

User Manual

PENTASOFT CONSULTANCY SERVICES

**PentaHMS
Hotel Management System**

Version 1.0

22nd September, 2008

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1. PRIMARY DATA

1.1 How to Add a New Room

| | |
|--------------------|-------------------------------------|
| Screen Path | Reservation → Master → Rooms |
| Screen Name | Rooms |

Description

The Room screen is used to Add a New room and to modify the existing details of the room.

Screen Display

Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a search will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

- **Room Number:** Enter the Unique Room Number and should be a unique.

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- **Room Name:** Enter the Room Name, a short description of the Room which you like add in the hotel.
- **Category:** Enter the appropriate category of the room E.g. Ordinary etc.
- **Floor:** Enter Floor on which room resides E.g. 1 or 2.
- **Location:** Select the appropriate location by clicking on the search button.
- **Status:** Check status of the room between “open to all” and “reserved for VIP”.

Finally when all the details of the room have been enter click on “Save” button to save the record.

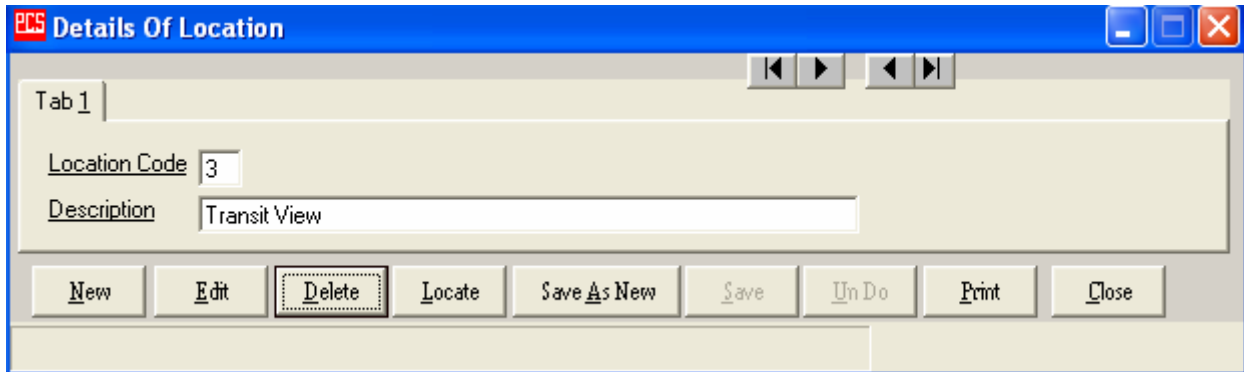
1.2 How to Add a new Location

| | |
|--------------------|---|
| Screen Path | Reservation → Master → Locations |
| Screen Name | Locations |

Description

The Locations Screen is used to add a new location in the hotel and also edit/modify the exiting locations in the hotel.

Screen Display



Steps and Field Explanation

Click on the “Locate” button to Edit/Modify the existing records, a browser will be displayed, you can select appropriate data by entering and once desired data is shown, Click on “Accept” button then the selected details will be loaded in the Screen.

To edit the selected data click on the “Edit” button the data now can be Edited/Modified. Once the Required changes have been made Click on “Save” button to save the changes, and to revert the changes by clicking on “Undo” button.

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Close the screen by clicking on “Close” button after the completing the task.

Click on “New” button to add a new record in the screen.

- **Location Code:** Enter location code as desired and it should be unique.
- **Description:** Enter the Description of the location and it is mandatory.

Finally when all the details of the have been enter click on “Save” button to save the record.

1.3 How to add a new Client

| | |
|--------------------|--------------------------------------|
| Screen Path | Reservation → Master → Client |
| Screen Name | Client |

Description

The Client Information screen is used to capture the details of the client. Client Information is used at various levels in the hotel. It is also used to store the plans and charges offered to different clients.

Screen Display

Steps and Field Explanation

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Click on the "Locate" button to Edit/Modify the existing records, a search will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

- **Client Code:** Enter the Client code as desired and it should be unique and it is mandatory.
- **Client Name:** Enter the Client Name as desired and it is mandatory.
- **Client Address:** Enter Client detailed client address, this can be used to communicate with the clients.
- **Reference given by:** Enter details of the person/organization that has referred the client to the hotel.
- **Contact Person:** Enter the name of the person at the client place for contact.

Click on Tab 3 to record plan, charges and discounts given to the client.

- **Plan:** Select the appropriate Plan by clicking search button.
- **Package Rate:** Enter the Package rate as applicable and as decided for the client.
- **Food Discount:** Enter the food discount if applicable and as decided for the client.
- **Tariff Discount:** Enter the Tariff Discount as applicable and as decided for the client.
- **Special Tariff:** Check whether the customer is eligible for the special tariff as

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decided for the client.

- **Special Discount:** Enter if any special discount the customer is eligible for.

Finally when all the details of the have been enter click on "Save" button to save the record.

1.4 How to Enter Flight Schedules

| | |
|--------------------|--|
| Screen Path | Reservation → Master → Flight Scheduler |
| Screen Name | Airline Scheduler |

Description

The Flight Scheduler screen is used to record the details related to Airlines and there flight Schedules. It also records the information related to flights like source, destination, days on which flights are available and also the fares of the route.

Screen Display

Tab 1 | Tab 2

Air Code: INDIAN AIRLINES

Source: BOMBAY

Destination: BANGALORE

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Sunday:

First Class Fare: .00

Business Class Fare: .00

Tourist Class Fare: .00

| Flight Information | | | | | |
|--------------------|---------------|-----------|--------------|--------|-------------|
| | Flight Number | Departure | Arrival Time | Source | Destination |
| * | | | | | |

New Edit Delete Locate Save As New Save Undo Print Close

| | | | |
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Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a search will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

- **Air Code:** Select the Airlines by clicking on the search button in the air code field and it is mandatory.
- **Source:** Select the source location of the Airlines by clicking search button and it is mandatory.
- **Destination:** Select the destination location of the Airline by Clicking search and it is mandatory.

Select the flight operating Days between Monday to Sunday, check the appropriate day on which flights are operated.

The Fare can be entered in First class Fare, Business Class fare and Tourist class fare as applicable to the airlines provided respectively.

Enter the Flight Information of the airline like Flight Number, Departure time and Arrival Time as required.

Finally when all the details of the have been enter click on "Save" button to save the record.

1.5 How to Add Hotel Charges

| | |
|--------------------|---------------------------------------|
| Screen Path | Reservation → Master → Charges |
| Screen Name | Charges Details |

Description

The charges code, Description with applicable amount of the charges involved in the hotel can be added, modified from the Charges details screen.

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Screen Display

The screenshot shows a software window titled "PCS Charges Details". The window contains a form with the following fields and values:

- Charge Code:** 99
- Description:** EXTRA BED CHARGES
- Charges:** 400.00
- Applicable Date:** 01/10/1995 (DD/MM/YYYY)
- Luxury Charges:** 4.00
- Form:** P

At the bottom of the window, there is a toolbar with the following buttons: New, Edit, Delete, Locate, Save As New, Save, Undo, Print, and Close. The "Locate" button is highlighted with a dashed border.

Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a search will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

- **Charge Code:** Enter the Charge code as desired and it is mandatory.
- **Description:** Enter the Charge Name in the Description Field and it is mandatory.
- **Charges:** Enter the applicable charges to the charge created and it is mandatory.
- **Applicable Date:** Enter the applicable date for the charges from the date it is applicable and it is mandatory.

Enter the Luxury charges if any applicable to the charge which you are creating and also the Form type as applicable.

Finally when all the details of the have been enter click on "Save" button to save the record.

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1.6 How to Add a new Plan

| | |
|--------------------|-------------------------------------|
| Screen Path | Reservation → Master → Plans |
| Screen Name | Plans Details |

Description

The various plans can be recorded, modified in the plan screen which are running in the hotel.

Screen Display

Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a search will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

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- **Plan code:** Enter the plan code sequentially and should be unique and it is mandatory.

Charge Code: Enter the Charge code as created in the Charges screen if you like to tag with the existing or the new plan which you about to create.

- **Description:** Enter the Name of the plan in the description field and it is mandatory. Plan Amount: Enter the plan amount.
- **Room Rent:** Enter the room rent as applicable to the plan and it is mandatory.

Enter the Luxury Tax Amount, Food Amount and Food Discount as applicable in the respective fields.

Finally when all the details of the have been enter click on "Save" button to save the record.

1.7 How to Add Car/Coach Hire charges

| | |
|--------------------|--|
| Screen Path | Reservation → Master → Car/Coach Hire Charges |
| Screen Name | Car/Coach Hire Charges |

Description

The Car/Coach Hire charges screen is used to capture all the charges of the Air/Coach Hire Charges.

Screen Display

The screenshot displays the 'Car/Coach Hire Charges' screen. The form contains the following data:

| | |
|----------------------------|---------------------|
| Type | LOCAL LIMITS |
| Type Code | LT2 |
| Vehicle | CAR0001 |
| Area | CHARGE (RS 1200.00) |
| Fixed / Minimum Charges | 1200.00 |
| Fixed / Minimum Hours | 8 |
| Fixed / Minimum Kilometres | 80.00 |
| Extra Hours | .00 |
| Extra Kilometers | .00 |
| Extra Hour Rate | .00 |
| Extra Kilometer Amount | .00 |

Buttons at the bottom: New, Edit, Delete, Locate, Save As New, Save, Undo, Print, Close.

| | | | |
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Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a search will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

- **Type:** Select the appropriate type by clicking on the search button. Type is type of travel like Local limits, out station etc. and it is mandatory.
- **Type Code:** Enter the Type Code as desired and it is mandatory.
- **Vehicle:** Select the appropriate vehicle from the search provided.
- **Area:** Select the appropriate charges from the search provided.

Enter the details related to the charges and kilometers traveled as desired in the fields given Fixed Charges or Minimum Charges, hours and kilometers.

Finally when all the details of the have been enter click on "Save" button to save the record.

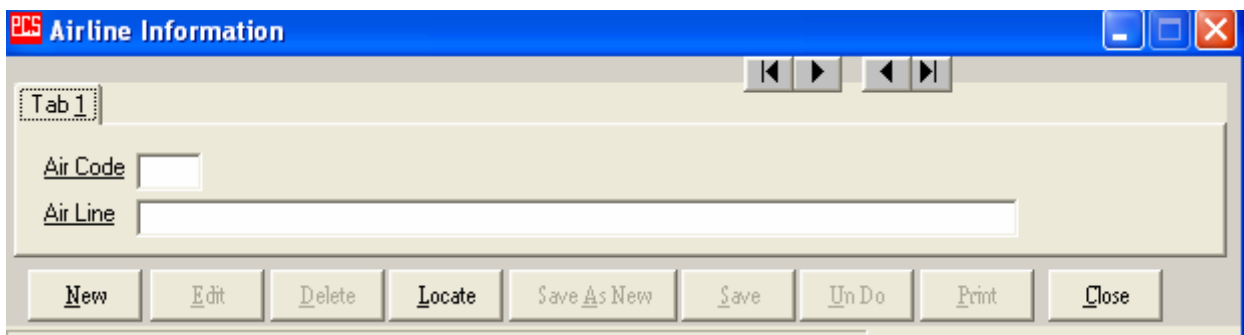
1.8 How to Add a new Airline

| | |
|--------------------|---------------------------------------|
| Screen Path | Reservation → Master → Airline |
| Screen Name | Airline Information |

Description

Airline information can be added, modified in the Airline information screen.

Screen Display



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Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a search will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

- **Air Code:** Enter the Air Code, Unique and it is mandatory.
- **Air Line:** Enter the Airline name in the Airline field and it is mandatory.

Finally when all the details of the have been enter click on "Save" button to save the record.

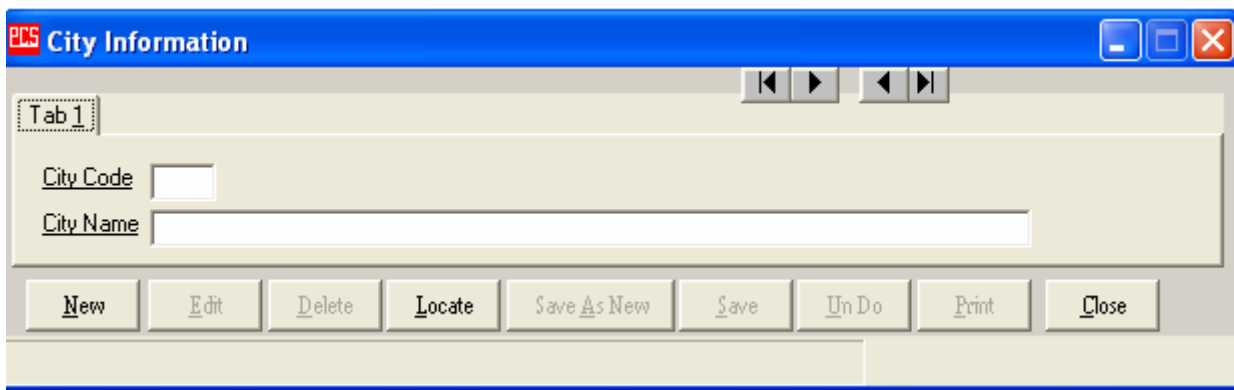
1.9 How to Add City

| | |
|--------------------|------------------------------------|
| Screen Path | Reservation → Master → City |
| Screen Name | City Information |

Description

City Names can be added modified from the city master.

Screen Display



Steps and Field Explanation

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Click on the "Locate" button to Edit/Modify the existing records, a search will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

- **City Code:** Enter the city as desired and it is mandatory.
- **City Name:** Enter the City Name you like to add and it is mandatory.

Finally when all the details of the have been enter click on "Save" button to save the record.

1.10 How to Add Vehicle

| | |
|--------------------|---------------------------------------|
| Screen Path | Reservation → Master → Vehicle |
| Screen Name | Vehicle Information |

Description

Vehicle Information can be added modified in the vehicle master. Vehicle master also stores information such as of the vehicle number, Insurance and RTO details.

Screen Display

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Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a search will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

Vehicle Type: Enter the Vehicle Type as desired.

- Vehicle ID Number: Enter the Vehicle ID Number as desired and it is mandatory.

Enter the other details of vehicle in vehicle Name, Vehicle registration Number and RTO Tax details in the field provided respectively.

Finally when all the details of the have been enter click on "Save" button to save the record.

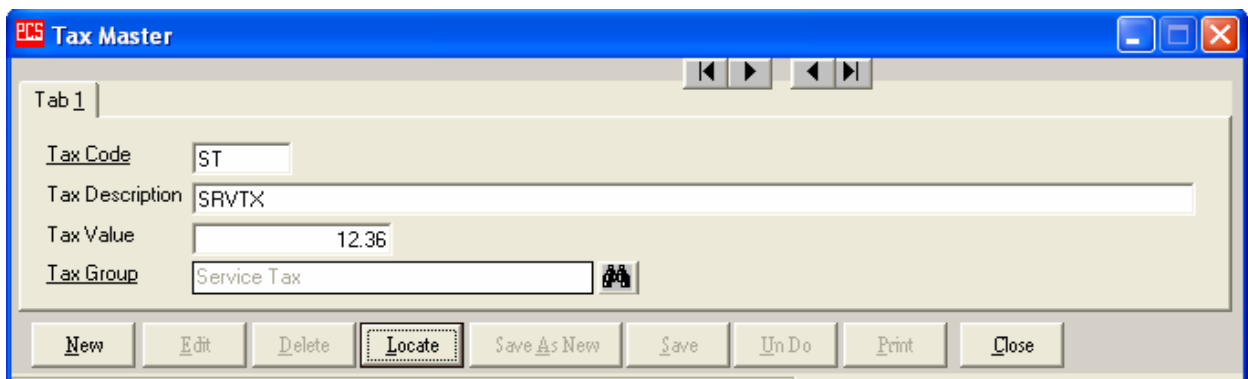
1.11 How to add Tax Master

| | |
|--------------------|-----------------------------------|
| Screen Path | Reservation → Master → Tax |
| Screen Name | Tax Master |

Description

In Tax Master the Tax details such as tax code, tax description, tax percentage and applicable tax group can be added modified as required.

Screen Display



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Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a search will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

- **Tax Code:** Enter the Tax code as desired it should be unique and it is mandatory.

Tax Description: Enter the Tax Description as required.

Tax Value: Enter the applicable Tax Percentage in the Tax Value.

- **Tax Group:** Select the Tax Group from the search besides Tax Group field and it is mandatory.

Finally when all the details of the have been enter click on "Save" button to save the record.

1.12 How to Add Item in the Master

| | |
|--------------------|---|
| Screen Path | Reservation → Master → Item Master |
| Screen Name | Item Master |

Description

In the Item master all the items in the hotel can be stored modified. Item master also contains detailed such as item rates, item type, various rates and tax applicable on it.

Screen Display

| | | | |
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Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a search will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

- **Item Code:** Enter the Item Code as desired it is unique and it is mandatory.
- **Item Description:** Item Name in the Item Description and it is mandatory.
- **Services:** Select the Service form the search besides Service field and it is mandatory.
- **Item Type:** Check whether the Item is belongs to billable Item or Service Item in the Hotel and it is mandatory.

Enter the Rates required in the Rates fields, you can specify various rates like rate, restaurant rate and room rate respectively, and also select the appropriate the Tax Applicable to this item.

Finally when all the details of the have been enter click on "Save" button to save the record.

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1.13 How to Add Banquets

| | |
|--------------------|--|
| Screen Path | Reservation → Master → Banquet Menu |
| Screen Name | Banquet Menu |

Description

Banquet details are stored in the Banquet menu you can add modify them as required. You can define type of the item, name, description and rates in the Banquet menu.

Screen Display

The screenshot shows the 'Banquet Menu' application window. The title bar reads 'PCS Banquet Menu'. Below the title bar is a tab labeled 'Tab 1'. The main area contains a form with the following fields and controls:

- Entry Type:** Three radio buttons for 'Hall', 'Babquet Item', and 'Extra Item'.
- Item Code:** A text input field.
- Item Description:** A larger text input field.
- RATE:** A text input field with a value of '.00'.
- Special Rate:** A text input field with a value of '.00'.
- SplitRate1:** A text input field with a value of '.00'.
- SplitRate2:** A text input field with a value of '.00'.
- Minimum Person:** A text input field.
- Person For All:** A text input field.
- Tax:** A text input field with a small icon to its right.

At the bottom of the window is a toolbar with the following buttons: 'New', 'Edit', 'Delete', 'Locate', 'Save As New', 'Save', 'Un Do', 'Print', and 'Close'.

Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a search will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

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Click on “New” button to add a new record in the screen.

- **Entry Type:** Check desired the type from Hall, Banquet Item and Extra Item and you have to select one.
- **Item code:** Enter the Banquet code in the Item code field and it is mandatory.
- **Item Description:** Enter the Banquet Name in the Item Description filed and it is mandatory.
- **Rate:** Enter the applicable rates of the items in the Rate, Special rate, split rate1 and Slit rate2 Field respectively.

Minimum Person: Enter the Minimum Person required for booking the banquet

Person for All: Enter the Person allowed.

Tax: Select the Tax from the search besides Tax field.

Finally when all the details of the have been enter click on “Save” button to save the record.

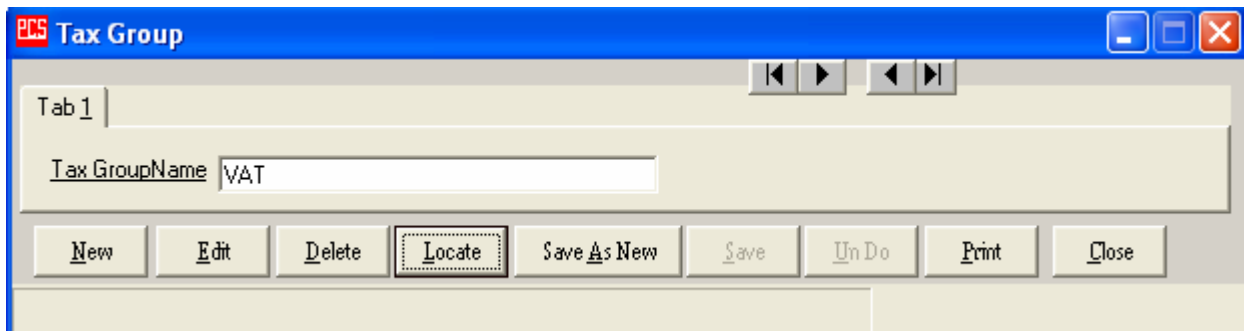
1.14 How to Add Tax Group

| | |
|--------------------|---|
| Screen Path | Reservation → Master → Tax Group |
| Screen Name | Tax Group |

Description

The Tax groups are used to group the taxes applicable; you can add modify the groups from the Tax group master.

Screen Display



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Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a search will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

- **Tax Groupname:** Enter the tax group name.

Finally when the data as been entered click on "Save" button to save the record.

1.15 How to Add Travel Type

| | |
|--------------------|---|
| Screen Path | Reservation → Master → Travel Type |
| Screen Name | Travel Type Details |

Description

The Travel Type can be added and modified from the Travel Master.

Screen Display



Steps and Field Explanation

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Click on the "Locate" button to Edit/Modify the existing records, a search will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

- **Type:** Enter the Travel Type E.g. Drop.

Finally when the data as been entered click on "Save" button to save the record.

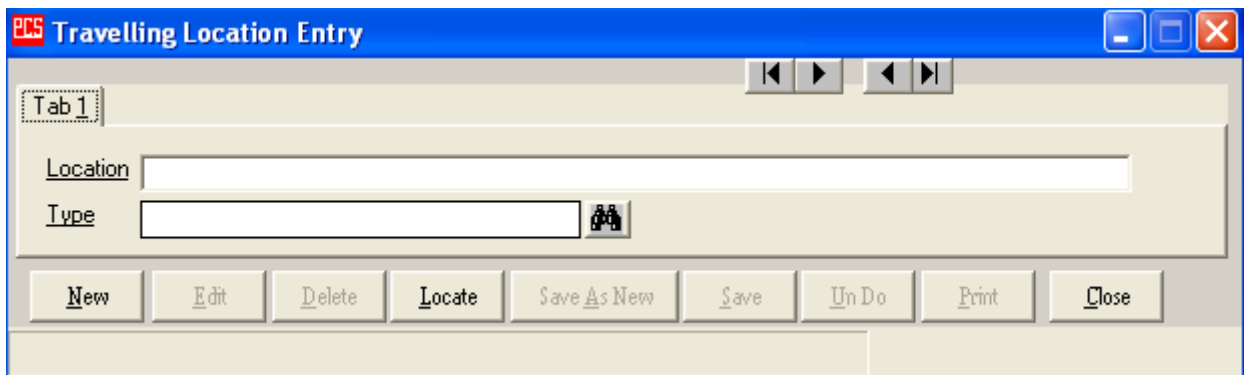
1.16 How to Add Travel Location

| | |
|--------------------|---|
| Screen Path | Reservation → Master → Travel Location |
| Screen Name | Travelling Location Entry |

Description

The Traveling Location can be added modified from the Travel location master and also the Type of the travel can also changed.

Screen Display



Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a search will be displayed,

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you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

- **Location:** Enter the location of the Travel as desired and it is mandatory.
- **Type:** Select the appropriate Type from the search besides the type field and it is mandatory.

Finally when all the details of the have been enter click on "Save" button to save the record.

1.17 How to Add Conference

| | |
|--------------------|--|
| Screen Path | Reservation → Master → Conference |
| Screen Name | Conference Party Entry |

Description

The Conference party entry screen stores details regarding the conference party into hotel. It also stores the contact details of the person/organization booking it.

Screen Display

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Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a search will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

- **Code:** Enter the code for the conference entry as desired and it is mandatory.
- **Name:** Enter the name of the person/organization for which the conference is being booked and it is mandatory.
- **Address:** Enter the address of the person/organization and it is mandatory.
- **Contact Person:** Enter the Contact person name of the organization and it is mandatory.

Special Rate: whether special rate is applicable to the Conference party.

Finally when all the details of the have been enter click on "Save" button to save the record.

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1.18 Head count in the hotel

| | |
|--------------------|---|
| Screen Path | Reservation → Master → Data Entry Form |
| Screen Name | Employee Details |

Description

Data Entry Form is used to record the number of employees with segregated between gender and profile.

Screen Display

Steps and Field Explanation

Edit: Click on Edit button to edit/modify the existing data in the form.

Enter the Employee data as per skill set given, and once required data is entered click on the "Save" button to save the data.

2. HMS TRANSACTION

2.1 How to do Reservation

| | |
|--------------------|---|
| Screen Path | Reservation → HMS Transaction → Room Reservation |
| Screen Name | Reservation Screen1 |

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Description

Room Reservation is used to reserve and maintain the details of the rooms for the guest.

Screen Display

The screenshot shows a window titled "Reservation Screen1" with a blue title bar. The main content area is a light gray form with the following fields:

- Suites(Y/N):** A dropdown menu with "NO" selected.
- From Date:** A date picker showing "25 09 2008".
- To Date:** A date picker showing "25 09 2008".
- No Of Rooms:** A text input field containing the number "1".
- Confirmed:** An empty text input field.
- Waiting List:** An empty text input field.
- Occupancy:** A group box containing two radio buttons: "Single" and "Double".

Steps and Field Explanation

Suites(Y/N): Select whether the room reservation is for Suites Yes or No, Select as desired.

Enter the Date Range **Form Date** to **To Date** for which you would like to do the Reservation.

Enter **No of Rooms** in the column provided, system will shown the waiting or confirmed status of the rooms.

Enter the **Occupancy** whether the single or Double.

Once you Enter all the details properly a new window will pop up as shown below

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In this screen the details related to the Guest needs to be entered.

Guest Name: Select the Guest Name by clicking on the search button besides Guest name, the below screen will open

You have to select the appropriate Guest name, surname and company name can also be selected, click on the "Accept" button then selected details will be loaded into the Reservation form.

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Payment: There are two types of payment option available in the system, Direct and Bill to company. If checked "Direct" the Guest needs to make the bill payment at the hotel counter else if "Bill to company" selected the Bill needs to be booked to the guests company.

Mode: Mode of the payment whether with cash or from Credit card.
Client Type: Select the appropriate client type.

In the **Reference field**, you can enter the name of the person/firm who has referred the client.

Plan: Select the applicable Plan for the guest by clicking on the search button besides Plan field.

Package Rate: Enter the Package rate.

Discount of Tariff: Enter the Discount.

Special Discount: Enter the special discount.

Special Tariff: Enter Special Tariff if any.

Food Discount%: Enter the food discount %

Advance Amount: Enter the amount given by the guest as advance.

Once you press enter after entering the amount the system will automatically generate the Receipt no and will ask for the Confirmation required Yes/No, Select appropriate.

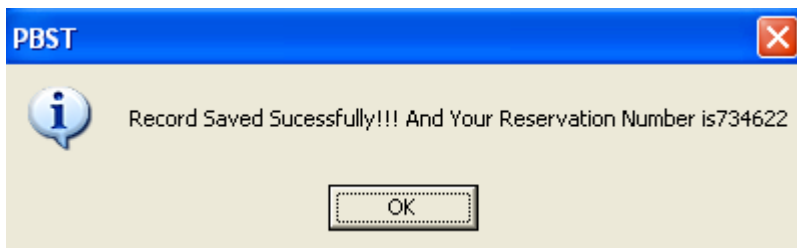
Finally when all the data entered click on OK button then the Reservation Screen3 will appear; Customer Flight and Other details need to be recorded in this screen as shown below.

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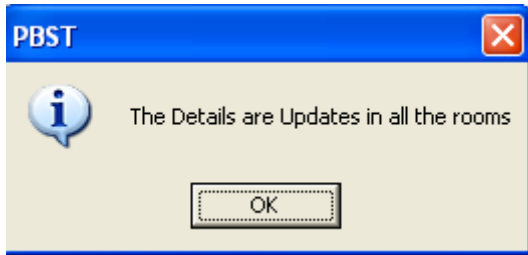
Select the **Airline** and enter the Flight No in the Flight No field.

In **Check Out Details** enter the Date and Time of the check out.

You can also record **Guest Special Requirement** and **Preference** by Clicking the fields "Special Requirement" and "Preference" fields respectively.



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Finally once the required data has been captured then click on "Save" button and the details will be saved, a pop up will confirm the transaction processing and also will display the Reservation Number which can be used for future reference as shown above.

2.2 How to do Check IN

| | |
|--------------------|---|
| Screen Path | Reservation → HMS Transaction → Check IN |
| Screen Name | Check IN |

Description

Check IN Screen is used when the Guest enters into the hotel. In Check IN the room is allocated to the guest and other information of the guest is also stored in this.

Screen Display

Steps and Field Explanation

Guest Type: Select the Guest Type whether the Walk In or With Reservation. Enter the Expected Check Out Date, Suites "Yes"/"NO" and No of Rooms and system will check for the availability and if available a pop up will notify and a new window will open

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as shown below.

Room NO: Enter the Room No and system will check for the availability of the specific room number if available then you can go ahead.

Select the Guest Name by clicking on the search button, Occupancy Type whether "Single" or "Double" and No of Persons, once you entered the no of persons a screen will pop up to capture some more details of the guest like Passport Details, Visa Details, Date of arrival and Duration of Stay once required data is captured again will come to Check.

Enter the name in case of new guest and also select the company by clicking on the search button.

Address: Enter the Address of the Guest which is mandatory.

Coming From: Enter Coming from and it is mandatory.

Leaving for: Enter the Leaving for and it is mandatory.

Enter the Certification details and Diplomacy details if required.

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Rates Applicable: Select the plan in the rates applicable and is mandatory.

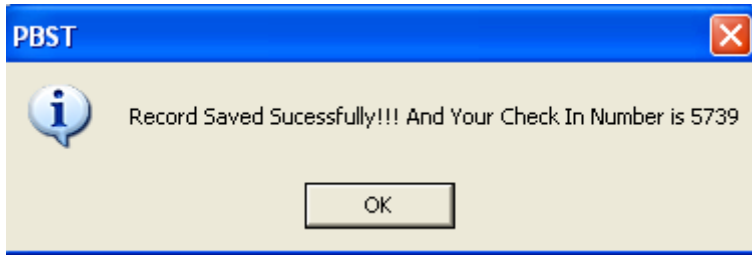
Enter the Package Rates and applicable discount if any in "Spl tariff", "fd disc (%)", "disc tariff" and "spl dis" respectively.

Payment details needs to be entered like Mode of payment and Card No, if payment made by Credit Card.

If the Guest is giving any advance payment then the details related to the adv payment needs to be captured, so click on Advance Payment "Yes" , a screen will open as shown below

Enter the required data and click on Save button to save the advance details.

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Finally all the required details are entered Click on save button on the Check IN Screen, and the record is successfully saved and Check IN for the Guest is done.

2.3 How to do Check OUT

| | |
|--------------------|--|
| Screen Path | Reservation → HMS Transaction → Check OUT |
| Screen Name | Final Bill Generation / Printing |

Description

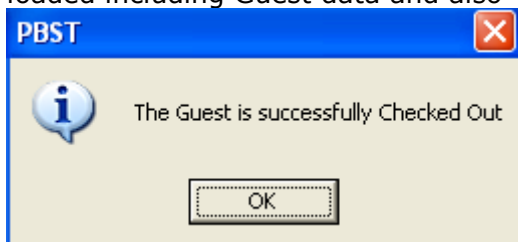
Check OUT screen is used to make the entry when the guest checks out of the hotel. In Check OUT the total amount of the bill is also calculated.

Screen Display

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Steps and Field Explanation

Room No: Enter the Room No of the Guest who is check out of the hotel, After you enter the Room no all the details related to the specific guest and room no will be automatically loaded including Guest data and also the payment details of the guest.



Enter the Narration and Click on the Print button to save and print the transaction, Final bill will be printed from the screen.

2.4 How to do Cancel Reservation

| | |
|-------------|--|
| Screen Path | Reservation → HMS Transaction → Cancel Reservation |
| Screen Name | Cancellation of Reservation |

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Description

This screen is used to cancel the reservation which are reserved for the guest and who has not yet checked IN into the hotel.

Screen Display

The screenshot shows a software window titled "CANCELLATION OF RESERVATION". The window contains the following elements:

- Left Panel:**
 - Radio buttons for "Reservation No." (selected) and "Check In Date".
 - Input fields for "Reservation No." and "Check In Date".
 - Section: "Details Of the person making the cancellation"
 - Input field for "Name".
 - Input field for "Contact Nos".
 - Text area for "Remarks" with scroll arrows.
 - Buttons: "Confirmed" and "Abort".
- Right Panel:**
 - Section: "Reserved By / Company" with two input fields.
 - Section: "Name Of Guest" with one input field.
 - Input fields for "Check In Date" and "Check Out Date".
 - Text area for "Address" with scroll arrows.
 - Input field for "Occupancy Type".
- Other:** A "Time" field with the value "2206".

Steps and Field Explanation

Reservation No: Enter the Reservation number which you would like to Cancel, after typing the Reservation no a pop up will shown the list of guests in the reservation number specified as shown below.

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Double Click on the Guest Name displayed then the data related to the guest will be loaded in the Cancellation Screen as shown below.

The screenshot shows the 'CANCELLATION OF RESERVATION' window with the following details:

- Reservation No:** 734622
- Check In Date:** 25 09 2008
- Time:** 2212
- Reserved By / Company:** Self - MILLENNIUM AERO DYNAMICS L
- Name Of Guest:** MR ANDYWHITFORD
- Check In Date:** 25 09 2008
- Check Out Date:** 25 09 2008
- Address:** SS YORK ROAD
- Occupancy Type:** (empty field)

Buttons: **Confirmed**, **Abort**

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Enter the details of the Person like Name, contact no and remarks, who is making the cancellation and click on the "Confirmed" button to cancel the Reservation.



Your Reservation has been cancelled and you can also do more Reservation cancellation by being in the same screen.

2.5 How to Confirm Waiting List

| | |
|--------------------|---|
| Screen Path | Reservation → HMS Transaction → Confirm Waiting List |
| Screen Name | Confirm Waiting List |

Description

This Screen is used to confirm the waiting list. The Waiting list contains details of the guest who has reserved there rooms in the hotel but not got any specific room no. The screen allocates the rooms which are vacant and are unreserved.

Screen Display



Steps and Field Explanation

Enter the Date Range for which you like to confirm the reservation for the waiting list.

Click on the Confirm button to confirm the reservation for the dates specified. The system

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will check for the available rooms against the waiting list of the guest and allocate the rooms accordingly.

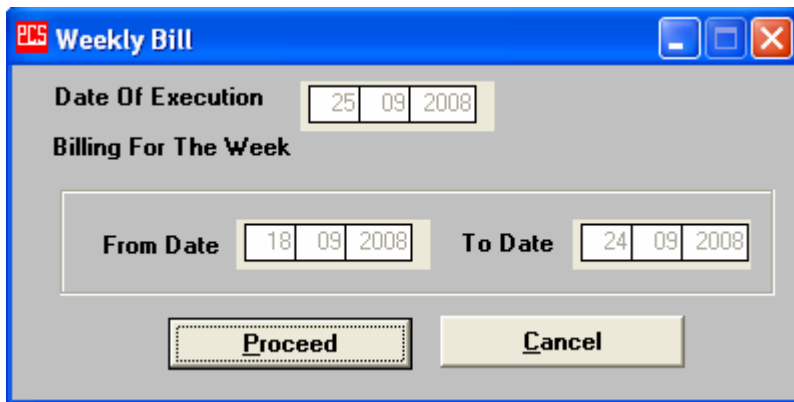
2.6 How to do Weekly Bill Print

| | |
|--------------------|--|
| Screen Path | Reservation → HMS Transaction → Bill Printing → Weekly Bill |
| Screen Name | Weekly Bill |

Description

Weekly bill can be printed by using the weekly bill option.

Screen Display



Steps and Field Explanation

The Weekly Bill print option will be displayed with one week's date range, the dates ranges are not editable.

Click on the proceed button to go ahead with the weekly bill generation; once the same is clicked below screen will appear.

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PCS Weekly Bill Generation / Printing

Room No: 203 Bill No: A6376 Bill Date: 25/09/2008 Bill Time: 2258
 Check In No: 5729 R / C Rate: 4000 Plan: APS

Name Of Guest: MS ABIRA -CHATTERJEE / Expected Check Out: 25/09/2008
 Arrival Date: 28/08/2008 Arrival Time: 1400 Company: M/S I.P.A.S.

| Services | 18/09 | 19/09 | 20/09 | 21/09 | 22/09 | 23/09 | 24/09 | Total |
|-------------|-------|-------|-------|-------|-------|-------|-------|-------|
| Room Charge | 4000 | 4000 | 4000 | 4000 | 4000 | 4000 | 4000 | 28000 |

Narration: Food Disc %: 0 Food Disc: **Next**
 Total: 28000 **Print**
 Advance Amount: 4000 Advanced Adjusted: 4000 **Cancel**
 Net Payable: 24000

The Screen will show all the bills for a particular week, you can browse through the bills by clicking on the "Next" button.

You can enter the Narration as per your convenience and Advance Amount as desired.

Once you found the data is proper then Click on the "Print" Button to Print the Bill.

2.7 How to Transfer the Room

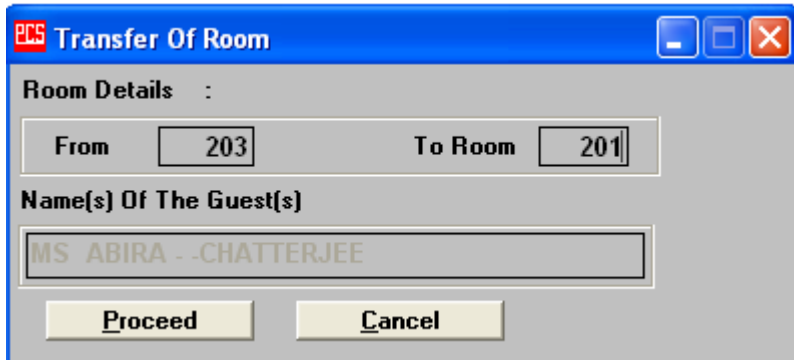
| | |
|-------------|---|
| Screen Path | Reservation → HMS Transaction → Transfer the Room |
| Screen Name | Transfer of Room |

Description

The Room transfer means guest is transferred from one room to other.

Screen Display

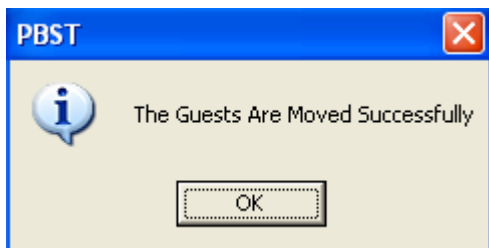
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Steps and Field Explanation

Enter the Room no in "From" and "to room" to which guest needs to be transferred. The Name of the Guest will be displayed for confirmation.

Click on the "Proceed" to move the Guests.



Guest Movement has been completed.

2.8 How to Do Move IN Details

| | |
|--------------------|--|
| Screen Path | Reservation → HMS Transaction → Move IN Details |
| Screen Name | Move IN Details |

Description

The Move IN Details is used to add the guest into existing occupied rooms. It will allow up to 3 guests to move IN.

Screen Display

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Steps and Field Explanation

Room No: Enter the Room No in which the Extra guest are Moved IN, Once you enter the Room no it will check for the Room occupancy status, if found available then it will allow you to go ahead to add the Guest into the Room.

Enter the Name, Nationality, Occupation and Age of the guest is supposed to be moved IN.

And also enter the Passport Details and Duration of Stay day's details.

Click on save button to save the record and the Guest will be added to the Room No specified.

2.9 How to Do Move OUT

| | |
|--------------------|---|
| Screen Path | Reservation → HMS Transaction → Move OUT Details |
| Screen Name | Move OUT Details |

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Description

The Move OUT Details is used to Move the guest OUT of the existing occupied rooms.

Screen Display

Steps and Field Explanation

Room No: Enter the Room No from which the guests are Moved OUT, once you enter the Room no it will display the list of Guest present in the room as shown below.

| RoomNo | ID | FirstName | LastName |
|--------|-----------|-----------|-------------|
| 201 | 455512582 | ss | - |
| 201 | 719475864 | MS ABIRA | -CHATTERJEE |
| 201 | 870932458 | satish | - |

Double click on the Guest you like to Move OUT from the Room No Specified.

Enter the Departure Date, Time and Duration of Stay.

Click on save button to save the record and the Guest will be moved OUT of the Room No specified

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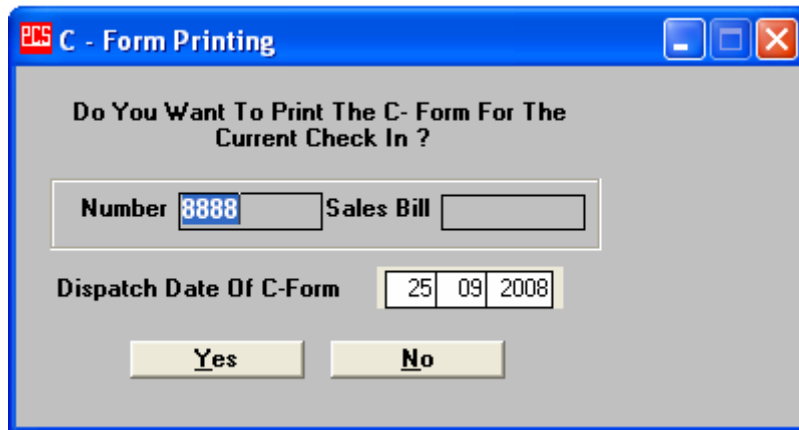
2.10 How to Print C – Form

| | |
|--------------------|--|
| Screen Path | Reservation → HMS Transaction → C – Form Printing |
| Screen Name | C- Form Printing |

Description

This is Form is used to print the C-Forms.

Screen Display



Steps and Field Explanation

For C-Form printing we have two options by which C-Form can be printed.

Number: Enter the check In number in the Number field it will print C-Form for the number specified.

Sales Bill: Enter the Sales bill for which you would like to print the C-Form.

Once the desired the number/sales bill has been entered, click on the "yes" button to print the C-Form.

2.11How to do Modification of Guest Details

| | | | |
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| | |
|--------------------|---|
| Screen Path | Reservation → HMS Transaction → Modification |
| Screen Name | Modification Details |

Description

Modification screen is used to modify the existing Guest details which are recorded earlier.

Screen Display

Steps and Field Explanation

Modification Request: In the modification request select the whether the Guest is a Check IN or Reserved.

Room no: As soon as you enter the Room No. a new screen will populate with the details of the guest as shown below

| | | | |
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You can make the modification as required and Click on the Save Button to Save the changes, once the changes made then you will again come to front screen of the modification details.

You have to enter the Details of the person who is requesting change like Name, contact no and Remarks for future reference.

Once the Required changes in the guest details have been made, Click on the "OK" button to save.

2.12 How to do Final Receipt Entry

| | |
|-------------|---|
| Screen Path | Reservation → HMS Transaction → Final Receipt Entry |
| Screen Name | Final Receipt Entry |

Description

This Screen is used to make the Final Receipt of the Guest.

| | | | |
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Screen Display

Final Receipt Entry

Tab 1

Final Receipt Number: 72934

Final Receipt Amount: 4.00

Date: 10/06/2008 Shift Shift 1 Shift 2 Shift 3

Payment By: CASH CARD CHEQUE

Cheque / Credit No: _____

Cheque Date: _____
DD MM YYYY

Bank Name: _____

Bank Branch: _____

| Final Receipt Details | | | | | |
|-----------------------|-------------|-----------|----------------------------------|-----------------|-------------|
| Bill Number | Bill Amount | Bill Date | Party Name | Company | Room Number |
| ▶ A3169 | 4590.00 | 6/9/2008 | MRS-PRABHU / MR RANGANATHAN-PRAE | SATYAM COMPUTER | 610 |
| * _____ | | | | | |

New Edit Delete Locate Save As New Save Undo Print Close

Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a browser will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

Final Receipt Number: This is auto generated by the system.

Final Receipt Amount: Enter the Final Receipt Amount of the Guest and it is mandatory.

Date: Enter the Date on which the Final Receipt has to be taken and it is mandatory.

Payment By: Select the Payment type between cash, card and Cheque.

Enter the Cheque No, Cheque Date, Branch Name and Branch if the payment is made via Cheque.

Final Receipt Details:

Enter the Bill Number in the Bill Number Field against which you would like to take the Final Receipt. Once you enter the Bill number all the relevant data of the bill will be

| | | | |
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displayed in the columns besides bill number.

Finally when all the details of the have been enter click on "Save" button to save the record.

3. AIRLINE SCHEDULE

3.1 How to Make the Car Bill

| | |
|--------------------|--|
| Screen Path | Airline Schedule → Car/Coach Bill Entry |
| Screen Name | Car/Coach Bill Entry |

Description

The Screen is used to make the car bills which are used for the guests.

Screen Display

| | | | |
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Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a browser will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

Bill No: Bill No will be automatically generate.

Bill Date: Enter the Date on which you like to make the bill. Bill date is mandatory.

Date Travelled: Enter the Date on which the guest has travelled in the vehicle.

Bill To: Select the Bill to on whom you like to Make the bill and is mandatory.

Name of the Passenger: You can change the Name of the Passenger and it's a

| | | | |
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mandatory.

Type: Select the Type of the Service like Drop, Local limits and outside limits etc.

Chq Type/Location: Select the appropriate location and its mandatory.

Vehicle: Select the Vehicle which was used for the Service.

Start time: Enter the start time.

End time: Enter the end time.

Start KM: Enter the start KM

End Km: Enter the End KM.

Enter the Extra time, Extra Amount per Hr, Extra Kilometer, Extra Amount per KM, Normal amounts and Extra Amount as desired.

Tax %: Enter the Applicable Tax Percentage.

Enter the Govt Charges if any, enter the credit card details if the payment is made by the Credit Card.

Driver Allowance: Enter the Driver allowance

Total Charges: Total changes will be automatically calculated based on the data entered for the bill.

Once all the required data has been updated, click on the save button to save the bill. After the saving the bill you can print the bill.

3.2 How to Make the Airline Bill

| | |
|--------------------|--|
| Screen Path | Airline Schedule → Airline Bill |
| Screen Name | Airline Bill Entry |

Description

The Airline tickets which are booked by the hotel are to billed to the guests. The Airline Bills are generated in the Airline Bill Entry screen.

Screen Display

| | | | |
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Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a browser will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

Bill No: Bill No will automatically generate.

Bill Date: Enter the Date on which you like to make the bill. Bill date is mandatory.

Bill To: Select the Bill to on whom you like to Make the bill and it is mandatory.

Bill Information:

In the Bill information grid you have enter the details of the passenger and the airline for which the bill needs to be generated.

Enter the Name of the Passenger, Date of Travelled, Airline, Flight No, Ticket No, Class, Status, Sector From, Sector TO, Departure and Fare in the amount column.

Tax %: Enter the Applicable Tax Percentage of the bill.

Enter the Handling charges, Credit Card Details if the payment is made by the Credit card.

| | | | |
|-----------------------|--|----------------|-----|
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The Total Amount field shows the total amount of the Bill.

Finally when all the data is proper then Click on the Save button to Save the Bill and you can also take the print out of it.

4. RESTAURENT

4.1 How to Make the Restaurent Bill

| | |
|--------------------|--|
| Screen Path | Restaurent → Restaurent Bill Generation |
| Screen Name | Restaurent Bill Generation |

Description

This screen is used to make the Restaurent bills in the hotel.

Screen Display

PCS Restaurent Bill Generation

Tab 1

Bill Type Restaurant Room Service Bill No S29653

Bill Date 28/09/2008 Time 2009 Room Number

Room Number Package Bill YES NO ble Number

Num Of Persons Steward Initials Waiter Number

Discount .00 Permit Number

| Item Details | | | | | | |
|--------------|------|------------------|-----|--------|-------------|--|
| SrNo | Code | Item/Particulars | Qty | Amount | Service Tax | |
| * | | | | | | |

Narration Less DiscAmount .00

ServiceTax .00 Total .00

New Edit Delete Save As New Save Un Do Close

| | | | |
|-----------------------|--|----------------|-----|
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Steps and Field Explanation

Click on the "New" Button to make the new Bill.

Bill Type: Select the Bill out of Restaurent or Room Service, and the Bill no will automatically generated.

Bill Date: Enter the Date on which you like to make the bill. Bill date is mandatory.

Enter the Time of the bill made and Select the Room Number of the Guest if the bill type is of Restaurent. Feed all the required details as necessary.

In the Item Details Select the Item Code, Item/Particulars of the dish, Qty ordered and Amount will be loaded.

Enter the Narration it is a mandatory field and Service Tax, Less Discount and Total will shown the value as per the details entered. The Total is the Bill Amount.

Once you enter all the required data then click on save button to Save the Bill, popup will shown the bill confirmation and Bill will be printed.

5. LAUNDRY

5.1 How to Make the Laundry Bill

| | |
|--------------------|--|
| Screen Path | Laundry → Laundry Bill Generation |
| Screen Name | Laundry Bill Generation |

Description

This screen is used to make the laundry bill in the hotel.

Screen Display

| | | | |
|-----------------------|--|----------------|-----|
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Urgent

Bill No Bill Date Time

Room Number

Room Number

| Item Details | | | | |
|--------------|------|------------------|-----|--------|
| SrNo | Code | Item/Particulars | Qty | Amount |
| * | | | | |

Narration Total

Steps and Field Explanation

Click on the "New" Button to make the new Bill.

Check the **Urgent** check box if the laundry cloth delivery is urgent.

Bill No: Bill no will be automatically generated, enter the Bill date and time of the making bill.

Select the Room Number for which you are making the laundry bill.

Item Details:

In the item Details select the cloth code and cloth name from the Item /particulars which can be selected by the help provided on the field, Enter the Qty of the Cloth and amount will be loaded by the master.

Provide Narration and it is mandatory.

The Total field will shown the Laundry Bill Amount.

Finally when all the details are entered click on save button, the record will be saved and laundry Bill will be printed.

6. BOOK SHOOP

| | | | |
|-----------------------|--|----------------|-----|
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6.1 How to Make the Book Shop Bill

| | |
|--------------------|--|
| Screen Path | Book Shop → Book Shop Bill Generation |
| Screen Name | Bookshop Bill Generation |

Description

This screen is used to make the Book shop Bill Generation in the hotel.

Screen Display

Steps and Field Explanation

Click on the "New" Button to make the new Bill.

Bill No: Bill No is auto generated.

Bill Date: Enter the Date on which you like to make the bill. Bill date is mandatory.
Select the Room Number from the search besides the Room number field.

Item Details:

In the Item Details Enter the Code of the Book in the Code column, Select the Book from the Item/ Particular by Clicking or Pressing Space Bar and enter the Qty of the books issued, the Amount will be automatically loaded from the Book Master.

| | | | |
|-----------------------|--|----------------|-----|
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Enter the Narration and it's a mandatory field. The Total Field will show the Bill Amount Total.

Finally when all the details are entered click on Save button, the record will be saved and printout will be generated.

7. MISCELLANEOUS

7.1 How to Make the Miscellaneous Bill

| | |
|--------------------|--|
| Screen Path | Miscellaneous → Miscellaneous Bill Generation |
| Screen Name | Miscellaneous Bill Generation |

Description

This screen is used to make the Miscellaneous Bill Generation.

Screen Display

PCS Miscellaneous Bill Generation

Tab 1

Bill No: M2 Bill Date: 26/09/2008 Time: 2100
DD MM YYYY

Room Number: 101 Room Number:

| Item Details | | | | |
|--------------|------|------------------|-----|--------|
| SrNo | Code | Item/Particulars | Qty | Amount |
| * | 1 | FAX RECEIVING | | |

Narration: Total: .00

Buttons: New, Edit, Delete, Save As New, Save, Un Do, Close

| | | | |
|-----------------------|--|----------------|-----|
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Steps and Field Explanation

Click on the “New” Button to make the new Bill.

Bill No: Bill No is auto generated.

Bill Date: Enter the Date on which you like to make the bill. Bill date is mandatory.
Select the Room Number from the search besides the Room number field.

Item Details:

In the Item Details Enter the Code of the Miscellaneous Item in the Code column, Select the Miscellaneous Item from the Item/ Particular by Clicking or Pressing Space Bar and enter the Qty of the Items issued, the Amount will be automatically loaded from the Miscellaneous Item Master.

Enter the Narration and it’s a mandatory field. The Total Field will show the Bill Amount Total.

Finally when all the details are entered click on Save button, the record will be saved and printout will be generated.

8. CONFERENCE

8.1 How to Make the Conference Bills

| | |
|--------------------|---|
| Screen Path | Miscellaneous → Conference Bill Generation |
| Screen Name | Conference Bill Generation |

Description

This screen is used to make the Conference Bill Generation.

Screen Display

| | | | |
|-----------------------|--|----------------|-----|
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PCS Conference Bill Generation

Tab 1

Bill No Date 26/09/2008 Time

Conference Party

Party

Num Of Persons Contact No

Discount

Advance Receipt Number Advance Date 26/09/2008 Advance Amount

| Item Details | | | | | |
|--------------|------------------|-----|--------|------------|-------|
| SrNo | Item/Particulars | Qty | Amount | ServiceTax | Hired |
| * | | | | | |

Narration Less DiscAmount

Service Tax Amount Total

New Edit Delete Locate Save As New Save Undo Close

Steps and Field Explanation

Click on the "New" Button to make the new Bill, you will get the below pop up, this pop up is used to record the signature, click on save after sketching the signature.

PCS Signature

Save

Bill No: Bill No is auto generated.

Bill Date: Enter the Date on which you like to make the bill. Bill date is mandatory.

| | | | |
|-----------------------|--|----------------|-----|
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Conference: Select the Conference for which you would like to make the Bill.

Party: Select the Party for whom you are making the Bill, if the guest is in our list.

Party: loaded Party name can be changed as per the requirement.

Num of Persons: Mention the number of persons.

Enter the Contact No, Discount Percentage as per the requirement.

Enter the Advance Receipt Number, Advance Date and Advance Amount.

Item Details:

In the Item Details, the Item popup will be shown select the appropriate Item and Qty then Amount will be automatically loaded from the Item Master.

Enter the Narration and it's a mandatory field. The Total Field will show the Bill Amount Total.

Finally when all the details are entered click on Save button, the record will be saved and printout will be generated.

9. OTHERS

9.1 How to Reprint the Bills

| | |
|--------------------|-----------------------------------|
| Screen Path | Others → Reprint the Bills |
| Screen Name | Reprint the Bills |

Description

This screen is used to Reprint the Bills

Screen Display

| | | | |
|-----------------------|--|----------------|-----|
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Steps and Field Explanation

Select the Type of the output you require.

Crystal: The Print will be shown on the desktop.

Direct: The print will be taken directly to the printer.

Bill Number: Enter the Bill Number which you like to print.
Select the Service from which the Bill has been regenerated.
Click on the View button to view or Print the Bill.

9.2 How to Reprinting The Final Bill

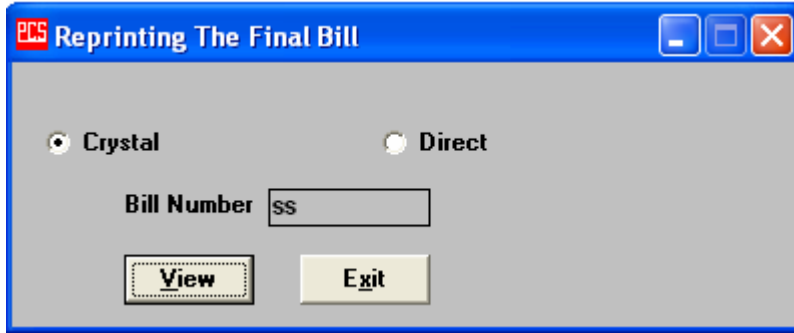
| | |
|--------------------|--|
| Screen Path | Others → Reprinting The Final Bills |
| Screen Name | Reprinting The Final Bills |

Description

This screen is used to Reprinting The Final Bills.

Screen Display

| | | | |
|-----------------------|--|----------------|-----|
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Steps and Field Explanation

Select the Type of the output you require.

Crystal: The Print will be shown on the desktop.

Direct: The print will be taken directly to the printer.

Bill Number: Enter the Bill Number which you like to print.

Click on the View button to view or Print the Bill.

10. TRANSACTIONS

10.1 How to Record the Purchase Voucher

| | |
|--------------------|--------------------------------------|
| Screen Path | Transaction → Purchas Invoice |
| Screen Name | Purchase Invoice |

Description

The Purchase Voucher is used to book all the Purchases in the Hotel.

Screen Display

| | | | |
|-----------------------|--|----------------|------------|
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OTEL ATITHI [HAJ] - From 01 April 2008 To 31 March 2009

Master Reservation Airline Schedule Restaurant Laundry Book Shop Miscellaneous Cash Conference Others Transactions Reports Ministry Of Tourism Tools Window

Tab 1 | Tab 2

Purchase Books: PURCHASE BOOK 2008

Voucher No: 000687 Voucher Date: 09/08/2008

Supplier: PEPSICO INDIA HOLDINGS PVT LTD

Bill No: 000687 Bill Date: 06/08/2008

| Product | Qty | Unit | Location | Rate | Disc % | Value | Tax | Tax % | Tax Amt |
|-------------------|-----|-----------|----------|--------|--------|--------|------------------|-------|---------|
| COLD DRINKS, SODA | | 4.000 BOX | KITCHEN | 192.00 | | 768.00 | VAT @ 12.5% ON F | 12.50 | 96.00 |
| COLD DRINKS, SODA | | 4.000 BOX | KITCHEN | 132.45 | | 529.80 | VAT @ 12.5% ON F | 12.50 | 66.22 |

Product Amount: 1298.00 Taxable Amount: 1298.00

| Term Description | Amt or % | Terms | Value | Running Amount |
|--------------------|----------|-------|--------|----------------|
| Rounding | | | | 1298.00 |
| Vat @ 12.5 ON PURC | | | 162.00 | 1460.00 |
| Vat @ 20 ON PURCH | | | | 1460.00 |
| TCS, ETC. | | | | 1460.00 |
| VAT @ 12.5% ON GAT | | | | 1460.00 |
| HAML CHARGES | | | | 1460.00 |
| VAT @ 5% ON PUR. | | | | 1460.00 |

Invoice Amount: 1460.00

Narration: SOFT DRINKS

Debit A/c: [Field]

T.D.S Head: [Field]

T.d.s.%: .0000 T.d.s. Amt: .00

T.D.S Payable A/C: [Field]

New Edit Delete Locate Save As New Save Undo Print Close

Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a browser will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

Purchase Books: Select the purchase book to have the effect of the voucher.

Voucher No: It is auto generated.

Voucher Date: Enter the Today's Date or the date on you want the voucher to be booked.

Supplier: Select the Supplier form whom the purchase made.

Bill No: The Bill no which is there in the Supplier Bill

Bill Date: The Bill date mentioned on the supplier Bill.

Product Details:

Product: Select the Product from the exiting list of products by Clicking or Pressing the space bar on the product column.

| | | | |
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Qty: Enter the Qty received and mentioned in the Bill.

Unit: It will be picked from the Product master or modify the units as required.

Location: Select the location in which you want the goods to be taken in.

Rate: Enter the rate as mentioned in bill and shown be as per the negotiated done.

Disc%: Enter the Discount Percentage if any in the bill.

Value: This will be calculated based on the Qty, Rate and Discount.

Tax: Select the Tax type applicable and as mentioned in the bill.

The Tax% and Tax Amount will be loaded based on the Tax Type selected and Value.

You have to enter all the product lines as mentioned in the bill and after the line entry.

Terms Description: In the Terms description additional Taxes, levies, charges can be entered as shown below.

| | | Terms | | | |
|--------------------|----------|-------|-------|----------------|---|
| Term Description | Amt or % | Tax | Value | Running Amount | ▲ |
| Rounding | | | | | |
| Vat @ 12.5 ON PURC | | | | | |
| Vat @ 20 ON PURCH | | | | | |
| TCS,EC ETC. | | | | | |
| VAT @ 12.5% ON GAS | | | | | |
| HAMLI CHARGES | | | | | |
| VAT @5% ON PUR. | | | | | ▼ |

Invoice Amount field will shown the Voucher Amount and should tally with the Supplier Bill.

Narration: Enter the Narration as desired.

Debit A/C: Select the Debit Ac to which the Second effect of the Voucher needs to be posted. Note the Credit A/c is selected as Purchase Books.

In case TDs needs to deducted from the supplier bill then T.D.S.Head, T.D.S. % and T.D.S Payable A/c needs to be selected or else leave it blank.

Finally when all the data has been properly entered, Save the Voucher by clicking on the save button.

10.2 How to Make the Sales Invoice

| | |
|--------------------|------------------------------------|
| Screen Path | Transaction → Sales Invoice |
| Screen Name | Sales Invoice |

Description

| | | | |
|-----------------------|--|----------------|-----|
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The Sales Invoice is used to make the Sales Invoice in the Hotel.

Screen Display

PCS Sales Invoice

Tab 1

Sales Books: SALES BOOK

Invoice No: 1

Invoice Date: 03 04 2008
DD MM YYYY

Customer: MR MOHAN KRISHNAN - 03/04/2008

Product Amount: 0 Taxable Amount: 0

| Terms | | |
|-------------------------|---------|----------------|
| Term Description | Value | Running Amount |
| Car Charges | 1200.00 | 1348.00 |
| Service Tax Collected | 148.00 | 1348.00 |
| INTERNET LOBBY COMPUTER | | 1348.00 |
| Other Amounts | | 1348.00 |
| Saptak Liquar Sales | | 1348.00 |
| Laundry Receipts | | 1348.00 |
| Staff Tips | | 1348.00 |
| V.P.O Payments | | 1348.00 |
| Xerox Charges | | 1348.00 |
| INTERNET IN ROOM | | 1348.00 |
| Miscellaneous Sales | | 1348.00 |

Invoice Amount: 1348

Narration:

Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a browser will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

| | | | |
|-----------------------|--|----------------|-----|
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Close the screen by clicking on “Close” button after the completing the task.

Click on “New” button to add a new record in the screen.

Sales Book: Select the Sales book from the existing list of Sales Book

Invoice: The Invoice number field is not auto generated, you have to enter the Invoice then all the corresponding data will be loaded.

Invoice Date: Enter the date on which you like to capture date.

Customer: Select the Customer from the existing list of guest.

Terms Description: Enter the values as applicable.

| Terms | | | |
|-------------------------|-------|----------------|---|
| Term Description | Value | Running Amount | |
| INTERNET LOBBY COMPUTER | 1348 | 1348.00 | ▲ |
| Other Amounts | | 1348.00 | |
| Saptak Liquar Sales | | 1348.00 | |
| Laundry Receipts | | 1348.00 | |
| Staff Tips | | 1348.00 | |
| V.P.O Payments | | 1348.00 | |
| Xerox Charges | | 1348.00 | |
| INTERNET IN ROOM | | 1348.00 | |
| Miscellaneous Sales | | 1348.00 | |
| Books Periodicals | | 1348.00 | |
| LOCAL Call Charges | | 1348.00 | ▼ |

Invoice Amount: The Field Will shown the Invoice Amount.

Narration: Enter the narration.

Finally when all the data has been properly entered, Save the Invoice by clicking on the save button.

10.3 How to Make the Cash Payment

| | |
|--------------------|-----------------------------------|
| Screen Path | Transaction → Cash Payment |
| Screen Name | Cash Payment |

Description

The Screen is used make the cash payment.

Screen Display

| | | | |
|-----------------------|--|----------------|-----|
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Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a browser will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

Book Name: Select the Cash book from which want to make the payment

Entry Type: Entry type Will be Automatically load.

Voucher No: It is auto generated by the system.

Date: Enter the Date of the Cash payment and it is mandatory.

Accounts:

Select the Account Name for cash payment by clicking on the Account Name column or pressing space bar, Enter Dr/Cr effect for the line, Enter the Amount of the cash payment, enter the Narration as required and Select the Tax Applicable Yes/No for the transaction. As soon as Enter the Tax Applicable you will be taken to Tab2 of the screen where you have define the Tax applicable as shown below.

| | | | |
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The screenshot shows the 'Cash Payment' window with the following data:

| Tax Deducted At Source | | | | | | |
|------------------------|----------|--------|-------|----------|-------------|---|
| Account Name | TDS Head | Amount | TDS % | TDS Amt. | Credit Date | L |
| * | | | | | | |

Below the table, the following fields are visible:

- Taxable Amt. : 0.00
- Tax Name : 2% M.S.T.
- S.O.T Amt. : 0.00
- Tax Amt. : 0.00
- T.O.T Amt. : 0

Buttons at the bottom: New, Edit, Delete, Locate, Save As New, Save, Undo, Print, Close.

Once required data has been entered go to "Tab1" or front screen, In "Tab1" or front screen Net Amt field will shown the cash payment amount and Expense head needs to be selected as desired.

Finally when all the data has been properly entered, Save the Voucher by clicking on the save button.

10.4 How to Make the Cash Receipt

| | |
|--------------------|-----------------------------------|
| Screen Path | Transaction → Cash Receipt |
| Screen Name | Cash Receipt |

Description

The screen is used to make the cash Receipts in the hotel.

Screen Display

| | | | |
|-----------------------|--|----------------|-----|
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Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a browser will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

Book Name: Select the Cash book from which want to take the Receipt

Entry Type: Entry type Will be Automatically load.

Voucher No: It is auto generated by the system.

Date: Enter the Date of the Cash Receipt and it is mandatory.

Accounts:

Select the Account Name for cash receipt by clicking on the Account Name column or pressing space bar, Enter Dr/Cr effect for the line, Enter the Amount of the cash receipt, enter the Narration as required and Select the Tax Applicable Yes/No for the transaction.

As soon as Enter the Tax Applicable you will be taken to Tab2 of the screen where you have define the Tax applicable as shown below.

| | | | |
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Tab 1 Tab 2

| Tax Deducted At Source | | | | | | |
|------------------------|----------|--------|-------|----------|-------------|---|
| Account Name | TDS Head | Amount | TDS % | TDS Amt. | Credit Date | L |
| * | | | | | | |

Taxable Amt.

Tax Name

S.O.T Amt.

Tax Amt.

T.O.T Amt.

New Edit Delete Locate Save As New Save Undo Print Close

Once required data has been entered go to "Tab1" or front screen, In "Tab1" or front screen Net Amt field will shown the cash receipt amount and Expense head needs to be selected as desired.

Finally when all the data has been properly entered, Save the Voucher by clicking on the save button.

10.5 How to Make the Bank Payment

| | |
|--------------------|-----------------------------------|
| Screen Path | Transaction → Bank Payment |
| Screen Name | Bank Payment |

Description

The making the Bank Payment

Screen Display

| | | | |
|-----------------------|--|----------------|-----|
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Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a browser will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

Book Name: Select the Bank name from which want to take the payment.

Entry Type: Entry type Will be Automatically loaded.

Voucher No: It is auto generated by the system.

Date: Enter the Date of the bank payment and it is mandatory.

Accounts:

Select the Account Name for bank payment by clicking on the Account Name column or pressing space bar, Enter Dr/Cr effect for the line, Enter the Amount of the bank payment, enter the Narration as required and Select the Tax Applicable Yes/No for the transaction. As soon as Enter the Tax Applicable you will be taken to Tab2 of the screen where you have define the Tax applicable as shown below.

| | | | |
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Once required data has been entered go to "Tab1" or front screen, In "Tab1" or front screen Net Amt field will shown the bank payment amount and Expense head needs to be selected as desired.

Finally when all the data has been properly entered, Save the Voucher by clicking on the save button.

10.6 How to Make the Bank Receipt

| | |
|--------------------|-----------------------------------|
| Screen Path | Transaction → Bank Receipt |
| Screen Name | Bank Receipt |

Description

The Screen is used to make the Bank Receipt entry.

Screen Display

| | | | |
|-----------------------|--|----------------|-----|
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Book Name: CANARA BANK, C/A 10165

Entry Type: BR

Voucher No.: 008947

Date: 19/04/2008

Advance / Final Receipt No:

| Accounts | | | | | | | |
|----------------------------|-----|----------|-----------|-----------|---------|----------------|--------|
| Account Name | D/C | Amount | Narration | Chq Dt. | Chq No. | Banker | Branch |
| GLOBAL EXCHANGE COMPANY PV | C | 12818.00 | | 4/19/2008 | 008947 | KOTAK MAHINDRA | MUMBAI |
| * | | | | | | | |

Net Amt.: -12818.00

Expense Head:

Buttons: New, Edit, Delete, Locate, Save As New, Save, Undo, Print, Close

Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a browser will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

Book Name: Select the Bank name from which want to take the bank receipt.

Entry Type: Entry Type Will be Automatically loaded.

Voucher No: It is auto generated by the system.

Date: Enter the Date of the bank payment and it is mandatory.

Accounts:

Select the Account Name for bank receipt by clicking on the Account Name column or pressing space bar, Enter Dr/Cr effect for the line, Enter the Amount of the bank receipt, enter the Narration as required and Select the Tax Applicable Yes/No for the transaction.

As soon as Enter the Tax Applicable you will be taken to Tab2 of the screen where you have define the Tax applicable as shown below.

| | | | |
|-----------------------|--|----------------|-----|
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Once required data has been entered go to “Tab1” or front screen, In “Tab1” or front screen Net Amt field will shown the bank payment receipt and Expense head needs to be selected as desired.

Finally when all the data has been properly entered, Save the Voucher by clicking on the save button.

10.7 How to Make the Journal Voucher

| | |
|--------------------|--------------------------------------|
| Screen Path | Transaction → Journal voucher |
| Screen Name | Journal Voucher Book |

Description

The screen is used to make the Journal Voucher.

Screen Display

| | | | |
|--|---------------------------------------|----------------|-----|
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Journal Voucher Book

Tab 1 | Tab 2

Book Name: JOURNAL VOUCHER 08-09

Entry Type: JV

Voucher No.: 137

Date: 22/06/2008

| Accounts | | | | | |
|---|-------|--------|-----------|-------|------------|
| Account Name | Dr/Cr | Amount | Narration | Desc. | Tax Applic |
| MR. SATISHKUMAR . N. - 206 - 3134 | D | 231.00 | A3648 | | No |
| MR. PATODI-NITINMR P-RATHORE - 205 - 3156 | C | 231.00 | A3670 | | No |
| * | | | | | |

Net Amt.: .00

Expense Head:

New Edit Delete Locate Save As New Save Undo Print Close

Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a browser will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

Book Name: Select the Journal Voucher Book for which you would like to make the journal voucher.

Entry Type: Entry type Will be Automatically loaded.

Voucher No: It is auto generated by the system.

Date: Enter the Date of the bank payment and it is mandatory.

Accounts:

Select the Account Name for Journal Voucher by clicking on the Account Name column or pressing space bar, Enter Dr/Cr effect for the line, Enter the Amount of the Journal voucher, enter the Narration as required and Select the Tax Applicable Yes/No for the transaction.

As soon as Enter the Tax Applicable you will be taken to Tab2 of the screen where you have define the Tax applicable as shown below.

| | | | |
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Tab 1 Tab 2

| Tax Deducted At Source | | | | | | |
|------------------------|----------|--------|-------|----------|-------------|---|
| Account Name | TDS Head | Amount | TDS % | TDS Amt. | Credit Date | L |
| * | | | | | | |

Taxable Amt.

Tax Name

Tax Amt.

S.O.T Amt.

T.O.T Amt.

Once required data has been entered go to "Tab1" or front screen, In "Tab1" or front screen Net Amt field will shown the bank Journal Voucher Amount and Expense head needs to be selected as desired.

Finally when all the data has been properly entered, Save the Voucher by clicking on the save button.

10.8 How to Make the Petty Cash Payment

| | |
|--------------------|---------------------------------|
| Screen Path | Transaction → Petty Cash |
| Screen Name | Petty Cash |

Description

This used to record and make Petty Cash entry.

Screen Display

| | | | |
|-----------------------|--|----------------|-----|
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Tab 1

Book Name: CASH BOOK

Voucher No.: 5 Date: 01 04 2008 (DD MM YYYY)

| Petty Cash Heads | | |
|-----------------------------------|--------|--------------------|
| Account Name | Amount | Narration |
| URD PURCHASES) | 100.00 | MR RINKU 33 KG ICE |
| zzz CONVEINCE | | |
| STAFF WELFARE EXPES | | |
| TELEPHONE CHARGES | | |
| FILING FEES (REG. OF COS.) | | |
| AC/REFRIGARETAR REP INCL 12.5%VAT | | |
| SECURITY GUARD EXPENSES | | |
| GLOBAL EXCHANGE COMPANY PVT. LTD. | | |
| ELECTRICAL REPAIRS | | |
| ATITHI TRAVEL | | |
| MOTOR CAR EXP (INCL 12.5% VAT) | | |
| POSTAGE & COURIER | | |
| TELEPHONE REPAIRS | | |
| DISH ANTENNA SYSTEM | | |
| ELECTRICAL REPAIRS(INCL 12.5% | | |
| ENTERTAINMENT EXPENSES | | |

Total Amount: 100.00

Expense Head:

Buttons: New, Edit, Delete, Locate, Save As New, Save, Un Do, Print, Close

Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a browser will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

Book Name: Select the Petty Cash Book in which you would like to pass petty cash entry.

Voucher No: It is auto generated by the system.

| | | | |
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Date: Enter the Date of the petty cash and it is mandatory.

Petty Cash Heads:

All the Petty cash accounts heads will be listed in the screen, you have to go to the appropriate account code and enter the amount of the petty cash in the Amount Column besides the account and also narration of the petty cash.

Total Amount will shown Petty Cash Amount, for this transaction and Expense head needs to be selected as desired.

Finally when all the data has been properly entered, Save the Voucher by clicking on the save button.

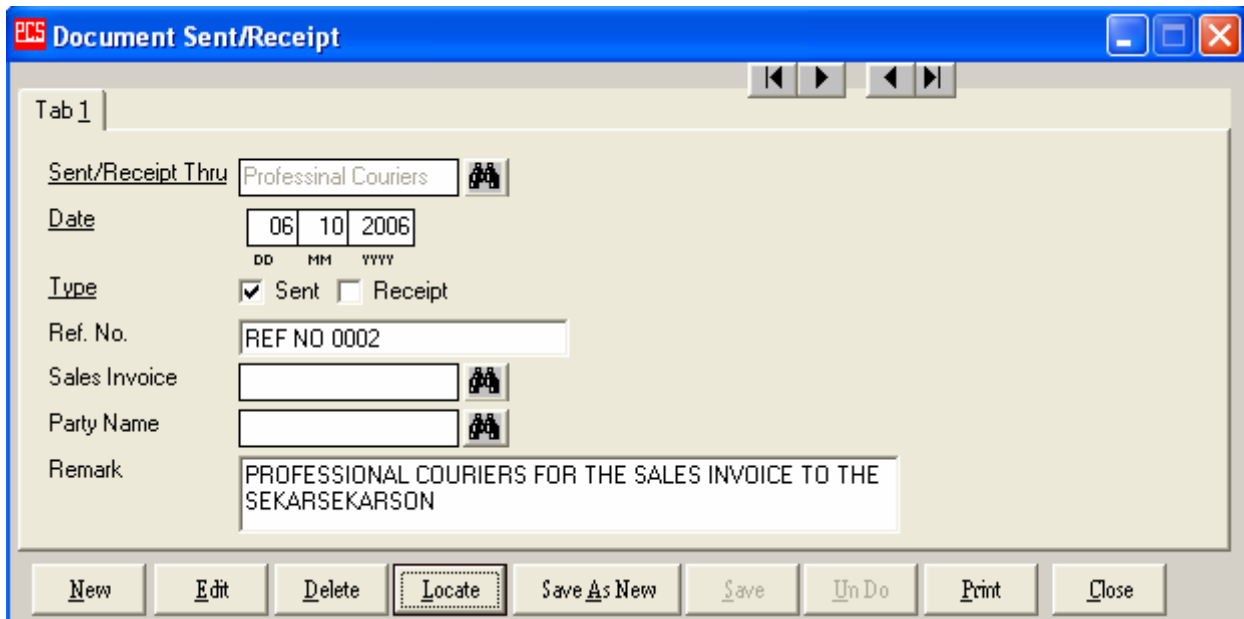
10.9 How to Record the Document sent/Receipt

| | |
|--------------------|--|
| Screen Path | Transaction → Document Sent/Receipt |
| Screen Name | Document Sent/Receipt |

Description

The Document Sent Receipt is used to courier document.

Screen Display



| | | | |
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Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a browser will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

Sent/Receipt Thru: Select the courier by clicking the search button.

Date: Date on which courier sent or received.

Type: Select the Type whether Sent or Receipt.

Ref No: Enter the Ref No given by the courier company.

Select the Party name and Sales Invoice if any.

Enter the Remarks as desired.

Finally when all the data has been properly entered, Save the entry by clicking on the save button.

11. DEBIT/CREDIT NOTE

11.1 How to make the Credit Note (Products)

| | |
|--------------------|--|
| Screen Path | Transaction → Debit/Credit Note → Credit Note with (Products) |
| Screen Name | Credit Note |

Description

This Document is used to make the Credit Note with Products.

Screen Display

| | | | |
|-----------------------|--|----------------|-----|
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Tab 1

Credit Note Books:

Document No: 00001

Document Date: 27/09/2008

Party Name:

Credit Days:

| Product Details | | | | | | | |
|-----------------|----------|-----|----------|------|-------|---------|---------|
| Product | Batch No | Qty | Location | Rate | Value | Exp Dt. | Mfg Dt. |
| * | | | | | | | |

Product Amount: .00 Taxable Amount: .00

| Terms | | | | |
|---------------------|----------|-----|-------|----------------|
| Term Description | Amt or % | Tax | Value | Running Amount |
| Saptak Liquar Sales | | | | |
| Other Amounts | | | | |
| INTERNET LOBBY CO | | | | |
| Car Charges | | | | |

Invoice Amount: .00

Description:

Debit A/C:

Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a browser will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

Credit Note Book: Select the Credit Note Account for the credit note.

Documents No: Document No is auto Generated.

| | | | |
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Document Date: Date on which you like to make the credit note.

Party Name: Select the party name for whom you like to make the credit note.

Credit Days: Enter the Credit days allowed to the party for the credit note.

Product Details:

As the Credit note is with the products, so the Products against which credit note is issued is to be selected in the product details.

Product: Select the Product from the list by clicking or Press space bar to get the list.

Qty: Enter the Qty of the credit note.

Location : Enter the Location from which the Qty is getting effected.

Rate: Enter the Rate for the Product.

Value: Value will be automatically calculated based on the Qty and Rate given.

Enter Expiry date and Manufacturing date if applicable.

When all the lines are entered for the credit note, you Product amount and Taxable Amount will be shown the Product Amount.

Terms:

Enter the Appropriate Terms Amount or Percentage and Tax value against the Terms Description listed in the Terms Grid.

The Invoice Amount will be Shown the Credit note Amount, enter the Description and Select the appropriate Debit Account from the list given.

Finally when all the data has been properly entered, Save the Credit Note by clicking on the save button.

| | | | |
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11.2 How to make the Credit Note

| | |
|--------------------|--|
| Screen Path | Transaction → Debit/Credit Note → Credit Note |
| Screen Name | Credit Note |

Description

This Document is used to make the Credit Note

Screen Display

Tab 1

Credit Note Books

Document No

Document Date
DD MM YYYY

Party Name

Credit Days

Product Amount Taxable Amount

| Terms | | | | | |
|---------------------|----------|-----|-------|----------------|--|
| Term Description | Amt or % | Tax | Value | Running Amount | |
| Saptak Liquar Sales | | | | | |
| Other Amounts | | | | | |
| INTERNET LOBBY CC | | | | | |
| Car Charges | | | | | |

Invoice Amount

Description

Debit A/C

| | | | |
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Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a browser will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

Credit Note Book: Select the Credit Note Account for the account.

Documents No: Document No is auto Generated.

Document Date: Document Date is the date on which, you like to make the credit note.

Party Name: Select the party name for whom, you like to make the credit note.

Credit Days: Enter the Credit days allowed to the party for the credit note.

Product Amount: Enter the Credit Note Amount in the Product Amount.

Terms:

Enter the Appropriate Terms Amount or Percentage and Tax value against the Terms Description listed in the Terms Grid.

The Invoice Amount will be Shown the Credit note Amount, enter the Description and Select the appropriate Debit Account from the list given.

Finally when all the data has been properly entered, Save the Credit Note by clicking on the save button.

11.3 How to make the Debit Note (Products)

| | |
|--------------------|---|
| Screen Path | Transaction → Debit/Credit Note → Debit Note with (Products) |
| Screen Name | Debit Note |

Description

This Document is used to make the Debit Note with Product

Screen Display

| | | | |
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Tab 1

Debit Note Books:

Document No: 00001

Document Date: 27/09/2008

Party Name:

Credit Days:

| Product Details | | | | | | | | |
|-----------------|---------|----------|-----|----------|------|-------|---------|---------|
| | Product | Batch No | Qty | Location | Rate | Value | Exp Dt. | Mfg Dt. |
| * | | | | | | | | |

Product Amount: .00 Taxable Amount: .00

| Terms | | | | |
|---------------------|----------|-----|-------|----------------|
| Term Description | Amt or % | Tax | Value | Running Amount |
| Saptak Liquar Sales | | | | |
| Other Amounts | | | | |
| INTERNET LOBBY CO | | | | |
| Car Charges | | | | |

Invoice Amount: .00

Description:

Credit A/C:

Buttons: New, Edit, Delete, **Locate**, Save As New, Save, Undo, Print, Close

Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a browser will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

Debit Note Book: Select the Debit Note Account for the account.

Documents No: Document No is auto Generated.

Document Date: Document Date is the date on which, you like to make the Debit Note.

Party Name: Select the party name for whom, you like to make the Debit Note.

| | | | |
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Credit Days: Enter the Credit days allowed to the party for the Debit Note.

Product Details:

As the Debit note is with the products, so the Products against which Debit note is issued is to be selected in the product details.

Product: Select the Product from the list by clicking or Press space bar to get the list.

Qty: Enter the Qty of the Debit note.

Location: Enter the Location from which the Qty is getting effect.

Rate: Enter the Rate for the Product.

Value: Value will be automatically calculated based on the Qty and Rate given.

Enter Expiry date and Manufacturing date if applicable.

When all the lines are entered for the Debit note, you Product amount and Taxable Amount will be shown the Product Amount.

Terms:

Enter the Appropriate Terms Amount or Percentage and Tax value against the Terms Description listed in the Terms Grid.

The Invoice Amount will be Shown the Debit note Amount, enter the Description and Select the appropriate Credit Account from the list given.

Finally when all the data has been properly entered, Save the Debit Note by clicking on the save button.

11.4 How to make the Debit Note

| | |
|--------------------|---|
| Screen Path | Transaction → Debit/Credit Note → Debit Note |
| Screen Name | Debit Note |

Description

This Document is used to make the Debit Note

Screen Display

| | | | |
|-----------------------|--|----------------|-----|
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Debit Note Books

Document No

Document Date / /

Party Name

Credit Days

Product Amount Taxable Amount

| | Term Description | Amt or % | Tax | Value | Running Amount |
|--|---------------------|----------|-----|-------|----------------|
| | Saptak Liquar Sales | | | | |
| | Other Amounts | | | | |
| | INTERNET LOBBY CC | | | | |
| | Car Charges | | | | |

Invoice Amount

Description

Credit A/C

Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a browser will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

| | | | |
|-----------------------|--|----------------|-----|
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Debit Note Book: Select the Debit Note Account for the account.

Documents No: Document No is auto Generated.

Document Date: Document Date is the date on which, you like to make the Debit Note.

Party Name: Select the party name for whom, you like to make the Debit Note.

Credit Days: Enter the Credit days allowed to the party for the Debit Note.

Product Amount: Enter the Debit Note amount in the Product Amount Field.

Terms:

Enter the Appropriate Terms Amount or Percentage and Tax value against the Terms Description listed in the Terms Grid.

The Invoice Amount will be Shown the Debit Note Amount, enter the Description and Select the appropriate Credit Account from the list given.

Finally when all the data has been properly entered, Save the Debit Note by clicking on the save button.

11.5 How to make Outstanding Adjustment

| | |
|--------------------|---|
| Screen Path | Transaction → Outstanding Adjustment |
| Screen Name | Outstanding Adjustment |

Description

This Document is used to make Outstanding Adjustment in the hotel.

Screen Display

| | | | |
|-----------------------|--|----------------|-----|
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Outstanding Adjustment

Party Name:

| Transactions | | | | | | | |
|--------------|-----------|----------|-----------|---------|---------------|--------------|--------|
| Tm | Doc.Date | Doc. No. | DueDate | Amount | Amt. Adjusted | Balance Amt. | Remark |
| ▶ C | 5/11/2008 | 33643 | 5/11/2008 | 4000.00 | 4000.00 | .00 | |
| SI | 5/12/2008 | A1934 | 5/12/2008 | 4000.00 | .00 | 4000.00 | |

| Adjustments | | | |
|-------------|------|---------|---------------|
| Id | Date | Doc No. | Adjusted Amt. |
| ▶ 1 | | | 4000.00 |
| * | | | |

Steps and Field Explanation

Party Name: Select the Party Name for the outstanding adjustment.

After selecting the party name click on the Show button then the system will display the all the outstanding bills for the party.

In the Adjustment Grid, Enter the ID, date and Document no and adjustment amount. Once required adjustment is done click on save button to "Save" transaction.

12. BANKRECONSILATION

12.1 How to do UNcleared Last year Cheque Details

| | |
|--------------------|--|
| Screen Path | Transaction → Bank Reconciliation → UNcleared Last Years Cheque Details |
| Screen Name | UNcleared Cheques |

| | | | |
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Description

This Screen is used to clear the UNcleared Cheques of the last year.

Screen Display

The screenshot shows a software window titled "PDS Uncleared Cheques". Inside the window, there is a form with the following fields and values:

- Bank Name:** CANARA BANK, C/A 10165
- AC Name:** HASMUKH AGENCY
- Date:** 01/04/2008 (DD/MM/YYYY)
- Amount:** 962
- Cheque No:** 829757
- Receipt/Payment:** Receipt Payment
- Pass Date:** 22/05/2008 (DD/MM/YYYY)

At the bottom of the window, there is a toolbar with the following buttons: New, Edit, Delete, Locate, Save As New, Save, Undo, Print, and Close.

Steps and Field Explanation

Bank Name: Select the Bank name from the search provided.

A/C Name: Select the A/C name from search provided.

Enter the date for which the Cheques are to be cleared in the system.

Enter the Amount and cheque no which you like to clear.

Enter the Pass Date on which the cheque has been passed in the bank.

12.2 How to do Misc Receipt or Payment

| | |
|--------------------|--|
| Screen Path | Transaction → Bank Reconciliation → Misc Receipt or Payment |
|--------------------|--|

| | | | |
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| | |
|--------------------|-------------------------|
| Screen Name | Misc Receipt or Payment |
|--------------------|-------------------------|

Description

This Screen is used to record the Misc Receipt or Payment.

Screen Display

Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a browser will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

Bank Name: Select the Bank name from the clicking on the search button in which you like to pass the record.

Bank Date: Enter the Date on which you like to make the entry.

Voucher Type: Select the Voucher Type from the clicking on the search button, for which you like make, the entry.

| | | | |
|--|---------------------------------------|----------------|-----|
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Enter the Amount and cheque no in the Amount and cheque no field respectively.
Receipt/Payment: Check the appropriate, check box from Receipt or payment.

Finally when all the data has been properly entered, Save the record by clicking on the save button.

12.3 How to Check Cheque Pass Details

| | |
|--------------------|---|
| Screen Path | Transaction → Bank Reconciliation → Cheque Pass Details. |
| Screen Name | Cheque Pass Details |

Description

This Screen is used to do Cheque Pass Details

Screen Display

PCS Cheque Pass Details

Bank Name: CANARA BANK, C/A 10165

From Date: 01/04/2008

To Date: 31/03/2009

Cheque Previous Year Cheques Miscellaneous Contra Entry

Show

| VoucherNo | VoucherDate | ACName | ChqNo | Receipt | Payment | NetDebit | NetCredit | hq_PassDt |
|-----------|-------------|-------------------------------------|--------|----------|----------|----------|-----------|-----------|
| BP830486 | 4/1/2008 | SHREE SHEETLA CORPORATE SERVICE | 830486 | .00 | 13712.00 | .00 | 13712.00 | 4/10/2008 |
| BP830487 | 4/1/2008 | ACTIVE SALES AGENCY | 830487 | .00 | 4825.00 | .00 | 4825.00 | 4/24/2008 |
| BP830488 | 4/1/2008 | DARSHAN DIARY | 830488 | .00 | 539.00 | .00 | 539.00 | 4/10/2008 |
| BP830489 | 4/1/2008 | TELEPHONE CHARGES PAID | 830489 | .00 | 592.00 | .00 | 592.00 | 4/7/2008 |
| BR8842 | 4/1/2008 | GLOBAL EXCHANGE COMPANY PVT. LTD | 8842 | 1512.00 | .00 | 1512.00 | .00 | 4/3/2008 |
| BR107031 | 4/1/2008 | BOB VISA CARD 08-09 | 107031 | 48156.00 | .00 | 47425.54 | .00 | 4/3/2008 |
| | | DISCENT (SERV CHGS) CRD RECD | | 650.11 | .00 | 47425.54 | .00 | 4/3/2008 |
| | | | | 80.35 | .00 | 47425.54 | .00 | 4/3/2008 |
| BR70935 | 4/1/2008 | M/S SIMPLEX - 27/03/2008 | 792513 | 4494.00 | .00 | 4494.00 | .00 | 4/5/2008 |
| BR70938 | 4/1/2008 | M/S SIFY LTD - 23/01/2008 | 758416 | 15663.00 | .00 | 15663.00 | .00 | 4/5/2008 |
| BR70939 | 4/1/2008 | M/S SIFY TECHNOLOGIES LTD - 04/01/2 | 758732 | 47500.00 | .00 | 47500.00 | .00 | 4/5/2008 |
| BR70946 | 4/1/2008 | M/S U.B.GROUP - 01/04/2008 | 155118 | 4494.00 | .00 | 4494.00 | .00 | 4/5/2008 |
| BR70947 | 4/1/2008 | MR VINOD-KAWTHEKAR - 203 - 14292 | 862682 | 4000.00 | .00 | 4000.00 | .00 | 4/5/2008 |
| BR32639 | 4/2/2008 | MR G M CSASTRY - 201 - 60 | 0 | 4830.00 | .00 | 4830.00 | .00 | 4/7/2008 |
| BP830493 | 4/2/2008 | KINGS DISTRIBUTORS PVT LTD | 830493 | .00 | 2706.00 | .00 | 2706.00 | 4/16/2008 |
| BP830494 | 4/2/2008 | SAI SAGAR VEGETABLE CO | | .00 | 1805.00 | .00 | 1805.00 | 4/11/2008 |
| BP830495 | 4/2/2008 | PEPSICO INDIA HOLDINGS PVT LTD | 830495 | .00 | 730.00 | .00 | 730.00 | 4/12/2008 |

Search On: Search For

Select the Field Name to Search... Search Report Save Exit

| | | | |
|-----------------------|--|----------------|-----|
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Steps and Field Explanation

Select the Bank name by clicking in the search button.
Enter the Date range for which you like to check the cheque pass details.
Select the appropriate from cheque, previous year Cheques, miscellaneous and contra

Click on the "Show" button to get the details of the Cheques according to the selection criteria.

Once the checking is done, you can generate the report by clicking on the "Report" button.

The Bank reconciliation Statement will be generated as shown below.

| HOTEL ATITHI | | | | |
|--|-----------|------------------------------|---------|---------------|
| CANARA BANK, C/A 10165 | | | | |
| BANK RECONCILIATION STATEMENT AS ON : 31 Mar 2009 | | | | |
| Ref. No. | Date | Account Name | Chq. no | Amount |
| BANK BALANCE AS PER OUR BANK BOOK | | | | 8728864.15 Dr |
| <u>ADD</u> | | | | |
| <u>CHEQUE ISSUED BUT NOT YET PRESENTED FOR PAYMENT</u> | | | | |
| BP833005 | 4/15/2008 | USHA ART | 833005 | 3500.00 |
| BP833188 | 5/9/2008 | K G N TRADERS | 833188 | 2965.00 |
| BP833379 | 5/31/2008 | MAHAVIR RANG BHANDAR PVT LTD | 833379 | 10871.00 |
| BP833410 | 6/6/2008 | R V COMPUTERS | 833410 | 1350.00 |
| BPBC-28 | 6/12/2008 | BANK CHARGES | | 101.00 |
| BP833474 | 6/14/2008 | MAHAVIR RANG BHANDAR PVT LTD | 833474 | 709.00 |
| BPBC-26 | 6/19/2008 | BANK CHARGES | | 20.00 |
| BP833529 | 6/20/2008 | MAHAVIR RANG BHANDAR PVT LTD | 833529 | 20503.00 |
| BPBC-27 | 6/21/2008 | BANK CHARGES | | 116.00 |
| BP833576 | 6/25/2008 | R V COMPUTERS | 833576 | 4054.00 |
| BR009326 | 6/26/2008 | SERVICE CHARGES | | 22.25 |
| BR009326 | 6/26/2008 | SERVICE TAX PAYMENTS | | 2.75 |
| BP833581 | 6/27/2008 | ACTIVE SALES AGENCY | 833581 | 4825.00 |
| BP833629 | 7/2/2008 | SUBHASH CORP | 833629 | 1950.00 |

12.4 How to Record Invoice G.R.N Entry

| | |
|--------------------|--|
| Screen Path | Transaction → Invoice G.R.N Entry |
| Screen Name | Invoice G.R.N. Entry |

Description

| | | | |
|-----------------------|--|----------------|-----|
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This Document is used to record the party G.R.N. no and date

Screen Display

| Invoice No. | Invoice Date | Party | Invoice Amt | Party GRN No. | GRN Date |
|-------------|--------------|----------------------------|-------------|---------------|----------|
| A1000 | 4/18/2008 | MR KURIAN-MATHAI - 702 - | 4030.00 | | |
| A1001 | 4/19/2008 | MR HEGDE-RAMESH - 208 | 10177.00 | | |
| A1002 | 4/21/2008 | MR KUMAR-SHAILENDER - | 16675.00 | | |
| A1003 | 4/18/2008 | MR. G.PREMNATH - 103 - 63 | 4100.00 | | |
| A1004 | 4/17/2008 | MR RAJANS S - 106 - 637 | 4298.00 | | |
| A1005 | 4/18/2008 | MR RAJAGOPALRAVI - 307 - | 4670.00 | | |
| A1006 | 4/18/2008 | MR GOELSHASHANK - 309 - | 4000.00 | | |
| A1007 | 4/18/2008 | MRSMR AGARWALAMIT M - | 4500.00 | | |
| A1008 | 4/18/2008 | MR RAVISHANKARNADIYAM | 4935.00 | | |
| A1009 | 4/19/2008 | FAMILY-MR KAMATHP V - 70 | 14095.00 | | |
| A1010 | 4/18/2008 | MR P-VENUGOPAL - 306 - 64 | 4000.00 | | |
| A1011 | 4/18/2008 | MR BORKAR-AVINASH - 703 | 4266.00 | | |
| A1012 | 4/19/2008 | DR T V-SRIDHARDR G-BAL | 11017.00 | | |
| A1013 | 4/17/2008 | MR RASHIRAI-ELIVIS - 502 - | 4000.00 | | |
| A1014 | 4/18/2008 | & FEMILYDR. M. C.-MOHA | 4996.00 | | |
| A1015 | 4/18/2008 | DR RAVINDRAN-& FEMILY- | 4500.00 | | |

Steps and Field Explanation

Sales Book: Select the Sales Book clicking on the search button.

Enter the Date Range of the Invoice for making the party grn no and grn date entry.

Once you click on the "View" button the records will be loaded in the form as shown above, now enter the appropriate Grn no and Grn Date besides the invoice no.

Finally when all the Required GRN No and Date has been updated, click on the "Save" button to save the entry.

12.5 How to do Purchase Invoice Approval

| | |
|--------------------|--|
| Screen Path | Transaction → Purchase Invoice A/C Approval |
|--------------------|--|

| | | | |
|-----------------------|--|----------------|-----|
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| | |
|--------------------|-------------------------------|
| Screen Name | Purchase Invoice A/C Approval |
|--------------------|-------------------------------|

Description

This screen is to approve the purchase vouchers.

Screen Display

| Invoice No. | Invoice Date | Party | Invoice Amt | Party Bill No | Bill Date | P.I. Approved |
|-------------|--------------|--------------------------|-------------|---------------|-----------|---------------|
| 2167 | 6/27/2008 | DARSHAN DIARY | 216.00 | 2167 | 6/27/2008 | Y |
| 000255 | 7/29/2008 | PEPSICO INDIA HOLDINGS F | 2257.00 | 000255 | 7/29/2008 | Y |
| 000327 | 5/19/2008 | PEPSICO INDIA HOLDINGS F | 2108.00 | 000327 | 5/19/2008 | Y |
| 000384 | 8/4/2008 | PEPSICO INDIA HOLDINGS F | 1527.00 | 000384 | 7/31/2008 | Y |
| 000687 | 8/9/2008 | PEPSICO INDIA HOLDINGS F | 1460.00 | 000687 | 8/6/2008 | Y |
| 000815 | 5/29/2008 | PEPSICO INDIA HOLDINGS F | 1013.00 | 000815 | 5/29/2008 | Y |
| 000877 | 8/12/2008 | PEPSICO INDIA HOLDINGS F | 1691.00 | 000877 | 8/11/2008 | Y |
| 000954 | 5/20/2008 | PEPSICO INDIA HOLDINGS F | 946.00 | 000954 | 5/18/2008 | Y |
| 001004 | 8/16/2008 | PEPSICO INDIA HOLDINGS F | 946.00 | 001004 | 8/16/2008 | Y |
| 003 | 4/18/2008 | BALAKRISHNA RAMACHAND | 600.00 | 003 | 4/8/2008 | Y |
| 003368 | 6/4/2008 | PEPSICO INDIA HOLDINGS F | 1162.00 | 003368 | 6/4/2008 | Y |
| 004/066 | 4/23/2008 | MULTILINE COMMUNICATIO | 16640.00 | 004/066 | 4/23/2008 | Y |
| 00495 | 5/17/2008 | KINGS DISTRIBUTORS PVT | 2338.00 | 00495 | 5/17/2008 | Y |
| 00496 | 5/17/2008 | KINGS DISTRIBUTORS PVT | 732.00 | 00496 | 5/17/2008 | Y |
| 005811 | 6/14/2008 | PEPSICO INDIA HOLDINGS F | 3404.00 | 005811 | 6/13/2008 | Y |
| 006401 | 6/16/2008 | PEPSICO INDIA HOLDINGS F | 1080.00 | 006401 | 6/15/2008 | Y |

Steps and Field Explanation

Purchase Book: Select the Sales Book clicking on the search button.

Enter the Date Range of the Purchase voucher which are suppose to be approved.

Once you click on the "View" button the records will be loaded in the form as shown above, now enter "Y" in the Approved column besides the purchase invoice which you like to approve.

Finally when the required purchase vouchers are approved, click on save button to save the entry.

| | | | |
|----------------|--|---------|-----|
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13 CASH

13.1 How to do Room Settling Bill

| | |
|-------------|---------------------------|
| Screen Path | Cash → Room Settling Bill |
| Screen Name | Settling of Room Bill |

Description

The Screen is used to do the settlement of the room bill

Screen Display

Steps and Field Explanation

Bill No: Enter the bill no which you like to settle.

Once you enter the bill no, all the details related to the bill will be loaded in the from.

Enter the Narration as desired.

Payment Type: Select the payment type from the selection list.

| | | | |
|-----------------------|--|----------------|-----|
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Enter all the relevant detail are required.

Finally when all the details have been properly entered, then click on "Settled" button to complete the settlement of the bill

13.2 How to do Settling Service Bill

| | |
|--------------------|-------------------------------------|
| Screen Path | Cash → Service Settling Bill |
| Screen Name | Settling of Service Bill |

Description

The Screen Is used to do the Settlement of the Service Bills in the hotel.

Screen Display

Steps and Field Explanation

Bill for: Select the bill for from the search provided.

Bill No: Enter the bill no for which you would like to make the settlement.

Once you enter the bill no, all the details related to the bill will be loaded in the from.

| | | | |
|-----------------------|--|----------------|-----|
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Enter the Narration as desired.

Payment Type: Select the payment type from the selection list.

Enter all the relevant detail are required.

Finally when all the details have been properly entered, then click on "Settled" button to complete the settlement of the bill

13.3 How to do Advance Details

| | |
|--------------------|-------------------------------|
| Screen Path | Cash → Advance Details |
| Screen Name | Advance Details |

Description

The Screen Is used to Settle the Service Bills

Screen Display

| | | | |
|----------------|--|---------|-----|
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Steps and Field Explanation

Advance Against: Select the advance against check IN or Reservation.

Room no: Enter the room no against which you like to take the advance.

Once you enter the room relevant details will be loaded automatically.

Select the Payment mode from Cash, Credit card and Cheque.

Enter the Cheque Date, Cheque/Credit card no, Bank name and bank branch as desired.

Receipt no will be loaded, enter the advance amount in the advance amount field.

Finally when all the details of the have been enter click on "Save" button to save the record.

13.4 How to do Manual Bill

| | | | |
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| | |
|--------------------|---------------------------|
| Screen Path | Cash → Manual Bill |
| Screen Name | Manual Bill |

Description

The Screen Is used to make the manual bills

Screen Display

The screenshot shows a software window titled "Manual Bill". The window contains a form with the following fields and controls:

- Service Type:** A text box with a search icon.
- Bill No:** A text box.
- Bill Date:** A date picker showing 29/09/2008.
- Time:** A text box.
- Room Number:** A text box with a search icon.
- Check In Number:** A text box.
- Waiter Number:** A text box.
- Table Number:** A text box.
- Num Of Persons:** A text box.
- Steward Initials:** A text box.
- Permit Number:** A text box.
- Total:** A text box showing .00.
- Package Bill:** Radio buttons for YES and NO.
- Remarks:** A text box.
- Post Expenses:** A checkbox.
- InterNet in Room:** Radio buttons for YES and NO.

At the bottom of the window is a toolbar with the following buttons: **New**, **Edit**, **Delete**, **Locate**, **Save As New**, **Save**, **Undo**, **Print**, and **Close**.

Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a browser will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

Service Type: Select the service type by clicking on the search button provided.

Bill No: Bill no is auto generated from the system.

Bill Date: Default is today, but can be changed as required.

Room no: Select the room no by clicking on the search button, for which you like to make the service bill.

| | | | |
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Enter the all the required details as desired, finally when all the details of the have been enter click on "Save" button to save the record.

13.5 How to check Cash Summary

| | |
|--------------------|----------------------------|
| Screen Path | Cash → Cash Summary |
| Screen Name | Cash Summary |

Description

The Screen Is used to check the cash summary in the hotel.

Screen Display

Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a browser will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

| | | | |
|-----------------------|--|----------------|-----|
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Click on “New” button to add a new record in the screen.

Date: Date will be today’ date.

Select Shift for which you like to compute the cash summary.

Enter the opening balance.

Settlement details: Select the Settlement details as desired.

Finally when all the details of the have been enter click on “Save” button to save the record.

13.6 How to do posting of service bill into cash book

| | |
|--------------------|--|
| Screen Path | Cash → Posting of Service bill into cash book |
| Screen Name | Posting The Service Bill |

Description

The Screen is used for posting of the Service bill into cash book.

Screen Display

| | | | |
|-----------------------|--|----------------|-----|
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Steps and Field Explanation

Click on the "Locate" button to Edit/Modify the existing records, a browser will be displayed, you can select appropriate data by entering and once desired data is shown, Click on "Accept" button then the selected details will be loaded in the Screen.

To edit the selected data click on the "Edit" button the data now can be Edited/Modified. Once the Required changes have been made Click on "Save" button to save the changes, and to revert the changes by clicking on "Undo" button.

Close the screen by clicking on "Close" button after the completing the task.

Click on "New" button to add a new record in the screen.

Bill for: Select the bill for from the search provide.

Enter the required detail are desired.

Finally when all the details of the have been enter click on "Bill Settled" button to make the settlement of the service bill.

14. MINISTRY OF TOURISM REPORTS

14.1 Ministry of Tourism – Monthly Report

| | |
|--------------------|---|
| Report Path | Ministry of Tourism -> Monthly Report |
| Report Name | Monthly Report |

Description

Monthly Report is needs to submit to Ministry of Tourism. Enter the date range From and TO date for which you like to generate the report. Click on "View" button to view the report.

Display

| | | | |
|----------------|--|---------|-----|
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Output of Report

HA :2007-2008:104
27 September 2008

The Dy Director General (MR)
Department of Tourism
Govt. of India
C-1 Hutments
Dalhousie Road
New Delhi - 110 001

Dear Sir:

Sub : **Submission of Monthly Occupancy Data**

We are submitting herewith monthly statistical returns on room occupancy in the prescribed format for the month of January 2008

Thanking you.

Yours faithfully:
For **HOTEL ATITHI**

| | | | |
|-----------------------|--|----------------|-----|
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14.2 Ministry of Tourism - Quaterly Data Form

| | |
|--------------------|---|
| Report Path | Ministry of Tourism → Quaterly Data Form |
| Report Name | Quaterly Data Entry Form |

Description

Quaterly data entry form Report.

Enter the date range From and TO date for which you like to generate the report. Click on "View" button to view the report.

Display

The screenshot shows a software window titled "Quaterly Data Entry Form". Inside the window, there are three date selection fields. The first is labeled "Period From" and contains the date "01 07 2008". The second is labeled "To" and contains "30 09 2008". The third is labeled "As On" and contains "27 09 2008". Below these fields are two buttons: a "View" button and an "Exit" button.

Output of Report

| | | | |
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HA :2007-2008:104
27 September 2008

The Dy Director General (MR)
Department of Tourism
Govt. of India
C-1 Hutments
Dalhousie Road
New Delhi - 110 001

Dear Sir:

Sub : **Submission of Quarterly Data**

We are submitting herewith quarterly data (in the prescribed format) for the period from 01-07-2008 to 30-09-2008

Thanking you.

Yours faithfully:

| | | | |
|-----------------------|--|----------------|-----|
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QUARTERLY DATA ENTRY FORM

Period from 01/07/2008 *to* 30/09/2008

1. HOTEL INCOME :

(Rupees in Lakhs)

| | |
|---------------------------------------|----------|
| A. Room Sales : | 125.131 |
| B. Food / Beverage | 8.87099 |
| C. Banquets / Conference / Seminars : | 25.24766 |
| D. Others : | 1.31991 |

2. EMPLOYMENT :

| | | | | |
|-----------------------------|----|-------------|-----|---------------|
| A. Managerial / Executive : | 56 | Male | NIL | Female |
| B. Skilled Operators : | 12 | Male | NIL | Female |
| C. Unskilled Operators : | 45 | Male | NIL | Female |

3. TARIFF DETAILS :

| | | | |
|---------------------------|-----|-------------|---------------|
| A. Single Room : | Rs. | 4000 | American Plan |
| B. Double Room : | Rs. | 5800 | American Plan |
| | Rs. | 4500 | European Plan |
| C. Suites (2 persons) : | Rs. | 6500 | American Plan |
| | Rs. | 5500 | European Plan |
| D. Deluxe Room : | | NIL | |

15. ENQUIRY

15.1 Airline

| | |
|--------------------|--|
| Report Path | Reservation → Enquiry → Airline |
| Report Name | Airline Enquiry Details |

Description

The Enquiry is to check the Airline Enquiry Details
Select Source and destination or Airline or day of week to check the airline status. Click on Enquire to generate the output.

| | | | |
|----------------|--|---------|-----|
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Display

Source: AMD AHMEDABAD

Destination: Destination

Airline: BOM BOMBAY

Day Of The Week:

Buttons: Enquire, Exit

Output of Report

| Source | Destination | AirLine | Days | FirstClass | Business | TourClass |
|-----------|-------------|---------|---------|------------|----------|-----------|
| AHMEDABAD | BOMBAY | JA | 1234567 | 0 | 0 | 0 |
| AHMEDABAD | BOMBAY | JA | 1234567 | 0 | 0 | 0 |
| AHMEDABAD | BOMBAY | IA | 1234567 | 0 | 0 | 0 |
| AHMEDABAD | BOMBAY | IA | 1246 | 0 | 0 | 0 |
| AHMEDABAD | BOMBAY | IA | 357 | 0 | 0 | 0 |
| AHMEDABAD | BOMBAY | IA | 35 | 0 | 0 | 0 |
| AHMEDABAD | BOMBAY | JA | 1234567 | 0 | 0 | 2775 |
| AHMEDABAD | BOMBAY | JA | 134567 | 0 | 4235 | 2775 |
| AHMEDABAD | BOMBAY | IA | 1234567 | 0 | 0 | 2535 |
| AHMEDABAD | BOMBAY | IA | 1234567 | 0 | 0 | 2535 |
| AHMEDABAD | BOMBAY | IA | 1234567 | 0 | 0 | 2535 |
| AHMEDABAD | BOMBAY | IA | 1234567 | 0 | 0 | 2535 |
| AHMEDABAD | BOMBAY | IA | 1 | 0 | 0 | 0 |
| AHMEDABAD | BOMBAY | JA | 7 | 3995 | 5920 | 3995 |

| | | | |
|-----------------------|--|----------------|-----|
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15.2 Daily Reservation

| | |
|--------------------|--|
| Report Path | Reservation → Enquiry → Daily Reservation |
| Report Name | Airline Enquiry Details |

Description

The Enquiry is to Check Daily Reservation.

Enter the date range From and TO date for which you like to generate the report. Click on "View" button to view the report.

Display

Output of Report

| | | | |
|--|---------------------------------------|----------------|------------|
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ROOM RESERVATION REGISTER For the Period From 01 April 2008 To 29 September 2008

| Reservation number | Reserv ed By | Payment Type | Payment Mode | Company | No Of Rooms | Room Number | Guest Name | Occupancy Type | Check In Date | Check In Time | Check Out Date | Check Out Time | Retention Required | Reservation Status |
|--------------------|--------------|--------------|--------------|----------------|-------------|-------------|----------------------|----------------|---------------|---------------|----------------|----------------|--------------------|--------------------|
| 722614 | Kiran | DIRECT | CASH | Y PLUS | 4 | | MR VISHVESHWARA - | SINGLE | 12/9/2008 | 1223 | 14/9/2008 | 1200 | No | CF |
| 722614 | Kiran | DIRECT | CASH | Y PLUS | 4 | | MR RAI - | SINGLE | 12/9/2008 | 1223 | 14/9/2008 | 1200 | No | CF |
| 722614 | Kiran | DIRECT | CASH | Y PLUS | 4 | | MR SURENDRA N - | SINGLE | 12/9/2008 | 1223 | 14/9/2008 | 1200 | No | CF |
| 722614 | Kiran | DIRECT | CASH | Y PLUS | 4 | | MR JANARDHAN AN - | SINGLE | 12/9/2008 | 1223 | 14/9/2008 | 1200 | No | CF |
| 727051 | Hms | DIRECT | CASH | M/S SYNGENTA | 1 | | DR MANGALA -GOVENKAR | SINGLE | 10/5/2008 | 2140 | 11/5/2008 | 1200 | No | CF |
| 727227 | Anand | DIRECT | CASH | VANI CHEMICALS | 4 | | MR VERMA RAVI | SINGLE | 26/5/2008 | 2300 | 2/6/2008 | 1200 | No | CF |
| 727227 | Anand | DIRECT | CASH | VANI CHEMICALS | 4 | | MR VINOD PURI | SINGLE | 26/5/2008 | 2300 | 2/6/2008 | 1200 | No | CF |
| 727227 | Anand | DIRECT | CASH | VANI CHEMICALS | 4 | | MR HARILAL - | SINGLE | 26/4/2008 | 2300 | 2/5/2008 | 1200 | No | CF |
| 727227 | Anand | DIRECT | CASH | VANI CHEMICALS | 4 | | MR JOPSEPH - | SINGLE | 26/5/2008 | 2300 | 2/6/2008 | 1200 | No | CF |

15.3 Expected Check IN

| | |
|--------------------|--|
| Report Path | Reservation → Enquiry → Expected Check IN |
| Report Name | Expected check IN |

Description

The Enquiry is to check the Expected Check IN.
Enter the date on which you like to check the Expected check In details in the hotel, Click on Enquire button to generate the report.

Display

PCS Enquiry - Arrivals

Check In Expected On :

28 09 2008

Enquire Cancel

| | | | | |
|-----------------------|---------------------------------------|--|-----|--|
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Output of Report

| List Of Guest | | | | | | | | | | |
|---------------|-----------|--------------------|-------------|---------|----------|----------|-----------|-----------|----------|------|
| OK | | | | | | | | | | |
| SrNo | RESERVENO | GuestName | GuestName2 | airline | FLIGHTNO | EXPCINTM | EXPCOUTDT | OCCUPANCY | RESVSTAT | user |
| 1 | 734576 | MR ABHARAJ CHATTA | | | | 1200 | 9/29/2008 | SINGLE | CF | Ram |
| 2 | 734578 | MR AJIT SRIVASTAVA | 09822039120 | | | 1608 | 9/29/2008 | SINGLE | CF | Ram |
| 3 | 734369 | MR R -DEVNATHAN | | | | 1728 | 9/29/2008 | SINGLE | CF | Amb |

15.4 Expected Check OUT

| | |
|--------------------|---|
| Report Path | Reservation → Enquiry → Expected Check OUT |
| Report Name | Expected Check OUT |

Description

The Enquiry is to check the Expected Check OUT.
Select the Date Range in between in you like to check the Expected Check OUT, Click on the Enquire button to view the report.

Display

Output of Report

| | | | |
|--|---------------------------------|---------|-----|
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Guest Departures

Ok

| ReserveNumber | CheckInNumber | RoomNumber | GuestName | InDate | InTime | OutDate | OCCUPANCY | Company |
|---------------|---------------|------------|-----------------------|-----------|--------|-----------|-----------|--------------------|
| 763557075 | 5702 | 410 | MR. RAJESH KALRA | 8/27/2008 | 2102 | 9/29/2008 | DOUBLE | M/S. VEDANTA |
| 763557075 | 5702 | 410 | MR. ASIF MOHAMMAD | 8/27/2008 | 2102 | 9/29/2008 | DOUBLE | M/S. VEDANTA |
| 303182482 | 5707 | 510 | MR S SURESH | 8/27/2008 | 2338 | 9/29/2008 | SINGLE | M/S. VEDANTA |
| 339774548 | 5708 | 509 | MR A SATISH | 8/27/2008 | 2338 | 9/29/2008 | SINGLE | M/S VEDANTA |
| 773729383 | 5720 | 305 | MS AQIL -AZRA | 8/27/2008 | 2300 | 9/29/2008 | SINGLE | M/S LIONS CLUB |
| 0 | 5723 | 703 | MR KEMAL -ERBIL | 8/27/2008 | 2300 | 9/29/2008 | SINGLE | M/S ATR CHEMICALS |
| 0 | 5724 | 704 | MR ALPER -OZDEMIR | 8/27/2008 | 2300 | 9/29/2008 | SINGLE | M/S ART CHEMICALS |
| 56342542 | 5725 | 507 | MR P . L . -CHOCKALIN | 8/28/2008 | 1400 | 9/29/2008 | SINGLE | M/S VEDANTA |
| 824226020 | 5726 | 501 | MR RAMESH -PARIKH | 8/28/2008 | 1400 | 9/29/2008 | DOUBLE | |
| 824226020 | 5726 | 501 | MR PARIKH | 8/28/2008 | 1400 | 9/29/2008 | DOUBLE | |
| 783345877 | 5727 | 307 | MS NEELAM -MATHAN | 8/28/2008 | 1400 | 9/29/2008 | SINGLE | M/S SESA GOA |
| 673808216 | 5728 | 303 | MR S . K . -MANDAL | 8/28/2008 | 1400 | 9/29/2008 | SINGLE | M/S GANNON DUNKE |
| 320124506 | 5729 | 201 | ss - | 8/28/2008 | 1400 | 9/29/2008 | DOUBLE | |
| 320124506 | 5729 | 201 | MS ABIRA -CHATTERJ | 8/28/2008 | 1400 | 9/29/2008 | DOUBLE | |
| 320124506 | 5729 | 201 | satish - | 8/28/2008 | 1400 | 9/29/2008 | DOUBLE | |
| 795940696 | 5730 | 502 | MR COUNTO -N . S . N | 8/28/2008 | 1400 | 9/29/2008 | SINGLE | M/S ALCON |
| 412931799 | 5733 | 601 | MR K . V . -THOMAS | 8/28/2008 | 1400 | 9/29/2008 | SINGLE | M/S COCHIN STOCK E |
| 112362503 | 5734 | 706 | MR C . R . -KRISHNAN | 8/28/2008 | 1400 | 9/29/2008 | SINGLE | |
| 902721284 | 5735 | 504 | MR N . -NAGESH | 8/28/2008 | 1400 | 9/29/2008 | SINGLE | M/S VEDANTA |
| 480462722 | 5736 | 602 | MR C . P . -JAIN | 8/28/2008 | 1400 | 9/29/2008 | SINGLE | M/S HPL SOCOMEC P |

Guest Departures

Ok

| CheckInNumber | PAYMENTTYPE | PAYMENTMODE | advamount |
|---------------|-------------|-------------|-----------|
| 5702 | DIRECT | CASH | 9000 |

15.5 Check IN Status

| | |
|-------------|---|
| Report Path | Reservation → Enquiry → Check IN Status |
| Report Name | Check IN Status |

Description

The Enquiry is to check the Check IN Status of the guest.
Enter the data range between for which you like to check the Check IN status in the hotel,
Click on the Enquire button to view the report.

Display

| | | | |
|-----------------------|--|----------------|-----|
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Output of Report

| RoomNumber | ChkInNo | GuestName | ExpCInDt | IsRetention | PAYMENTTYPE | ChkInSts | E | Ok | Gtpe |
|------------|---------|--------------------|-----------|-------------|-------------|----------|-----------|----|------|
| | 734369 | MR R -DEVNATHAN | 9/28/2008 | No | DIRECT | No | 9/29/2008 | | |
| | 734576 | MR ABHARAJ CHATTR | 9/28/2008 | No | DIRECT | No | 9/29/2008 | | |
| | 734578 | MR AJIT SRIVASTAVA | 9/28/2008 | No | DIRECT | No | 9/29/2008 | | |

15.6 Check OUT Status

| | |
|--------------------|---|
| Report Path | Reservation → Enquiry → Check OUT status |
| Report Name | Check OUT Status |

Description

The Enquiry is to check the Check OUT Status in the Hotel.
Enter the Date Range between you would like to check the Check OUT Status in the hotel,
Click on the Enquire button to view the report.

Display

| | | | |
|----------------|--|---------|-----|
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Output of Report

| Roomid | GuestName | ActClnDt | Retention | OutDate | PAYMENTTYPE | ChkOutSts |
|--------|---------------------|-----------|-----------|-----------|-------------|-----------|
| 201 | MS ABIRA-CHATTERJ | 8/28/2008 | - | 9/29/2008 | DIRECT | No |
| 201 | satish - | 8/28/2008 | - | 9/29/2008 | DIRECT | No |
| 201 | ss- | 8/28/2008 | - | 9/29/2008 | DIRECT | No |
| 303 | MR S . K .MANDAL | 8/28/2008 | - | 9/29/2008 | DIRECT | No |
| 305 | MS AQIL-AZRA | 8/27/2008 | - | 9/29/2008 | DIRECT | No |
| 307 | MS NEELAM-MATHAN | 8/28/2008 | - | 9/29/2008 | DIRECT | No |
| 308 | MR. DIN DAYAL. TODI | 8/28/2008 | - | 9/29/2008 | DIRECT | No |
| 308 | MR. NAGAMALLA. SAT | 8/28/2008 | - | 9/29/2008 | DIRECT | No |
| 410 | MR. ASIFMOHAMMAD | 8/27/2008 | - | 9/29/2008 | DIRECT | No |
| 410 | MR. RAJESHKALRA | 8/27/2008 | - | 9/29/2008 | DIRECT | No |
| 501 | MR. RAMESH.PARIKH | 8/28/2008 | - | 9/29/2008 | DIRECT | No |

15.7 Room Status

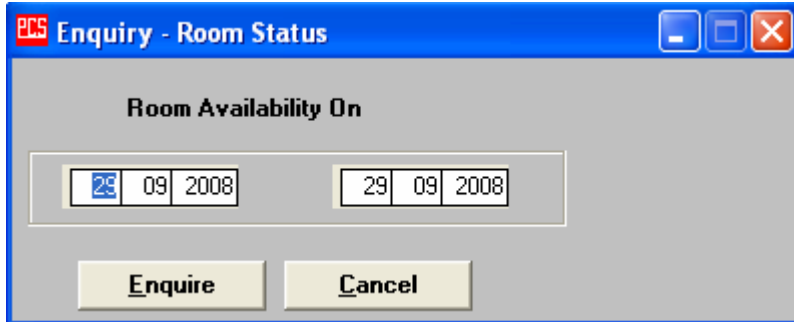
| | |
|--------------------|--|
| Report Path | Reservation → Enquiry → Room Status |
| Report Name | Room Status |

Description

The Enquiry is to check the Room status in the hotel. Enter the date range between to check the room availability, click on the Enquire button to view the report.

| | | | |
|-----------------------|--|----------------|-----|
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Display



Output of Report

| Date | Rooms | CheckOuts | CheckIns |
|-----------|-------|-----------|----------|
| 9/29/2008 | 66 | 27 | 0 |

15.8 Guest Details

| | |
|--------------------|--|
| Report Path | Reservation → Enquiry → Guest Details |
| Report Name | Guest Details |

Description

| | | | |
|-----------------------|--|----------------|-----|
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The Enquiry is to check the Guest Details in the hotel.
 Enter the Room No, the guest details in the room will be loaded, you can make the changes as desired to the details.
 Click on "OK" once the activity is completed.

Display

PCS Guest Details

Room Number: 201
 Check In Date: 28/08/2008

Guest List: ss - MS ABIRA -CHATTERJEE
 satish -

Nationality: [] Occupation: []
 Age: [] Address: sjjsj
 Coming From: []
 Leaving For: []

Deployment In india:
 Arrival In India: [][][]
 Duration Of Stay: [] Days

Passport Details
 Passport Number: []
 Issued At: []
 Date Of Issue: [][][]
 Valid Up To: [][][]

Payment Details
 Type: []
 Mode: []
 Advance Amount: []
 Company: []

OK

Output of Report

-NA-

15.9 Settling Bill Details (Room NO)

| | | | |
|----------------|--|---------|-----|
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| | |
|-------------|---|
| Report Path | Reservation → Enquiry → Enquiry Bill Status → Settling Bill Details (Room No) |
| Report Name | Settling Bill Details(Room No) |

Description

The Enquiry is to check bills as per the Room no.
 Enter the Room No for which you like check all the Bills.
 Enter the date range of the bills in Bill Date from and To fields, Once the dates are entered the bills between the given date range will be loaded.
 Click on "OK" button after completing the activity.

Display

PCS Settling Service Bill (Room Number)

Room No 201 Bill Date From: To

Check In No 5729 Bill No : A6388 R / C Rate 4000 Bill Time : 1157

Name Of Guest ss - Duration Of Stay 0 Days

Arrival Time 1400 Arrival Date 28/08/2008 Company

Narration Total Ok

Output of Report

-NA-

| | | | |
|----------------|--|---------|-----|
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15.10 Settling Bill Details (Sales Bill)

| | |
|-------------|--|
| Report Path | Reservation → Enquiry → Enquiry Bill Status → Settling Bill Details (Sales Bill) |
| Report Name | Settling Bill Details (Sales Bill) |

Description

The Enquiry is to check the bills in the hotel.
Enter the Bill No which you like to check, relevant details of the bill will be loaded.
Click on the "OK" button after completing the activity.

Display

PCS Service Bill Details(Sales Bill No)

Bill No :

Check In Number Room No R / C Rate :

Name Of Guest Duration Of Stay Days

Arrival Time Arrival Date

Company

Discount Total Amount

Output of Report

-NA-

15.11 Room Bill

| | | | |
|-----------------------|--|----------------|-----|
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| | |
|--------------------|--|
| Report Path | Reservation → Enquiry → Enquiry Bill Status → Room Bill |
| Report Name | Room Bill |

Description

The Enquiry is to check Room Bill.
 Enter the Room No for which you like to check Bills.
 Once you click on the proceed button a display screen will be displayed as shown below.
 Click on "OK" button after completing the activity.

Display

The screenshot shows a software dialog box titled "PCS Bill Enquiry". It features a "Staying In a Room" radio button selected under the "Enquiry For" section. The "Room No" field contains "201" and the "Check In No" field contains "5729". The "Bill For The Week" section shows a date range from "29/09/2008" to "10/05/2008". At the bottom, there are "Proceed" and "Cancel" buttons.

Output of Report

| | | | |
|----------------|--|---------|-----|
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Room Bill Enquiry

Room No
 Bill No :
 Bill Date
 Bill Time

Check In No
 R / C Rate
 Plan
 Man Bill

Name Of Guest
 Expected Check Out date

Arrival Time
 Arrival Date
 Company

| Services | Date | Amount |
|-----------|-----------|--------|
| Room C... | 28/08/... | 4000 |
| Room C... | 29/08/... | 4000 |
| Room C... | 30/08/... | 4000 |
| Room C... | 31/08/... | 4000 |
| Room C... | 01/09/... | 4000 |
| Room C... | 02/09/... | 4000 |
| Room C... | 03/09/... | 4000 |
| Room C... | 04/09/... | 4000 |

Narration
 Food Disc %
 Food Disc

Room To be Held till Check Out Time
 Total

Baggage In
 Advanced Adjusted

Ok

15.12 Bill Summary

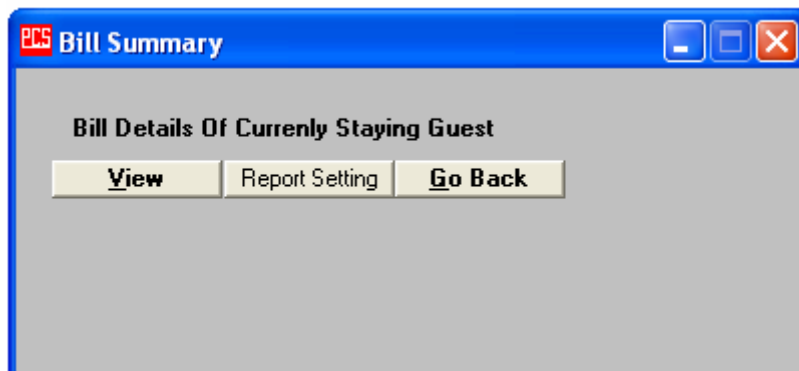
| | |
|--------------------|--|
| Report Path | Reservation → Enquiry → Enquiry Bill Status → Bill Summary |
| Report Name | Bill Summary |

Description

The Enquiry is to check the Bill Summary.
Click on the View button to Generate the report.

Display

| | | | |
|-----------------------|--|----------------|-----|
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Output of Report

| BILL DETAILS FOR THE GUEST CURRENTLY STAYING IN THE ROOM | | | | | | DATE | 9/29/2008 | TIME | 1206 | | |
|--|---|-------------------|------|------------------------------------|--------|-------------------|---------------------------|--------------------|------------------|------------------|--------------------|
| Checkin | | Check Out | | Card | | No Of Pax | | Nationality | | | |
| Date | Time | Date | Time | Name | Number | | | | | | |
| | | | | | | Receipt No | Advance Amount | Bill Number | Bill Date | Bill Type | Bill Amount |
| Room No | 201 | Checkin No | 5729 | Total Amount(Weekly Bill) : | | 140,000.00 | Total Weekly Bills | | 5 | | |
| Name | ss - /MS ABIRA -CHATTERJEE / satish - / | | | Company | | INDIAN | | | | | |
| 8/28/2008 | 1400 | 9/29/2008 | 1200 | | | A6388 | 9/29/2008 | F | 128,203.00 | | |
| | | | | | | 36468 | 4,000.00 | L3312 | 9/26/2008 | 6.00 | |
| | | | | | | | | S29647 | 8/28/2008 | 118.00 | |
| | | | | | | | | S29653 | 9/26/2008 | 79.00 | |
| Total Advance | : | | | Current Amount Due | | : | | 128,203.00 | | | |

15.13 Night Audit Bill Summary

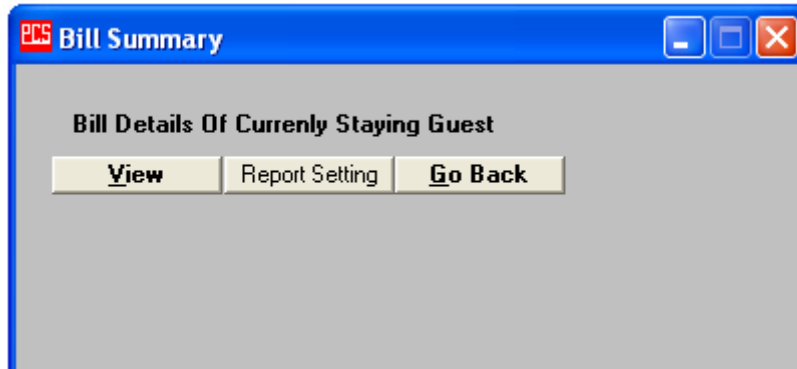
| | |
|--------------------|---|
| Report Path | Reservation → Enquiry → Enquiry Bill Status → Night Audit Bill Summary |
| Report Name | Night Audit Bill Summary. |

Description

| | | | |
|-----------------------|--|----------------|-----|
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The Enquiry is to check the Night Audit Bill Summary.
Click on the View button to generate the report.

Display



Output of Report

| HOTEL ATITHI | | | | | | | |
|---------------------------------|----------------------|---|---------------|------------------|------------|-------------|----------------|
| NIGHT AUDIT BILL SUMMARY REPORT | | | | | | | |
| On 9/29/2008 time 1208 | | | | | | | |
| ROOM NO | Text Object IN NO | GUEST NAME | CHECK IN DATE | EXP_CHK OUT DATE | ADV AMOUNT | BILL AMOUNT | PENDING AMOUNT |
| 201 | 5729 | ss - / MS ABIRA - CHATTERJEE / satish - | 8/28/2008 | 9/29/2008 | 4,000.00 | 128,203.00 | 124,203.00 |
| 207 | 5664 | MR J. - CHAKRAVORTY / MR RAJEEV RANJAN | 8/26/2008 | 9/29/2026 | 4,000.00 | 136,634.00 | 132,634.00 |
| 301 | 5739 | s - / s - / MR GOPICHAND - | 9/25/2008 | 9/8/2025 | | 19,200.00 | 19,200.00 |
| 303 | 5728 | MR S . K . -MANDAL | 8/28/2008 | 9/29/2008 | 4,000.00 | 128,095.00 | 124,095.00 |
| 304 | 5662 | MR. SAHANI MUKESH | 8/24/2008 | 9/29/2026 | | 144,393.00 | 144,393.00 |
| 305 | 5720 | MS AQIL -AZRA | 8/27/2008 | 9/29/2008 | 12,000.00 | 132,184.00 | 120,184.00 |
| 307 | 5727 | MS NEELAM -MATHANI | 8/28/2008 | 9/29/2008 | 4,000.00 | 128,000.00 | 124,000.00 |
| 308 | 5738 | MR. NAGAMALLA . SATISH KUMAR / MR. DIN DAYAL . TODI | 8/28/2008 | 9/29/2008 | 9,000.00 | 144,328.00 | 135,328.00 |
| 404 | 5688 | MR. K. MUKHARJI | 8/27/2008 | 9/29/2026 | 4,500.00 | 132,000.00 | 127,500.00 |
| 406 | 5687 | MR. C. PRATAP | 8/27/2008 | 9/29/2026 | 8,000.00 | 132,000.00 | 124,000.00 |

15.14 Last Status

| | | | |
|-----------------------|--|----------------|-----|
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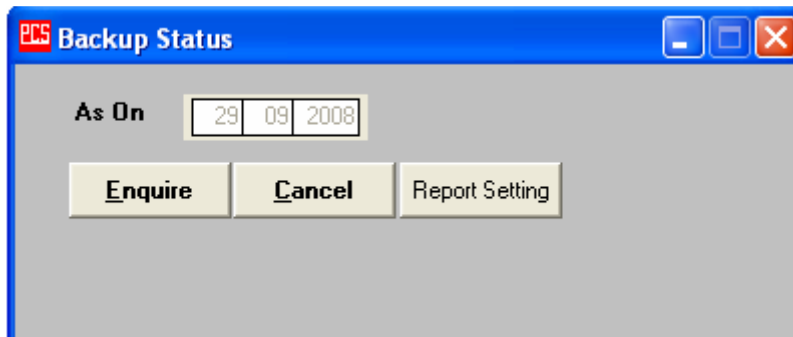
| | |
|--------------------|--|
| Report Path | Reservation → Enquiry → Last Status |
| Report Name | Backup Status |

Description

The Enquiry is to check the last status.

Enter the date as on for which you like to check the last status, Click on enquire button to view the report.

Display



Output of Report

| | | | |
|-----------------------|--|----------------|-----|
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HOTEL ATITHI

BackUp Status

| ServiceType | Description | Last Document Number |
|-------------|------------------|--------------------------|
| LNDY | LAUNDRY | L 3312 |
| BPRL | BEAUTY PARLOUR | |
| F/C | FITNESS CENTER | |
| BKSH | BOOK SHOP | K 193 |
| REST | RESTAURANT | R 9627 |
| BAR | BAR | B 6230 |
| MISC | MISCELLANEOUS | M 1 |
| CASH | CASH | |
| ACNT | ACCOUNTING | |
| KITC | KITCHEN | |
| RESV | ROOM RESERVATION | 734631 |
| R/S | ROOM SERVICE | S 29653 |
| INVT | INVENTORY | |
| LC | LOCAL CALLS | |
| STD | STD | |
| CONF | CONFERENCE | C 771 |
| EXT | EXTRA | @UnboundString2 (String) |
| NET | INTERNET | |
| CNo | Check In Number | 5739 |

15.15 Status Report

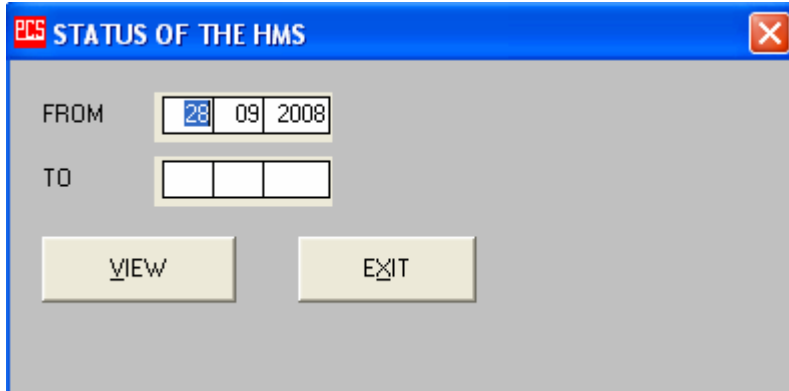
| | |
|--------------------|--|
| Report Path | Reservation → Enquiry → Status Report |
| Report Name | Status of the HMS |

Description

The Enquiry is to check the Status of the HMS.
Enter the Date Range for which you like to check the status of the HMS.
Click on the view button to view the report.

Display

| | | | |
|-----------------------|--|----------------|-----|
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Output of Report

-NA -

15.16 Updating Available Status

| | |
|--------------------|--|
| Report Path | Reservation → Enquiry → Updating Available Status |
| Report Name | Updating Available Status |

Description

The Screen is used to update the available status in the hotel.
Enter the Date range for which you like to do the updation.
Click on "update" button to update the status.

Display

| | | | |
|-----------------------|--|----------------|-----|
| | PENTASOFT CONSULTANCY SERVICES PentaHMS – User Manual | | |
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Output of Report

-NA-

16 HMS REPORTS

16.1 Report Daily Reservation

| | |
|--------------------|--|
| Report Path | Reservation → HMS- Report→Report Reservation Register |
| Report Name | Report Reservation Register |

Description

The report is used to view the reservation in the hotel.
Enter the date range for which you like to generate the report.
Click on the View button to generate the report.

Display

| | | | |
|-----------------------|--|----------------|-----|
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Output of Report

ROOMRESERVATION REGISTER For the Period From 28 August 2008 To 28 August 2008

| Reserva tion number | Reserv ed By | Payment Type | Payment Mode | Company | No OfRo oms | Room Number | GuestName | Occupan cy Type | CheckInDat e | CheckInTim e | CheckOutDat e | CheckOutTI me | Retention Required | Reservation Status |
|---------------------------|-----------------|-----------------|-----------------|-----------------|----------------|----------------|------------------------------|--------------------|-----------------|-----------------|------------------|------------------|-----------------------|-----------------------|
| 733844 | Ashok | DIRECT | CASH | Self | 1 | | MR SATISH | SINGLE | 28/8/2008 | 1200 | 29/8/2008 | 1200 | No | CF |
| 734088 | Ramds | DIRECT | CASH | M/S. DELLIOT | 1 | | MR. S. VENKATAR AMANAN | SINGLE | 28/8/2008 | 2100 | 29/8/2008 | 1200 | No | CF |
| 734105 | Dkson | DIRECT | CASH | TATRA PACK | 1 | | MR ASHTOSH MANDHAR | SINGLE | 28/8/2008 | 1500 | 29/8/2008 | 1200 | No | CF |
| 734199 | Kiran | DIRECT | CASH | Self | 2 | | MR. YOKO SUZUKI | SINGLE | 28/8/2008 | 2030 | 29/8/2008 | 1200 | No | CF |
| 734199 | Kiran | DIRECT | CASH | Self | 2 | | MR. GIRI SUZUKI | SINGLE | 28/8/2008 | 2030 | 29/8/2008 | 1200 | No | CF |
| 734326 | Anand | DIRECT | CASH | RELINCA | 1 | | MR U MUTTUKUM AR | SINGLE | 28/8/2008 | 1800 | 29/8/2008 | 1200 | No | CF |

16.2 Report Expected Check IN

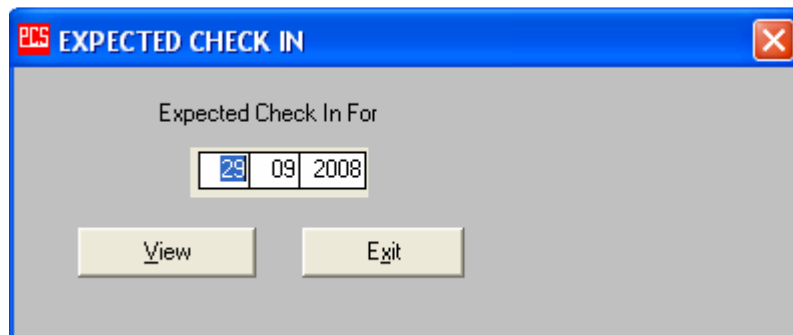
| | |
|--------------------|---|
| Report Path | Reservation → HMS- Report→Report Expected Check IN |
| Report Name | Report Expected Check IN |

Description

The Report view the expected check IN.
Enter the date for which you like to View the Expected Check IN.
Click on View button to generate the report.

Display

| | | | |
|-----------------------|--|----------------|-----|
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Output of Report

| HOTEL ATITHI | | | | | | | |
|-------------------------------|------------|-----------------------------------|-----------------------|-------------------------|-----------|---------------------|------------------------|
| LIST OF GUESTS CHECKING IN ON | | | | | | | |
| 28/09/2008 | | | | | | | |
| SrNo | Reserve No | Name | Occupancy | Payment Details Mode | Type | Advance Received | Retention Confirmed |
| CONFIRMED RESERVATIONS | | | | | | | |
| 1 | 734576 | MR ABHARAJ CHATTRAJE | SINGLE | CASH | DIRECT | | No |
| | | | Flight Details | | | | 1200 |
| | | | | Exp. ChkOut | 9/29/2008 | | 1200 |
| | | Reserved by : MS VIDHYA - | | Reception | Ramds | 8/27/2008 | |
| | | Remark 41662006 | Company | IPAS | | | |
| 2 | 734578 | MR AJIT SRIVASTAVA 09822039120 | SINGLE | CASH | DIRECT | | No |
| | | | Flight Details | | | | 1608 |
| | | | | Exp. ChkOut | 9/29/2008 | | 1200 |
| | | Reserved by : MS TARA - | | Reception | Ramds | 8/27/2008 | |
| | | Remark | Company | WILASAN SANDHU | | | |
| 3 | 734369 | MR R-DEVNATHAN | SINGLE | CASH | DIRECT | | No |
| | | | Flight Details | | | | 1728 |
| | | | | Exp. ChkOut | 9/29/2008 | | 1200 |
| | | Reserved by : MR MARCY - | | Reception | Amb | 8/21/2008 | |
| | | Remark | Company | Self | | | |

16.3 Report Expected Check OUT

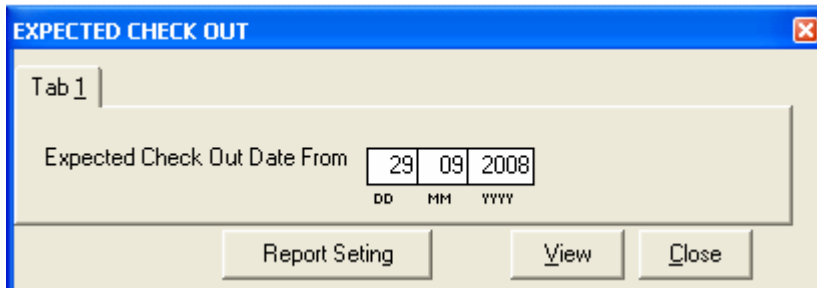
| | | | |
|-----------------------|--|----------------|-----|
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| | |
|--------------------|--|
| Report Path | Reservation → HMS- Report→Report Expected Check OUT |
| Report Name | Report Expected Check OUT |

Description

The Report is to view expected check OUT
 Enter the Date on which you like to view the Expected check OUT.
 Click on the View button to generate the report.

Display



Output of Report

| | | | |
|-----------------------|--|----------------|-----|
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LIST OF GUEST CHECKING OUT ON the Date 29 September 2008

| Room number | Guest Name | CheckOutTime | Payment Type | Payment Mode | Advanced Received |
|-------------|------------------------------|--------------|--------------|--------------|-------------------|
| 201 | ss - | 1200 | DIRECT | CASH | 4000 |
| | MS ABIRA -CHATTERJEE | 1200 | DIRECT | CASH | 4000 |
| | satish - | 1200 | DIRECT | CASH | 4000 |
| 303 | MR S . K . -MANDAL | 1200 | DIRECT | CASH | 4000 |
| 305 | MS AQIL -AZRA | 1200 | DIRECT | CASH | 12000 |
| 307 | MS NEELAM -MATHANI | 1200 | DIRECT | CASH | 4000 |
| 308 | MR. NAGAMALLA . SATISH KUMAR | 1200 | DIRECT | CASH | 9000 |
| | MR. DIN DAYAL . TODI | 1200 | DIRECT | CASH | 9000 |
| 410 | MR. RAJESH KALRA | 1200 | DIRECT | CASH | 9000 |
| | MR. ASIF MOHAMMAD | 1200 | DIRECT | CASH | 9000 |
| 501 | MR RAMESH -PARIKH | 1200 | DIRECT | CASH | |
| | MR PARIKH | 1200 | DIRECT | CASH | |
| 502 | MR COUNTO -N . S . N . | 1200 | DIRECT | CASH | |
| 504 | MR N . -NAGESH | 1200 | DIRECT | CASH | 8000 |
| 507 | MR P . L . -CHOCKALINGAM | 1200 | DIRECT | CASH | 8000 |
| 509 | MR A SATISH | 1200 | DIRECT | CASH | 8000 |
| 510 | MR S SURESH | 1200 | DIRECT | CASH | 8000 |
| 601 | MR K . V . -THOMAS | 1200 | DIRECT | CASH | 4000 |
| 603 | MR C . P . -JAIN | 1200 | DIRECT | CASH | |
| 608 | MR.NITIN PATODI | 1200 | DIRECT | CASH | 5500 |
| | MR. ROHIT. S MR. A. P. SINGH | 1200 | DIRECT | CASH | 5500 |
| 703 | MR KBMAL -ERBIL | 1200 | DIRECT | CASH | 4000 |
| 704 | MR ALPER -OZDEMIR | 1200 | DIRECT | CASH | 4000 |
| 706 | MR C . R . -KRISHNAN | 1200 | DIRECT | CASH | |

16.4 Report Check IN Status

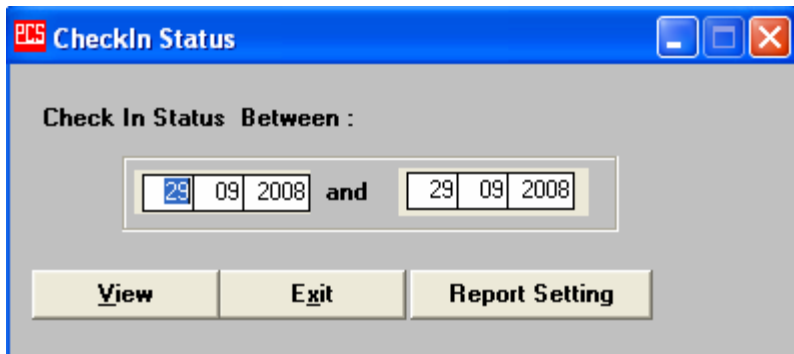
| | |
|--------------------|---|
| Report Path | Reservation → HMS- Report→Report Check IN Status |
| Report Name | Report Check IN Status |

Description

The Report view the check IN Status
Enter the Date Range between you like to check the Check IN Status.
Click on view button to generate the report.

Display

| | | | |
|-----------------------|--|----------------|-----|
| | PENTASOFT CONSULTANCY SERVICES PentaHMS – User Manual | | |
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Output of Report

-NA-

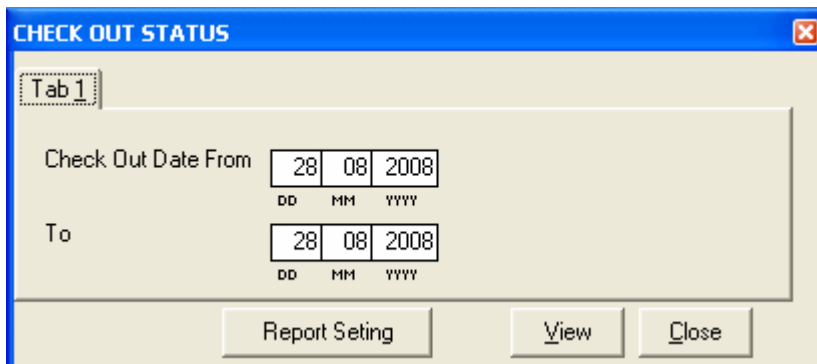
16.5 Report Check OUT Status

| | |
|--------------------|--|
| Report Path | Reservation → HMS- Report→Report Check OUT Status |
| Report Name | Report Check OUT Status |

Description

The Report is to view the check OUT Status.
Enter the Date range between for which you like to view the Check OUT report.
Click on the View button to generate the report.

Display



| | | | |
|--|---------------------------------------|----------------|------------|
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Output of Report

CHECK OUT REGISTER For the Period From 28 August 2008 To 28 August 2008

| Check In Number | Room Number | Name | Occupancy Type | Check In Date | Check In Time | Check Out Time | Check In Type | Extra Beds | Payment Type | Payment Mode | Company | Reception | Credit Card Number | Advanced Reseived |
|-----------------|-------------|-----------------------|----------------|---------------|---------------|----------------|------------------|------------|--------------|--------------|-------------------------|-----------|--------------------|-------------------|
| 8/28/2008 | | | | | | | | | | | | | | |
| 5717 | 707 | MR DARSHAN SHAH | SINGLE | 27/8/2008 | 2300 | 907 | Walk In | | DIRECT | CASH | M/S HI REL ELECTRONICS | Ashok | | 4000 |
| 5646 | 605 | MS ANSHUL -PANDEY | SINGLE | 26/8/2008 | 1400 | 1656 | With Reservation | | DIRECT | CASH | | Kiran | | 8000 |
| 5706 | 206 | MR J P PATHAK | SINGLE | 27/8/2008 | 2338 | 1020 | With Reservation | | DIRECT | CASH | DR REDDYS | Ashok | | 4000 |
| 5718 | 107 | MR ARUN KRISHNAMURTHY | SINGLE | 27/8/2008 | 2300 | 433 | Walk In | | DIRECT | CASH | L | Ashok | | 4000 |
| 5714 | 103 | MR MADHU S NAIR | SINGLE | 27/8/2008 | 2300 | 1613 | With Reservation | | DIRECT | CASH | M/S COCHIN SHIPYARD LTD | Ashok | | 4000 |
| 5704 | 104 | MR. S. K. KATYAL | SINGLE | 27/8/2008 | 2116 | 923 | With Reservation | | DIRECT | CASH | Self | Kiran | | |

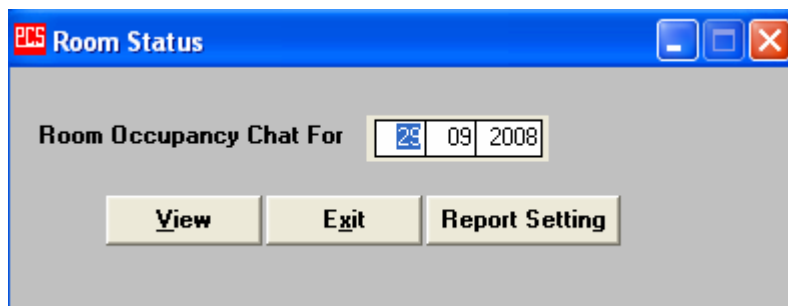
16.6 Report Room Status

| | |
|--------------------|---|
| Report Path | Reservation → HMS- Report→Report Room Status |
| Report Name | Report Room Status |

Description

The Report is to view the Room Status.
Enter the Date on which you like to check the Room occupancy.
Click on View button to generate the report.

Display



| | | | |
|-----------------------|--|----------------|-----|
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Output of Report

HOTEL ATITHI

Room Occupancy Chart For 29/09/2008

| Room number | CheckIn Number | GuestName |
|-------------|----------------|---------------------|
| 101 | | |
| 102 | | |
| 103 | | |
| 104 | | |
| 105 | | |
| 106 | | |
| 107 | | |
| 108 | | |
| 109 | | |
| 110 | | |
| 201 | 5729 | MS ABIRA-CHATTERJEE |
| | 5729 | satish - |
| | 5729 | ss - |

16.7 Coach Schedule

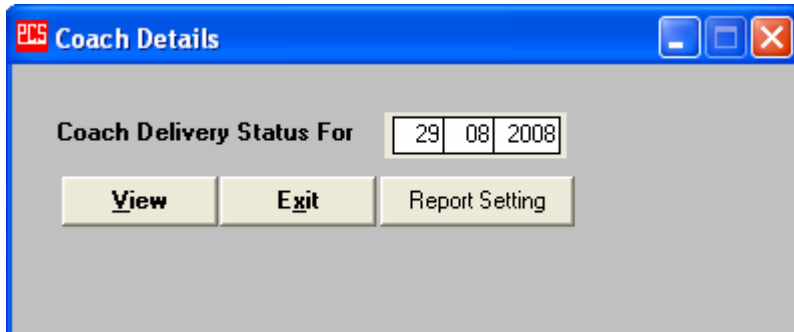
| | |
|--------------------|---|
| Report Path | Reservation → HMS- Report→Coach Schedule |
| Report Name | Coach Schedule Report |

Description

The Report is to view the Coach Schedule.
Enter the Date on which you like to check the Coach Delivery Status.
Click on the View button to generate the report.

Display

| | | | |
|-----------------------|--|----------------|-----|
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Output of Report

HOTEL ATITHI

Coach Delivery Details On 29/08/2008

| Room number | GuestName | Air Line | Flight Number | Time | Coach For |
|-------------|-----------------------------|----------|---------------|------|-----------|
| | MR M . V .-SHENOY | IC | 630 | 2200 | Arrival |
| | MR MOHD-FAROOK HUSSAIN | | | 1200 | Arrival |
| | MR @UnboundString1 (String) | JET | 356 | 2100 | Arrival |

16.8 STD Status

| | |
|--------------------|---|
| Report Path | Reservation → HMS- Report → STD Status |
| Report Name | STD Status |

Description

The Report is to View the STD status.
Enter the Date range for the report.
Click on the View button to generate the report.

Display

| | | | |
|-----------------------|--|----------------|-----|
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Output of Report

HOTEL ATITHI

List Of STD Calls Between 29/09/2007 and 29/09/2008

| Service Type | Date | Time | Amount |
|--------------|-----------|------|--------|
| STD | 4/1/2008 | 939 | 15.00 |
| STD | 1/23/2008 | 334 | 20.00 |
| STD | 1/23/2008 | 334 | 56.00 |
| STD | 1/23/2008 | 336 | 10.00 |
| STD | 1/23/2008 | 1500 | 64.00 |
| STD | 1/23/2008 | 335 | 35.00 |
| STD | 1/24/2008 | 331 | 33.00 |
| STD | 12/2/2008 | 1432 | 15.00 |
| STD | 1/4/2008 | 2338 | 17.00 |
| STD | 2/4/2008 | 2320 | 8.00 |
| STD | 2/4/2008 | 2320 | 10.00 |
| STD | 3/4/2008 | 236 | 48.00 |
| STD | 3/4/2008 | 228 | 281.00 |
| STD | 3/4/2008 | 237 | 368.00 |
| STD | 3/4/2008 | 238 | 45.00 |
| STD | 4/4/2008 | 2346 | 7.00 |
| STD | 4/4/2008 | 100 | 7.00 |

16.9 Cancelled Reservation

| | |
|--------------------|--|
| Report Path | Reservation → HMS- Report → Cancelled Reservation |
|--------------------|--|

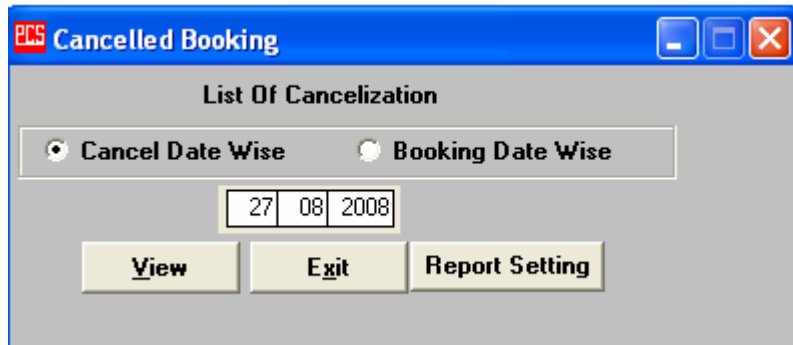
| | | | |
|-----------------------|--|----------------|-----|
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| | |
|--------------------|-----------------------|
| Report Name | Cancelled Reservation |
|--------------------|-----------------------|

Description

The report is to check the cancelled reservation by Cancel date wise and booking date wise. Check the desired check box between cancelled date wise and booking date wise. Click on view button to generate the report.

Display



Output of Report

HOTEL ATITHI

List Of Cancelization on 27/08/2008

| Reserve Number | Number Of Rooms | Expected In Date | CancelledName | CancelDate | CancelTime | ContactNumber | CanceldoneBy | Remarks |
|----------------|-----------------|------------------|---------------|------------|------------|---------------|--------------|---------|
| 733844 | 1 | 8/28/2008 | MR SATISH - | 8/27/2008 | 857 | | . | |

16.10 Company wise Check IN

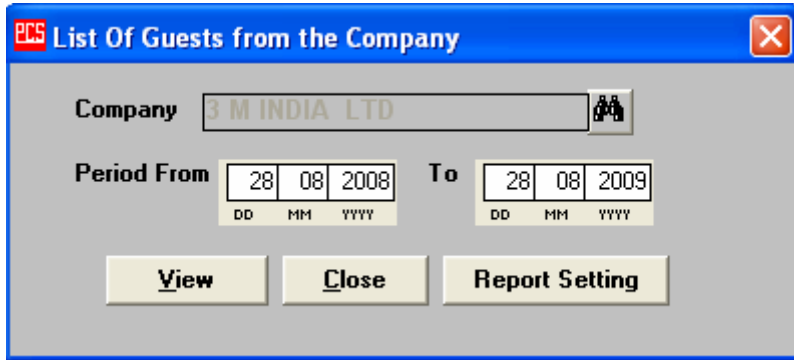
| | |
|--------------------|--|
| Report Path | Reservation → HMS- Report → Company wise Check IN |
| Report Name | Company wise Check IN |

Description

| | | | |
|-----------------------|--|----------------|-----|
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List of Guest from the company
 Select the Company from the search provided.
 Enter the dates for the report.
 Click on the view button to generate the report.

Display



Output of Report

-NA-

16.10 Airline Bill Register

| | |
|--------------------|---|
| Report Path | Reservation → HMS- Report→ Airline Bill Register |
| Report Name | Airline Bill Register |

Description

The Report is used to view the Airline Bill Details.
 Select the company from the search provided for which you like to view the report.
 Enter the date range between.
 Click on the view button to generate the report.

Display

| | | | |
|-----------------------|--|----------------|-----|
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Output of Report

-NA-

16.11 Car Bill Register

| | |
|--------------------|--|
| Report Path | Reservation → HMS- Report → Car Bill Register |
| Report Name | Car Bill Register |

Description

The Report is used to view the Car Bill Details.
 Select the company from the search provided for which you like to view the report.
 Enter the date range between.
 Click on the view button to generate the report.

Display

| | | | |
|-----------------------|--|----------------|-----|
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Output of Report

-NA-

17 REPORTS

17.1 Raw Materials

| | |
|--------------------|---------------------------------------|
| Report Path | Reports → Stock → Raw Material |
| Report Name | Raw Material |

Description

The report is used to check the Raw material stock in the hotel.
 Select the product or group of the product for which you like to view the report.
 Select the Location, if need to check stock for a particular location.
 Select whether report is required in Detail, Summary and Stock Day.
 Select whether report is required for All, Available and non available.
 Click on the view button to generate the report as per the selection criteria provided.

Display

| | | | |
|-----------------------|--|----------------|-----|
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Raw Material Stock ✖

Product & Groups

Products
 Group 1
 Group 2
 Group 3
 Group 4

Product Name

Location Name

Party Name

Date To Dec. Places

DD MM YYYY
DD MM YYYY

Detail
 Summary
 Stock Days

Stock Summary Type

All
 Available
 Not Available

Output of Report

HOTEL ATITHI

Product Stock Summary Report From :01/09/2008 To :30/09/2008

| Product | Prod. Code | Open Qty | Reopt Qty | Issue Qty | Close Qty | Rate | Value | Unit |
|-------------------------------|------------|----------|-----------|-----------|-----------|------|-------|------|
| EXPORT LOCATION | | | | | | | | |
| ALMOND FLAKES | ALF | | 1 | | 1 | | | |
| | | | 1 | | 1 | | | |
| HOUSE KEEPING | | | | | | | | |
| LAUNDRY CHGS | LNCH | 19 | | | 19 | | | |
| HOUSE KEEPING EXP | HK | 20478 | | | 20478 | | | |
| WHITE FLOOR CLEANER | WHC | 1890 | | | 1890 | | | |
| GENERAL REPAIRS & MAINTENANCE | GRM | 2 | | | 2 | | | |
| FURNITURE REP. | FUN REP | 176 | | | 176 | | | |
| NEWS PAPER | NP | 1 | | | 1 | | | |
| TISSUE PAPERS | TP | 49000 | | | 49000 | | | |
| PLYWOOD&VENEER ETC | PLY | 2 | | | 2 | | | |
| WELDING | WD | 2 | | | 2 | | | |
| ELECTRICAL REPAIRS | ELREP | 5 | | | 5 | | | |
| PACKING ITEM | PAKM | 1 | | | 1 | | | |
| FANCY MACH-BOXESS | FMB | 7200 | | | 7200 | | | |
| LIQUID SOAP | LIQS | 1995 | | | 1995 | | | |
| PRINTING & STATIONARY | P&ST | 6 | | | 6 | | | |

| | | | |
|-----------------------|--|----------------|-----|
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17.2 Stock Value

| | |
|--------------------|--------------------------------------|
| Report Path | Reports → Stock → Stock value |
| Report Name | Stock |

Description

This report will give you the stock value product wise and location wise.
 Select the products for which you like to view the report.
 Select the location if report is required for particular location.
 Enter the date As on which you like to check the stock value.
 Select the desired pricing strategy given.
 Click on view button to generate the report as per the selection criteria provided.

Display

The screenshot shows a dialog box titled "Finish Product Stock". It has a blue title bar with a close button. The main area is light beige and contains the following elements:

- Product Name:** A text input field with a search icon (magnifying glass) to its right.
- Location:** A text input field with a search icon to its right.
- As On:** A date picker showing "30/09/2008". Below the date are labels "DD", "MM", and "YYYY".
- Pricing Strategy:** A group box containing five radio buttons:
 - Max Retail Price
 - Trade Price
 - Bank Price
 - Cost Price User Inputed
 - Cost Price System Generated
- Buttons:** Three buttons at the bottom: "Report Setting", "View", and "Close".

Output of Report

| | | | |
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Stock Valuation

| Product Code | Product Desc. | Batch No. | Quantity | Location | Rate | Value |
|--------------|--------------------------|-----------|----------|----------|--------|----------|
| AHC. SP5 | HING POWDER | | 22.00 | KICHEN | 120.85 | 2658.70 |
| RW | RAWA | | 496.00 | KICHEN | 21.00 | 10416.00 |
| TAJ | TAJMAHAL TEA BAG | | 4.25 | KICHEN | 113.05 | 480.46 |
| CH MDH 100 | CHANA MASALAMDH 100 | | 10.00 | KICHEN | 31.44 | 314.40 |
| WGCS | WINN GARLIC CHILLY SAUCE | | 25.00 | KICHEN | 25.60 | 640.00 |
| AZWAN | AZWAN | | 0.25 | KICHEN | 74.28 | 18.57 |
| BW | BISLERI WATER | | 419.00 | KICHEN | 86.90 | 36411.10 |
| KMP | KALI MIRI POWDER | | 2.25 | KICHEN | 209.46 | 471.29 |
| AS | AROMAT SEASONING | | 60.00 | KICHEN | 125.00 | 7500.00 |
| SHEV | SHEV(B) | | 5.00 | KICHEN | 32.90 | 164.50 |
| ST BR | STRAWBERRY BR | | 9.00 | KICHEN | 238.00 | 2142.00 |
| NLJC | NOGA LIME JUCE CORDIAL | | 2.00 | KICHEN | 43.96 | 87.92 |
| ASID | ASID | | 24.00 | KICHEN | 30.65 | 735.60 |
| VJAYAMILK | VJAYAMILK | | 48.00 | KICHEN | 30.50 | 1464.00 |
| MSO | MONARCH SALAD OIL | | 56.00 | KICHEN | 115.85 | 6487.60 |
| MP | MIXED PICKLE | | 1700.00 | KICHEN | 1.40 | 2380.00 |
| GP | GREEN PEAS | | 614.00 | KICHEN | 49.78 | 30564.92 |
| WP | WAFFER POTATOS | | 712.00 | KICHEN | 15.72 | 11192.64 |
| WRMX | WARMEX | | 92.00 | KICHEN | 577.08 | 53091.36 |
| SS | N K SOYA SAUCE | | 11.00 | KICHEN | 25.76 | 283.36 |
| T D | TUVERDAL | | 950.00 | KICHEN | 45.40 | 43130.00 |
| HRC | HARSON RED CHERRIES | | 24.00 | KICHEN | 75.21 | 1805.04 |

17.3 Restaurant Sales register

| | |
|--------------------|---|
| Report Path | Reports → Register → Restaurant Sales Register |
| Report Name | Restaurant Sales Register |

Description

This is report used to generate the total sales done in the hotel.
Enter the date range between you like to generate the report.
Click on view button to generate the report.

Display

| | | | |
|-----------------------|--|----------------|-----|
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Output of Report

| HOTEL ATITHI | | RESTAURANT SALES REGISTER | | | | | | | |
|--------------|----------------|---------------------------|--------------|-----------|-------|-----------------|---------|----------------|------------------|
| Serv Type | Bill Number | Total Amount | Cash / Credi | Services | | SettleMent Date | Room No | CheckIn Number | Room Bill Number |
| | | | | Chargable | Paaka | | | | |
| LNDY | L3312 | 6.00 | | 6.00 | | N | 201 | 5729 | A6388 |
| | Total : | 6.00 | | 6.00 | | *** Total *** | | | |
| R/S | \$29653 | 79.00 | | 79.00 | | N | 201 | 5729 | A6388 |
| | Total : | 79.00 | | 79.00 | | *** Total *** | | | |

17.4 Customers Checked OUT

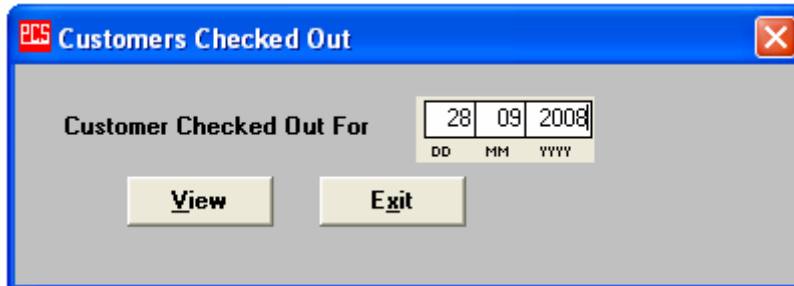
| | |
|--------------------|---|
| Report Path | Reports → Register → Customers Checked OUT |
| Report Name | Customers Checked OUT |

Description

The Report is used to check the customers check OUT from the hotel.
Enter the Date on which you like check the customers Check OUT from the hotel.
Click on the view button to generate the report.

Display

| | | | |
|--|---------------------------------------|----------------|-----|
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Output of Report

| Bill No -Type | Room No Occupancy | Check In No Pkg.Rt | Date Ext.Bed | Total Amount | Discount Amount | Advance Amount | Settled |
|------------------|----------------------|-----------------------|-----------------|-----------------|--------------------|-------------------|------------------|
| A6245 Final | 504 Single | 5547 APS | 8/28/2008 | 12,000.00 | | 20,000.00 | |
| A6251 Final | 604 Double | 5508 EPD | 8/28/2008 | 13,500.00 | | 27,000.00 | Self |
| A6293 Final | 605 Single | 5646 APS | 8/28/2008 | 12,000.00 | | 8,000.00 | |
| A6300 Final | 205 Single | 5653 APS | 8/28/2008 | 8,060.00 | | | SUVIDHA |
| A6306 Final | 208 Single | 5659 APS | 8/28/2008 | 8,030.00 | | 4,000.00 | KEITHLEY |
| A6308 Final | 402 Single | 5661 APS | 8/28/2008 | 8,195.00 | | 8,000.00 | M/S MICRO FINISH |

17.5 Customers Checked IN

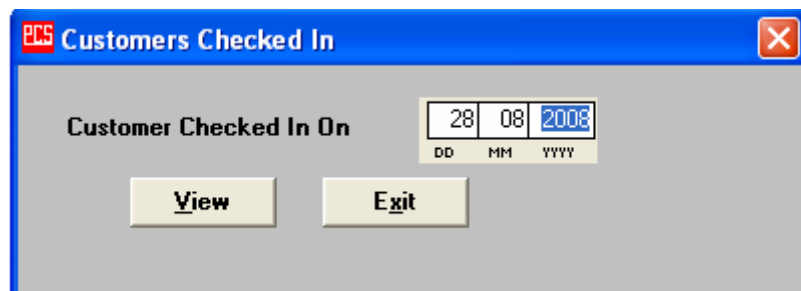
| | |
|--------------------|---|
| Report Path | Reports → Register → Customer Checked IN |
| Report Name | Customers Checked IN |

Description

The Report is used to check the customers check IN.
Enter the Date on which you like check the customers Check IN.
Click on the view button to generate the report.

Display

| | | | |
|----------------|--|---------|-----|
| | PENTASOFT CONSULTANCY SERVICES PentaHMS – User Manual | | |
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Output of Report

HOTEL AIITHI LIST OF CUSTOMERS CHECKED IN O 8/28/2008

| Check In No | In Time | GuestType | Ocupanc | Room No | No Of Pax | Extra Bed | Name Of The Guest | Company | Expected Checkout Date | Out Time | Bill No | Rec No | Advance Amo | Check Out |
|-------------|---------|------------------|---------|---------|-----------|-----------|--|--------------------------------------|------------------------|----------|---------|--------|-------------|-----------|
| 5725 | 1400 | With Reservation | SINGLE | 507 | 1 | | MR P. L .-CHOCKALINGAM | M/S VEDANTA | 9/30/2008 | 1200 | A6372 | 36472 | 8,000.00 | |
| 5726 | 1400 | With Reservation | DOUBLE | 501 | 2 | | MR RAMESH-PARIKH /MR PARIKH / | | 9/30/2008 | 1200 | A6373 | | | |
| 5727 | 1400 | With Reservation | SINGLE | 307 | 1 | | MS NEELAM-MATHANI / | M/S SESA GOA | 9/30/2008 | 1200 | A6374 | 36465 | 4,000.00 | |
| 5728 | 1400 | With Reservation | SINGLE | 303 | 1 | | MR S. K.-MANDAL / | M/S GANNON DUNKERLEY & CO. LTD | 9/30/2008 | 1200 | A6375 | 36466 | 4,000.00 | |
| 5729 | 1400 | With Reservation | DOUBLE | 201 | 1 | | ss- /MS ABIRA-CHATTERJE E/satish - / | | 9/30/2008 | 1200 | A6388 | 36468 | 4,000.00 | |

17.6 Guest in Room at

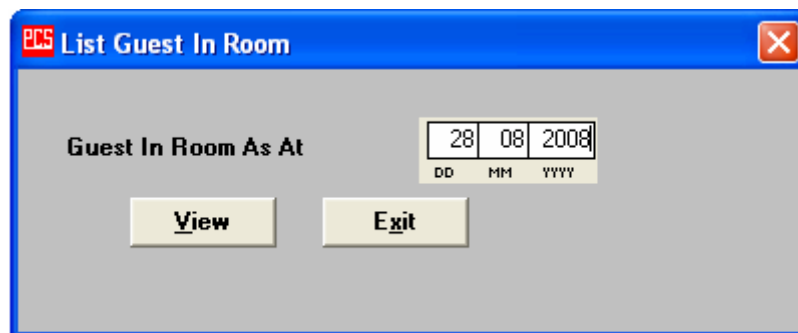
| | |
|--------------------|--|
| Report Path | Reports → Register → Guest In Room at |
| Report Name | Guest in Room at |

Description

This report is used to display the Guest in the rooms on the date specified. Enter the date on which you like to check the guest in rooms at. Click on view button to generate the report.

Display

| | | | |
|----------------|---------------------------------|--|-----|
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Output of Report

HOTEL AIIHI LIST OF GUEST IN ROOM AS A 8/28/2008

| Room No | Guest Type | Check In No | Name Of The Guest | Occupanc | Extra Bed | Company | Expected Check In Date | In Time | Expected Checkout Date | Out Time | Rec No | Advance Amount | Bill No |
|---------|------------------|-------------|-------------------------|----------|-----------|-------------------------|------------------------|---------|------------------------|----------|--------|----------------|---------|
| 101 | With Reservation | 5712 | MRSANALKUMAR / | SINGLE | | M/S ATOTECH | 8/27/2008 | 2338 | 8/28/2008 | 812 | 36456 | 4,000.00 | A6359 |
| 102 | With Reservation | 5715 | MR C KTHOMAS / | SINGLE | | M/S COCHINSHIPYARD LTD | 8/27/2008 | 2300 | 8/28/2008 | 849 | | | A6362 |
| 103 | With Reservation | 5714 | MR MADHUS HAIR / | SINGLE | | M/S COCHIN SHIPYARD LTD | 8/27/2008 | 2300 | 8/28/2008 | 1613 | 36458 | 4,000.00 | A6361 |
| 104 | With Reservation | 5704 | MR. S. K.KATYAL / | SINGLE | | Self | 8/27/2008 | 2116 | 8/28/2008 | 923 | | | A6351 |
| 106 | With Reservation | 5703 | MR. PAREEK- / | SINGLE | | Self | 8/27/2008 | 2116 | 8/28/2008 | 923 | | | A6350 |
| 107 | Walk in | 5718 | MR ARUNKRISHNAMURTHY / | SINGLE | | L | 8/27/2008 | 2300 | 8/28/2008 | 433 | 36460 | 4,000.00 | A6365 |
| 201 | With Reservation | 5691 | MR. P. S. C.KASHINATH / | SINGLE | | Self | 8/27/2008 | 1839 | 8/28/2008 | 542 | 36439 | 4,000.00 | A6338 |

17.7 Domestic Register

| | |
|-------------|--|
| Report Path | Reports → Register → Domestic Register |
| Report Name | Domestic Register |

Description

Domestic Register report is a multi purpose report which contains multiple register in one report. Domestic register can be viewed in details and as well as in summary format. Select the whether report is required in Detail or summary. Select the register type from the option as shown below. Select the Book name and party name for which you like to generate the report. Enter the Date range for the report. Click on the view report to generate the report output.

| | | | |
|----------------|--|---------|-----|
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Display

Output of Report

HOTEL ATITHI

Sales Register For the Period From 01/04/2008 To 30/04/2008

| Doc. No. | Doc. Date | Party Name | Fax/Telex Charges | STD Charges | LOCAL Call Charges | Books Periodicals | Miscellaneous Sales | Xerox Charges | V.P.O Payments | Staff Tips | Laundry Receipts | Car Charges | Total Amt. |
|----------|-----------|-------------------------------------|-------------------|-------------|--------------------|-------------------|---------------------|---------------|----------------|------------|------------------|-------------|------------|
| A243 | 4/2/2008 | MR FARIKHODNAZAROV - 203 - 6 | | | | | | | | | 70.00 | | 4282.00 |
| A260 | 4/2/2008 | MR NIMESH-SHAH - 706 - 13 | | | | | | | | | 78.00 | | 4078.00 |
| C1 | 4/2/2008 | M/S INTAS PHARMA - 02/04/2008 | | | | | | | | | | | 9015.00 |
| C2 | 4/2/2008 | M/S E-PLAN SOFT WARE - 02/04/2008 | | | | | | | | | | | 5056.00 |
| C3 | 4/2/2008 | M/S NACE INTERNATIONAL - 02/04/2008 | | | | | | | | | | | 1508.00 |
| C55 | 4/2/2008 | M/S QUALITY FORUM - 02/04/2008 | | | | | | | | | | | 1573.00 |
| A354 | 4/3/2008 | MS MARINAZUYUKINH - 204 - 17 | | | | | | | | | | | 8000.00 |

17.8 Missing Bill

| | | | |
|-----------------------|--|----------------|-----|
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| | |
|--------------------|--|
| Report Path | Reports → Register → Missing Bill |
| Report Name | Missing Bill |

Description

This is used to generate the list of missing bill in the system.
Enter the Date range for the report.
Click on the view report to generate the report output.

Display

Output of Report

HOTEL ATITHI

Missing Bills Report For 28/08/2008 To 30/09/2008

| BillNo | BillDate | RecAmt | FinalAmount | Diff | Party Name |
|--------|-----------|--------|-------------|-----------|---------------------------|
| A.6245 | 8/28/2008 | 0.00 | 12000.00 | 12,000.00 | MR BHOGAL KULBIR SINGH |
| A.6251 | 8/28/2008 | 0.00 | 13500.00 | 13,500.00 | MRS - MR AGARWAL -NISHITH |
| A.6293 | 8/28/2008 | 0.00 | 12000.00 | 12,000.00 | MS ANSHUL -PANDEY |
| A.6300 | 8/28/2008 | 0.00 | 8060.00 | 8,060.00 | MR S DAS GUPTA |
| A.6306 | 8/28/2008 | 0.00 | 8030.00 | 8,030.00 | MR K RAGHUNATH RAO |
| A.6308 | 8/28/2008 | 0.00 | 8195.00 | 8,195.00 | MR TILAK -VIKAMSHI |

| | | | |
|-----------------------|--|----------------|-----|
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17.9 Ledger Trail Balance

| | |
|--------------------|--|
| Report Path | Reports → Accounts → Ledger Trail Balance |
| Report Name | Ledger Trail Balance |

Description

This is to generate the ledger for a particular debtor or trail balance of the hotel.

Display

Output of Report

| | | | |
|--|---------------------------------------|----------------|------------|
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Ledger/Trial Balance

Ledgers Trial Balance All General Debtors Creditors From Date 01 04 2008 To Date 30 04 2008
DD MM YYYY DD MM YYYY

A/C Name
Account Group

Std. Month Summary

All Debtors Creditors Transactions Closing Detail

| Account Name | Opening | Debit Amt. | Credit Amt | Closing |
|----------------------|---------------|------------|------------|---------------|
| PATNAIK | 2257.00 Dr | | | 2257.00 Dr |
| VIVEK | 2865.00 | | | 2865.00 Cr |
| SATISH | 2680.00 Dr | | | 2680.00 Dr |
| SHASHIKANTH | 3112.00 Dr | | | 3112.00 Dr |
| RAMKUMAR | 6.00 Dr | | | 6.00 Dr |
| SINGH S | 2400.00 | | | 2400.00 Cr |
| PASCAL | 2895.00 | | | 2895.00 Cr |
| SRIKANTH | 30.00 Dr | | | 30.00 Dr |
| RAMESH K | 992.00 Dr | | | 992.00 Dr |
| SHANKAR | 3100.00 | | | 3100.00 Cr |
| NATIONAL CENTER FOR | 238.00 | | | 238.00 Cr |
| NAND KUMAR | 5225.00 | | | 5225.00 Cr |
| GAURAV ELEC.WORKS | | 1280.00 | 1280.00 | 0.00 Dr |
| JOLLY TOURS & TRVLS | 74786.00 | | | 74786.00 Cr |
| SHREE SHEETLA CORPOR | 41134.00 | 14288.00 | 28000.00 | 54846.00 Cr |
| SAINATH ELECTRIC WOR | | 18794.00 | 18794.00 | 0.00 Dr |
| SAI AUDIO VISUAL EQU | 29807.00 | | | 29807.00 Cr |
| GLOBAL EXCHANGE COMP | 1174577.00 Dr | 157760.00 | 136328.00 | 1196009.00 Dr |
| MEHTA TRADELINK | 50075.00 Dr | | | 50075.00 Dr |
| MULTILINE COMMUNICAT | 30200.00 | 28200.00 | 16640.00 | 18640.00 Cr |
| MAHAVIR RANG BHANDAR | 32740.00 | | | 32740.00 Cr |
| R L MHASKAR (MOHAN) | | 6192.00 | 6192.00 | 0.00 Dr |
| ROTARY CLUB OF FILMC | 3803.00 Dr | | | 3803.00 Dr |
| Sales Tax - Advance | 250000.00 Dr | | | 250000.00 Dr |
| NOVA WEATHER WORKS A | 6998.00 | | | 6998.00 Cr |
| KUNAL ENTERPRISES | 25550.00 | | | 25550.00 Cr |

17.10 Cash/Bank Book Register

| | |
|--------------------|---|
| Report Path | Reports → Accounts → Cash/Bank book register |
| Report Name | Cash/Bank Book Register |

Description

The report is Cash/Bank book report.

Display

| | | | |
|-----------------------|--|----------------|-----|
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Cash/Bank Book ✖

From:
DD MM YYYY

Up to:
DD MM YYYY

Report Type

Day Book & Summary Day Book

Book Summary

Day Summary

Simple List

Account Summary

Payment Listing

Receipt Listing

One Day

Bank/Cash Book:

Output of Report

Cash Book Detail

HOTEL ATITHI

CASH BOOK From 01/Apr/2008 To 30/Apr/2008

| Seri- es | Voucher No | Account Name | A/c Group | Details | Receipt | Payment | Balance |
|-------------------|---------------|---------------------------------|----------------|-------------------------------|---------|------------|--------------|
| | 4/1/2008 | Opening Balance | | | | 2904661.00 | 304661.00 Cr |
| HOT EL - CR | 1 | PERMIT FEES RECEIVED | OTHER RECEIPTS | MR SABASTIN PERMIT FEES 5*100 | 500.00 | | 304161.00 Cr |
| HOT EL - CR | 32579 | MR S .LAHIRI - 304 - 20 | SUNDRY DEBTORS | | 4000.00 | | 300161.00 Cr |
| HOT EL - CR | 32581 | MR K . S .PRAKASH - 405 - 25 | SUNDRY DEBTORS | | 8000.00 | | 392161.00 Cr |
| HOT EL - CR | 32606 | MS MARINAZYUZUKINH - 204 - 17 | SUNDRY DEBTORS | | 8000.00 | | 384161.00 Cr |
| HOT EL - CR | 70912 | LION PANKAJ MEHTA - 01/04/2008 | SUNDRY DEBTORS | C1914 | 5388.00 | | 378773.00 Cr |
| HOT EL - CR | 70913 | MR C. N.VENKATESH - 501 - 15286 | SUNDRY DEBTORS | A16279 | 664.00 | | 378109.00 Cr |
| HOT EL - CR | 70914 | MR D. S. PANDEY - 302 - 15261 | SUNDRY DEBTORS | A16275 | 3000.00 | | 375109.00 Cr |

Cash Book Summary

| | | | |
|-----------------------|--|----------------|------------|
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HOTEL ATITHI

CASH BOOK Account wise summary From 01/Apr/2008 To 30/Apr/2008

| Account Name | GrpName | Tot Receipts | Tot Payments | No Of Transactions | Net Amount |
|--|----------------|--------------|--------------|--------------------|-------------|
| Dektor's Ledger Summary | | | | | |
| & FBMILYDR. M. C .MOHAN - 204 - 647 | SUNDRY DEBTORS | 4996.00 | | 1 | 4996.00 Cr |
| .M/S MOTUBA WIRES&CABLES UDAIPUR - 301 - 678 | | 10000.00 | | 1 | 10000.00 Cr |
| .M/S. PRASADAND CO. - 106 - 69 | | 6599.00 | | 1 | 6599.00 Cr |
| .MR SURJEET-SINGH - 603 - 31 | | 10000.00 | 642.00 | 2 | 9358.00 Cr |
| +1-MR ADITYA-VAIDYA - 701 - 451 | | 24500.00 | | 2 | 24500.00 Cr |
| +1MR PATIL-MR SATISH MPATIL - 603 - 660 | | 5692.00 | | 1 | 5692.00 Cr |
| +1-MR. M. C.RAJAN - 106 - 495 | | 4561.00 | | 2 | 4561.00 Cr |
| +MR PRAKASHPRABHU DESSAI - 309 - 912 | | 9000.00 | | 1 | 9000.00 Cr |
| +MR PRAKASHPRABHU | | 40.00 | | 1 | 40.00 Cr |

17.11 Journal Voucher

| | |
|--------------------|---|
| Report Path | Reports → Accounts → Journal Voucher |
| Report Name | Journal voucher |

Description

This report is used to check the journal vouchers in the hotel.

Display

| | | | |
|-----------------------|--|----------------|-----|
| | PENTASOFT CONSULTANCY SERVICES PentaHMS – User Manual | | |
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Output of Report

HOTEL ATITHI

Journal Voucher Day Book Report From 01/04/2008 To 30/04/2008

| Date | Account | Grp Name | Narration | Debit | Credit |
|----------|--|----------------|-----------|---------|---------|
| 1 | | | | | |
| 4/3/2008 | MS. JYOTIBHADARIA - 104 - 44 | SUNDRY DEBTORS | A381 | 4000.00 | |
| | MR. R..V.KATARE - 102 - 45 | SUNDRY DEBTORS | A382 | | 4000.00 |
| | | | | 4000.00 | 4000.00 |
| 10 | | | | | |
| 4/9/2008 | MR. K.KANESANMR. PRASHANTH - 509 - 237 | SUNDRY DEBTORS | A674 | 3484.00 | |
| | MR. PRASHANTH - 509 - 324 | SUNDRY DEBTORS | A676 | | 3484.00 |
| | | | | 3484.00 | 3484.00 |

17.12 Registers

| | |
|--------------------|--------------------------------------|
| Report Path | Reports → Accounts → Register |
| Report Name | Register |

Description

This report is used to generate the Register such as Day book, Account summary, Tax summary and Product summary.

Enter the date range between you like to generate the report.

Select the Book name in the Transaction selection.

| | | | |
|-----------------------|--|----------------|-----|
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Click on the view report to generate the report output.

Display

Output of Report

HOTEL ATITHI

PURCHASE BOOK 2008 From Date 01/04/2008 To 30/04/2008

Account Summary

| Frequency | Code | References/Account Head | Debit Amount (Rupees) | Credit Amount (Rupees) | Net Amount (Rupees) |
|------------------------|------|--|--------------------------|---------------------------|------------------------|
| General Ledger Summary | | | | | |
| | 238 | Sundry Creditors Control A/C | | 738551.00 | 738551.00 Cr |
| | 202 | PURCHASE BOOK 2008 | 539816.00 | | 539816.00 Dr |
| | 12 | HEI12.5% HOUSEKEEPING EXPS INCL @ 12.5% VA | 13166.00 | | 13166.00 Dr |
| | 3 | 7115011 MOTOR CAR EXPENSES | 15642.00 | | 15642.00 Dr |
| | 3 | LCP LAUNDRY CHARGES PAID | 39795.00 | | 39795.00 Dr |
| | 2 | 7011006 CROCKERY & CUTLERY(INCL12.5%VA | 12798.00 | | 12798.00 Dr |
| | 2 | 7011007 BOOKS/MAGS PURCH. (BK SHOP) | 5881.00 | | 5881.00 Dr |
| | 2 | 7112007 GENERAL REPAIRS & MAINTENANCE | 750.00 | | 750.00 Dr |
| | 2 | 7112016 ELECTRICAL REPAIRS(INCL 12.5% | 12468.00 | | 12468.00 Dr |
| | 2 | 7115010 SECURITY GUARD EXPENSES | 28000.00 | | 28000.00 Dr |
| | 1 | FOR HOUSE KEEPING | 4975.00 | | 4975.00 Dr |
| | 1 | HOUSEKEEPING & CLEANING EXPENSES | 28335.00 | | 28335.00 Dr |
| | 1 | 1014001 FURNITURE & FIXTURES | 22239.00 | | 22239.00 Dr |
| | 1 | 7011004 NEWSPAPERS PURCH. (ROOMS) | 701.00 | | 701.00 Dr |
| | 1 | 7011017 HOUSEKEEP/CLEANING(INCL 4%VAT) | 4992.00 | | 4992.00 Dr |
| | 1 | 7112008 ELECTRICAL REPAIR | 1280.00 | | 1280.00 Dr |
| | 1 | 7114007 BROADBAND CONNECTION CHGS PD | 6877.00 | | 6877.00 Dr |
| | 1 | 7115035 PRINT/STAT NERY(INCL 12.5%VAT) | 836.00 | | 836.00 Dr |
| | | Total | <u>738551.00</u> | <u>738551.00</u> | |

| | | | |
|-----------------------|--|----------------|-----|
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17.13 Month Wise Balance Sheet

| | |
|--------------------|---|
| Report Path | Reports → Accounts → Final Account |
| Report Name | Month Wise Balance Sheet |

Description

This report is used to check the month wise profit and loss statement and cash flow. Enter the date range between you like to generate the report. Click on Profit and loss button to generate Profit and loss statement and Cash flow button to generate the Cash flow statement.

Display

Output of Report

Profit & Loss statement

Expencc Side

| | | | | |
|-----------------------|--|----------------|-----|--|
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HOTEL ATITHI : Provisional Profit & Loss Statement

| | Apr2008 | Mar2008 | Feb2008 | Jan2008 | Dec2007 |
|---------------------------|--------------|---------|---------|---------|---------|
| EXPENSES P & L | | | | | |
| OTHER EXPENSES | | | | | |
| PETROL/DIESEL EXPENSES | 20,362.00 | | | | |
| HOUSE RENT - STAFF | 14,000.00 | | | | |
| | 34,362.00 | | | | |
| TRAVEL SALES | | | | | |
| TRAVEL CASH 08-09 | 15,571.00 | | | | |
| | 15,571.00 | | | | |
| HOTEL SALES | | | | | |
| SALES BOOK | | | | | |
| EXTRA BED CHGS | 37,400.00 | | | | |
| ROOMRENT | 1,554,600.00 | | | | |
| COMPOSITE ROOM RENT | 5,051,500.00 | | | | |
| | 6,643,500.00 | | | | |

Incomes Side

HOTEL ATITHI : Provisional Profit & Loss Statement

| | Apr2008 | Mar2008 | Feb2008 | Jan2008 | Dec2007 |
|----------------------|-------------------|---------|---------|---------|---------|
| INCOMES | | | | | |
| Add : Pending bills | 500,720.00 | | | | |
| Less : Pending bills | 248,976.00 | | | | |
| | 251,744.00 | | | | |
| TOTAL INCOMES | 251,744.00 | | | | |

Cash Flow Statement

| | | | |
|--|---------------------------------------|----------------|------------|
| PENTASOFT CONSULTANCY SERVICES PentaHMS – User Manual | | | |
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HOTEL ATITHI : CASH FLOW STATEMENT

| Particulars | Sep2008 | Aug2008 | Jul2008 | Jun2008 | May2008 | Apr2008 | Mar2008 | Feb2008 | Jan2008 | Dec2007 | Nov2007 | Oct2007 | Total |
|----------------------------|---------|--------------|-----------|--------------|---------------|---------------|---------|---------|---------|---------|---------|---------|---------------|
| ADVANCE REVD FROM CUST | | | | | | | | | | | | | |
| ADVANCE RECEIPT | | 222,230.00 | 19,900.00 | 13,920.00 | 4,000.00 | 62,184.00 | | | | | | | 197,466.00 |
| | | 222,230.00 | 19,500.00 | 13,920.00 | 4,000.00 | 62,184.00 | | | | | | | 197,466.00 |
| LOANS GIVEN | | | | | | | | | | | | | |
| STAFF LOANS | | 11,000.00 | 7,900.00 | 18,300.00 | 24,500.00 | 655,362.00 | | | | | | | 665,062.00 |
| | | 11,000.00 | 7,500.00 | 18,300.00 | 24,500.00 | 655,362.00 | | | | | | | 665,062.00 |
| FDRs | | | | | | | | | | | | | |
| FDR WITH CANARA BANK (V P) | | 6,000,000.00 | | 7,900,000.00 | 10,000,000.00 | 42,888,296.00 | | | | | | | 66,388,296.00 |
| | | 6,000,000.00 | | 7,500,000.00 | 10,000,000.00 | 42,888,296.00 | | | | | | | 66,388,296.00 |
| CUSTOMER / CR CARD OUT | | | | | | | | | | | | | |
| DINERS CARD 07-08 | | 321,038.00 | 54,680.00 | 623,364.00 | 335,505.00 | 220,094.00 | | | | | | | 220,094.00 |
| BOE VISA CARD 08-09 | | 321,038.00 | 54,680.00 | 623,364.00 | 335,505.00 | 19,521.00 | | | | | | | 175,033.00 |
| | | 321,038.00 | 54,680.00 | 623,364.00 | 335,505.00 | 19,521.00 | | | | | | | 41,022.00 |

17.14 Balance Sheet

| | |
|--------------------|---|
| Report Path | Reports → Accounts → Final Account-Balance Sheet |
| Report Name | Balance Sheet |

Description

This report is used to generate Balance Sheet and Trading & Profit and loss A/c reports. The reports can be generated in Vertical and Horizontal Format.

Select the Balance sheet type.

Select the Format of the report like balance sheet or Trading & profit and loss.

Enter the date range between you like to generate the report.

Click on Process button to process the request, once the request has been processed, now can click desired the buttons provided below to view the report.

Display

| | | | |
|-----------------------|--|----------------|-----|
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Final Accounts

BalanceSheet Type

Vertical Horizontal

BalanceSheet Format **Trad. Profit & Loss A/c**

With A / c Without A / c With A / c Without A / c

Closing Date As On : Print Last Year's Closing in Report

DD MM YYYY

Closing Stock Value **Partner's Capital A/c**

| Closing Stock Name | Close Value |
|--------------------|-------------|
| | |

| | | | |
|-----------------|--------------------|----------------|----------------|
| <u>P</u> rocess | Bal. Sht. Schedule | Profit & Loss | Bal. Sht Group |
| <u>C</u> lose | Bal. Sht. Schedule | P & L Schedule | P & L Group |

Output of Report

Bal. Sht Group:

| | | | |
|-----------------------|--|----------------|-----|
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HOTEL ATITHI

GROUPING DETAILS FORMING PART OF BALANCE SHEET AS ON : 30-April-2008

| Particulars | Schdl | 2008 - 09 Rupees |
|---------------------------------------|-------|---------------------|
| FIXED ASSETS | | 34948070 |
| INVESTMENTS | | 43163796 |
| GENERAL/ADMINISTRATIVE EXPENSE | | 3154827 |
| CURRENT LIABILITIES | | (8478373) |
| SHARE CAPITAL | | (9900100) |
| OPERATING EXPENSES | | 1171712 |
| OPERATING RECEIPTS | | (8081775) |
| LOANS & ADVANCES | | 65883351 |
| RESERVES & SURPLUS | | (52848263) |
| PROVISIONS | | (37818072) |
| OTHER INCOME | | (320589) |
| UNSECURED LOANS | | (804035) |

Balancesheet Details

HOTEL ATITHI

BALANCE SHEET AS ON : 30-April-2008

| Particulars | Schedule | 2008 - 09 Rupees | Rupees |
|--|----------|---------------------|--------|
| ASSETS | | | |
| ROTRAY CLUB FILM CITY 12/04/2008 | | 2689 | |
| MR. YUSUFBARMALMR. PAGARMANISH - 206 - 12155 | | (500) | |
| POPULAR ELECTRIC AND ENG.WORKS | | (343793) | |
| MS WOOD DIANA - 25/01/2008 | | 280 | |
| GENERATION-3 | | 285470 | |
| RAGHABIR INTERIORS | | (188680) | |
| SUVIDHA ENGINEERS INDIA PVT LTD | | 60959 | |
| PROVISION FOR FRINGE BENEFIT TAX A.Y 2007-08 | | (211000) | |
| SEC DEPOSIT: SONY & ePSON | | 67500 | |
| SELF R5146 | | 1000 | |
| SELF R4926 | | 1479 | |
| MR. PRASANTH KUMAR MR. SANKAR PRASANTH | | 2100 | |

| | | | |
|-----------------------|--|----------------|-----|
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Balance Sheet Schedule

HOTEL ATITHI

SCHEDULE FORMING PART OF BALANCE SHEET AS ON : 30-April-2008

| Particulars | Schdl | 2008 - 09 Rupees |
|---------------------------------------|----------------------------------|-----------------------------------|
| FIXED ASSETS | | 34948070 |
| INVESTMENTS | | 43163796 |
| GENERAL/ADMINISTRATIVE EXPENSE | | 3154827 |
| CURRENT LIABILITIES | | (8478373) |
| SHARE CAPITAL | | (9900100) |
| OPERATING EXPENSES | | 1171712 |
| OPERATING RECEIPTS | | (8081775) |
| LOANS & ADVANCES | | 65883351 |
| RESERVES & SURPLUS | | (52848263) |
| PROVISIONS | | (37818072) |
| OTHER INCOME | SchdlDetImod_ttx.acname (String) | (320589) |
| UNSECURED LOANS | | (804035) |

Profit & Loss Statement

| | | | |
|-----------------------|--|----------------|-----|
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HOTEL ATITHI
PROFIT & LOSS ACCOUNT AS ON : 30-April-2008

| EXPENDITURE | | | | INCOMES | | | |
|--|------------|------------------|---------------|--|------------|------------------|---------------|
| Particulars | Sch | 2008 - 09 | | Particulars | Sch | 2008 - 09 | |
| | | Rupees | Rupees | | | Rupees | Rupees |
| ROTRAY CLUB FILM CITY 12/04/2008 | | 2689 | | ROTRAY CLUB FILM CITY 12/04/2008 | | (2689) | |
| MR. YUSUFBARMALMR. PAGARMANISH - 206 - 12155 | | (500) | | MR. YUSUFBARMALMR. PAGARMANISH - 206 - 12155 | | 500 | |
| POPULAR ELECTRIC AND ENG.WORKS | | (343793) | | POPULAR ELECTRIC AND ENG.WORKS | | 343793 | |
| MS WOOD DIANA - 25/01/2008 | | 280 | | MS WOOD DIANA - 25/01/2008 | | (280) | |
| GENERATION-3 | | 285470 | | GENERATION-3 | | (285470) | |
| RAGHABIR INTERIORS | | (188680) | | RAGHABIR INTERIORS | | 188680 | |
| SUVIDHA ENGINEERS INDIA PVT LTD | | 60959 | | SUVIDHA ENGINEERS INDIA PVT LTD | | | |
| PROVISION FOR FRINGE | | (211000) | | PROVISION FOR FRINGE | | 211000 | |
| BENEFIT TAX A.Y 2007-08 | | | | BENEFIT TAX A.Y 2007-08 | | | |
| | | | | SEC DEPOSIT: SONY & | | (67500) | |

17.15 Cost Center

| | |
|--------------------|---|
| Report Path | Reports → Accounts → Cost Center |
| Report Name | Cost Center |

Description

This report will display the cost center details as per the selection provided.

Display

| | | | |
|-----------------------|--|----------------|-----|
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Output of Report

-NA-

17.16 Interest Calculation

| | |
|--------------------|--|
| Report Path | Reports → Accounts → Interest Calculation |
| Report Name | Interest Calculation |

Description

The Screen is used to calculate the interest.

Select the Account for which you like to calculate the interest.

After selecting the Account then click on the calculate Interest button to calculate the interest.

Finally when the Calculation is completed, then click on the Save button to save the record.

Display

| | | | |
|-----------------------|--|----------------|-----|
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Output of Report

-NA-

17.17 Bank Interest

| | |
|--------------------|---|
| Report Path | Reports → Accounts → Bank Interest |
| Report Name | Bank Interest |

Description

This screen is used to calculate the Bank Interest.
 Select the Bank name for which you like to calculate the interest.
 Enter the date range between for calculation.
 Enter the opening Bal and Interest Percentage as required.
 Click on View/print button to view or print the report.

Display

| | | | |
|-----------------------|--|----------------|-----|
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Output of Report

HOTEL ATITHI

CANARA BANK, C/A 10165-Interest Calculation From : 04/01/2008 To : 30/04/2008 ROI - 10.

| Bank Pass Date | Dtls | Deposits | Withdrawls | Bank Balance Dr/Cr | Interest |
|----------------|-----------------|----------|------------|--------------------|----------|
| 1/4/2008 | Opening Balance | | | 2544.00 | |
| 1/4/2008 | | | | 2544.00 Dr | 0.70 |
| 1/5/2008 | | | | 2544.00 Dr | 0.70 |
| 1/6/2008 | | | | 2544.00 Dr | 0.70 |
| 1/7/2008 | | | | 2544.00 Dr | 0.70 |
| 1/8/2008 | | | | 2544.00 Dr | 0.70 |

17.18 Balance/Loan Confirmation

| | |
|--------------------|---|
| Report Path | Reports → Accounts → Balance Loan confirmation |
| Report Name | Balance Loan confirmation |

Description

This report is used to check the balance loan confirmation.
 Select the type of confirmation whether balance or loan.
 Select the Account for which you like to generate the confirmation.
 Enter the periods between for report generation.
 Click on view button to generate the report.

| | | | |
|-----------------------|--|----------------|-----|
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Display

Output of Report

NA

17.19 Maximum Loan Outstanding

| | |
|--------------------|--|
| Report Path | Reports → Accounts → Maximum Loan Outstanding |
| Report Name | Maximum loan Outstanding |


Description

This report is to check the maximum loan outstanding.
 Select the Account name for which you like to check the maximum loan amount.
 Enter the date range for the report.
 Click on the process button to process the records.
 Once the records are processed, click on the view button to get the report.

Display

| | | | |
|-----------------------|--|----------------|-----|
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Maximum Loan Outstanding

A/C Name: 

Period From: To:

DD MM YYYY DD MM YYYY

| LOAN LEDGERS TRANSACTION DETAILS | | | | | | | |
|----------------------------------|------------|---------|----------|---------|----------|----------------|-------|
| | Party Name | Doc.No. | Doc.Date | Dr. Amt | Cr. Amt. | Calc (Yes/ No) | Narra |
| | | | | | | | |

Max Loan Amt: Print Address

| MAXIMUM LOAN OUTSTANDING DETAILS | | | | | |
|----------------------------------|------------|------------|-------------|---------|----------|
| | Party Name | Loan Taken | Loan Repaid | Sq. Off | Max. Out |
| | | | | | |

Output of Report

-NA-

17.20 Sale /Purchase more than

| | |
|--------------------|---|
| Report Path | Reports → Accounts → Sale/Purchase more than |
| Report Name | Sale/Purchase more than |

Description

| | | | |
|-----------------------|--|----------------|-----|
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This report is to check the sales or purchase more than the given value.
 Select Sales or purchase to generate the report.
 Select the Book Name from the search provided.
 Select the Party Name from the search provided.
 Select the Tax Name from the search provided.
 Enter the Date Range between you like to view the report.
 Select whether local or central or both.
 Select report is required in detail or summary format.
 Click on the view button to generate the report.

Display

Output of Report

NA

17.21 Fringe Benefit Tax

| | |
|--------------------|--|
| Report Path | Reports → Accounts → Fringe Benefit Tax |
| Report Name | Fringe Benefit Tax |

Description

This report is used to check the Fringe Benefit Tax computation in the desired period.
 Enter the date range between for which you like to generate the report.
 Click on the view button to generate the report.

| | | | |
|-----------------------|--|----------------|-----|
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Display

Output of Report

Fringe Benefits Tax For the Period From 01 April 2008 To 30 August 2008

| Particulars | Amount | % of FB | % of Tax on FB | Value of FB | Value of Tax on FB |
|-------------|--------|---------|----------------|-------------|--------------------|
|-------------|--------|---------|----------------|-------------|--------------------|

17.22 All Company Cash/ Bank Balance

| | |
|--------------------|---|
| Report Path | Reports → Accounts → All Company Cash/Bank balance |
| Report Name | All Company Cash/Bank Balance |

Description

This report is used to generate the All company wide cash and Bank balances.
Enter the Date as on which report is required.
Select whether only Cash or Bank or both the reports are required.
Click on the View button to generate the report.

Display

| | | | |
|-----------------------|--|----------------|-----|
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The screenshot shows a dialog box titled "All Company Cash/Bank Balance". It contains a date field "AS on" with a date picker set to 30/09/2008. Below the date are labels "DD", "MM", and "YYYY". To the right, there are two checked checkboxes: "Cash" and "Bank". At the bottom, there are three buttons: "Report Setting", "View", and "Close".

Output of Report

-NA-

17.23 Advance Register

| | |
|--------------------|--|
| Report Path | Reports → Accounts → Advance Register |
| Report Name | Advance Register |

Description

This report displays all the details of the advance. Select the appropriate from Summary, Detail and Advance not utilized as desired. Click on view button to generate the report.

Display

The screenshot shows a dialog box titled "Advance Details". It contains three radio buttons: "Summary" (selected), "Detail", and "Advance not utilized". Below the radio buttons, there are two buttons: "View" and "Close".

Output of Report

| | | | |
|-----------------------|--|----------------|-----|
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HOTEL ATITHI

Advance Receipt Summary report

| | CARD | CASH | Total |
|--------------|----------------------|---------------------|----------------------|
| April 2008 | 3,284,920.00 | 1,249,044.00 | 4,533,964.00 |
| August 2008 | 2,953,368.00 | 794,600.00 | 3,747,968.00 |
| July 2008 | 3,556,630.00 | 910,250.00 | 4,466,880.00 |
| June 2008 | 3,182,603.00 | 1,168,493.00 | 4,351,096.00 |
| May 2008 | 3,500,345.00 | 1,288,930.00 | 4,789,275.00 |
| Total | 16,477,866.00 | 5,411,317.00 | 21,889,183.00 |

Advance Detail

HOTEL ATITHI

ADVANCE REGISTER

| Account Name | Advance Amount | Advance Receipt No | Receipt Date | Receipt Type | Voucher No |
|--------------------------------|----------------|--------------------|--------------|--------------|------------|
| MR N.-SRINIVAS - 508 - 29 | 8,000.00 | 32575 | 4/1/2008 | CARD | 32575 |
| FAMILY-DR VIVEKCHOUDHARY - 4 | 19,000.00 | 32584 | 4/2/2008 | CARD | 32584 |
| MR S.-BALAKRISHNAN - 403 - 24 | 8,000.00 | 32586 | 4/1/2008 | CARD | 32586 |
| MR VIPIN-GUPTA - 307 - 22 | 8,000.00 | 32588 | 4/1/2008 | CARD | 32588 |
| MR SAGAR-JEEVAN BHOSALE - 2 | 4,000.00 | 32589 | 4/1/2008 | CARD | 32589 |
| MS ANITHA-VELKUR - 303 - 19 | 8,000.00 | 32590 | 4/1/2008 | CARD | 32590 |
| MR P. K.-PANDA - 503 - 28 | 4,000.00 | 32595 | 4/1/2008 | CARD | 32595 |
| MR M. R.-PRAKASH - 610 - 33 | 4,000.00 | 32597 | 4/1/2008 | CARD | 32597 |
| MR SULABH-GOEL - 609 - 32 | 4,000.00 | 32598 | 4/1/2008 | CARD | 32598 |
| MR ELDAD-CHERESHNIA - 702 - 34 | 8,000.00 | 32599 | 4/2/2008 | CARD | 32599 |
| MR KIMKI HOON - 709 - 15362 | 4,000.00 | 32600 | 4/2/2008 | CARD | 32600 |
| MS. JYOTIBHADAURIA - 104 - 44 | 8,000.00 | 32603 | 4/2/2008 | CARD | 32603 |

Advance Not Utilized

| | | | |
|-----------------------|--|----------------|-----|
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HOTEL ATITHI

Unutilized Advance Receipt Summary report

| | CARD | CASH | Total |
|-------------|-------------------|------------------|-------------------|
| April 2008 | 6,000.00 | 4,000.00 | 10,000.00 |
| August 2008 | 270,112.00 | 66,000.00 | 336,112.00 |
| July 2008 | 120.00 | 0.00 | 120.00 |
| June 2008 | 19,879.00 | 0.00 | 19,879.00 |
| May 2008 | 4,413.00 | 0.00 | 4,413.00 |
| Total | 300,524.00 | 70,000.00 | 370,524.00 |

17.24 Outstanding Report

| | |
|--------------------|--|
| Report Path | Reports → Accounts → Outstanding → Outstanding Report |
| Report Name | Outstanding Report |

Description

The Outstanding report is used to check the Outstanding of the party and aging of the outstanding balance can also checked from this report.

Enter the date As on up to which report needs to be generated.

Select the Report Type.

Select whether the report is for customer or for supplier.

Select the Party name.

Select Register from the search provided.

Click on view button to generate the report.

Display

| | | | |
|-----------------------|--|----------------|-----|
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Output of Report

NA

17.25 Month Wise Summary

| | |
|--------------------|--|
| Report Path | Reports → Accounts → Tax Reports → Month Wise Summary |
| Report Name | Month Wise Summary |

Description

This report is used to generate the monthly summary reports. Enter the date range between you like to generate the report. Select report type from the option provided. Select the Transaction from the search provided. Click on the view report to generate the report output.

| | | | |
|-----------------------|--|----------------|-----|
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Display

Output of Report

Detail Report

HOTEL ATITHI

Vat Detail From 01/04/2008 To 30/04/2008

| Doc. No | Date | Account Name | Local |
|---------|-----------|----------------------------|---------|
| | | | Taxable |
| A100 | 18/04/200 | MR KURIAN-MATHAI - 702 - 6 | 27.00 |
| A100 | 19/04/200 | MR HEGDE-RAMESH - 208 - 6 | 1610.00 |
| A100 | 21/04/200 | MR KUMAR-SHAILENDER - 2 | 557.00 |
| A100 | 17/04/200 | MR RAJANS S - 106 - 637 | 265.00 |
| A100 | 18/04/200 | MR RAJAGOPALRAM - 307 - 6 | 562.00 |

Book Wise Summary

| | | | |
|-----------------------|--|----------------|-----|
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HOTEL ATITHI

Vat Summary From 01/04/2008 To 30/04/2008

| | | |
|--------------|--------------|------------|
| | | SALES BOOK |
| | | Taxable |
| Local | | 1060119.00 |
| | Total | 1060119.00 |
| Total | | 1060119.00 |

Month Wise Summary

HOTEL ATITHI

Month wise Vat Summary From 01/04/2008 To 30/04/2008

| | | | |
|--------------|----------------|----------|------------|
| | @Head (String) | | SALES BOO |
| | | | Taxable |
| Local | | Apr-2008 | 1060119.00 |
| | | Total | 1060119.00 |
| | Total | | 1060119.00 |
| Total | | | 1060119.00 |

17.26 Product wise Tax

| | |
|--------------------|---|
| Report Path | Reports → Accounts → Tax Report → Product Wise Tax |
| Report Name | Product wise Tax |

Description

This report is used to generate the product wise tax reports.
Enter the date range between you like to generate the report.
Select report type from the option provided.

| | | | |
|-----------------------|--|----------------|-----|
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HOTEL ATITHI

Product Group Wise Tax Summary From Date 01/04/2008 To 30/04/2008

| Group Name | TaxName | Taxable Amt. (Rupees) | Tax-% | Local Tax Amt. (Rupees) | O.S.Tax Amt. (Rupees) | Grand Total (Rs.) |
|---------------------------|---------------------------|------------------------------------|-------|----------------------------|--------------------------|----------------------|
| KUHIAL ENTERPRISES | | | | | | |
| | 10.2% SERVICE TAX | 990.00 | 10.20 | | 100.98 | 1090.98 |
| Register Total | | SregTaxSum_ITX.TaxableAmt (Number) | | | 100.98 | 1090.98 |
| PURCHASE BOOK 2008 | | | | | | |
| | | 100.00 | | | | 100.00 |
| | NO TAX | 2770336.73 | | | | 2770336.73 |
| MASALA | NO TAX | 21259.25 | | | | 21259.25 |
| | TAX FREE | 16635.50 | | | | 16635.50 |
| | VAT @ 12.5% ON GAS & FUEL | 20890.00 | 12.50 | | 2611.25 | 23501.25 |
| | VAT @ 12.5% ON PURCHASES | 759780.68 | 12.50 | | | 854753.47 |
| PROVISIONS | VAT @ 12.5% ON PURCHASES | 2344.00 | 12.50 | | | 2637.00 |
| | VAT @ 20% ON LIQUER PURCH | 223093.27 | 20.00 | | | 267711.95 |
| | VAT@4% | 537572.09 | 4.00 | 21502.96 | | 559075.05 |
| MASALA | VAT@4% | 46348.15 | 4.00 | 1853.92 | | 48202.07 |
| PROVISIONS | VAT@4% | 67597.22 | 4.00 | 2702.69 | | 70299.91 |
| Register Total | | 4465956.89 | | 26059.57 | 2611.25 | 4634512.18 |

| | | | |
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HOTEL ATITHI

Tax Summary From Date 01/04/2008 To 30/04/2008

| TaxName | Taxable Amt. (Rupees)) | Tax-% | Local Tax Amt. (Rupees)) | O.S.Tax Amt. (Rupees)) | Grand Total (Rs.) |
|---------------------------------------|---------------------------|-------|--------------------------------|---------------------------|----------------------|
| KUNIAL ENTERPRISES | | | | | |
| 10.2% SERVICE TAX | 990.00 | 10.20 | 0.00 | 100.98 | 1090.98 |
| | 990.00 | | 0 | 100.98 | 1090.98 |
| PURCHASE BOOK 2008 | | | | | |
| VAT @ 12.5% ON PURCHASES | 762124.68 | 12.50 | 0.00 | 0.00 | 857390.47 |
| NO TAX | 2791595.98 | 0.00 | 0.00 | 0.00 | 2791595.98 |
| VAT@4% | 651517.46 | 4.00 | 26059.57 | 0.00 | 677577.03 |
| TAX FREE | 16635.50 | 0.00 | 0.00 | 0.00 | 16635.50 |
| VAT @ 20% ON LIQUER PURCH | 223093.27 | 20.00 | 0.00 | 0.00 | 267711.95 |
| VAT @ 12.5% ON GAS & FUEL | 20890.00 | 12.50 | 0.00 | 2611.25 | 23501.25 |
| | 100.00 | | | | 100.00 |
| | 4465956.89 | | 26059.57 | 2611.25 | 4634512.18 |
| VAT @ 12.5% OII GAS & FUEL | | | | | |
| VAT @ 12.5% ON GAS & FUEL | 301394.00 | 12.50 | 0.00 | 37674.28 | 339068.28 |
| | 301394.00 | | 0 | 37674.28 | 339068.28 |
| Grand Total | 4768340.89 | | 26059.57 | 40386.51 | 4974671.44 |

17.27 Party Wise Tax-Summary

| | |
|--------------------|---|
| Report Path | Reports → Accounts → Tax Report → Party Wise Tax summary |
| Report Name | Party wise Tax-Summary |

Description

This report is used to generate the Party wise tax summary reports.
Enter the date range between you like to generate the report.

| | | | |
|-----------------------|--|----------------|-----|
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Select report type from the option provided.

Select the Account Name from the search provided for which you like to generate the report.

Select the Tax Name from the search provided for which you like to generate the report.

Click on the view report to generate the report output.

Display

Output of Report

VAT @ 12.5% ON PURCHASES

| | | | | |
|--------------------------------|----------|-------|----------|-----------|
| ARCHANA SALES | 5534.16 | 12.50 | 691.77 | 40125.00 |
| ASHISH ENTERPRISES | 1091.25 | 12.50 | 136.41 | 1228.00 |
| BISLERI INTERNATIONAL PVT LTD | 5333.10 | 12.50 | 666.63 | 6000.00 |
| DARSHAN DIARY | 3264.00 | 12.50 | 408.00 | 4650.00 |
| GLOBE MARKETING | 10200.00 | 12.50 | 1275.00 | 11475.00 |
| GUJARAT MILK PRODUCTS LTD | 14936.00 | 12.50 | 1867.00 | 31770.00 |
| KABANI CROCKERY CENTRE | 11376.00 | 12.50 | 1422.00 | 12798.00 |
| KAPOOR BEST KULFI | 12132.00 | 12.50 | 1516.50 | 27300.00 |
| KINGS DISTRIBUTORS PVT LTD | 6627.08 | 12.50 | 828.40 | 7455.00 |
| MAHALAXMI ENTERPRISE | 11702.50 | 12.50 | 1462.86 | 24875.00 |
| NISH ENTERPRISES | 4384.32 | 12.50 | 548.04 | 4932.00 |
| PARAS REXINE HOUSE | 19767.60 | 12.50 | 2470.95 | 22239.00 |
| PEPSICO INDIA HOLDINGS PVT LTD | 4854.58 | 12.50 | | |
| PRASHANT CATERERS | 408.00 | 12.50 | 51.00 | 460.00 |
| S K AGENCIES | 872.00 | 12.50 | 109.00 | 13229.00 |
| S K ENTERPRISES | 3529.00 | 12.50 | 441.12 | 4120.00 |
| SARAYU INVESTMENTS PVT LTD | 6181.91 | 12.50 | 772.74 | 15642.00 |
| SHAH PREMJI KARUBHAI & CO | 116.00 | 12.50 | 14.50 | 14470.00 |
| TECHNOSOFT ELC. PVT.LTD | 742.61 | 12.50 | 92.83 | 836.00 |
| | | | 15381.57 | 253444.00 |

| | | | |
|-----------------------|--|----------------|-----|
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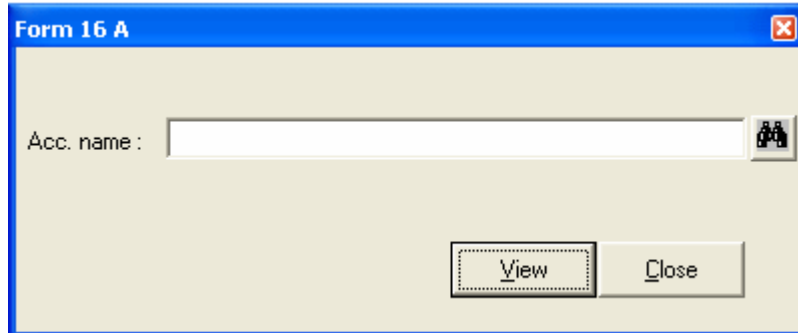
17.28 T.D.S. Reports

| | |
|--------------------|--|
| Report Path | Reports → Accounts → T.D.S. Reports → Form16A |
| Report Name | Form16A |

Description

This option is used to print the Form16A for the party.
Select the Acc name for which you like to generate the report.
Click on view button to generate the report.

Display



Output of Report

-NA-

17.29 Annexure Form 26

| | |
|--------------------|--|
| Report Path | Reports → Accounts → T.D.S. Reports → Annexure Form26 |
| Report Name | Annexure Form 26 |

| | | | |
|-----------------------|--|----------------|-----|
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Description

This Report is used to print the annexure of the TDS.
 Select the TDS head for which you like to generate the Annexure.
 Enter the Period between for annexure.
 Click on the view report to generate the report output.

Display

Output of Report

-NA-

17.30 T.D.S. Payable/Paid Details

| | |
|--------------------|--|
| Report Path | Reports → Accounts → T.D.S. Reports → T.D.S. Payable/Paid Details |
| Report Name | T.D.S Payable / Paid Details |

Description

This is used to check the TDS payable and Paid details.
 Select the appropriate from the Payable, Paid and Payable&paid.
 Select the Acc name for which report needs to be generated.
 T.D.S head: Select TDS head from the search provided.
 Enter the Document date range for which you like to generate the report.
 Click on view button to generate the report.

Display

| | | | |
|-----------------------|--|----------------|-----|
| | PENTASOFT CONSULTANCY SERVICES PentaHMS – User Manual | | |
| Effective Date | 22nd September 2008 | Version | 1.0 |

T.D.S Payable / Paid Details ✖

Payable
 Paid
 Payable & Paid

Acc. Name:

T.D.S Head:

Doc. Date From: To:

DD MM YYYY DD MM YYYY

Output of Report

Payable:

HOTEL ATITHI

T.D.S Payable Details From 4/1/2008 To 9/30/2008

| Account Name | Doc. No. | Tran. Date | Amount | T.D.S Per. | T.D.S. Amt. | Payable Amt |
|--|--------------------------|------------|----------|------------|-------------|-------------|
| Payment Of Contractors & Sub-contractors | | | | | | |
| SHREE SHEETLA CORPORATE SERVICE | PI36 | 4/1/2008 | 14000.00 | 2.060 | 288.00 | 288.00 |
| RAJAN KANOJIYA | PI42 | 4/2/2008 | 6152.00 | 2.060 | 127.00 | 127.00 |
| SUKHANANDAN BAGESHWAR | PI41 | 4/2/2008 | 28335.00 | 2.060 | 584.00 | 584.00 |
| RAJAN KANOJIYA | PI1616 | 4/18/2008 | 5224.00 | 2.060 | 108.00 | 108.00 |
| SUKHANANDAN BAGESHWAR | @UnboundString1 (String) | | 28419.00 | 2.060 | 585.00 | 585.00 |
| SAINATH ELE.WORKS | JV32 | 4/30/2008 | 22500.00 | 2.060 | 464.00 | 464.00 |
| SHREE SHEETLA | PI571 | 4/30/2008 | 14000.00 | 2.060 | 288.00 | 288.00 |

Payable & Paid:

HOTEL ATITHI

T.D.S Payable And Paid Details From 4/1/2008 To 9/30/2008

| Account Name | Doc. No. | Tran. Date | Amount | T.D.S Per. | T.D.S. Amt. | Payable Amt | Paid Amt | Cheques No. | Cheques Date | Bank Details | Bank Cheques No | Paid Date |
|--|----------|------------|---------|------------|-------------|-------------|----------|-------------|--------------|--------------|-----------------|-----------------|
| Payment Of Contractors & Sub-contractors | | | | | | | | | | | | |
| RAJAN KANOJIYA | PI42 | 4/2/2008 | 6152.00 | 2.060 | 127.00 | 127.00 | | | | | | 1/1/1900 12:00X |
| | PI1616 | 4/18/2008 | 5224.00 | 2.060 | 108.00 | 108.00 | | | | | | 1/1/1900 12:00X |
| | PIR1-30 | 5/2/2008 | | | 44.00 | 144.00 | | | | | | 1/1/1900 12:00X |
| | PIR1-31 | 5/23/2008 | | | 139.00 | 139.00 | | | | | | 1/1/1900 12:00X |
| | PIR1-32 | 6/6/2008 | 7143.00 | 2.060 | 147.00 | 147.00 | | | | | | 1/1/1900 12:00X |
| | PI33 | 6/20/2008 | 6139.00 | 2.060 | 126.00 | 126.00 | | | | | | 1/1/1900 12:00X |
| | PI34 | 7/12/2008 | 5754.00 | 2.060 | 119.00 | 119.00 | | | | | | 1/1/1900 12:00X |
| | JV184 | 7/28/2008 | 4879.00 | 2.060 | 101.00 | 101.00 | | | | | | 1/1/1900 12:00X |
| | PIR1-36 | 8/6/2008 | 5425.00 | 2.060 | 112.00 | 112.00 | | | | | | 1/1/1900 12:00X |
| | ----- | ----- | ----- | ----- | ----- | ----- | | | | | | ----- |

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Revision History

| Version No. | Date | Changes | Prepared by | Reviewed by | Approved By |
|--------------------|-------------|----------------|--------------------|--------------------|--------------------|
| 1.0 | 22-08-2008 | | | | |
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