



## HOTEL MANAGEMENT SYSTEM

### Key Features

#### A. Master Entries

##### a) Room Master Database

- It contains the basic details of rooms and its charges such as room number, floor number, no. of person allowed, charges etc.

##### b) Services Database

- It contain list of services provided by the holed

##### c) Hotel Menu Database

- It contain all the food items category wise along with price.

##### d) Major and Sub A/c Heads

- It allows to create Major / Sub Account head for day to day expenses or receipts.

##### e) Hotel Profile

- It contain basic detail of hotel which can used for report heading and baseline data.

#### B. Daily Transactions

##### a) Guest Check in details

- It contains all the necessary detail of guest during check in such as
  1. Personal Detail
  2. Identification Detail
  3. Vehicle detail
  4. Room Details with charges along with check in date and time etc.

This screen has all the facilities like Guest details can be update in case of any mistake, room can be change etc.

##### b) Providing Services to Guest

- This screen contain details of all the services provided to Guest as follows
  1. Guest / Room wise Hotel services can be record
  2. Providing restaurant facilities to guest can be maintain room/guest wise

##### c) Check out details

- This screen have all the required fields during the guest check out such as
  1. Guest detail (Guest an view room no wise / name wise)



2. Billing details like room charges, services provided, food etc.
3. Payment detail along with all the charges, discount taxes etc.
4. Final bill can be generate and print

**d) Daily Expenses and Receipt entry**

- Day to day receipts and expenses head wise can be record.

## C. Reports

**a) Check Room Status**

- This report show floor wise / room wise all the booked and vacant rooms

**b) Guest to be checked out**

- This screen automatically pops when the application is opened to show the list of all those guest who will check out today.
- This screen can be used to view which guest will check out when.

**c) Search all the checked in guest period wise, name wise**

- It is used to view/search all the checked in guests with complete details

**d) Search all checked out guest period wise / name wise**

- It can be used to view and print all the checked out guests with complete detail.

**e) Daily Collection Report**

- This report shows all the daily collection with calculating service tax etc

**f) Receipt and Expenses Report**

- Through this report Daily receipt and expenses can be taken out head wise and sub head wise

**g) View All services and restaurant menu items**

- These list can take out as hard copy.

## D. Utilities

**a) Database backup system for future protection**

- Database back up can be taken out in any drive, it throws the database copy to the selected drive.

**b) New Users can be create**

**c) Login details can be view (which user had logged in when**