

## HOTEL MANAGEMENT SOFTWARE

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# MODULES

- Front Office Management
- ★ Food & Beverage Costing
- Accounts Receivable
- Housekeeping & Maintenance
- ★ Channel Manager
- ★ HR and Payroll

- \* Point Of Sales
- Material Management
- **\*** Financial Management
- **\* Banquets & Conference**
- ★ Telephone Management
- Membership Management



#### Access Management

- Create Users And Manage The User Permission / Restrictions.
- Manage Multiple Properties With Management/ Super Admin / Administrator Logins.
- Unlimited User Accounts

### **Reservations Management**

Check Room Inventory / Guest Info / Daily Check-in & Out Summary Dashboard For Hotel Ftd Summary Upon Login Manage Group Reservations, Bill Under Group Name Late Check-out / Early Check-In / Late Arrival / Extra Bed With Charge Extra Manage Guest / Company Profiles And Upload Necessary Documents Automatic Check-in / Check-out Sms Check Stay History Of Guests Check Detailed Information Related To Business Sources Such As Contact Details,source Id,receipts,outstanding,commisssion Payable Override Room Rates / Packages By Authorized Person Collection Of Deposits For Room Reservations Manage Confirmed Temporary Bookings On Room Allow Complimentary Stay Or Check-out On Zero Payment Generate And Print Payment Receipts To Your Guests Mark Special Requests By Guests ID Rooms On Same Floor, Adjoining Room Etc. Mark Guest As Vip/foreigner/corporate Office Etc Manage Daily Rates On Various Channels / Otas/ Promotional Offers Etc Different Price Quote For Corporates / Commission Agents / Individuals / Long Stay Guests / Vips Etc. Send Customized Offers / Discounts To Specific Guests / Spl. Prices For Spl. Category Of Guests Charge Extra For Extra Person / Bed Manage/ Set Payment Terms And Taxes Manage Online Bookings With Ease & Many More Advanced Features

### **Check-In**

- Accept And Post Room Deposits / Key Money
- Multiple Guest Names And Sharers Per Room
- Cancel Check-in (Before Night Audit)
- Interactive Room Calendar
- Negotiated Room Rate (Appropriate Authority)
- Extending Stays
- Direct Interface
- Various Pay Methods Online, Credit Card, B.T.C.
- Post Other Services



## **Check-Out**

- Account/invoice Printing With Multiple Splits & Routings
- Late Check Out With Option To Extra Charge
- Combine And Share Bills Between Room Sharers And Group Rooms
- Move Charges Between Accounts And Room Bills.
- Point And Click To Void Or Transfer Guest Transactions
- Group Check-outs
- Mode of Payment Including Cheques, Traveler's Cheques
- Debit And Credit Cards, Bill To Company
- Receipt Printing
- Print E-mails & Receipts
- Automatic Posting Of Room Charges Overnight
- Suppression/reversal Of Auto Room Charges And Then Manual Posting



## **Point Of Sale**

- Generate Invoices And Make Ammendments
- Create Users & Set Permissions
- Manage Discounts & Offers
- Create & Update Orders
- Feed Guest Details
  - & Many More

#### Housekeeping Management

- Check Check-in / Check Out Details
- Change Room Status
- Feed & Manage Guest Requests
- room Inventory Management & Many More



#### **Accounts Management**

- Make Accounting Entries
- Accounts Receivable & Payables
- Manage Statutory Compliances
- Print / E-mail Bills
- Vendors Management
- Inventory Management & Many More

## Reports

### **Reservation Management**

- Reservation Details
- Retention Charges Summary
- Cancelled Reservation Details
- Corporate / Agent Rate Sheet

## Front Office Management

- Check-In Details
- Daily Summary
- Bill Reprint Summary
- Check Out Bill Report
- Room Revenue Report
- Sales Revenue Report
- Extra Bed Report
- Police Report
- Room Occupancy Forecast Report
- Extra Service Details
- Room Settlement Bill Report

#### **Point Of Sale**

- Outlet Settlement Bill Report
- Sales Register
- KOT Details
- NC And Complementary Sales Report
- Discount Details
- Loyalty Card Summary
- Collection Summary
- MIS Report

## Night Audit Reports

- Static Report
- Night Audit Collection Report
- Sales Summary
- Daily Business Report

#### Account Reports

- Ledger Details
- Expanse Register
- Day Book
- Cash Register
- Agent B.T.C. Transaction Summary
- Profit & Loss Report
- Outstanding Amount

#### **Material Management**

- All PO Details
- Stock Verification Report
- All Indent Details
- Stock Report
- Issue Transaction Report
- Issue Return Report
- Party Wise Bill Summary Report
- Opening And Closing Stock Report
- Purchase Summary

#### Food & Beverage Costing

- Item Consumption Report
- Recipe Stock Report
- Fnb Controller

## **Banquet Report**

- Banquet Booking Details
- Fp Linked And Unlinked
- Banquet Sales Register
- Function Diary
- Banquet Settlement Bill Report

### Tax Reports

- Room Tax Report
- VAT Report
- Service Tax Report
- Tax Register
- Revenue & Expense Report

## **Other Key Features**

- POS System For Cafe, Convenience Store, Laundry, Tours, Travel Desk Etc.
- POS System Enables Staff To Accept Cash Sales Or To Post Charges To The Room
- POS Fully Integrated Into Guest Accounts, And Sales
- POS With Touchscreen Support
- Charge Additionally Phone Calls, Movies, Broadband Internet Etc. To The Guest's Account
- Can Be Used With Almost All EPBAX Or PBX Systems (Optional) Worldwide.



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## **Promote F&B Offers**

- To Inhouse Guests
- To City Specific Guests
- Send Customized Offers
- Upload Database & Make SMS Blast

## **Other Products & Services by**





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## **Prevoir Infotech Private Limited**

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