Manual

PMS – Daily Configuration User Guide

Version : 1.0
Last Updated : 12 June 2025
Author : Documentation Team

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1. Overview

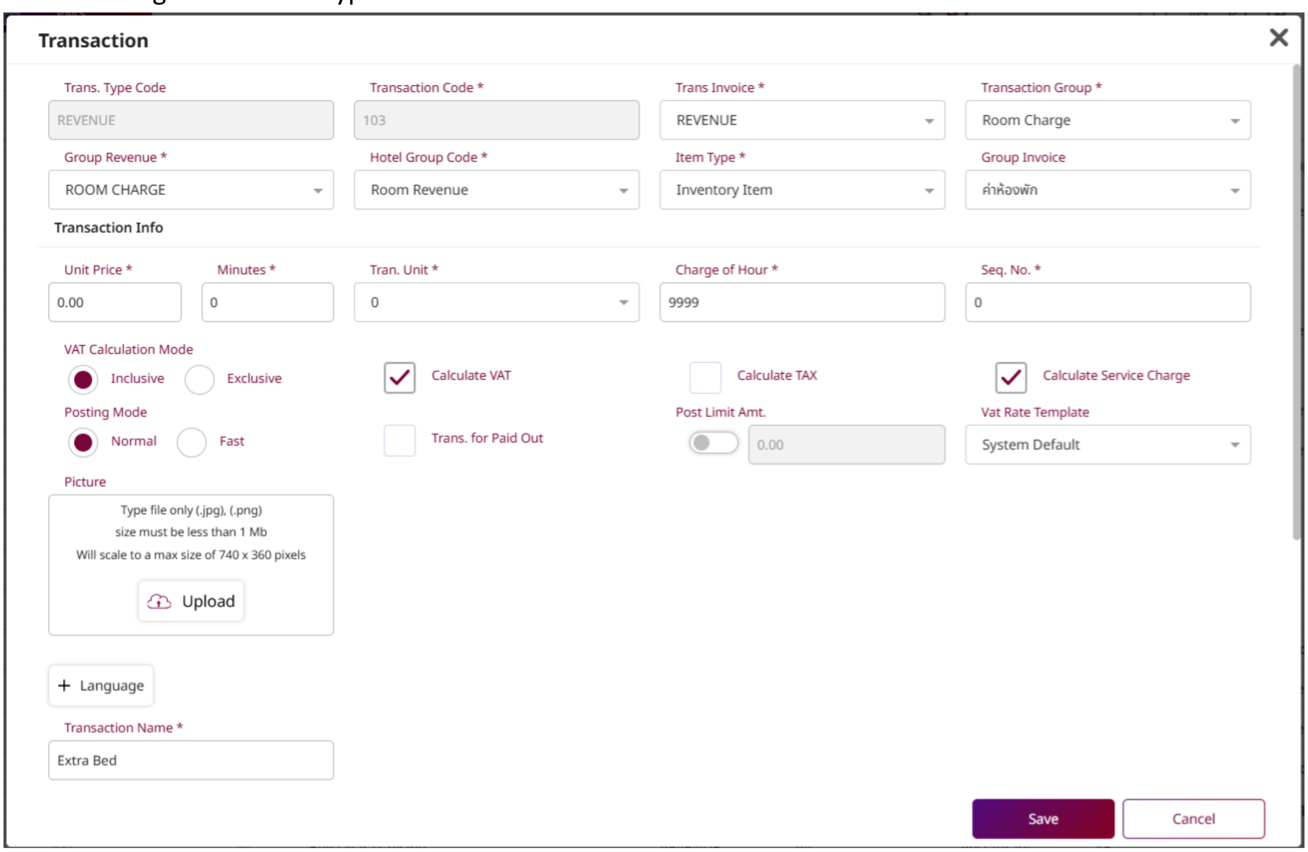
This guide explains how to configure essential daily operational settings in PMS. The covered configurations include extra bed setup, e-tax invoice setup, cashier shift, outstanding balance view, budget & pickup policy, and combined transaction display.

2. Extra Bed Configuration

Available under **Configuration > Transaction & Item > Transaction**, this function allows users to configure 'Extra Bed' as an inventory item by creating a transaction code and sub-item to represent the stock. Inventory can be tracked daily, adjusted by quantity, and linked to room types for control.

To perform the task:

1. Click **Configuration > Transaction & Item > Transaction** tab
2. Click New to create **'Extra Bed'** if not already created
3. Set Item Type as 'Inventory Item' and Save
4. Go to **Transaction Item** tab and click **New** to create sub-item
5. Enter quantity and **Save**
6. Go to Inventory Item tab to adjust stock by day
7. Use Edit Inventory to change quantity and date
8. Navigate to Room Type to set Max Extra Bed limit and **Save**



Note: Only one 'Extra Bed' transaction should be active to avoid duplication.

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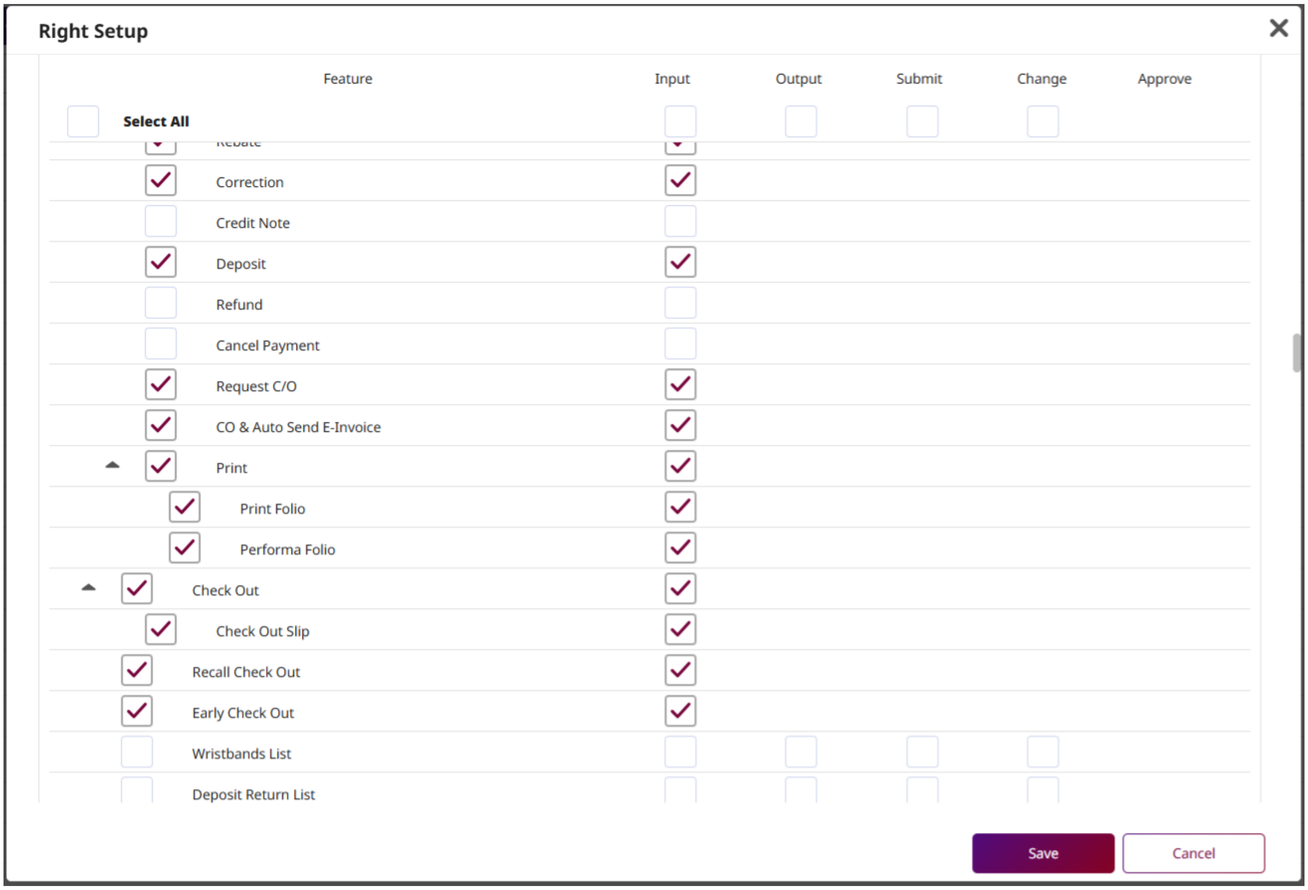
3. Post Invoice (E-Tax)

Available under **Core > Security > Rights**, this function allows users to enable the option to send E-Tax invoices through PMS by assigning permission to the 'CO & Auto Send E-Invoice' function.

To perform the task:

1. Go to **Core > Security > Rights**
2. Select appropriate user role and click Edit
3. Under **PMS** tab, enable **'CO & Auto Send E-Invoice'**
4. Confirm changes and Save
5. Check Cashier menu for **'CO & Send'** and **'Close & Send'** buttons



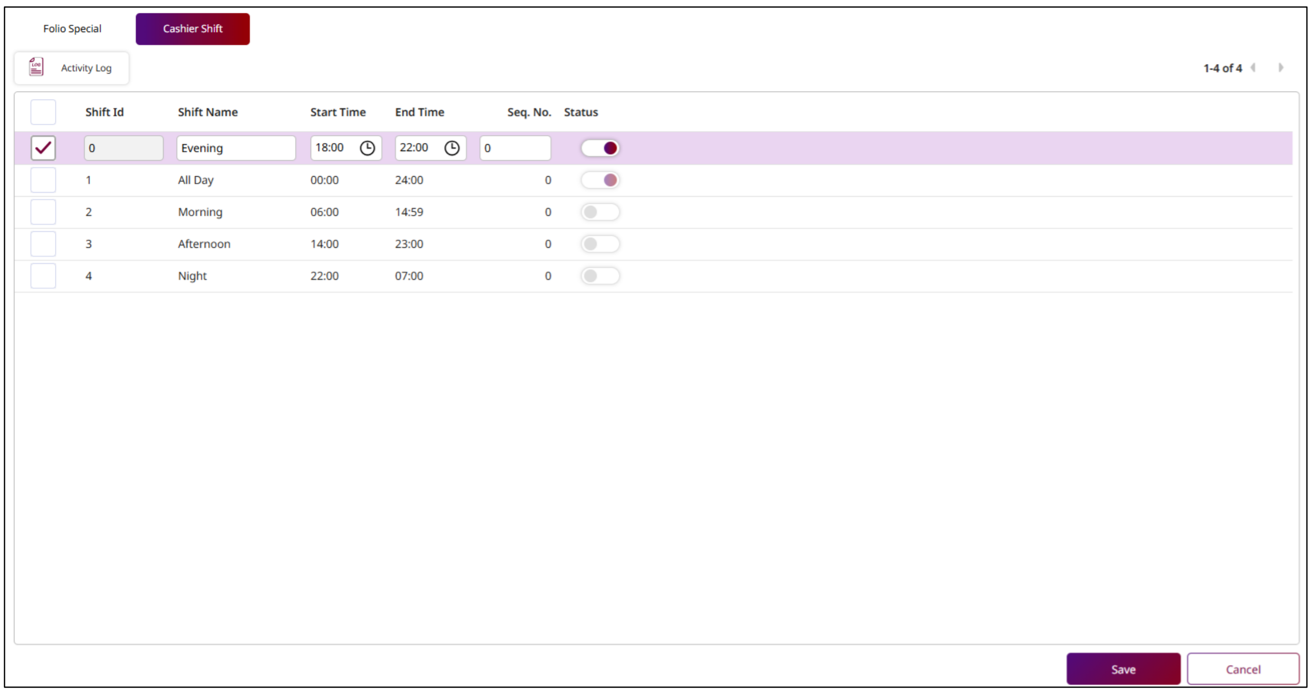
Note: Make sure correct user roles have the permission to prevent access errors.

4. Cashier Shift Setup

Available under **Configuration > Special Billing > Cashier Shift**, this function allows users to manage cashier work shifts and define shift types, including audit by shift or by user for reporting purposes.

To perform the task:

1. Navigate to **Configuration > Special Billing > Cashier Shift**
2. Click **New** to define a new shift schedule
3. Enter required shift information
4. Choose between **'Audit By User'** or **'Audit By Shift'**
5. **Save** the configuration



Note: Consistent shift tracking improves cashier accountability and audit trail.

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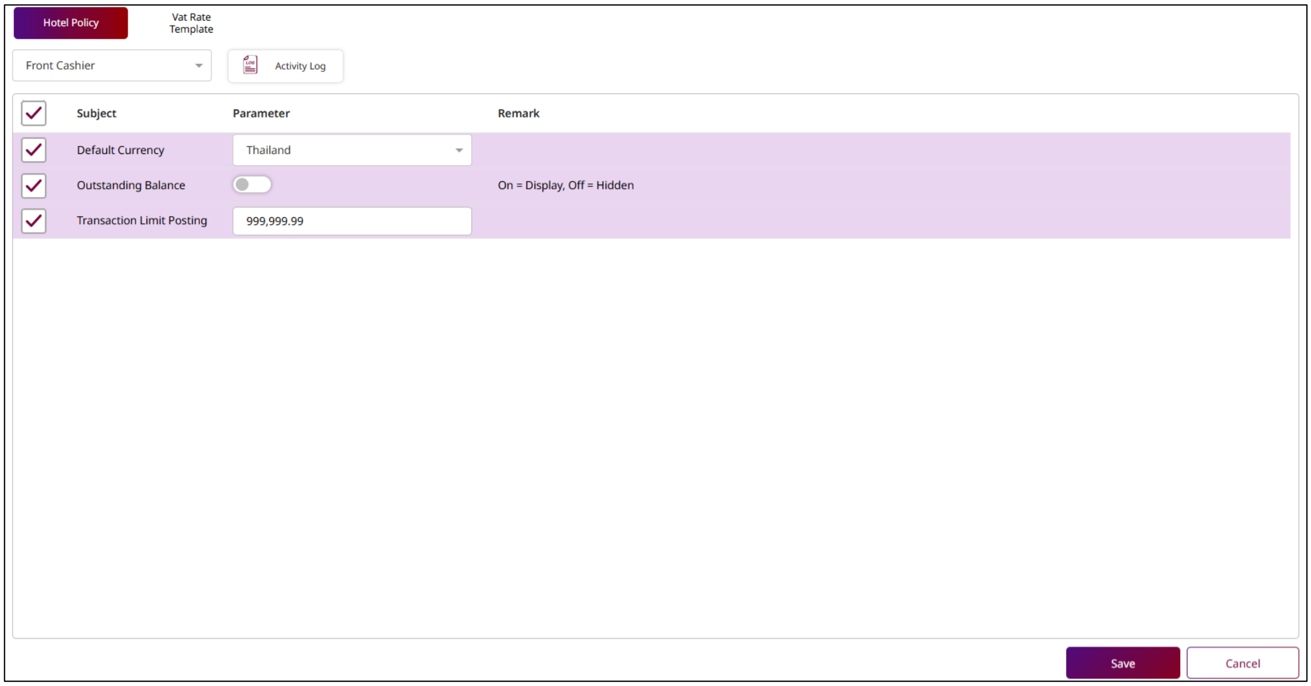
5. Cashier Page – Outstanding Balance Display

Available under **PMS Manager > Hotel Policies > Front Cashier**, this function allows users to enable the option to show the outstanding balance on the cashier page for financial transparency.

To perform the task:

1. Go to **PMS Manager > Hotel Policies > Front Cashier**
2. Turn on the parameter for outstanding balance display
3. Verify that cashier screen now shows balance calculated from folio + future postings



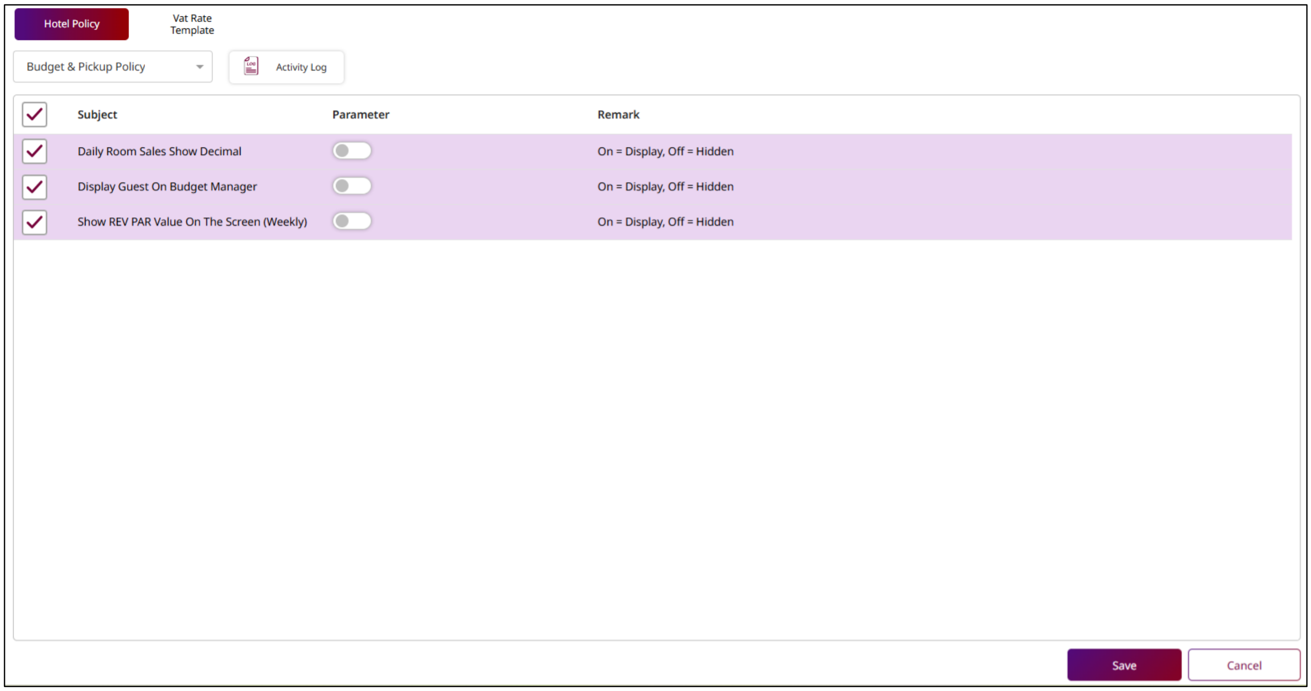
Note: Balance = Folio Balance + Unposted Future Posting Instructions.

6. Budget Manager & Pickup Policy

Available under **PMS Manager > Hotel Policies > Budget & Pickup Policy**, this function allows users to configure how room sales, guest display, and REVPAR data are presented in the system through budget and pickup policy settings.

To perform the task:

1. Go to **PMS Manager > Hotel Policies > Budget & Pickup Policy**
2. Turn on display of room sales with decimals and guest information
3. Enable parameter to show REVPAR weekly
4. Go to Budget Manager to verify guest and sales info on Summary tabs
5. Use **Pickup > Weekly** tab to view REVPAR data across dates



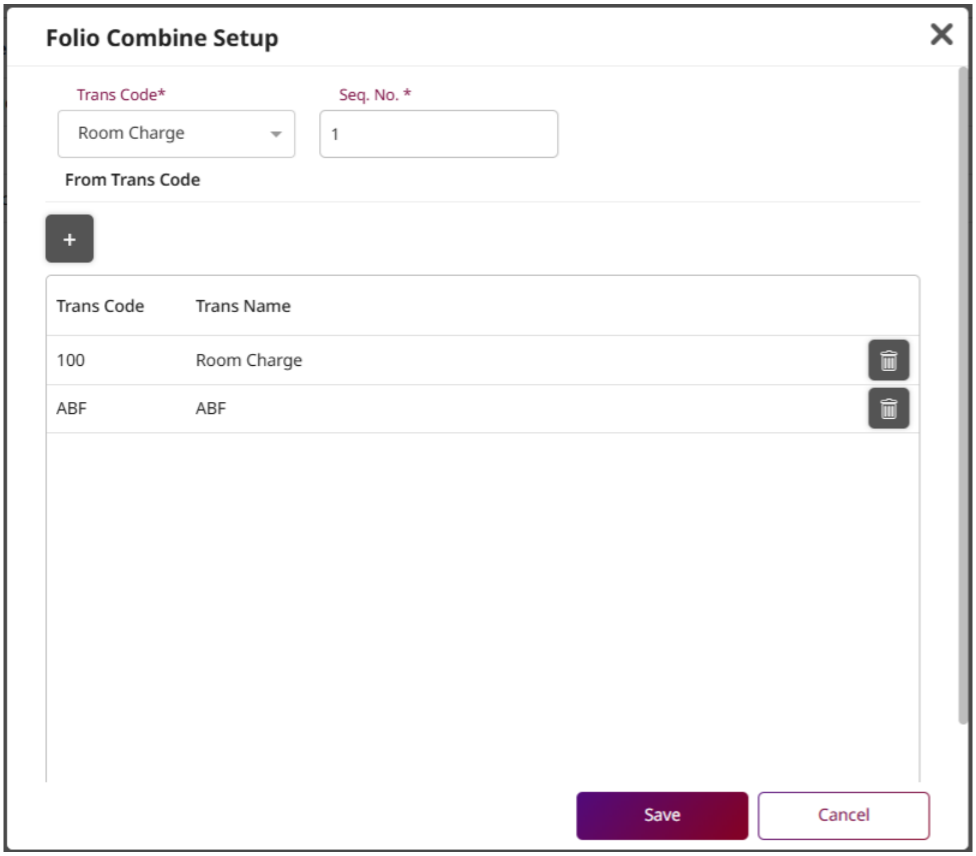
Note: Access to 'All Hotel Pickup' must be granted for full visibility of pickup performance.

7. Combine Transaction Configuration

Available under **Configuration > Folio Combine**, this function allows users to set up transaction grouping rules to display combined folios for guests with multiple postings. Affects reservation, check-in, and cashier pages.

To perform the task:

1. Go to **Configuration > Folio Combine**
2. Click **New** to create combine rule
3. Fill in transaction group name and description
4. Click to add transactions included in the group
5. **Save** the setup and verify combined view on folio



Note: Group transactions logically to reduce clutter on folio and improve billing clarity.