to open the date panel.
- Click the small arrow to reveal a range of date options.
- Choose your desired date and click "Set."

Activities	Front Off	un maren	Manageme	-	eservation	Inventory	Accour	is respons.						
	st Inhouse ng Bydate			Ke ent Manag	gement *	Accomodation H Listing Ke	eping *	interdepartmental Con Supply/Service		eservation Time Setup C Report • Li	Dther nks *			
Gue	est Operations			Ta Key Ca	ard In 74	Ac	ccomodatio	in And Maintenance	54 L	Reports And Time Setup	(Sec)			
ecked Out	Owing X													
🐻 Set Da	te Period •	Refresh												
	te Period •	S Refresh										EE Commo	in Links	
	th To Date	🕑 Refresh			Check	ed Out Owing -	As At Sej	ptember 2018 ToDa	te					
Last Mont	th To Date	S Refresh			Check	ed Out Owing -	As At Sej	ptember 2018 ToDa	te				ın Links Print List	
Last Mont From: 01, To: 01,	th To Date /09/2018 /10/2018		-		Check	ed Out Owing -		ptember 2018 ToDa Date Of Departure	te Sponsorship	Sponsor Balance	Checked Out By			
Last Mont	th To Date /09/2018 /10/2018		Close	ATER		Amount Ov	ved		Sponsorship		Checked Out By Administrator		Print List Export List To Excel	
Last Mont From: 01 To: 01,	th To Date /09/2018 /10/2018		-		Telephone	Amount Ov	ved 11,000.00	Date Of Departure	Sponsorship Scif	-11206,000.00			Print List Export List To Excel	

# Step 3.

You can print this list and also you can transfer it to excel.

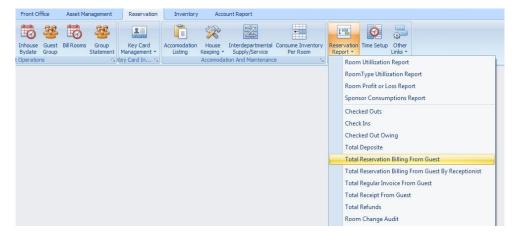
Activitie	es Front	Office Asserting	anagement R	leservation	Inventory Accou	and the post of the				
st In (	Guest Inhous Listing Bydate	e Guest Bill Rooms	Group K	Linum iey Card agement *	comodation House	Interdepartmental Consu Supply/Service P		eservation Time Setup Of	ther ks *	
	Guest Operat			ard In fa		on And Maintenance		Reports And Time Setup	(fa)	
hecked	Out Owing	อโ								
		S Refresh								
hecked	d Out Owing - F	or All Recorded Trans	action							BB Common Links
Drag a c	column header	here to group by that	: column	Checke	d Out Owing - For All F	Recorded Transaction				Print List
Drag a c SN	column header	here to group by that Guest Bill No	column Guest	Checke		Recorded Transaction	Sponsorship	Sponsor Balance	Checked Out By	Print List
		Guest Bill No			Amount Owed		Sponsorship Self		Checked Out By Administrator	Export List To Ex
	Rooms	Guest Bill No 464	Guest	Telephone	Amount Owed	Date Of Departure		N0.00		Land
	Rooms 1 RM103	Guest Bill No 464 468	Guest SANE KEN	Telephone 546576879	Amount Owed N520.00 N520.00	Date Of Departure 17/Jul/2018 07:56 PM	Self	N0.00	Administrator	Export List To Ex
SN	Rooms 1 RM103 2 RM101	Guest Bill No 464 468 469	Guest SANI KEN BOB KING	Telephone 546576879 2445855656	Amount Owed N520.00 N520.00 N1,000.00	Date Of Departure 17/3d/2018 07:56 PM 24/3d/2018 01:35 PM	self Self	N0.00 N0.00 N0.00	Administrator Administrator	Export List To Ex
SN	Rooms           1         RM103           2         RM101           3         RM203	Guest Bill No 464 469 470	Guest SANI KEN BOB KING HASSAN JUMMY	Telephone 546576879 2445855656 2998922555	Amount Owed N520.00 N520.00 N1,000.00 N1,000.00	Date Of Departure 17/Jul/2018 07:56 PM 24/Jul/2018 01:35 PM 26/Jul/2018 07:37 PM	Self Self EMPLOYER	N0.00 N0.00 N0.00 -N206,000.00	Administrator Administrator Administrator	Export List To Ex

## **Total Reservation Billing from Guest**

This interface provides comprehensive information about the total billing generated from guest reservations for all recorded transactions within a designated time frame. To access the total reservation billing report, please follow these steps:

Step 1.

- Open the "Reservation" menu.
- Navigate to "Reservation Report."
- Click to access the drop-down menu.
- Select "Total Reservation Billing from Guest."



### Step 2.

To select a date period and access a variety of date options, follow these steps:

- 1. Click "Set Date Period" to open the date panel.
- 2. Click the small arrow to reveal a range of date options.
- 3. Choose your desired date and click "Set."

ists	Activi	ties	Front C	office	Asset Ma	nagement	Reservation	Inventory	Account Repo	rt						
	¢=	2	6	22	6	22	1	<u> </u>	2	z		1=	Ø			
tion	Guest In House	Guest Listing	Inhouse Bydate		Bill Rooms	Group Statement				partmental Consume	Inventory R	eservation Report *		Other inks •		
		Guest	t Operatio	ons		F5	Key Card In 😼	Acco	omodation And M	laintenance	15 <u>6</u>	Reports A	nd Time Setup	$\Gamma_{\rm N}$		
«	Total R	eservati	on Billing I	From Gue	t x											
	-		-	Ref												
	EEO -	set Date	Period *	S Ke	resn											
	1.0	t Month	To Date			F 2	018 ToDate									
	All						Total Reservat	tion Billing From G	uest - As At 9	September 2018 1	oDate					
	A	day					Total Reservat	tion Billing From G	Suest - As At S	September 2018 1	oDate					
	All To Th	is Week					Total Reservat	tion Billing From G	ivest - As At S	September 2018 1	oDate					
	All To Thi Thi	is Week is Week					Total Reservat	ion Billing From G	Guest - As At S	September 2018 T	oDate Cash Transad	tion I	nvoice Date		Rate	
	All To Thi Thi Thi Thi	is Week is Week is Month is Month	To Date				Invoice Number		~				nvoice Date 12/Aug/2018 1/	0:29 PM	Rate N320,000.00	ł
	All To Thi Thi Thi Thi	is Week is Week is Month is Month is Fiscal (	To Date Quarter	o Date		2	Invoice Number 1024	Guest Name	Telephone	Sponsor Name	Cash Transac	2	2/Aug/2018 1	01.0		
	To Thi Thi Thi Thi Thi Thi	is Week is Week is Month is Fiscal ( is Fiscal ( is Fiscal )	To Date Quarter Quarter T Year			2	Invoice Number 1024 1025	Guest Name Emmanuel Jacob	Telephone 520114454	Sponsor Name Emmanuel Jacob	Cash Transac	2	2/Aug/2018 1 3/Aug/2018 0	9:06 PM	N320,000.00	)
	To Thi Thi Thi Thi Thi Thi	is Week is Week is Month is Fiscal ( is Fiscal ( is Fiscal )	To Date Quarter Quarter T	ate		2	Invoice Number 1024 1025 1026	Guest Name Emmanuel Jacob JOHN WATER	Telephone 520114454 0856522258	Sponsor Name Emmanuel Jacob JOHN WATER	Cash Transac	2 2 2	2/Aug/2018 1 3/Aug/2018 0 5/Aug/2018 0	9:06 PM 5:18 PM	N320,000.00 N320,000.00	)

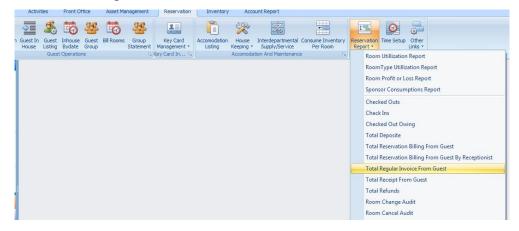
When it loads, you can print this record and also you can transfer it to excel.

			g From Guest - For .										mon Links
					Total Reserva	tion Billing From G	uest - For All R	Recorded Transact	tion				Print List
			here to group by th	nat column								_	
S	N B	il No	Room Category	Room	Invoice Number	Guest Name	Telephone	Sponsor Name	Cash Transaction	Invoice Date	Rate T		Export List To Exc
	1	464	LUXURY	RM103	1001	SANG KEN	546576879	SANI KEN		26/Jun/2018 10:11 PM	N226,600.0( ^	(2) Deale	d Setting
	2	466	VIP	RM206	1003	ROCKWOOD JAMES	00270893339	STARSHOME		14/Jul/2018 11:20 PM	N160,000.00	Car Perio	o secong
	3	465	LUXURY	RM101	1004	JONAH JOHN	+22phoneNo	RISING COMPANY		14/Jul/2018 11:43 PM	N72,100.00	3	Refresh List
	4	465	VIP	RM202	1002	JONAH JOHN	+22phoneNo	RISING COMPANY	<b></b>	14/Jul/2018 05:23 PM	N140,000.00		
	5	467	LUXURY	RM105	1005	HASSAN JUMMY	2998922555	STARSHOME		16/Jul/2018 02:59 PM	N61,800.00		
	6	468	LUXURY	RM101	1011	BOB KING	2445855656	BOB KING		20/Jul/2018 09:57 PM	N51,500.00		
	7	467	VIP	RM204	1009	HASSAN JUMMY	2998922555	STARSHOME		20/Jul/2018 04:03 PM	N40,000.00		
	8	469	VIP	RM203	1013	HASSAN JUMMY	2998922555	STARSHOME		24/Jul/2018 12:33 PM	N60,000.00		
	9	476	VIP	RM204	1024	Emmanuel Jacob	520114454	Emmanuel Jacob	<b>1</b>	22/Aug/2018 10:29 PM	N500,000.00		
	10	474	LUXURY	RM101	1021	OLA GUY	455686565	OLA GUY		22/Aug/2018 02:29 PM	N10,300.00		
	11	470	VIP	RM202	1025	JOHN WATER	0856522258	JOHN WATER	83	23/Aug/2018 09:06 PM	N480,000.00		
	12	472	LUXURY	RM104	1026	KELVIN JONES	23235585	KELVIN JONES		25/Aug/2018 05:18 PM	N381,100.00		
	13	477	VIP	RM206	1027	10HN RAPHAFI	0990055334	10HN RAPHAFI	17	12/Sen/2018.08:48 AM	N380.000.00		
								-					

### **Total Regular Invoice from Guest**

This interface provides comprehensive details on the total regular invoices from guests for all recorded transactions within a specified time frame. To access this interface, follow these steps: **Step 1**.

- Click on the "Reservation" menu.
- Navigate to "Reservation Report."
- Click to open the drop-down menu.
- Select "Total Regular Invoice from Guest."



### Step 2.

To configure the date period and access a variety of date options, please follow these steps:

• Select "Set Date Period" to open the date panel.

- Click the small arrow to access a range of date options.
- Choose your desired date and click "Set." You can also scroll to the right to view other reports.

Activities	Front Offi	ce Asset M	anagement	Reservation	Inventory	Account Report				
2		¥ 6	Se la compañía de la		1 2	- Longer Longer	-	I	<b>0</b>	
st In Guest use Listing		Guest Bill Rooms Group	Group Statement	Key Card Management •	Accomodation Hou Listing Keepir		ntal Consume Invento ce Per Room	ry Reservation T Report *	ime Setup Other Links *	
Gue	st Operations		F5	Key Card In 😼	Accon	nodation And Mainter	nance	Reports And	Time Setup 🕠	
otal Regular i	Invoice From	Guest 💌								
Set Dat	e Period •	C Refresh								
All			Tar	nsaction						
				Total Regul	ar Invoice From Gu	art - For All Pacor	dad Transaction			
From: 01/			· ·	Total Regu	ar invoice From Gu	est - For All Recor	deu Transaction	_	_	_
To: 08/	10/2018		*							
🕢 Set	1	8	Close am	e Telephone	Sponsor Name	Guest Balance	Sponsor Balance	Cash Transaction	Invoice Date	Rooms
Jet		<b>W</b>	N							RM103
2	464	1007	SANI KEN	546576879	SANI KEN	N520.00	N0.00		17/Jul/2018 07:48 PM	RM103
3	464	1008	SANI KEN	546576879	SANI KEN	N520.00	N0.00		17/Jul/2018 07:56 PM	RM 103
4	465	1010	JONAH JOH	IN +22phoneNe	RISING COMPANY	N0.00	-N480.00		20/Jul/2018 09:17 PM	RM101
										DIMOT
5	467	1012	HASSAN JU	IMMY 2998922555	STARSHOME	-N2,500.00	N0.00		21/Jul/2018 11:41 PM	RM105
5	467 468		HASSAN JU BOB KING	IMMY 2998922555 2445855656		-N2,500.00 N520.00	N0.00 N0.00		21/Jul/2018 11:41 PM 24/Jul/2018 01:35 PM	RM105 =
	1997	1014		2445855656	BOB KING	(0)325500000000	010000			122402000
6	468	1014 1015	BOB KING	2445855656 IMMY 2998922555	BOB KING STARSHOME	N520.00	N0.00		24/Jul/2018 01:35 PM	RM101
6	468 469	1014 1015 1016	BOB KING HASSAN JU	2445855656 IMMY 2998922555 IMMY 2998922555	BOB KING STARSHOME STARSHOME	N520.00 N1,000.00	N0.00 N0.00		24/Jul/2018 01:35 PM 25/Jul/2018 10:12 PM	RM101 RM203

You can print this record and also you can transfer it to excel.

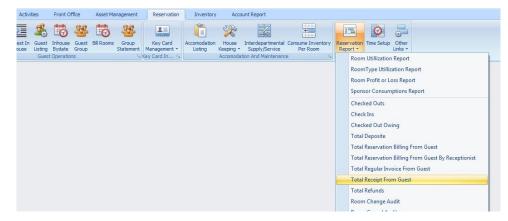
Activitie	s F	ront Off	fice Asset Ma	anagement	Reservation	Inventory	Account Report					
			Guest Bill Rooms	Group Statement Ma	Key Card	Accomodation Hou	se Interdepartme	ntal Consume Invento	Reservation Til Report *	me Setup Other Links +		
	Guest O	peration	15	г, Кеу	Card In Tu	Accon	nodation And Mainter	nance	Ta Reports And	Time Setup 54		
tal Reg	ular Invo	ice From	n Guest 💌									
Set	Date Pe	riod *	S Refresh									
otal Reg	gular Invi	oice Fron	m Guest - For All Re	corded Transact	ion							Common Links
					Total Regula	r Invoice From Gu	est - For All Recor	ded Transaction				Print List
rag a c	olumn be	ader her	re to group by that	column					_			
SN	Bill No		nvoice Number	Guest Name	Telephone	Soonsor Name	Guest Balance	Sponsor Balance	Cash Transaction	Invoice Date	Rooms	Export List To Excel
		464		SANI KEN	546576879	SANE KEN	N520.00			17/Jul/2018 07:45 PM	RM103 *	
	2	464	1007	SANI KEN	546576879	SANI KEN	N520.00	N0.00		17/Jul/2018 07:48 PM	RM103	Period Setting
	3	464	1008	SANI KEN	546576879	SANI KEN	N520.00	N0.00		17/Jul/2018 07:56 PM	RM103	Refresh List
	4	465	1010	JONAH JOHN	+22phoneNo	RISING COMPANY	N0.00	-N480.00		20/Jul/2018 09:17 PM	RM101	
	5	467	1012	HASSAN JUMMY	2998922555	STARSHOME	-N2,500.00	N0.00		21/Jul/2018 11:41 PM	RM105	
	6	468	1014	BOB KING	2445855656	BOB KING	N520.00	N0.00		24/Jul/2018 01:35 PM	RM101	
	7	469	1015	HASSAN JUMMY	2998922555	STARSHOME	N1,000.00	N0.00		25/Jul/2018 10:12 PM	RM203	
	8	469	1016	HASSAN JUMMY	2998922555	STARSHOME	N1,000.00	N0.00		25/Jul/2018 10:13 PM	RM203	
	9	469	1017	HASSAN JUMMY	2998922555	STARSHOME	N1,000.00	N0.00		26/Jul/2018 07:37 PM	RM203	
1	10	470	1018	JOHN WATER	0856522258	JOHN WATER	N1,000.00	-N206,000.00		29/Jul/2018 11:50 PM	RM202	
1	11	471	1019	JOY JOHN	369852147	JOK JOHN	N0.00	-N66,500.00		22/Aug/2018 12:33 PM		
		473		Emmanuel Jacob		Emmanuel Jacob	N0.00	-N206,000.00		22/Aug/2018 01:07 PM	1000	
1	3	474	1022	OLAGUY	455686565	OLA GLIY	N0.00	N0.00	171	22/Aun/2018 02:32 PM	RM101	
					1						E dia Eiliana	

## **Total Receipt from Guest**

This interface provides detailed information about the total receipts from guests for all recorded transactions within a specified time frame. To set the period for total receipts from guest transactions, please follow these steps:

Step 1.

- Click on the "Reservation" menu.
- Navigate to "Reservation Report."
- Click to access the drop-down menu and select "Total Receipt from Guest."



### Step 2.

To set the date period and access preset dates, please follow these steps:

- Select "Set Date Period" to open the date panel.
- Click the small arrow to access preset date options.
- Choose your desired date and click "Set."

	Activities	Front Office	Asset Manag	gement Reser	vation Inventor	ry Account Repo	ort					
1	>= 🤰	5 to 3	1	28		2	Z -		1			
	iest In Gue louse Listi			Group Key C atement Managem			partmental Consume I v/Service Per Re		Reservation Time Setup Report *	Other		
1.0		uest Operations	J 310	Key Card I		Accomodation And		лоні Гы				
5	Total Recein	t From Guest										
1	-		lefresh									
I	HO SELD	ate Period -	(en esn									
				×	Total Receipt From	Guest - For All Rec	orded Transaction					
	From: 0			×	Total Receipt From	Guest - For All Rec	orded Transaction			_	_	
	From: 0 To: 0	1/01/1900 9/10/2018		× 1	-			Type	Recient Date	Bill No	Trans No.	
	From: 0	9/10/2018	Clos	× 1	Guest Balance	Sponsor Balance	Amount Recieved	Type	Reciept Date	Bill No 470	Trans No 1011	
	From: 0 To: 0	9/10/2018		onsor Name	Guest Balance			Reciept	Reciept Date 27/Jul/2018 05:35 PM 22/Aug/2018 11:53 AM	470	1011	
	From: 0 To: 0	9/10/2018 t	Clos	v nsor Name	Guest Balance N1,000.00	Sponsor Balance -N206,000.00	Amount Recieved N50,000.00	Reciept Reciept	27/Jul/2018 05:35 PM	470 470	1011 1012	
	From: 0 To: 0 Se 12 13	9/10/2018 t JOHN WATER	© Clos 0856522258	IN WATER	Guest Balance N1,000.00 N1,000.00	Sponsor Balance -N206,000.00 -N206,000.00	Amount Recieved N50,000.00 N50,000.00	Reciept Reciept Reciept	27/Jul/2018 05:35 PM 22/Aug/2018 11:53 AM	470 470 470	1011 1012 1013	
	From: 0 To: 0 Se 12 13 14	9/10/2018 t JOHN WATER JOHN WATER	© Clos 0856522258 0856522258	N WATER JOHN WATER	Guest Balance N1,000.00 N1,000.00 N1,000.00	Sponsor Balance -N206,000.00 -N206,000.00 -N206,000.00	Amount Recieved N50,000.00 N50,000.00 N50,000.00	Reciept Reciept Reciept Reciept	27/Jul/2018 05:35 PM 22/Aug/2018 11:53 AM 22/Aug/2018 12:00 PM	470 470 470 472	1011 1012 1013 1014	
	From: 0 To: 0 Se: 12 13 14 15	JOHN WATER JOHN WATER KELVIN JONES	085652258 085652258 23235585	N WATER JOHN WATER JOHN WATER KELVIN JONES	Guest Balance N1,000.00 N1,000.00 N1,000.00 N433,200.00	Sponsor Balance -N206,000.00 -N206,000.00 -N206,000.00 N433,200.00	Amount Recieved N50,000.00 N50,000.00 N50,000.00 N20,000.00	Reciept Reciept Reciept Reciept Reciept	27/Jul/2018 05:35 PM 22/Aug/2018 11:53 AM 22/Aug/2018 12:00 PM 22/Aug/2018 12:01 PM	470 470 470 472	1011 1012 1013 1014 1015	

Print this record or you can transfer it to excel.

Activities	Front Office	Asset Manag	gement Reser	vation Inventor	y Account Rep	ort						
est In Gu	and the second second second		Group Key Ca			coartmental Consume I		Reservation Time Setur	Other			
ouse List	est Inhouse Gues ting Bydate Grou Suest Operations		atement Managem	ent • Listing		y/Service Per R		Reservation Time Setup Report * Reports And Time Set	Links *			
otal Receip	pt From Guest 💌											
Set D	Date Period * 🞯 I	Refresh										
Total Recei	ipt From Guest - For	All Recorded Tran	nsaction								BB Common Links	
			T	otal Receipt From	Guest - For All Rec	orded Transaction						1
Dran a col	umn header here to r	roup by that col	umo								Print List	
SN	Guest Name	Telephone	Sponsor Name	Guest Balance	Sponsor Balance	Amount Redeved	Туре	Reciept Date	Bill No	Trans No Re	Export List To E	xcel
11	JOHN WATER	0856522258	JOHN WATER	N1,000.00	-N206,000.00	N50,000.00	Reciept	27/Jul/2018 05:35 PM	470	1011 ^	Period Setting	
12	JOHN WATER	0856522258	JOHN WATER	N1,000.00	-N206,000.00	N50,000.00	Reciept	22/Aug/2018 11:53 AM	470	1012		
13	JOHN WATER	0856522258	JOHN WATER	N1,000.00	-N206,000.00	N50,000.00	Reciept	22/Aug/2018 12:00 PM	470	1013	Refresh List	
14	KELVIN JONES	23235585	KELVIN JONES	N433,200.00	N433,200.00	N20,000.00	Reciept	22/Aug/2018 12:01 PM	472	1014		
15	JOY JOHN	369852147	JOY JOHN	N0.00	-N66,500.00	N70,000.00	Reciept	12/Aug/2018 12:26 PM	471	1015		
16	Emmanuel Jacob	520114454	Emmanuel Jacob	N0.00	-N206,000.00	N30,000.00	Reciept	18/Aug/2018 12:42 PM	473	1016		
17	OLA GUY	455686565	OLA GUY	N0.00	N0.00	N10,800.00	Reciept	22/Aug/2018 02:33 PM	474	1017		
18	JOHN WATER	0856522258	JOHN WATER	N1,000.00	-N206,000.00	N326,300.00	Reciept	15/Sep/2018 03:21 PM	470	1018		
19	JOHN WATER	0856522258	JOHN WATER	N1,000.00	-N206,000.00	N1,000.00	Reciept	15/Sep/2018 03:22 PM	470	1019		
20	Emmanuel Jacob	520114454	Emmanuel Jacob	N495,400.00	-N206,000.00	N495,400.00	Reciept	15/Sep/2018 03:24 PM	476	1020		
21	HASSAN JUMMY	2998922555	STARSHOME	N247,720.00	N0.00	N247,720.00	Reciept	15/Sep/2018 03:25 PM	475	1021		

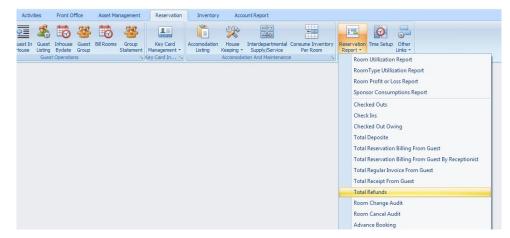
#### **Total Refund Report**

This interface provides comprehensive information about total refunds for all recorded transactions within a specified time frame. To access the information regarding total refunds, please follow these steps:

#### Step 1.

Click on the "Reservation" menu.

- Navigate to "Reservation Report."
- Click to open the drop-down menu and select "Total Refund."



### Step 2.

To set the date period and access preset dates, follow these steps:

- Select "Set Date Period" to open the date panel.
- Click the small arrow to access preset date options.
- Choose your desired date and click "Set."

Activities	Front Office	Asset Management	Reservation	Inventory	Accour	nt Report			
1	10 24	10 <b>3</b>	1		X	Z	+		0
	Inhouse Guest Bydate Group	Bill Rooms Group Statement	Key Card Management *	Accomodation Listing		Interdepartmental Supply/Service	Consume Inventory Per Room	Reservation Time Setup Report *	Other Links *
Guest	Operations	r <sub>9</sub>	Key Card In 🖓		Accomodatio	on And Maintenano	e r <sub>a</sub>	Reports And Time Setu	ір Гя
Total Refunds	×								
🐻 Set Date	Period 🕶 🮯 Re	fresh							
Last Month	To Date								
From: 01/05			Тс	tal Refunds -	As At Septe	ember 2018 ToD	ate		
	)/2018	-							
Level Level		hm	ount Gu	est Balance	Rooms	Note	Date	Refunded By	Guest Bill No
🧭 Set		Close	Guite	cor balance	Rooms	Note	Date	Relatived by	Gdest bii 140

## Step 3.

Print this record or you can transfer it to excel.

	4	2	6	S.	6	S.	1		R	Z		1-	Ø					
'n	Guest House		Inhouse Bydate		Bill Rooms	Group Statement	Key Card Management *	Accomodation Listing	House Keeping *		Consume Inventory Per Room	Reservation Report *		Other Inks *				
		Gue	st Operatio	ns		5	Key Card In 🕫		Accomoda	ation And Maintenan	ce r <sub>s</sub>	Reports	And Time Setup	5				\$
	Tota	l Refunds	×															×
	-	Set Dat	e Period •	Ref	resh													*
	Tot	al Refunds	- For All R	ecorded 1	ransaction											28 Com	mon Links	\$
							Te	otal Refunds -	For All R	ecorded Transact	tion						Print List	
	Dra		header he	re to gro	up by that	column											TTTT DOL	_
		SN S	ur Name	First N	lame A	mount	Guest Balance	Rooms	Note				Date		Refunded By		Export List To	Excel
	>	1 H	ASSAN	JUMM	r	N2,500.00	-N2,500.00	RM 105, RM 20	4 This is t	he process of refund	ling the client called H	assan Jummy	23/Jul/2018 1	2:39 PM	Administrator			
		2 E	mmanuel	Jacob	1	129,400.00	N0.00	0	We are	refunding the guest	that cancel his bookin	g	22/Aug/2018 0	02:00 PM	Administrator	E Perio	d Setting	~
																0	Refresh Lis	it

## **Room Change Audit Report**

This user interface provides comprehensive information regarding the room change audit report, encompassing all recorded transactions within a specified time frame. To access the room change audit report, please follow these steps:

#### Step 1.

• Click on "Reservation" menu

- Navigate to "Reservation Report"
- Click to access the drop-down and select "Room Change Audit"

Activi	ties	Front O	ffice	Asset Ma	anagement	Reservation	Inventory	Acco	ount Report					
4	2	6	2	6	<u>8</u>	1		R	Z	+	12	Ø		
uest In House		Inhouse Bydate		Bill Rooms	Group Statement	Key Card Management •	Accomodation Listing	House Keeping *	Interdepartmental Supply/Service	Consume Inventory Per Room	Reservat Report	ion Time Setup	Other Links *	
		Operatio				Key Card In 🖓			tion And Maintenance			om Utillizatio		
											Ro	omType Utill	ization Re	eport
											R	om Profit or I	Loss Repo	ort
											Sp	onsor Consur	mptions I	Report
											CI	ecked Outs		
											CI	eck Ins		
											CI	ecked Out O	ving	
											To	tal Deposite		
											To	tal Reservatio	n Billing	From Guest
											To	tal Reservatio	n Billing	From Guest By Receptionist
											To	tal Regular In	voice Fro	m Guest
											To	tal Receipt Fr	om Gues	t
											To	tal Refunds		
											Ro	om Change A	Audit	
											Ro	om Cancel A	udit	
											A	lvance Bookir	ig	
											To	tal Guest Sale	s	
											SS	S Report		

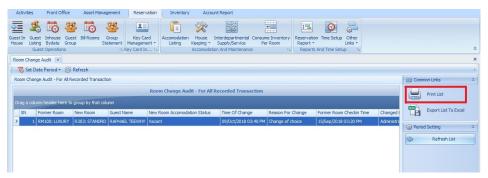
### Step 2.

Select "Set Date Period" to access the date panel.

- Click on the small arrow to access pre-set date options.
- Choose your desired date from the options.
- Click "Set" to confirm your selection.

	Activitie	s	Front O	ffice	Asset Ma	nagemen	Rese	rvation	Inventory	Acc	ount Report									
_	st In (	Suest	Inhouse	Guest	Bill Rooms	Group	Key C		Accomodation	House	Interdepartment			1 =	Time Setup	Other				
	use L	isting	Bydate	Group		Statemer	it Manager	ment *	Listing	Keeping *	Supply/Service	Per Room	Re	eport *		Links *				
_		Guest (	Operatio	ns			Key Card	In 🖓		Accomoda	ation And Maintenai	ice	Ga F	Reports A	nd Time Set	tup is				*
R	oom Ch	ange Au	udit 🗙																	×
Τ	E Set	t Date P	Period -	Re'	fresh															-
	Last	Month T	o Date															SS Com	mon Links	\$
	From:		/2018					Room	Change Aud	it - As At s	September 2018	ToDate							Print List	
	To:		/2018			Ψ.														
1	0	Set			8	-	t Name	New P	Room Accomoda	tion Status	Time Of Char	ge Reaso	n For Chan	ge F	ormer Roor	n Checkin Tim	ne Changed I		Export List To Ex	kcel
		Set			0	Jose												-		
		- 3																Cal Perio	d Setting	~
																		0	Refresh List	

Print this record or you can transfer it to excel.



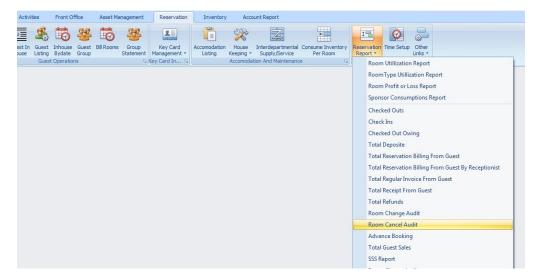
### **Room Cancel Audit Report**

This interface displays detailed information pertaining to the room cancel audit report, encompassing recorded transactions within a specified timeframe. To access the room cancel audit report, please follow these steps:

#### Step 1.

Click on the "Reservation" menu.

- Navigate to "Reservation Report."
- Click to access the drop-down menu.
- Then, select "Room Cancel Audit."



#### Step 2.

• Select "Set Date Period" to access the date panel.

- Click on the small arrow to access pre-set date options.
- Choose your desired date from the options.
- Click "Set" to confirm your selection.
- You can also scroll to the right to view other reports.

ctivities	s Front C	ffice	Asset Mar	nagement	Reservation	Inventory	Aco	ount Report					
	\$ 6	S.	10	S.	1	Ê	X	Z	•	1-	Ø		
se Li	Suest Inhouse isting Bydate	Group	Bill Rooms	Group Statement	Key Card Management		House Keeping -	Supply/Service	Consume Inventory Per Room	Reservation Report *		Links *	
	Guest Operatio	ns		r <sub>M</sub>	Key Card In	Fy .	Accomoda	ation And Maintenance	5	Reports A	And Time Se	tup 🕤	
om Car	ncel Audit 🛛												
Set	Date Period -	🞯 Re	fresh										
All		-											
P	01/01/1900				R	oom Cancel Audit	- As At S	September 2018 To	Date				
	12/10/2018			*									
				26	Cancel	Reason For Cancel		ormer Room Checkin T	ime Canceled B	v Invoice		Invoice Number	Room R
0	Set		8	lose	018 03:54 PM	Reason For Cancel		9/Oct/2018 03:44 PM	Administrat	• de la principal de la companya de	uel Adex	1032	ROOMIN
-	2 R301: STAN		nmanuel Ade:	10.000	018 03:54 PM			9/Oct/2018 03:44 PM	Administrat	222	uel Adex	1032	
	3 RM101: LUD		veth Blessed		018 03:56 PM			9/Oct/2018 03:46 PM	Administrat		Blessed	1033	N
	4 RM101:LUX		weth Blessed	100000000000000000000000000000000000000	018 03:56 PM			9/Oct/2018 03:46 PM	Administrat		Blessed	1033	N
	5 RM206: VIP	30	HN RAPHAE		018 03:57 PM			2/Sep/2018 08:48 AM	Administrat	or JOHN F	RAPHAEL	1027	N
	6 RM206: VIP		HN RAPHAE		018 03:57 PM			2/Sep/2018 08:48 AM			RAPHAEL	1027	N
	7 RM206: VIP	JC	HN RAPHAE	09/Oct/2	018 03:57 PM		1	3/Sep/2018 12:00 PM	Administrat	or JOHN F	RAPHAEL	1027	N
	8 RM206: VIP	JC	HN RAPHAE	09/Oct/2	018 03:57 PM		1	3/Sep/2018 12:00 PM	Administrat	or JOHN F	APHAEL	1027	N
			HN RAPHAE	09/Oct/2	018 03:57 PM		1	4/Sep/2018 12:00 PM	Administrat	or JOHN F	RAPHAEL	1027	N
	9 RM206: VIP	JC	JUN KALUACI										
	9 RM206: VIP 0 RM206: VIP		DHN RAPHAEI		018 03:57 PM		1	4/Sep/2018 12:00 PM	Administrat	or JOHN F	RAPHAEL	1027	N
1	20 000 1000 000 00000	30		. 09/Oct/2				4/Sep/2018 12:00 PM 5/Sep/2018 12:00 PM	Administrat Administrat		RAPHAEL	1027 1027	N
1	0 RM206: VIP	0C	OHN RAPHAE	. 09/Oct/2 . 09/Oct/2	018 03:57 PM		1		Second Second	or JOHN F			

Print tis record or you can transfer it to excel.

Activities	Front Office	Asset Man	agement Reservati	on Inventory	Account Report						
>= &	6 6 4	8 6	2		* 2		1-2				
ouse Lis	iest Inhouse Gui ting Bydate Gro		Group Key Card Statement Management	<ul> <li>Listing Kee</li> </ul>			eservation Time Set Report *	Links *			
	Suest Operations		is Key Card In	Aci	comodation And Maintenance	T <sub>S</sub>	Reports And Time S	etup 💈			
	el Audit 🗵										
Set I	Date Period 🔹 😥	Refresh									
coom Can	cel Audit - For 2018									BB Commo	on Links
				Room Cane	el Audit - For 2018						Print List
	umn header here to	group by that co	dumn							1000	
SN	Room Name	Guest Name	Time Of Cancel	Reason For Canceling	Former Room Checkin Time	Canceled By	Invoice Name	Invoice Number	Room Ra		Export List To Excel
> 1	R301: STANDRD	Emmanuel Adex	09/Oct/2018 03:54 PM		09/Oct/2018 03:44 PM	Administrator	Emmanuel Adex	1032	-		
2	R301: STANDRD	Emmanuel Adex	09/Oct/2018 03:54 PM		09/Oct/2018 03:44 PM	Administrator	Emmanuel Adex	1032		Period	Setting
3	RM101: LUXURY	Loveth Blessed	09/Oct/2018 03:56 PM		09/Oct/2018 03:46 PM	Administrator	Loveth Blessed	1033	N	3	Refresh List
4	RM101: LUXURY	Loveth Blessed	09/Oct/2018 03:56 PM		09/Oct/2018 03:46 PM	Administrator	Loveth Blessed	1033	N		
5	RM206: VIP	JOHN RAPHAEL	09/Oct/2018 03:57 PM		12/Sep/2018 08:48 AM	Administrator	JOHN RAPHAEL	1027	N		
6	RM206: VIP	JOHN RAPHAEL	09/Oct/2018 03:57 PM		12/Sep/2018 08:48 AM	Administrator	JOHN RAPHAEL	1027	N		
7	RM206: VIP	JOHN RAPHAEL	09/Oct/2018 03:57 PM		13/Sep/2018 12:00 PM	Administrator	JOHN RAPHAEL	1027	N		
8	RM206: VIP	JOHN RAPHAEL	09/Oct/2018 03:57 PM		13/Sep/2018 12:00 PM	Administrator	JOHN RAPHAEL	1027	N		
9	RM206: VIP	JOHN RAPHAEL	09/Oct/2018 03:57 PM		14/Sep/2018 12:00 PM	Administrator	JOHN RAPHAEL	1027	N		
10	RM206: VIP	JOHN RAPHAEL	09/Oct/2018 03:57 PM		14/Sep/2018 12:00 PM	Administrator	JOHN RAPHAEL	1027	N		
11	RM206: VIP	JOHN RAPHAEL	09/Oct/2018 03:57 PM		15/Sep/2018 12:00 PM	Administrator	JOHN RAPHAEL	1027	N		

# **House Keeping**

### **Manage Accommodation Status**

This interface is designed for manually changing a room status, useful for maintenance, cleanup, renovation, etc. The room status is adjusted to provide clear information about its current state before assigning it to a guest. To manage the status, follow these steps:

#### Step 1.

Go to reservation menu and click on **House Keeping** menu, on the drop down you will see **Manage Accommodation Status**.

Home Lists	Activities Front Office Asset Management Reservation	n Inventory Aci	count Report				
Room Status Oneck In Advance Onert Guest Booking *	Transaction Guest In Guest Inhouse Group Manager House Listing Bydate Group United Deventore	House Keeping Toreste Accomodation	tal Consume Inventory Rese Per Room Rep	Twitten Time Setup Other ort * Links * gepts And Time Setup			
Home «		Change Room Type	n status Legend				
		Reservation Space Lis	tina				
			modation Status Listing				
Company		Manage Accomodati					
*					_		
Department		Select An Accomodati					
Department		Room 853 - CLASSIC	ROOM				
6 <del></del>		Features			_		
About		AccomodationName	Room 853 - CLASSIC ROOM				
			Room		- 1		
			CleanUp		- 1		
Windows		Corrent Junius	Cleariop		-		
×		Occupant Info					
		Current Guest	SUSAN SUSAN				
Exit		Current Guest Time In	05/Oct/2023 12:33 PM				
		Expected Guest Time Out	30/Nov/2023 12:00 PM				
					_		
Home		Parameters To Modify					
		Change Status To	CleanUp				

#### Step 2.

In the **select an accommodation to manage** section, click on the drop-down arrow to choose the room you want to manage.

t Office Asset Management Reservation	Inventory A	Account Report	0		-		
Guest Inhouse Guest Bill Rooms Group Listing Bydate Group Statement K	House Interdepartme Geeping Supply/Serv		Time Setup Other Links ▼				
Guest Operations			s And Time Setup				
<b>I</b>	Manage Room Status	;			0		
	Select An Accomoda	tion To Manage:					
	Room 853 - CLASSI				-		
	1 million 1	Full Name	Room Status Title	Space Status	Available	Current Guest	Current Guest Time In
	R401	STANDARD DOUBLE ROOM LX: R401	Vacant	Vacant	1		
	R402	STANDARD DOUBLE ROOM LX: R402	Vacant	Vacant	<b>V</b>		
	R409	STANDARD DOUBLE ROOM LX: R409	Vacant	Vacant	<b>v</b>		
	R851	CLASSIC ROOM: R851	Vacant	Vacant	<b>V</b>		
	R852	CLASSIC ROOM: R852	Vacant	Vacant	<b>V</b>		
	> R853	CLASSIC ROOM: R853	CleanUp	CleanUp		SUSAN SUSAN	05/10/2023
	R854	CLASSIC ROOM: R854	Occupied: CleanMe	Occupied		Mark Timonth	28/11/2023
	R855	CLASSIC ROOM: R855	Occupied: CleanMe	Occupied		RAF RAF	02/10/2023
	Rdiamond	Deluxe Rooms: Rdiamond	Occupied: CleanMe	Occupied		SAMSON SAMSON	05/10/2023
	Remarold	Deluxe Rooms: Remarold	Vacant	Vacant	<ul> <li>✓</li> </ul>		
	Rgolden	Deluxe Rooms: Rgolden	Occupied: CleanMe	Occupied		SAMSON SAMSON	05/10/2023
	RM101	SUPERIOR DOUBLE ROOM LX: RM101	Vacant	Vacant	<ul><li>✓</li></ul>		
	RM103	SUPERIOR DOUBLE ROOM: RM103	Vacant	Vacant	<ul><li>✓</li></ul>		
	×				-		
					-		
	Note on Current Status	ELECTRIC WORKS			* *		
(	Last Managed By			Ø	ose		
_				-			Activ

**The feature section:** The "Manage Accommodation Status" section provides comprehensive details such as Room Reservation, Room Type, and the current operational status of each room, facilitating precise oversight and management of accommodation resources

**The occupant;** The Occupant Information section includes vital details such as the Guest's name, arrival time, and scheduled departure time for efficient tracking and management of guest stays.

### Parameter to modify

The modification parameter allows for updating the current Room status, indicating its availability or unavailability, along with a brief note providing insight into the room's present condition or status. Lastly click on **Save** button

Home Lists	Activities Front Office Asset Management	Reservation Inventory Account Report	
Room Status Check In Advance Chart Guest Booking *		Weights         Process         Fill and the process of the proces of the proces of the process of the process of the proces of th	
Booking	Guest Operations	Accomodation And Maintenance Reports And Time Setup	
Home «		Manage Room Status	
<b>_</b>		Select An Accomodation To Manage:	
Department	-	Room 853 - CLASSIC ROOM	
\$ <del></del>		Features	
About	-	AccomodationName Room 853 - CLASSIC ROOM	
		Type Room Current Status CleanUp	
Windows		Current Status CleanUp	
×		Occupant Info	
Exit	•	Current Guest SUSAN SUSAN Current Guest Time In 05/Oct/2023 12:33 PM	
		Expected Guest Time Out 30/Nov/2023 12:00 PM	
Home		Parameters To Modify	
Lists		Change Status To CleanUp	
Activities		Availability Not Available	
Front Office		Note on Current Status	
Asset Management		Last Managed By	
Reservation		Save Question	
Inventory			
Account Report			
» *			
DailyEmailAlert: Email Ale	t Error: NotSubscribed		

## The Housekeeping Accommodation Status Listing

This interface displays a list of available rooms along with their status. Occupied rooms are represented in blue, while vacant rooms are in orange. To view the accommodation status listing, follow these steps:

## Step 1.

Access the **Reservation** menu, navigate to **Housekeeping**, and then scroll down to find the **Housekeeping Accommodation Status Listing**.

The Room Status interface showcases details such as Room Type, Room Name, the room's current availability, and the associated bill number for easy monitoring and management.

Nome Lists	Transaction Guest In	Lest inhouse Guest Bill Rooms	itatement Keeping ▼ Sup Create Acco Change Ro	departmental Consume Ir phy/Service Per Ro immodation Status Legen	wentory Reservation om Report *	Time Setup Oth Links And Time Setup	er v			
Company	House Keeping Acc	omodation Status Listing		ing Accomodation Stat comodation Status						Common Links
*	Dran a column haar	der here to group by that column			jn Sta	tus Listing			م	Print List
Department	SN	Room Type	Room Name	Space Status	Available	Bill No	Last Managed By	Description		Export List To Excel
6-	1	CLASSIC ROOM	851	Vacant						Do Not Use Color Cate
About	2 🗖	CLASSIC ROOM	852	Occupied	2					
	3 🗖	CLASSIC ROOM	853	Occupied		15815				Optional Links
7	4 🗖	CLASSIC ROOM	854	Occupied	8	15819				
Windows	5 🗖	CLASSIC ROOM	855	Occupied	8	15813				
	6 🗖	Deluxe Rooms	diamond	Occupied		15816				
×	7 💻	Deluxe Rooms	emarold	Vacant						
Exit	8 🗖	Deluxe Rooms	golden	Occupied		15816				
	9 🗖	Deluxe Rooms	siver	Occupied		11513				
	10 💻	EXECUTIVE DOUBLE ROOM	303	Vacant			Administrator			
lome	11 🗖	EXECUTIVE DOUBLE ROOM	304	Vacant						
ists	12	EXECUTIVE DOUBLE ROOM	305	Vacant			DANGEL OMEJUA			
Activities	13	EXECUTIVE DOUBLE ROOM	306	Vacant			Administrator			
	14	EXECUTIVE DOUBLE ROOM	307	Vacant			GANA MARTHA	Active	Activate Wi	
ront Office	15 🚥	EVED ITVE DOUBLE ROOM	318	Vacant	<b>1</b>		&dministrator		Go to Setting	d activate Windows.
970, 234px 1		1⊒ 1600 × 900px								100% 🕞 🔡 👘

### **Change a Room Type**

This interface is primarily used to convert a room from one type to another, which may be necessary for various reasons. To perform this action, follow the steps listed below: **Step 1.** 

Access the **Reservation** menu, choose **Housekeeping**, and then scroll to locate the option for **changing room types**.

ce Asset Management Reserv	ation Inven	itory Account Report				
st Inhouse Guest Bill Rooms Group Bydate Group Stateme		nterdepartmental Consume Inv Supply/Service Per Roo		ime Setup Othe	r	
Guest Operations		Accomodation Status Legend		nd Time Setup		
	Change	Room Type				
	Reservat	tion Space Listing				
ation Status Listing	House K	Keeping Accomodation Statu	s Listing			
	Manage	Accomodation Status	on Statu	s Listing		
ere to group by that column						
oom Type	Room Name	Change A Room Type			🔿 ged By	Description
LASSIC ROOM		Room Information				
LASSIC ROOM	852	Room/Space No:	851	Search room		
LASSIC ROOM	853	Current Room Type:	CLASSIC ROOM			
LASSIC ROOM	854	Change To:	EXECUTIVE DOUBLE		~	
LASSIC ROOM	855	Room/Space Status	EXECUTIVE DOUBLE	ROOMER	<u> </u>	
eluxe Rooms	diamond	Space Status:	Vaca	nt		
eluxe Rooms	emarold	Available:	✓			
eluxe Rooms	golden	, trailabler				
eluxe Rooms	silver					
XECUTIVE DOUBLE ROOM	303	Perform Change		Close	tor	
XECUTIVE DOUBLE ROOM	304					
XECUTIVE DOUBLE ROOM	305	Vacant			DANIEL OMEJUA	
XECUTIVE DOUBLE ROOM	306	Vacant	<ul><li>✓</li></ul>		Administrator	
XECUTIVE DOUBLE ROOM	307	Vacant			GANA MARTHA	Active
XECUTIVE DOUBLE ROOM	308	Vacant	1		Administrator	

### Step 2.

Complete the form by specifying the **Room Number**, the **current room type**, select the **desired new room type** for the change, and finalize the process by clicking on "**Perform Change**."

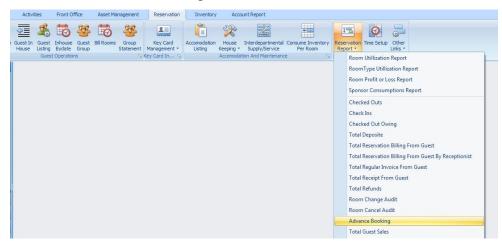
Ţ		Room	Status - Reserval	ion and Complete Accou	nting System - Fo	r HOTEL ROSEBUI	D - Logged in as Ad	ministrator		
Home Lists	Activities From	it Office Asset Management	Reservation	entory Account Report						
Recent Status Check In Advance	Transaction Guest In		볼 😤	2		Q 📮				
Room Status Check In Advance Chart Guest Booking * Doolong			tatemen Keeping *	Interdepartmental Consume I Supply/Service Per Ri composition And Maintenance	oom Report *	Time Setup Other Links * S And Time Setup				
Home «	Room Status 🛞									×
	I 🛞 Refresh									-
Company	House Keeping Acc	omodation Status Listing								💶 Common Links 🛛 🕥
*				House Keepir	g Accomodation St	atus Listing				Print List
	Drag a column hea	der here to group by that column					_		م	
Department	SN	Room Type	Room Name	Change A Room Type			😝 ged By	Description		Export List To Excel
6	> 1	CLASSIC ROOM	851	Room Information					<u>^</u>	Do Not Use Color Cate
About	2 💻	CLASSIC ROOM	852	Room/Space No:	851	Search room				
ADOUL	3 🛄	CLASSIC ROOM	853	Current Room Type:	CLASSIC ROOM					Optional Links
	4 🚥	CLASSIC ROOM	854	Change To:	EXECUTIVE DOU	BLE ROOM LX				
Windows	5 🛄	CLASSIC ROOM	855	Room/Space Status	SUPERIOR DOUB	LE ROOM LX				
	6 📖	Deluxe Rooms	diamond	Space Status:	SUPERIOR DOUB	OLE NO OTHER				
×	7 🚥	Deluxe Rooms	emarold	Available:	EXECUTIVE DOU	BLE ROOM			U	
Exit	8 🚥	Deluxe Rooms	golden	Present Line 1	STANDARD DOU MEETING ROOM	BLE ROOM LX				
	9 🚥	Deluxe Rooms	silver		KETTLE IN ROOM Deluxe Rooms					
	10 📩	EXECUTIVE DOUBLE ROOM	303	Perform Change	CLASSIC ROOM	Uose	stor			
Home	11	EXECUTIVE DOUBLE ROOM	304		-	_				
					-					

### **Advance Booking Report**

This interface provides comprehensive details regarding the advance booking report, encompassing recorded transactions within a specified time frame. To access this report, please follow these steps:

### Step 1.

- Click on the "Reservation" menu.
- Navigate to "Reservation Report."
- Click to open the drop-down menu.
- Then, select "Advance Booking."



### Step 2.

To configure the date period, follow these instructions:

- Select "Set Date Period" to open the date panel.
- Click the small arrow to access pre-set date options.
- Choose the desired date from the available options and click "Set" to confirm your selection.

Activ	rities	Fr	ont Off	ice	Asset M	anagement	Reservation	Inventory	Account Report					
Guest In House	Listin	t Inh g By		Group	Bill Rooms	Statement	Key Card Management *		House Interdepartmer Geeping - Supply/Servic Accomodation And Mainten		Reservation Time Ser Report * Reports And Time S	Links -		
Advan	ice Boo	king (	×											
115	Set Da	te Per	iod 🕶	G Ref	resh									
A				¢										
Fro						-	Adv	ance Booking -	As At September 2018	ToDate				
To:			18			-								
							Guest Bill No	Telephone	Booking Date	Due Date	Number Of Rooms	Expected Duration	De	ep
	) Set				8	Close	: 42	77 0990055334	12/Sep/2018 08:46 AM	12/Sep/2018 08:46 AM			з	c
	2		LU	KURY	Risir	ng Jummy	43	9 +8036317523	01/Oct/2018 03:53 PM	02/Oct/2018 03:53 PM			5 N	11
	3		VIF	e	PRI	VCE GODSW	ILL 46	12 +3447822093	33 13/Oct/2018 10:37 AM	13/Oct/2018 10:37 AM			2 1	N!
	4		ST	ANDRD	JOH	N RAPHAEL	47	7 0990055334	13/Oct/2018 10:39 AM	13/Oct/2018 10:39 AM			5	

### Step 3

You can print this list and also you can transfer it to excel.

	26		200 6	1		× z	+	1= 0				
	-03		0 3									
		nhouse Guest Bill Bydate Group	Rooms Group Statement	Key Card A lanagement •		House Interdepartmen eping * Supply/Service	tal Consume Inventory Per Room	Reservation Time Set Report *	up Other Links *			
	Guest 0	Operations	rs Ke	y Card In 15	Ad	comodation And Maintena	ance r <sub>N</sub>	Reports And Time S	etup 🖓			
lvance B	Booking	×										
Set	Date P	eriod 🔹 🧭 Refres	n									
dvance	Booking	- For All Recorded Ti	ransaction								BE Com	mon Links
				Advo	nco Rooking	For All Recorded Trans	caction					
				Auva	nce booking -	or An Recorded Train	saccion					Print List
		eader here to group l	by that column								ERES -	
SN		Room Type	Guest	Guest Bill No	Telephone	Booking Date	Due Date	Number Of Rooms	Expected Duration	Depo		Export List To Excel
	1	LUXURY	JOHN WATER	470	0856522258	27/Jul/2018 05:35 PM	28/Jul/2018 05:35 PM			3 N5		Do Not Use Color Ca
	2 💻	VIP	JOY JOHN	471	369852147	28/Jul/2018 07:19 PM	30/Jul/2018 07:19 PM			2	==	Do Not Ose color et
	3 💻	VIP	Emmanuel Jacob	473	520114454	18/Aug/2018 12:42 PM	20/Aug/2018 12:42 PM			3 N3	0 Gi Peri	od Setting
	4 💻	VIP	JOY JOHN	471	369852147	12/Aug/2018 12:26 PM	22/Aug/2018 12:26 PM			5 N7	0	
	5 💻	VIP	JOHN WATER	470	0856522258	22/Aug/2018 12:00 PM	23/Aug/2018 12:00 PM			2 N5	0	Refresh List
1 0	6	LUXURY	JOHN WATER	470	0856522258	22/Aug/2018 11:53 AM	24/Aug/2018 11:53 AM			3 N5	0	
	7	LUXURY	KELVIN JONES	472	23235585	22/Aug/2018 12:01 PM	25/Aug/2018 12:01 PM			3 N2	0	
1	8 🕅	Not Specified	JOHN RAPHAEL	477	0990055334	12/Sep/2018 08:46 AM	12/Sep/2018 08:46 AM			3		
2	9	LUXURY	Rising Jummy	479	+8036317523	01/Oct/2018 03:53 PM	02/Oct/2018 03:53 PM			5 N12	5	
19	.0	VIP	PRINCE GODSWILL	482	+34478220933	13/Oct/2018 10:37 AM	13/Oct/2018 10:37 AM			2 N5	0	
1	1	STANDRD	JOHN RAPHAEL	477	0990055334	13/Oct/2018 10:39 AM	13/Oct/2018 10:39 AM			5		
		1										

### **Total Guest Sales**

This interface presents comprehensive information regarding the Total Guest Sales report, encompassing recorded transactions within a specified timeframe. To access this report, please follow these steps:

### Step 1.

To access the Total Guest Sales report, please follow these steps:

• Click on the "Reservation" menu.

- Navigate to "Reservation Report."
- Click to open the drop-down menu, then, select "Total Guest Sales."

Image: Section	uest In Guest Inhouse Guest Bill Rooms Group Statement Management + Accomodation House Interdepartmental Consume Inventory Reservation Time Setup Other Links = Guest Operations rolkey Card In rolkey Card I	Activities	Front Office	Asset Ma	anagement	Reservation	Inventory	Acco	ount Report			
Checked Out Owing Total Deposite Total Reservation Billing From Guest Total Reservation Billing From Guest By Receptionist Total Regular Invoice From Guest	Total Refunds Room Change Audit Room Cancel Audit Advance Booking	Jest In Gues louse Listin	t Inhouse Gue g Bydate Gro	Bil Rooms	Group Statement	Key Card Management *	Accomodation	House Keeping *	Interdepartmental Supply/Service	Consume Inventor Per Room	F	eservation Time Setup Other Links

## Step 2

- Select "Set Date Period" to open the date panel.
- Click on the small arrow to access pre-set date options.
- Choose your desired date from the available options.
- Click "Set" to confirm your selection.

			Office As	set Management	Reservation	Inventory	Account Report					
4	Z,	1	- <b>3</b>	ō 😤	1	1	8 3	+	1-	Ø		
tion Guest				Rooms Group				Consume Inventory		Time Setup Othe		
er Hous		Bydate t Operat		Statement M	Card In 5	Listing Keep	ing      Supply/Service modation And Maintenan	Per Room	Report • Reports	Links And Time Setup	15	
X Tota	tal Guest Sa											
	Set Date		- 🖂 Refresh									
	10 Set Date	Period	Kerresh									
	All			-								
SB	From: 01/0	1/1900		-	Tota	al Guest Sales - Fo	r All Recorded Transa	ction				
3	To: 13/1	0/2018		-								
					Telephone	Sponsor Name	Invoice Date	Last Billing Time	Rate	Gross Amount	Discount	SVO
	🧭 Set			Close	546576879	SANI KEN	26/Jun/2018 10:11 PM	15/Jul/2018 12:00 PM	10,300	N10,300.00	N300.00	
	20	465	RM101,RM202	JONAH JOHN	+22phoneNo	RISING COMPANY	14/Jul/2018 05:23 PM	15/Jul/2018 05:23 PM	20,000	N20,000.00	N0.00	
	21	466	RM206	ROCKWOOD JAMES	00270893339	STARSHOME	14/Jul/2018 11:20 PM	14/Jul/2018 03:00 PM	20,000	N20,000.00	N0.00	
-11	22	465	RM101,RM202	INNAH JOHN	+22phoneNo	RISING COMPANY	14/Jul/2018 11:43 PM	14/Jul/2018 03:00 PM	10,300	N10,300.00	N0.00	
	23	464	RM103	SANI KEN	546576879	SANI KEN	26/Jun/2018 10:11 PM	16/Jul/2018 12:00 PM	10,300	N10,300.00	N300.00	
	24	465	RM101,RM202	JONAH JOHN	+22phoneNo	RISING COMPANY	14/Jul/2018 05:23 PM	16/Jul/2018 05:23 PM	20,000	N20,000.00	N0.00	
	25	466	RM206	ROCKWOOD JAMES	00270893339	STARSHOME	14/Jul/2018 11:20 PM	16/Jul/2018 12:00 PM	20,000	N20,000.00	N0.00	
	26	465	RM101,RM202	JONAH JOHN	+22phoneNo	RISING COMPANY	14/Jul/2018 11:43 PM	16/Jul/2018 12:00 PM	10,300	N10,300.00	N0.00	
	27	464	RM103	SANI KEN	546576879	SANI KEN	26/Jun/2018 10:11 PM	17/Jul/2018 12:00 PM	10,300	N10,300.00	N300.00	
	28	466	RM206	ROCKWOOD JAMES	00270893339	STARSHOME	14/Jul/2018 11:20 PM	17/Jul/2018 12:00 PM	20,000	N20,000.00	N0.00	
	29	465	RM101,RM202	JONAH JOHN	+22phoneNo	RISING COMPANY	14/Jul/2018 11:43 PM	17/Jul/2018 12:00 PM	10,300	N10,300.00	N0.00	
	30	467	RM105,RM204	HASSAN JUMMY	2998922555	STARSHOME	16/Jul/2018 02:59 PM	17/Jul/2018 02:59 PM	10,300	N10,300.00	N0.00	
	31			TONAH TOHN	+22nhoneNo		14/Jul/2018 05:23 PM	17/Jul/2018 05:23 PM	20.000	N20.000.00	N0.00	
										N2,647,900.00	N6,300.00	N33

### Step 3

You can print this list and also you can transfer it to excel.

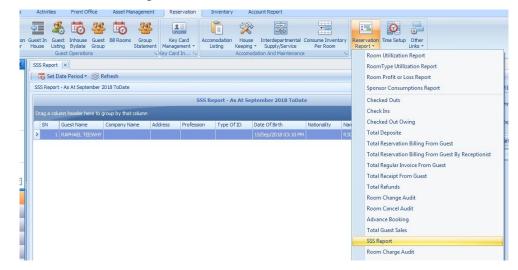
	Front	Office A	sset Management	Reservation	Inventory	Account Report								
	6 6	38	ō 😤	1		× Z	+	1	Ø	5				
use Lis	uest Inhous sting Bydate	Group		Management *	Listing Ke	eping * Supply/Service	Per Room	Reservation Report *	Links	•				
	Guest Operat	ons	is Ke	ey Card In 💈	Ac	comodation And Maintenan	ce r <sub>s</sub>	Reports	And Time Setup	15				~
otal Gues	st Sales 🗙													2
🐻 Set	Date Period	· 🕑 Refres	1											
'otal Gue	st Sales - For	All Recorded 1	ransaction									吕吕 Com	mon Links	\$
				Tota	al Guest Sales - I	For All Recorded Transa	iction						Print List	
												Lunn J		
	olumn header	here to group	by that column									-		
Drag a co SN	olumn header Bill No	here to group Rooms	by that column Guest Name	Telephone	Sponsor Name	Invoice Date	Last Billing Time	Rate	Gross Amount	Discount	SVC			d
and second	Bill No	and a second		Telephone 546576879	Sponsor Name SANI KEN	Invoice Date 26/Jun/2018 10:11 PM	Last Biling Time 15/Jul/2018 12:00 PM	Rate 10,300	Gross Amount N10,300.00		SVC	1	Export List To Exce	
SN	Bill No 9 464	Rooms	Guest Name SANI KEN			26/Jun/2018 10:11 PM	-				SVC	1		
SN 19	Bill No 9 464 0 465	Rooms RM103	Guest Name SANI KEN	546576879 +22phoneNo	SANI KEN	26/Jun/2018 10:11 PM	15/Jul/2018 12:00 PM	10,300	N10,300.00	N300.00	SVC	1	Export List To Exce	
SN 19	Bill No           9         464           0         465           1         466	Rooms RM103 RM101,RM20	Guest Name SANI KEN 2 JONAH JOHN ROCKWOOD JAMES	546576879 +22phoneNo	SANI KEN RISING COMPAN	26/Jun/2018 10:11 PM IY 14/Jul/2018 05:23 PM 14/Jul/2018 11:20 PM	15/Jul/2018 12:00 PM 15/Jul/2018 05:23 PM	10,300	N 10, 300.00 N20,000.00	N300.00 N0.00 N0.00	SVC	© Peric	Export List To Exce	el 
SN 19	Bill No           9         464           0         465           1         466           2         465	Rooms RM103 RM101,RM20 RM206	Guest Name SANI KEN 2 JONAH JOHN ROCKWOOD JAMES	546576879 +22phoneNo 5 00270893339	SANI KEN RISING COMPAN STARSHOME	26/Jun/2018 10:11 PM IY 14/Jul/2018 05:23 PM 14/Jul/2018 11:20 PM	15/Jul/2018 12:00 PM 15/Jul/2018 05:23 PM 14/Jul/2018 03:00 PM	10,300 20,000 20,000	N10,300.00 N20,000.00 N20,000.00	N300.00 N0.00 N0.00	SVC	© Peric	Export List To Exce	
SN 19 20 2 2	Bill No           9         464           0         465           1         466           2         465           3         464	Rooms RM103 RM101,RM20 RM206 RM101,RM20	Guest Name SANI KEN 2 JONAH JOHN ROCKWOOD JAMES 2 JONAH JOHN SANI KEN	546576879 +22phoneNo 5 00270893339 +22phoneNo	SANI KEN RISING COMPAN STARSHOME RISING COMPAN	26/Jun/2018 10:11 PM Y 14/Jul/2018 05:23 PM 14/Jul/2018 11:20 PM Y 14/Jul/2018 11:43 PM 26/Jun/2018 10:11 PM	15/Jul/2018 12:00 PM 15/Jul/2018 05:23 PM 14/Jul/2018 03:00 PM 14/Jul/2018 03:00 PM	10,300 20,000 20,000 10,300	N 10, 300.00 N20,000.00 N20,000.00 N10, 300.00	N300.00 N0.00 N0.00 N0.00 N0.00	SVC	© Peric	Export List To Exce	

#### **SSS or Security Report**

This interface provides detailed information about guest-related transactions and check-ins within a specified time frame, a report often requested by the State Security Service. To access the SSS (State Security Service) Report, follow these steps:

Step 1.

- Click on the "Reservation" menu.
- Navigate to "Reservation Report."
- Click to open the drop-down menu.
- Then, select "SSS Report."



#### Step 2.

- Select "Set Date Period" to open the date panel.
- Click on the small arrow to access pre-set date options.

- Choose your desired date from the available options.
- Click "Set" to confirm your selection.

	Front Office	Asset Managemer	nt Reservation Inventory	Account Re	port			
4 <b>2</b>	16 3	10 2		X	Z I	1		
uest In Gue House Listi Gu			ent Management • Listing Ke		departmental Consume Inventory ply/Service Per Room d Maintenance rs	Reservation Time Setup Report * Reports And Time Set	Links *	
SSS Report	x							
-	ate Period - 🔂 Re	feach						
ED SELD	ate Pellou - S Re	iresn						
All		-						
From: 0	1/01/1900	*	SSS Report - For	All Recorded	Transaction			
To: 1	3/10/2018	v						
			Address	Profession	Type Of ID	Date Of Birth	Nationality	Name Of S
Set	t	Close						
				PROGRAMER		26/Jun/1989 10:03 PM		
2	JONAH JOHN	RISING COMPANY	BY THE RIVER SIDE OFF NEW ROAD.	DOCTOR	NATIONAL ID CARD: 987654321		Nigeria	
600	JONAH JOHN ROCKWOOD JAMES	RISING COMPANY	BY THE RIVER SIDE OFF NEW ROAD.	A DECEMBER OF	NATIONAL ID CARD: 987654321		Nigeria	
3		RISING COMPANY	BY THE RIVER SIDE OFF NEW ROAD.	DOCTOR	NATIONAL ID CARD: 987654321	28/Feb/2010 09:30 PM	Nigeria	RM101,RM RM206
3	ROCKWOOD JAMES	RISING COMPANY		DOCTOR	NATIONAL ID CARD: 987654321	28/Feb/2010 09:30 PM 14/Jul/2018 11:17 PM	Nigeria	RM101,RM RM206
3 4 5	ROCKWOOD JAMES HASSAN JUMMY	RISING COMPANY		DOCTOR	NATIONAL ID CARD: 987654321	28/Feb/2010 09:30 PM 14/Jul/2018 11:17 PM 16/Jul/2018 02:56 PM	Nigeria	RM101,RM RM206 RM105,RM
3 4 5 6	ROCKWOOD JAMES HASSAN JUMMY BOB KING	RISING COMPANY	NO 4 PAINT HOUSE, EAST SIDE RIVER	DOCTOR	NATIONAL ID CARD: 987654321	28/Feb/2010 09:30 PM 14/Jul/2018 11:17 PM 16/Jul/2018 02:56 PM 20/Jul/2018 09:57 PM	Nigeria	RM101,RM RM206 RM105,RM RM101
3 4 5 6 7	ROCKWOOD JAMES HASSAN JUMMY BOB KING HASSAN JUMMY	RISING COMPANY	NO 4 PAINT HOUSE, EAST SIDE RIVER	DOCTOR LECTURER LECTURER	NATIONAL ID CARD: 987654321	28/Feb/2010 09:30 PM 14/Jul/2018 11:17 PM 16/Jul/2018 02:56 PM 20/Jul/2018 09:57 PM 24/Jul/2018 12:32 PM	Nigeria	RM101,RM RM206 RM105,RM RM101 RM203
3 4 5 6 7 8	ROCKWOOD JAMES HASSAN JUMMY BOB KING HASSAN JUMMY OLA GUY	RISING COMPANY	NO 4 PAINT HOUSE, EAST SIDE RIVER NO 4 PAINT HOUSE, EAST SIDE RIVER	DOCTOR LECTURER LECTURER	NATIONAL ID CARD: 987654321	28/Feb/2010 09:30 PM 14/Jul/2018 11:17 PM 16/Jul/2018 02:56 PM 20/Jul/2018 09:57 PM 24/Jul/2018 12:32 PM 22/Aug/2018 02:29 PM	Nigeria	RM101,RM RM206 RM105,RM RM101 RM203 RM101
3 4 5 6 7 8 9	ROCKWOOD JAMES HASSAN JUMMY BOB KING HASSAN JUMMY OLA GUY HASSAN JUMMY	RISING COMPANY	NO 4 PAINT HOUSE, EAST SIDE RIVER NO 4 PAINT HOUSE, EAST SIDE RIVER	DOCTOR LECTURER LECTURER	NATIONAL ID CARD: 987654321	28/Feb/2010 09:30 PM 14/Jul/2018 11:17 PM 16/Jul/2018 02:56 PM 20/Jul/2018 02:57 PM 24/Jul/2018 12:32 PM 22/Aug/2018 02:29 PM 22/Aug/2018 10:27 PM	Nigeria	RM101,RM           RM206           RM105,RM           RM101           RM203           RM101           RM101
3 4 5 6 7 8 9 10	ROCKWOOD JAMES HASSAN JUMMY BOB KING HASSAN JUMMY OLA GUY HASSAN JUMMY Emmanuel Jacob	RISING COMPANY	NO 4 PAINT HOUSE, EAST SIDE RIVER NO 4 PAINT HOUSE, EAST SIDE RIVER	DOCTOR LECTURER LECTURER	NATIONAL ID CARD: 987654321	28/Feb/2010 09:30 PM 14/Jul/2018 11:17 PM 16/Jul/2018 02:56 PM 20/Jul/2018 09:57 PM 24/Jul/2018 12:32 PM 22/Aug/2018 02:29 PM 22/Aug/2018 10:27 PM 22/Aug/2018 10:29 PM	Nigeria	RM101,RM           RM206           RM105,RM           RM101           RM203           RM101           RM101           RM101           RM101           RM101

You can print this list and also you can transfer it to excel.

	g	1 6 4	10 22		X	Z +	1= 0					
st Ir		est Inhouse Guest ng Bydate Group			House Interd	departmental Consume Inventory ply/Service Per Room	Reservation Time Setur	p Other Links *				
		est Operations			ccomodation An		Reports And Time Se					
S R	eport	×										
	Set D	ate Period + 🛞 Re	efresh									
		- For All Recorded Tr								BB Com	non Linke	
~	(aport	Torran Constant								Comm	non Linna	
	_			SSS Report - Fo	r All Recorded	Transaction		_			Print List	I
		mn header here to gr	oup by that column							4		J
S	1	Guest Name	Company Name	Address	Profession	Type Of ID	Date Of Birth	Nationality	Name Of Ser		Export List To Exc	c
100	1	SANI KEN			PROGRAMER		26/Jun/1989 10:03 PM	Nigeria	RM 103			
T.											d Setting	
	100	JONAH JOHN	RISING COMPANY	BY THE RIVER SIDE OFF NEW ROAD.	DOCTOR	NATIONAL ID CARD: 987654321	28/Feb/2010 09:30 PM		RM101,RM20	203 Fello	outong	
	2	JONAH JOHN ROCKWOOD JAMES	RISING COMPANY	BY THE RIVER SIDE OFF NEW ROAD.	DOCTOR	NATIONAL ID CARD: 987654321	28/Feb/2010 09:30 PM 14/Jul/2018 11:17 PM		RM101,RM20 RM206	(3) Period	Refresh List	
	2 3		RISING COMPANY	BY THE RIVER SIDE OFF NEW ROAD. NO 4 PAINT HOUSE, EAST SIDE RIVER		NATIONAL ID CARD: 987654321			100000000000000000000000000000000000000		The second s	
	2 3 4	ROCKWOOD JAMES	RISING COMPANY			NATIONAL ID CARD: 987654321	14/Jul/2018 11:17 PM		RM206		The second s	
	2 3 4 5	ROCKWOOD JAMES HASSAN JUMMY	RISING COMPANY		LECTURER	NATIONAL ID CARD: 987654321	14/Jul/2018 11:17 PM 16/Jul/2018 02:56 PM		RM206 RM105,RM20		The second s	
	2 3 4 5 6	ROCKWOOD JAMES HASSAN JUMMY BOB KING	RISING COMPANY	NO 4 PAINT HOUSE, EAST SIDE RIVER	LECTURER	NATIONAL ID CARD: 987654321	14/Jul/2018 11:17 PM 16/Jul/2018 02:56 PM 20/Jul/2018 09:57 PM		RM206 RM105,RM20 RM101		The second s	
	2 3 4 5 6 7	ROCKWOOD JAMES HASSAN JUMMY BOB KING HASSAN JUMMY	RISING COMPANY	NO 4 PAINT HOUSE, EAST SIDE RIVER	LECTURER	NATIONAL ID CARD: 987654321	14/Jul/2018 11:17 PM 16/Jul/2018 02:56 PM 20/Jul/2018 09:57 PM 24/Jul/2018 12:32 PM		RM206 RM105,RM20 RM101 RM203		The second s	
	2 3 4 5 6 7 8	ROCKWOOD JAMES HASSAN JUMMY BOB KING HASSAN JUMMY OLA GUY	RISING COMPANY	NO 4 PAINT HOUSE, EAST SIDE RIVER	LECTURER	NATIONAL ID CARD: 987654321	14/Jul/2018 11:17 PM 16/Jul/2018 02:56 PM 20/Jul/2018 09:57 PM 24/Jul/2018 12:32 PM 22/Aug/2018 02:29 PM		RM206 RM105,RM20 RM101 RM203 RM101		The second s	
	2 3 4 5 6 7 8 9	ROCKWOOD JAMES HASSAN JUMMY BOB KING HASSAN JUMMY OLA GUY HASSAN JUMMY	RISING COMPANY	NO 4 PAINT HOUSE, EAST SIDE RIVER	LECTURER	NATIONAL ID CARD: 987654321	14/Jul/2018 11:17 PM 16/Jul/2018 02:56 PM 20/Jul/2018 09:57 PM 24/Jul/2018 12:32 PM 22/Aug/2018 02:29 PM 22/Aug/2018 10:27 PM		RM206 RM105,RM20 RM101 RM203 RM101 RM102		The second s	
	2 3 4 5 6 7 8 9 10	ROCKWOOD JAMES HASSAN JUMMY BOB KING HASSAN JUMMY OLA GUY HASSAN JUMMY Emmanuel Jacob	RISING COMPANY	NO 4 PAINT HOUSE, EAST SIDE RIVER	LECTURER	NATIONAL ID CARD: 987654321	14/Jul/2018 11:17 PM 16/Jul/2018 02:56 PM 20/Jul/2018 09:57 PM 24/Jul/2018 12:32 PM 22/Aug/2018 02:29 PM 22/Aug/2018 10:27 PM 22/Aug/2018 10:29 PM		RM206 RM105,RM20 RM101 RM203 RM101 RM102 RM204		The second s	

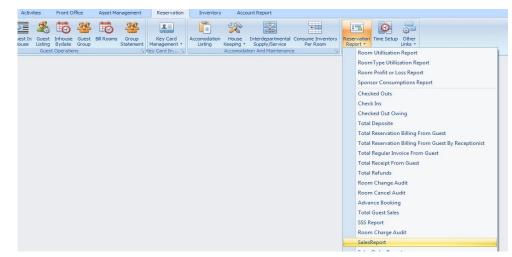
### **Sales Report**

This interface shows detail information about Sales Report for recorded transactions within a specified period of time. To access this report, follow these steps:

### Step 1.

To access the Sales Report, follow these steps:

- Click on the "Sales" menu.
- Navigate to "Sales Report."
- Click to open the drop-down menu, then, select "Sales Report."



## Step 2.

To set the date period, follow these steps:

- Select "Set Date Period" to access the date panel.
- Click on the small arrow to access pre-set date options.
- Choose the desired date from the available options.
- Click "Set" to confirm your selection.

Activitie	s	Front Office	Asset Mana	gement	Reservation	n Inventory					
φΞ (	T	6	6	S.	1		Se l	Z ·	1 -		
	Sues			Group	Key Card	Accomodation	House Interde	partmental Consume Invento			
	Gue	g Bydate Grou est Operations	p St	atement	Management * Key Card In		Keeping * Suppl Accomodation And	y/Service Per Room	Report * Reports And Tir	Links *	
SalesRep					lively conditions	21	Accomodotori And	Phan recircle rec		ne octop (a)	
-	-	and a second sec									
HE Set	Dat	te Period 🕶 🥵 I	Refresh	_							
All											
From:		/01/1900		*		SalesReport -	For All Recorded	Transaction			
To:		/10/2018		-							
1		1		pun	it Number C	Cash Amount	Credit Amount	Total Separate Receipt	Total Purchased	Total Paid	Total Debt
	Set		😢 Cla	se		N0.00	N42,150.00	N42,150.00	N42, 150.00	N42,150.00	NO.
	2 E	Emmanuel Jacob	520114454			N0.00	N496,000.00	N496,000.00	N496,000.00	N496,000.00	N0.
	3 1	OHN WATER	0856522258			N0.00	N477,300.00	N477,300.00	N477,300.00	N477,300.00	NO.
	4 3	NHOL YOL	369852147			N0.00	N3,500.00	N70,000.00	N3,500.00	N70,000.00	-N66,500.
	5 k	KELVIN JONES	23235585			N0.00	N494,400.00	N20,000.00	N494,400.00	N20,000.00	N474,400.
	6 0	DLA GUY	455686565			N0.00	N10,800.00	N10,800.00	N10,800.00	N10,800.00	N0.
	7 F	PHOENIX LTD		0110		N0.00	N271,212.00	N0.00	N271,212.00	N0.00	N271,212.
	8 F	OS Customer				N180.00	N0.00	N0.00	N180.00	N180.00	N0.
	9 F	RISING COMPANY	1234567	0109		N0.00	N182,800.00	N182,800.00	N182,800.00	N182,800.00	N0.
1	10 5	SANI KEN	546576879			N500.00	N211,040.00	N211,040.00	N211,540.00	N211,540.00	N0.
1	11 5	STARSHOME		0111		N0.00	N507,840.00	N507,360.00	N507,840.00	N507,360.00	N480.
T						N680.00	N2,697,042.00	N2,017,450.00	N2,697,722.00	N2,018,130.00	N679,592.
							and the second second				Edit E

You can print this list and also you can transfer it to excel.

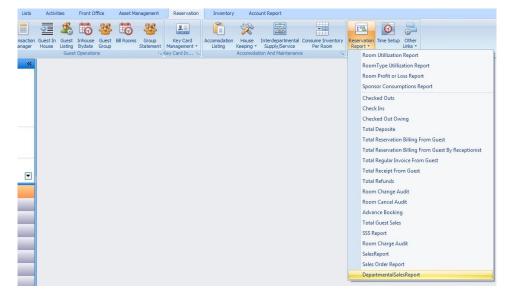
Activitie	es	Front Office	Asset Managemer	t Reservation In	iventory	Account Rep	port						
	T.	10 2	10 2		-	R	Z ·	1-1					
		Bydate Group	Bill Rooms Group Stateme	nt Management • List	ting Kee	eping * Supp	departmental Consume Inventory ply/Service Per Room	Reservation Time Setu Report *	Links *				
	Guest	t Operations		5 Key Card In 5	Aci	comodation An	d Maintenance 54	Reports And Time Se	tup 🕫				
SS Repo	ort 🗙	<											
E Se	t Date	e Period 🔹 🧭 Re	fresh										
SSS Rep	ort - Fi	or All Recorded Tra	ansaction								BB Com	mon Links	
													-
						All Recorded							
												Print List	
Drag a o	column	n header here to gr	oup by that column										J
Drag a o		n header here to gr uest Name	oup by that column Company Name	Address		Profession	Type Of ID	Date Of Birth	Nationality	Name Of Ser			Excel
SN	Gu							Date Of Birth 26/Jun/1989 10:03 PM		Name Of Ser		Export List To I	Excel
SN	Gu 1 SA	uest Name				Profession			Ngeria				Excel
SN	Gu 1 SA 2 JO	uest Name ANI KEN	Company Name	Address		Profession PROGRAMER	Type Of ID	26/Jun/1989 10:03 PM	Ngeria	RM103		Export List To I	
SN >	Gu 1 SA 2 JO 3 RC	uest Name ANI KEN DNAH JOHN	Company Name	Address	W ROAD.	Profession PROGRAMER DOCTOR	Type Of ID	26/Jun/1989 10:03 PM 28/Feb/2010 09:30 PM	Ngeria	RM103 RM101,RM20	© Peric	Export List To I	
SN >	Gu 1 SA 2 JO 3 RC 4 HA	uest Name ANI KEN DNAH JOHN OCKWOOD JAMES	Company Name	Address BY THE RIVER SIDE OFF NEV	W ROAD.	Profession PROGRAMER DOCTOR	Type Of ID	26/Jun/1989 10:03 PM 28/Feb/2010 09:30 PM 14/Jul/2018 11:17 PM	Ngeria	RM103 RM101,RM20 RM206	© Peric	Export List To I	
SN	Gu 1 SA 2 JO 3 RC 4 HA 5 BC	uest Name ANI KEN DNAH JOHN OCKWOOD JAMES ASSAN JUMMY	Company Name	Address BY THE RIVER SIDE OFF NEV	W ROAD.	Profession PROGRAMER DOCTOR LECTURER	Type Of ID	26/Jun/1989 10:03 PM 28/Feb/2010 09:30 PM 14/Jul/2018 11:17 PM 16/Jul/2018 02:56 PM	Ngeria	RM103 RM101,RM20 RM206 RM105,RM20	© Peric	Export List To I	
SN	Gu 1 SA 2 JO 3 RC 4 HA 5 BC 6 HA	uest Name ANE KEN DNAH JOHN OCKWOOD JAMES ASSAN JUMMY DB KING	Company Name	Address BY THE RIVER SIDE OFF NEU NO 4 PAINT HOUSE, EAST S	W ROAD.	Profession PROGRAMER DOCTOR LECTURER	Type Of ID	26/Jun/1989 10:03 PM 28/Feb/2010 09:30 PM 14/Jul/2018 11:17 PM 16/Jul/2018 02:56 PM 20/Jul/2018 09:57 PM	Nigeria	RM103 RM101,RM20 RM206 RM105,RM20 RM101	© Peric	Export List To I	
SN >	Gu 1 SA 2 JO 3 RC 4 HA 5 BC 6 HA 7 OL	uest Name ANE KEN ONAH JOHN OCKWOOD JAMES ASSAN JUMMY DB KING ASSAN JUMMY	Company Name	Address BY THE RIVER SIDE OFF NEU NO 4 PAINT HOUSE, EAST S	W ROAD. SIDE RIVER	Profession PROGRAMER DOCTOR LECTURER LECTURER	Type Of ID	26/Jun/1989 10:03 PM 28/Feb/2010 09:30 PM 14/Jul/2018 11:17 PM 16/Jul/2018 02:56 PM 20/Jul/2018 09:57 PM 24/Jul/2018 12:32 PM	Nigeria	RM103 RM101,RM20 RM205 RM105,RM20 RM101 RM203	© Peric	Export List To I	

### **Departmental Sales Report**

This interface provides a detailed report on the sales for each department, encompassing recorded transactions within a specified time frame. To access the Departmental Sales Report, please follow these steps:

#### Step 1.

- Click on the "Reservation" menu.
- Navigate to "Reservation Report."
- Click to open the drop-down menu.
- Then, select "Departmental Sales Report."



#### Step 2.

To set the date period, follow these steps:

• Select "Set Date Period" to access the date panel.

- Click on the small arrow to access pre-set date options.
- Choose the desired date from the available options.
- Click "Set" to confirm your selection.

n Guest House	In Guest	Inhouse G	Suest Bill Rooms	Group Statement	Key Card Management *	Accomodation	House Keeping *	Interdepartmental Supply/Service	Consume Inventory Per Room	Reservation Report *	Time Setup C	)ther hks *	
	Guest	Operations lesReport			Key Card In 5			on And Maintenance			nd Time Setup	Γ <sub>3</sub>	
		Period •											
T E	All	1/1900		J Dat		ientalSalesRe	eport - As A	t September 201	8 ToDate				
		0/2018		-	unt Number 0	Cash Amount	Credit Am	ount Total Ser	oarate Receipt	Total Purchase	d Total P	aid T	otal Debt
	🧭 Set		8	Close									

Select the preferred **Department** and click **Refresh List** button, then the report will be displayed.

Home Lists	Activit	lies Front Office	Asset Mana	gement Reserve	ation Inventor	Account Repo	rt							
heck In Advance Guest Booking + Booking +	Guest In House	Guest Operations	t Bil Rooms	Group tatement	d Accomodation	House Interde	Dartmental Consume Inventor //Service Per Room		Setup Other Links -					
lome «	Departo	mentalSalesReport (×)												
~	: 175 S	et Date Period * 🛞 R	Lefresh											
	Departmenta/Seles/Root - For All Recorded Transaction											BB Common Links		
Company	DepartmentalSalesReport - For All Recorded Transaction													
	0	column header here to c	and the second	1000			oraco manarcoon					Print List		
Department	Drag a	Customer Name	Phone	Account Number	Cash Amount	Credit Amount	Total Separate Receipt	Total Purchased	Total Paid	Total Debt		export List To Exce	l	
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tivities		10 STARSHOME		0111	N0.00	N507,840.00	N507,360.00	N507,840.00	N507,360.00	N480.00				
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# Step 4.

You can print this list and also you can transfer it to excel.

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3 3	JOHN WATER	0856522258		N0.00	N477,300.00	N477,300.00	N477,300.00	N477,300.00	N0.00	FRONT-OFFFICE
4 3	JOY JOHN	369852147		N0.00	N3,500.00	N70,000.00	N3,500.00	N70,000.00	-N66,500.00	
5 K	KELVIN JONES	23235585		N0.00	N515,000.00	N20,000.00	N515,000.00	N20,000.00	N495,000.00	🕹 Refresh List
6 0	OLA GUY	455686565		N0.00	N10,800.00	N10,800.00	N10,800.00	N10,800.00	N0.00	
7 P	PHOENIX LTD		0110	N0.00	N277,215.00	N0.00	N277,215.00	N0.00	N277,215.00	
8 8	RISING COMPANY	1234567	0109	N0.00	N182,800.00	N182,800.00	N182,800.00	N182,800.00	N0.00	
9 5	SANI KEN	546576879		N500.00	N211,040.00	N211,040.00	N211,540.00	N211,540.00	N0.00	
10 5	STARSHOME		0111	N0.00	N507,840.00	N507,360.00	N507,840.00	N507,360.00	N480.00	

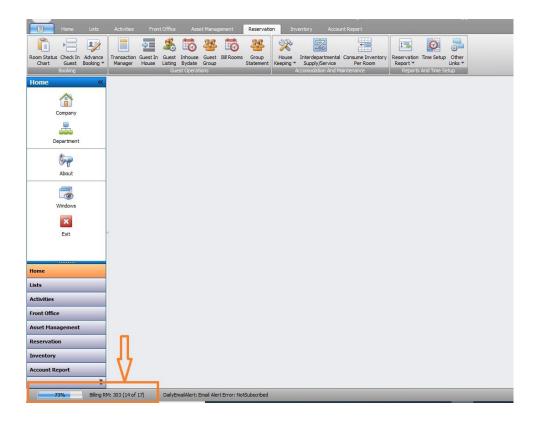
# **Other Links**

### **Correct Multiple Accommodation Billing**

This process automatically corrects accommodation billing that hasn't been processed due to glitches and reposts other billings appropriately. Refer to the steps below for guidance. **Step 1.** Navigate to **Reservation** menu, click on **Other Links** to have access to the drop down, then click on **Correct Multiple Accommodation Billing** link.

Home Lists	Activities	Front Offi	ce Assi	et Manager	ient	Reservation	Inve	entory Ao	count Report								
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**Step 2.** This process runs in the background without requiring your attention. However, you will be able to see the status bar if there are any corrections to be made.

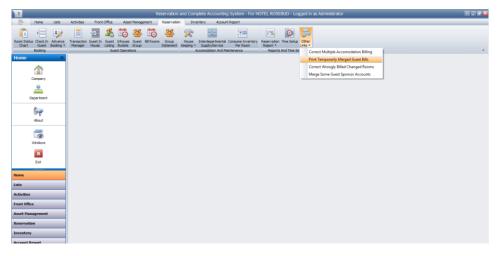


### **Print Temporarily Merged Guest Bill**

This will conduct a virtual merging of various guest transactions for printing purposes only. Individual transactions will not be altered. These are the steps to follow.

### Step 1.

Navigate to **Reservation** menu, click on **Other Links** to have access to the drop down, then click on **Print Temporarily Merge Guest Bills** link.



#### Step 2.

To obtain the guest **Bill Number**, go to the **Reservation** menu and click on **'Guest In-House**.' The second column displays the Bill Number. Identify the guests whose statements need merge. You can copy and note (destination guest bill number and the bill numbers you wish to merge). Within the merge interface, input or paste these copied bill numbers, ensuring separation by commas.

Inone Lats	ce Transaction Gue	use Listr		Di Rooma	Group H	eping . Su	Accurd Root						
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In the 'Specify Destination Guest Bill' section, enter the guest bill number to be printed with the relevant information. Check the **tax**, **discount** and **service charge**(SVC) if they are needed on the printout.

Asset Managemen	nt Reservat	on I	ventory Account Report		
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)	FATHER	ATHER	transactions will not be altered	00.00	Dr: 1,944,000.00
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	оти	AVOUR		00.00	Dr: 570,000.00
old,RM103	RAF	RAF		100.00	Dr: 1,902,000.00
Rdiamond,Rgolden	SAMSON	SAMSO	Specify Destination Guest Bill (a single guest bill please)	000.00	Dr: 2,950,000.00
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		- C	Print Guest Statement Print Guest Bill Close		

## Step 4.

Next, proceed to **print** the merged statement. This can be done by clicking either the '**Print Guest Statement'** button or the '**Print Guest Bill'** button.

uest Bill roup	Rooms Group Stateme		se Interdepartmental Consume Inventory Reservation Time Setup Other			
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3		10000			Dr: 2,950,000.00	
Rgolden	RAF SAMSON	SAMSO	Specify Destination Guest Bill (a single guest bill please)		000.00	

The print preview will be displayed; then, click on the printer icon to print the statement."

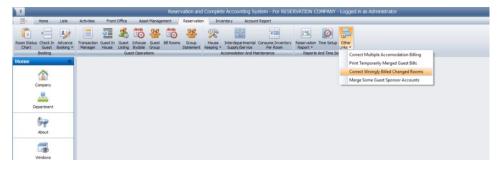
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Exit 8 15815 R	OLOWU EFE		
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ittes	01-0x-2402 201192 RM:103, Fer 1 Day 02-0x-2402 201192 RM:103, Fer 1 Day 54,000.00 C 03-0x-2402 201192 RM:103, Fer 1 Day 54,000.00 C 04-0x-2402 201192 RM:103, Fer 1 Day 05-0x-2402 201192 RM:103, Fer 1 Day		0.00 -35,000.00 0.00 -66,000.00 0.00 -97,000.00 0.00 -132,000.00 0.00 -167,000.00
ervation	06-Dec-2023 707185 R: 852, For 1 Day 06-Dec-2023 707186 R: enareld, For 1 Day 06-Dec-2023 7174 ONE ROOM	30,000.00 25,000.00 0.00	0.00 -30,000.00 0.00 -192,000.00 25,000.00 -167,000.00

### **Correct Wrongly Billed Changed Rooms**

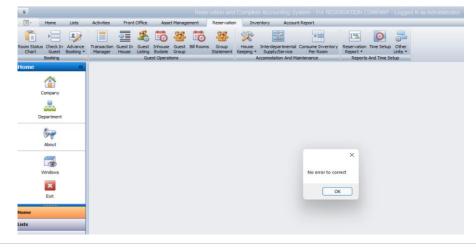
This action corrects any incorrect billing that may occur during the process of changing a room for a guest. To perform this action, follow these steps:

### Step 1.

Click on the **Reservation** menu, then navigate to **Other Links**, click to access the dropdown, and finally, click on '**Correct Wrongly Billed Change Rooms**.'



If there are any corrections needed in the record, this action will address them.



### Merge Some Guest Sponsor Accounts

Merging Some Guest Sponsor Accounts" involves consolidating multiple guest sponsor accounts into a unified entity. This process streamlines information and data, reducing redundancy and ensuring a more efficient management system. It aids in maintaining a cohesive and organized record of sponsorships within the system. Follow these steps to merge some account.

#### Step 1.

Navigate to **Reservation** menu, click on **Other Links** to have access to the drop down, then click on **Merge Some Guest Sponsor Account** link.

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<b>H</b> -	Home	Lists	Activities	Front	t Office	Asse	t Manag	ement	Reservation	n Inv	entory Accou	nt Report				
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Home	Booking Company epartment	**			Gu	est Operat	ions				Accomodation And N	lantenance	Reports	a And Time Sr	P	Context Multiple Accomodation Billing YrinT Temporanily Merged Guest Bills Context Wonsyly Billed Changed Rooms Merge Some Guest Sponsor Accounts
	About															
1	Windows															

#### Step 2.

Choose the guests whose accounts you want to merge, then select the **new target sponsor account** with which you want to merge. Lastly, click on **Perform Merge** button

Home Lists	Activities	Front Offi	ce Asset M	lanagement	Rese	rvation Inv	entory i	Account Report	11				-					
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(and		-						Spo	onsor Ac	count	: BUORO E	DWAR	D					
×		= Sponsor		-						122	RM205							
Exit	100	BUOK	,	EDWARD		13/09/2022	12802							0.0	000			
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Front Office				KEN	KA .	06/12/2023		EMPLOYER			RM405,RM406			60000.0		1.5		
	-	V NCAU	~	NEW		06/12/2023	13023		COF ACC	_	BWALA JO		DV	60000.0	000 140	10	-	
Asset Management		- Sponsor	ID: 1000					5001	SOF ACCO	Junta	DWALA JU	IN PA	KK					
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Account Report	2	Perform Merge																
	: 5	a																

# Step 3.

After the perform merge button has been clicked, there will a done message displayed on the screen, click OK button and proceed.

oom Status Check In Advan Chart Guest Booking Booking		Group House Interdepartment Statement Keeping * Supply/Service Accomodation And	Per Room Report	ton Time Setup C Lin orts And Time Setup	riks *				
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About	= Sponsor ID: 3368								
ALAUX.	GARBA	FRIDAY (AFBTE)		16/02/2021	7800 Self		RM407	32000.0000	
	GARBA	FRIDAY (AFBTE)	×	18/02/2021	7833 ExistingGuest		RM407	-3500.0000	
	= Sponsor ID: 5335								
Windows	HAYES	NECK	Done	20/09/2022	12894 Self		RM204	0.0000	
×	- Sponsor ID: 5341								
Exit	GEORGE	LUCKY	ОК	21/09/2022	12911 Self		RM306	0.0000	
CRI	- Sponsor ID: 5346								
me	C OKONEDO	IROGHAMA		22/09/2022	12918 Self	~	RM306	0.0000	
ane -	C OKONEDO	IROGHAMA		31/05/2023	15710 ExistingGuest		RM308	2000.0000	
ts	CKONEDO	IROGHAMA		01/06/2023	15719 ExistingGuest		RM306	4000.0000	
tivities	OKONEDO	IROGHAMA		01/06/2023	15720 ExistingGuest	¥	RM305	64000.0000	
	E Sponsor ID: 5351								
ont Office	DANGEL	HARLINA		23/09/2022	12929 Self	~	RM301,RM403	0.0000	
set Hanagement	DANEL	HARLINA		26/10/2022	13338 ExistingGuest		RM305	0.0000	
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	2. Select The New Target Sponsor Account:								
ventory			~						

# Step 4.

The merged guests will be grouped under one sponsor account, as shown in the picture below.

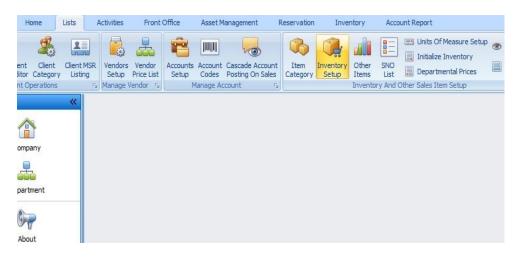
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		ADAG <mark>BUS</mark> I		EMMA		31	/08/2019	254	D ExistingGuest		R409	0.0000	2
67					Sponsor	Account: Al	DENIYI	BUSAY	0				
About		onsor ID: 2326											
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×					Sponsor	Account: B	USARI	HABEE	<u>B</u>				
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ome		onsor ID: 6420			Sponsor Accourt	te busines	SISTERS	SUR SU	TWARE				
ists		VICTOR		IBANICHUKA		06	/12/2023	1582	4 EMPLOYER		RM404	30000.0000	ADM3
ctivities		KALAGBU		KEN			/12/2023		S EMPLOYER		RM405.RM406	60000.0000	
		IRINOYE		RAPHAEL		06	/12/2023	1582	6 EMPLOYER		RM303	32000.0000	ADM3
ront Office				Spons	or Account: DUNU AM	ISELM (BA	LOGUN	BUSIN	ESS ASSOC	IATION)			
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eservation						#							3
	2. Select The	New Target Sponsor A	ccount:										
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## **Inventory Management**

#### Set up Inventory Item

Inventory setup is the process of modelling products in other to track quantity, sales, transfer, cost of goods sold, and consumption of every item in the inventory. To set up the inventory, follow these steps:

Step 1: Click on the "List" Menu and navigate to "Inventory setup" and click.



Step 2: Item listing will appear, and then click on the "Add New" button to add a new item.

Lists	Activitie	s Front Of	fice Asset Man	agement Reservation	Inventory	Account Report	
	t MSR Vende ting Setu	ors Vendor A	Accounts Account Ca Setup Codes Pa Manage Acco	osting On Sales Category	Inventory Setup		
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	Ref	resh 🙆 Add	New 🕒 Print Lis	t 🤹 Print Group List 🛛	Export To Excel	Per-Group Expor	t• 🔠 📰
						Iten	n Setup
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	1		FIVE ALIVE		22225	PACK	4carton,4pa
	1		LIPTON		49071	PACK	13pack
	1		SUGAR		25581	CUP	4bag
•	• <u>M</u>	ILK					

	e Add Øð Find ▼ Menu	- Concentration of	ining stores   c	-	ouncide parco.		
Item Name	1	I	🗌 Not In Use (In	Act	tive)		Item Picture
ar Code		[	🔽 Can Be Purcha	ased	ł		
tem Category		-	Is Taxable				
Sales Description			Same same		erial No. Manager	ment	
Purchases Description			Manage Expiration Can Be Sold				
/aluation Mode	WeightedAverage	-	Consumable W	Vitho	out Sales		
Inventory Location	1						
Inventory Type	RawmaterialAndProduct	-					
Stocking, Purchases	and Unit Sales Information						
Default Unit Of Measu	ure:			Sta	artup Stocking	) Dept:	
Average Cost Of"			-	Ind	comeAccount:		
Selling Price Of "			Ŧ	Co	st Of Goods So	old Acc:	
Define Package Un	its And Prices (e.g carto	on, dozen)					
PackageDescriptio	on	Bar Code	Allow Purcha	ise	Allow Transfer	Other Price Mod	des
*			8		8		

Step 3: Item Editor interface will be displayed;

- a. Type in the item's name
- *b.* Read in the bar code if the item has a bar code. Note: *Refer to barcode management setup immediately after the setup item.*
- c. Select Item Category (if the category of that item is not among the list, you can add more categories by clicking Add New and adding the name of the category you want to create.

	102000		u 🔹 🥩 Re Initiallize (			777
Item Name	JOH	IN FAVOUR		🔲 Not In Use (Ir	n Active)	
Bar Code	676	9765200		🔽 Can Be Purch	ased	
Item Category	1			📕 🔲 Is Taxable		
	]]]	Item Category Name	Item Category Code	Is A Fuel		
Sales Description		··· MILK	МК	Enforce Uniqu	ie Serial No. Manag	ement
		··· BEVERAGES	BE	🗆 Manage Expir	ation	
Purchases Description		··· DRINK	DR	Can Be Sold		
		··· WATER	HA	The second		
/aluation Mode		··· RESERVATION	RS	Consumable V	Without Sales	
Inventory Location	>	FOODS	FD			
inventory Type						
Stocking, Purchases						
biociarity, r archases					Startup Stocki	ng Dept:
Default Unit Of Measu					1	
				*	IncomeAccoun	t:
Default Unit Of Measu						
Default Unit Of Measu Average Cost Of "				*		
Default Unit Of Measu Average Cost Of " Selling Price Of "		+ Add New		Allow Purcha	Cost Of Goods	Sold Acc:

i. Fill the Item Category Name

- ii. Enter the "Item Category Code" like FD for food.
- iii. Select the default income account for the category.
- iv. Select the default "Cost of Goods Account".
- v. Select the default "Inventory Asset Account" for the item category (optional).
- vi. From the "Grant Permission to Role Based Security Roles" grid, check "Select All Roles" if you want all the users to have access to this product.
- vii. Click Save and Exit to close the item category form.

🖳 Item Editor			
🛛 🔚 Save 🔒 S	ave Add 🚳 Fin	d 🔹 Menu 🔹 🥩 Re Initialliza	e Opening Stock 🛛 🎟 Generate Barcode
Item Name	JOHN FAVOUR	TELES CREATER I SERVICE	=
Bar Code	6769765200	Item Category Listing	
Item Category		🔚 🕞 Save 🔒 Save Add	∂© Find • Menu •
Sales Description		Item Category Name Parent Item Category:	SOFT-DRINK
Purchases Descripti	n	Item Category Code	SD
Valuation Mode	WeightedAvera	Category Description	
Inventory Location	-	Default Income Account	
Inventory Type	RawmaterialAnd	Default COG Account	
Stocking, Purchas	es and Unit Sales Ir	Default Inventory Asset Accour	nt
Default Unit Of Me Average Cost Of "	asure:	Role Based Security Roles	Rebate Ranging
Selling Price Of "	Units And Prices	Colort All Dolor	ole Based Security Roles
PackageDescri		Role Groups	
Default Unit O	f Measure (Unit); Av Leach. It is the defa		

- d. Select the Inventory type
- e. Enter the "Default unit of Measure" i.e., bottle, sachet, card etc. Note: This is the lowest saleable unit of measure
- f. Select Start-up Stocking Dept
- g. Select Income Account
- h. Select Cost of Goods Sold Acc
- i. Type in the Average Cost Price
- j. Type in the Selling Price.

🖳 Iter	m Editor									
i 🖬 s	Save 📙 Save	e Ado	d 🐠 Find 🔹 Menu 🔹   🥩 Rel	Initiallize O	ening Stock	hut	Generate Barcode			
Item N	lame	СОК	A-COLA		🔲 Not In Use (In	n Act	tive)		Item Picture	
Bar Cod	le				🔽 Can Be Purch	asec	I			
Item C	ategory	SOF	T-DRINK	. *	🔲 Is Taxable					
Sales De	escription			*	-		erial No. Management			No image
Purchas	es Description			*	Manage Expir Can Be Sold					
Valuatio	n Mode	Weig	phtedAverage		Consumable \	Vith	out Sales			
Invento	ry Location									
Invento	ry Type	Prod	uct	÷						
Stock	ing, Purchases	and I	Init Sales Information							
Default	t Unit Of Measu	re:	BTL			St	artup Stocking Dept	STORE		
Averag	ge Cost Of 'BTL'				N40.00 -	In	comeAccount:	Sales		
Selling	Price Of 'BTL'				÷	Co	st Of Goods Sold Acc	Goods Sol	ld Cost Acc	
Define	e Package Un	its A	nd Prices (e.g carton, dozen)							
Pa	ckageDescripti	on		Bar Code	Allow Purch	ase	Allow Transfer Other	Price Modes		
> De > Pri so	ice At NO.00 ea	leasur ach. It	e (BTL); Avg. Cost: N0.00; Selling t is the default sales unit. It can be		V		v			
*							8			

Note: if you want the software to manage the expiration date.

- a. Then check the box "Manage Expiration", if not leave it unchecked
- b. If you want to define the package unit and price for this item e.g., carton, box, etc., then click on the empty second row of "Define Package Units and Prices" and fill it, else do not click.

Purd Manage An Extra Unit Of Measure Unit Of Measure Title Invec CARTON Interview Inte	Item N	ame	COKA-COLA	1 🗋	lot In Use (In /	Active)			Item Picture
St     12 v       Seling Price     Startup Stocking Dept.       Bar Code (If Any)     N40.00 v       Selin     N100.00 v       Can Be Sold V     Is Default Sales Unit       Bar Code     Allow Purchase       Allow Transfer     Other Price Modes	Item C Sales De Purch Valua	ategory escription Manage An I Jnit Of Measu	Extra Unit Of Measure		s Taxable s A Fuel inforce Unique 1anage Expirat Can Be Sold	Serial No. Managi	ement		No ima
Bar Code Allow Purchase Allow Transfer Other Price Modes	St Defi Ave	Selling Price	12 - 1100.00 -	•	N40.00 +	IncomeAccount	5	Sales	d Cost Acc
12 'BOTTLE' makes One 'CARTON'; Selling Price At N1         ✓         ✓	<i>d</i> . 12	ok 🛛		Bar Code t.	2		Other Pr	ice Modes	
Inventory Asset Inventory Asset · Warranty in month: Quantity On Hand 0	Reorder	Point	0	Re Stocking Level:	0				28/04/2018
Reorder Point         0         *         Re Stocking Level:         0         *         As Of         28/04/2018	ant Mar	haged By	Administrator				Total Stock		

V	V	Other Price Modes		
				*
		Quantity On Hand	42.	
0	C	Quantity On Hand	42.  28/04/2018	

c. Click on the "Quantity on Hand" and type in the current quantity of the item

d. And finally click Save to save all the set-up you made and exit

		🕘 Find 🔹 Menu 🔹 🥞 R		-		code			
Item <mark>Name</mark>	ZERC	COKE	1996	Not In Use (In				Item Picture	
Bar Code	_			Can Be Purcha	sed				
Item Category	SOFT	-DRINK		Is Taxable					
Sales Description Purchases Description				Manage Expira	e Serial No. Mana tion	gement			No
Valuation Mode		ntedAverage		Can Be Sold Consumable W	ithout Sales				
Inventory Location		24 - E							
Inventory Type	Produ		·						
		nit Sales Information			a		ED ONTE O		
Default Unit Of Meas		BTL			Startup Stock			JFFICE	
Average Cost Of 'BTL					IncomeAccou		Sales		
Selling Price Of 'BTL'	uits Ar	nd Prices (e.g carton, dozen)		N200.00 -	Cost Of Goods	Sold Acc:	Goods So	old Cost Acc	
PackageDescript			Bar Code	Allow Purchas	se Allow Transf	er Other Pi	rice Mode	S	
> Default Unit Of N Selling Price At N It can be sold	1easur 200.00	e (BTL); Avg. Cost: N100.00; each. It is the default sales unit.							
12 'BTL' makes O each. It can be s		RTON'; Selling Price At N1, 100.00	đ.	V	V				
*									
Inventory Asset	Inven	tory Asset 👻	Warranty in month	1:	\$	Quantity C	)n Hand	42.	
Reorder Point 0 + Re			Re Stocking Level:	0	¥	As Of		28/04/2018	
Last Managed By Administrator									

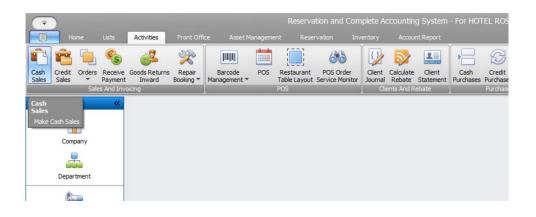
Note: You can click Save Add to add more items continually without closing the item editor.

# Cash and credit sales Invoice

These interfaces are utilized to record both cash and credit sales simultaneously, allowing for the generation of invoices. Additionally, receipts can be generated specifically for cash transactions. Cash sales pertain to transactions where customers make immediate payments, while credit sales are extended to trustworthy or loyal customers without immediate payment. Follow these steps to perform cash or credit sales

#### Step 1.

Navigate to the **Activities menu** and choose either **cash or credit sales**. The selected interface will then be displayed.



### Step 2.

Choose the client's name from the 'Client Account' drop-down if the client already exists. If the client is not listed, click on 'Add New' in the client account drop-down to add a new customer.

-		Cash	Invoice - Reservat	on and Complete Accou	nting System	1 - For TESTING2	2019 - Logged in as Adr
Home Lists	Activities Front	t Office Asset Management	Reservation	Inventory Account Repo	rt		
🛍 🖻 🐂 🗞	J 2	> IIII 🛅	66	🕖 😼 💵		6	2
Cash Credit Orders Receive Sales Sales T Payment	Goods Returns Repai Inward Booking	air Barcode POS Re g ▼ Management ▼ Tab	estaurant POS Orde ble Layout Service Mon			Credit Vendo s Purchases Journa	
Sales And Inv	oicing	POS	S	Clients And Rebate		Purchases And Ve	ndor
Home «	Cash Invoice						
	I 🕞 Save 🔒 Sav	we Add 🛛 🚳 Find 🔹 😓 Print	Invoice 😫 Print	🕘 InvNo: 🛛 🔕	RefNo:	30 Ref.Re	eceipt 💽 🔹
Company	Selling From	MainStore				Souce Of Stock	MainStore
	Client Account	<b>X</b>				Invoice Number	6108
	Client Balance	Full Name 🔺	Mode Current Bala	nce Phone Billing Addr	ess	Ref Receipt No	
Department	Name On Invoice	HOTELGUEST	Individual	N0.00		RefDocument	
â.			Individual	123456789	Ā	Last Modified By	Administrator
\$ <del>7</del>	Address		Individual			Invoice Slugan	
About	Invoice Date	OLAJUMOKE HAM: MSTR 1				Invoice Sidgen	
	Invoice Date			N0.00			
	Sales Officer	RAPHAEL JOHN: MSTR2	Individual			Service Charge	
Windows	Tax Item					Discount	<b>×</b>
×	Guest					Room No	
Exit	Invoice Detail						
	Item				Descri	ption	
Home	*						
Lists		Add New			4		
Activities							
Front Office		Add New Reco	rd To List				

After it opens, enter the customer's name and fill in all the necessary information on the form, then click 'Save'."

Front Office	Asset Management	h ea .	Inventory	_	nt Report	1	Ø			
st In Guest In use Listing B Guest		ave Add 🚳 Find	• Menu • 🔳 G	ienerate	MSR Code	-	-	-	-	(
Save Add	Name Reg. Department	JOHN MARK MainStore MSTR3		•	Group Customer Mode	General Individua	-	ge Client 🦳	•	Imaging Picture
nt 🔳	Parent Client Billing Address	*		×	Shipping Address		15 All Hould		Ă	No image data
ce	Contact Person Fax			V	Phone Email				Y	
29/11/2023 Administrat	Registration Date Prefered Currency Zone	29/11/2023		•	Specialization				Å V	Signature No image data
00	Credit Limit Client Jobs/Sub Cli Use this				Last Managed By	Administr		etting is mana	ged per	Sales Item Category
ail	Item Category	Applic	able Item Categorie		% Sponsorage		Select All	ments/Sales Po s IStore		ere Sponsorage Applies
	Opening Balance	Note: Input Po	sitive Opening bala	nce if th	As O		29/11/2 a negative valu		wing this	dient
N0.00	14 4 1	of 1	🕒 💥 🥒 🦉		_	_	_		_	🔀 Exi

## Step 3.

Select the item(s) to be sold from Invoice Detail grid and the quantity to be sold in "Qty" column.

Home Lists	Activities Fro	ont Office Asset Manage	ement F	Reservation Inv	entory Account Rep	ort					
Room Status Check In Advance Chart Guest Booking *	Transaction Guest Ir Manager House		Bil Rooms St	tatement Keeping *	Interdepartmental Cons. Supply/Service P	Per Room	Leservation Time Se Report * Reports And Tim	tup Other Links *			
Home «	Cash Invoice										
	1 🕞 Save 🔓	Save Add 🛛 👀 Find • 🔕	Print Invoi	ice 😣 Print + 🖉	N InvNo: 0	N RefNo:	(A) Ref.Re	eceipt 💽 -			
Company	Selling From	Store					Souce Of Stock	MainStore			
		JOHN MARK: MSTR3					Invoice Number	6108			
	Client Balance	N0.00					Ref Receipt No				
Department	Name On Invoice	JOHN MARK					Ref Document				
67	Address					*	Last Modified By	Administrator			
About						¥.	Invoice Slugan				
	Invoice Date	29/11/2023									
	Sales Officer	Administrator				1	Service Charge			Amount	N0.00
Windows	Tax Item	VAT			Amount 5775		Discount	<b>#</b> 1		Amount	N0.00
×	Guest	00					Room No			Table No	
Exit	Invoice Detail										
	Item		Pa	sckage	Qty	Descrip	tion		Rate	Amou	int
Home	COKE		PC	CS		1				N400.00	_
Lists	> FANTA			55		1				N350.00	
Activities											
Front Office											
Asset Management											
Reservation	Total Bill	N787.50			Amount Sponsor	ed N0.00		Expe	cted Payment N750.00		
Inventory	Payment Hetho	1			Payment Acco				rent Doc No		_

## Step 4.

For Cash Sales, choose the 'Payment Method' and 'Payment Account.' If it is a credit sale, you will not see the 'Payment Method' and 'Payment Account' options, as the customer is making a purchase without immediate payment.

Home Lists	Activities Fro	ant Office Asset Management	Reservation	Inventory Account Repo	rt						
om Status Check In Advance Chart Guest Booking *			Group Statement Keep	use Interdepartmental Consum	r Room	Reservation Time S Report *	etup Other Links *				
ome «	Cash Invoice X	1									
	and the second se	Save Add 🛛 👀 Find 🔹 😣 Print Is	woice 😣 Print	1+ 00 InvNa: 00	RefNo:	30 Ref.R	eceipt C	•			
Company	Selling From										
*		JOHN MARK: MSTR3				Invoice Number	6108				_
Department	Client Balance Name On Invoice	N0.00			_	Ref Receipt No Ref Document					
	Harre on phone	Artione			141	Last Modified By	Administrator				_
67	Address					Invoice Slugan					_
About	Invoice Date	29/11/2023									
	Sales Officer	Administrator				Service Charge	[			Amount	N0.00
Windows	Tax Item	VAT		Amount 175		Discount	10 E			• Amount	N0.00
×	Quest	00			100	Room No				Table No	-
Exit	Invoice Detail	(and )									
Est	Item		Package	Qty	Descrip	ption			Rate	Amox	nt
ame	COKE		PCS		1					N400.00	
sts	> FANTA		863		4					N350.00	
ctivities	•										
ont Office											
sset Management											
eservation					-						
wentory	Total Bill	N787.50		Amount Sponsore	d N0.00			Expected Payme	nt N750.00		
count Report	Payment Hethod Cash Payment Accous Cash				# Cash			Payment Doc No	6.		
		1 of 1 🕢 🕢 🙀	12								

### Step 5.

Click on the "Save" icon to save the transaction.

Room Status Oneck In Advance Chart Guest Booling* Booling	Guest In House	\$ 10 4	8 6	33	P.C. 5										
Chart Guest Booking * Manager	n Guest In House				*	2 -		1 0		5					
		Guest Inhouse Gu Listing Bydate Gro Guest Operations	up		Keeping * Supply	partmental Consume Inv /Service Per Roo Ibon And Maintenance		Reservation Time Se Report * Reports And Tim	Lini	5 <b>*</b>					
Home 《 Cash Invo	oice 🛞														
1 III S	ave 🔒 Sa	re Add 🛛 👀 Find	• 😫 Print In	woice 😣	Print • 🚳 InvNo	x 🔍 🙉 Refl	Vo:	00 Ref.Re	eceipt	۲	•				
Company Selling F	From N	lainStore						Souce Of Stock	MainS	ore					
	ccount	JOHN MARK: MSTR	13					Invoice Number	6108						
Cient As	lance	0.00						Ref Receipt No							
Department Name On	Invoice D	OHN MARK						Ref Document							
Address Address							4	Last Modified By	Admin	strator					
About Invoice D	Date 2	9/11/2023					7	Invoice Slugan							
Sales Offi	ficer A	dministrator						Service Charge	-					Amou	nt N0.00
Windows Tax Item	v	AT			Amount	37.5		Discount	8					• Amou	nt N0.00
Guest	6	10					*	Room No	[					Table	No
Exit Invoice	Detail														
Home COKE				Package PCS		Qty	Descri	ption					Rate		nount
EANT				PCS			1					_		N400.00 N350.00	_
Lists				100			•							163.30.00	
Activities															
Front Office															
Asset Management															
Reservation	-					1							fine and		
Inventory Total Bil		87.50				Amount Sponsored NO						pected Payment	N750.00		
Account Report Paymen	nt Method	Cash				Payment Accour Ca	sh				Pa	syment Doc No			_
: 22.34	1	of 1	۵ 🕺	1											

# Step 6.

Now, to print out the transaction invoice, click on "Print Invoice" or "Print" to explore other print options

rders Receive Payment Soles And Invo	Goods Returns Re Inward Book	pair Barcode ing * Management *	Table POS	Layout Serv		Journal R	alculate 0	client ( tement Pu	Cash O rchases Pur	redit Vend thases Journ thases And V	or Goods Return al Outward		prove Check Is * Bils *	Journal	ManageUnused Sales O Auto Bil Untraceable Cli Interdepartmental Tran Others
ent i t is s	Selling From	Reservation Item List ave: Add    Among Temperature   Add   Among Temperature     Among Temperature	• 😣 Print In	voice	Print • @ Print Invoi Print Invoi Print Invoi Print Invoi Print POS Print Servi Print Invoi Print Invoi Print Invoi Print Wayl Print Reci	ice For Curr ice For Curr ice For Curr ice With Mu Invoice ice With Mu Invoice ice On A4 L ice For Sele bill spt For Cast	rent Transac rent Transac ultiple Co.A etterhead cted Group	ction In A5 I ction In A5 I ddresses In	andscape Portrait A4	All Ref.F     FStock     Number     ept No     ument     dified By     Slugan     Charge	Administrator			•	Amount N0.00 Amount N0.00 Table No
ent	Invoice Detail Item Core FANTA  Total Bill	N787.50		Padkage PCS PCS		Qt	Y mount Spons	1	Description			Expected F	Rate	N409.0 N350.0	

POS printer preview is one of the options

ng		File View	Background					-
Cash Invoice 🛞		1 80 🙈 💺	888	Q S- ₩ Q Q	111% 💌 🔍		▶ ▶  ₽- •	· ·
🔒 Save 🔒	Save Add 3 Find						1	<u> </u>
Selling From	MainStore			/				
Client Account	JOHN MARK: MST				в			
Client Balance	N0.00			16	STING			
Name On Invoice	JOHN MARK				, ABA, ABA, 1123455			
					LES RECEIPT			
Address				Ma	IN 5107C			
Invoice Date	29/11/2023							
				Invoice No.: 6772				
Sales Officer	Administrator							
Tax Item	VAT				023 03:21:PM \rk - Mstr3			
Guest	00			Description	Rate	Amt		
nvoice Detail	-			1 PCS COKE	N400.00	N400.00		
Item				1 PCS FANTA Gross:	N350.00	N350.00		R
COKE				VAT: N37.50		11130.00		
FANTA					unt: N787.50			
*				Amount Paid: N787.50	UIN. 14787.30			
*				Terminal Oper	ator: Administrator			
				Thanks and	Please Call Again			

A4 printer preview is one of the options

Scale Margins Orientation Size Page Setup	Thumbnails Bookmarks Editing First Previous Fields Page Page Navigation	Page Page	pom Out Zoom Zoom 1	In Page Color Watermark	Export E-M To T As Export
		SALES RECEIPT			
	Phone: 1123455 Email: demo@demo.con Name: JOHN MARK Address: Phone:	Date: November Acc. No: MSTR3	No: 6112 29, 2023		
	SN Quantity Description	Rate	Amount		
	1 lpos COKE: 2 lpos FANTA:	N400.00 N350.00	N400.00 N350.00		
		SubTotali:	N750.00 1975 50		
	Inv. Balance:	N787.50(Paid) Tax Amount:	N37.50		

A5 printer preview is one of the options

scale Margins Page	▼ ▼ Fields Page	Previous Next Last Page Page Page	Com	Page Color Watermark
		<b>^</b>		
	В		EW CITY, CITY2, New own, ABA	
	Phone: 1123455; Email: demo@demo.con Date: 29 November, 2023 3:21 PM		Invoice No: 6112	
	Name: JOHN MARK Address:	Ref Doc.: Phone: Acc. No: M	ISTR3	
	SN Quantity Description		Rate Amount	
	1 1pcs COKE: 2 1pcs FANTA:		400.00 N400.00 350.00 N350.00	
		HOID		
	Inv. Balance:		N750.00	
	and the second se	Tax Amount:	N37.50 N787.50	
	Amount in such a site in the second			
	Amount in words: Seven Hundred Eighty Seven nair		Administrator	
	Customer Sign Cashier Sign			
	Printed 30/11/2023 1		Page 1 of 1	

Note: The print button offers various formats; feel free to explore them.

For more information on the account report, please refer to the 'Account/Report' section on the <u>support</u> page.



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