

# Manual

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**PMS – Monthly Operation User Guide**

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## 1. Overview

This guide outlines the monthly operational functions available in the PMS, enabling users to configure monthly transactions, utility setups, reservations, deposits, utility postings, statement generation, and meter interface connections. The purpose is to streamline recurring processes for long-stay or monthly rental operations.

## 2. Configuration – Transaction

Available under **Configuration > Transaction & Item**, this function allows users to set up both regular and monthly transaction codes such as room charges, deposits, and refund types. These configurations define how financial transactions will be processed throughout the month.

To perform the task:

1. Navigate to **Configuration menu > Transaction & Item** tab
2. Click **New** to create a transaction
3. Enter transaction code, name, and account group
4. Set transaction type as monthly
5. Click **Save** to confirm

**Transaction Item**
✕

Type

Item Code \*

Status

Picture


✕

+ Language

Item Name \*

Unit Price \*

Par \*

Printer Name \*

Status Item \*

Seq. No. \*

Limit Qty (Per Day)

Use for Web

Can Change Price

**Note:** Ensure monthly transactions are distinct from daily transactions to avoid duplication.

### 3. Configuration – Utility & Deposit

Available under **Configuration > Utility & Deposit**, this function allows users to configure utility schemes by defining meter type (electricity, water, etc.), usage units, and charge multipliers. Utility setup enables calculation for each room's monthly consumption.

To perform the task:

1. Go to **Configuration > Utility & Deposit**
2. Click **New** to define a utility plan
3. Select utility type (e.g. electricity)
4. Enter charge per unit and meter unit label
5. Click **Save**

**Utility Plan Setup**
✕

Utility Plan Code \*

Utility Plan Type\*

Status

+ Language

Utility Plan Name \*

Item Detail Plan

+

Item	Item Name				
300	Local Call	+	Initial	Start	End
		<input checked="" type="checkbox"/>	100.00	101.00	8.00
311	Limousine	+	Initial	Start	End
		<input checked="" type="checkbox"/>	200.00	201.00	15.00
500501	ค่าบริการเช่ารถตู้	+	Initial	Start	End
		<input type="checkbox"/>			

Save

Cancel

**Note:** Meter unit and charge formula must match actual billing logic used in the hotel.

## 4. Make Daily Reservation

Available under **Reservation > Make Reservation**, this function allows users to make single or multi-day reservations with flexible options for room assignment, guest profile, rate plan, and deposit setup.

To perform the task:

1. Go to **Reservation** menu
2. Click **Make Reservation** to begin a reservation
3. Select room number and type
4. Enter guest details and stay period
5. Apply rate and confirm booking

NEW BOOKING :										Total Night	Total Rooms	Total Guest	Total Charge
<div style="display: flex; justify-content: space-between;"> <span>← Rate &amp; Avail</span> <span>Calendar View</span> <span>Forecast View</span> </div>										1	1	2	0.00
Room / Type	Arrival Date	Departure Date	Room Availability	Room(s)	Total Guest	Rate Code	Avg. Rate	Breakfast	Extra Charge (Bed & Person)	Avg. Other Breakdown Add On	Total Daily Rate	Total Charge	
203	DLXK	21/04/2025 22/04/2025	2	1	2	loc001	-400.00	NABF 0.00	0.00	400.00 0.00	0.00 0.00	0.00	
<div style="display: flex; justify-content: space-between;"> <span>Booking Info</span> <span>Guest Profile</span> <span>Note &amp; Attachment</span> <span>Hotel Transfer</span> <span>Posting Instruction</span> <span>Deposit &amp; Payment</span> <span>Other</span> </div>													
<b>Booking Info.</b>													
Arrival		Departure		Night(s)		Booking Status		Booking Type					
21/04/2025 14:00		22/04/2025 12:00		1 Night		Confirmed Booking		Normal					
Arrived By		Detail		Departure By		Detail							
Please Select		( Example:Flight No. / Car Registration )		Please Select		( Example:Flight No. / Car Registration )							
Contract		Email		Telephone No.		Contact Person		Use Rate From					
Agent		Email		Telephone No.				Guest					
Source		Email		Telephone No.									
<b>Market Segmentation</b>													
Market Segment		Source Of Business		Channel		Sales Person							
Airlines		Other		Walk In		Please Select							
<b>Group / Party</b>													
										Confirm & Send Booking		Confirm & Print	Confirm Booking

**Note:** Use daily reservation for short-term stays only.

## 5. Make Monthly Reservation

Available under **Reservation > Make Reservation**, this function allows users to facilitate room bookings for long-stay or monthly tenants with automatic monthly billing configuration.

To perform the task:

1. Open **Reservation > Make Reservation**
2. Click **New** to create a reservation
3. Assign room and enter guest details
4. Enter rental start and end dates
5. Set deposit, advance rent, and monthly utility plan
6. Click **Confirm**

Room / Type	Arrival Date Departure Date	Room Availability	Room(s)	Total Guest	Rate Code Avg. Rate	Avg. Other Breakdown Add On	Total Charge
203 DLXX	21/04/2025 20/04/2026	2	1	1	MON 2,500.00	0.00 0.00	2,500.00

Booking Info	Guest Profile	Note & Attachment	Hotel Transfer	Posting Instruction	Deposit & Payment	Other																								
<p><b>Booking Info.</b></p> <table border="0"> <tr> <td> <b>Arrival</b>            21/04/2025 14:00            Arrived By            Please Select         </td> <td> <b>Departure</b>            20/04/2026 12:00            Detail            ( Example:Flight No. / Car Registration )         </td> <td> <b>No. Of Month</b>            12 Month            Departure By            Please Select         </td> <td> <b>Booking Status</b>            Confirmed Booking            Detail            ( Example:Flight No. / Car Registration )         </td> <td> <b>Booking Type</b>            Monthly            Normal            Package            Allotment            Package &amp; Allotment            Commitment            Monthly         </td> </tr> <tr> <td> <b>Contract</b>  <input type="text"/> </td> <td> <b>Email</b>  <input type="text"/> </td> <td> <b>Telephone No.</b>  <input type="text"/> </td> <td> <b>Contact Person</b>  <input type="text"/> </td> <td></td> </tr> <tr> <td> <b>Agent</b>  <input type="text"/> </td> <td> <b>Email</b>  <input type="text"/> </td> <td> <b>Telephone No.</b>  <input type="text"/> </td> <td></td> <td></td> </tr> <tr> <td> <b>Source</b>  <input type="text"/> </td> <td> <b>Email</b>  <input type="text"/> </td> <td> <b>Telephone No.</b>  <input type="text"/> </td> <td></td> <td></td> </tr> </table> <p><b>Market Segmentation</b></p> <table border="0"> <tr> <td> <b>Market Segment</b>            Airlines         </td> <td> <b>Source Of Business</b>            Other         </td> <td> <b>Channel</b>            Walk In         </td> <td> <b>Sales Person</b>            Please Select         </td> </tr> </table> <p><b>Emergency Contract</b></p>							<b>Arrival</b> 21/04/2025 14:00 Arrived By Please Select	<b>Departure</b> 20/04/2026 12:00 Detail ( Example:Flight No. / Car Registration )	<b>No. Of Month</b> 12 Month Departure By Please Select	<b>Booking Status</b> Confirmed Booking Detail ( Example:Flight No. / Car Registration )	<b>Booking Type</b> Monthly Normal Package Allotment Package & Allotment Commitment Monthly	<b>Contract</b> <input type="text"/>	<b>Email</b> <input type="text"/>	<b>Telephone No.</b> <input type="text"/>	<b>Contact Person</b> <input type="text"/>		<b>Agent</b> <input type="text"/>	<b>Email</b> <input type="text"/>	<b>Telephone No.</b> <input type="text"/>			<b>Source</b> <input type="text"/>	<b>Email</b> <input type="text"/>	<b>Telephone No.</b> <input type="text"/>			<b>Market Segment</b> Airlines	<b>Source Of Business</b> Other	<b>Channel</b> Walk In	<b>Sales Person</b> Please Select
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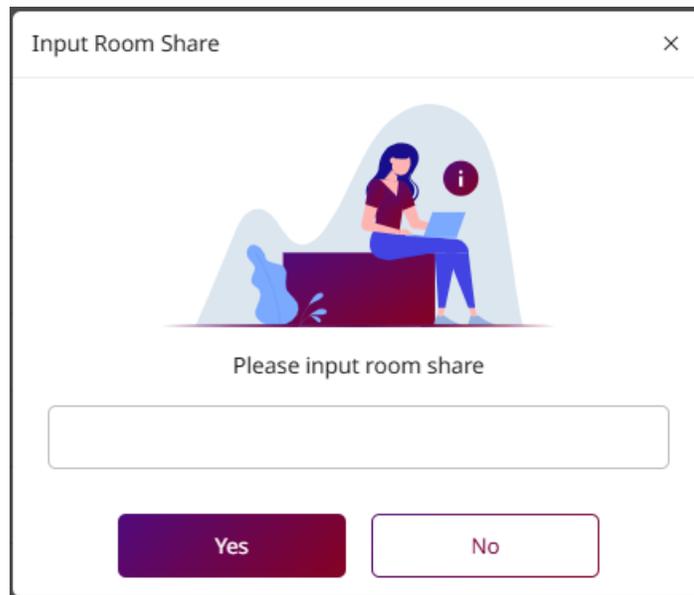
**Note:** Ensure room is marked available for monthly contracts before booking.

## 6. Make Room Share Reservation

Available under **Reservation > Make Reservation**, this function allows users to create reservations where multiple guests share one room with individual or shared billing structure.

To perform the task:

1. Open **Reservation > Make Reservation** button
2. Click **Edit Room** icon
3. Add all **Room and Guest**
4. Click **Room Share & Continue** button
5. Add all guest names and assign stay duration
6. Apply rate split or shared payment option
7. Click **Confirm**



Input Room Share

Please input room share

Yes No

**Note:** Verify guest count does not exceed room capacity.

## 7. Post Meter Cashier

Available under **Cashier > Post Meter**, this function allows users to manually enter utility meter readings per room, calculate amount due, and generate transaction posting.

To perform the task:

1. Go to **Cashier > Post Meter**
2. Enter Transaction, Meter No., Ref. No. readings
3. Enter old and new meter readings
4. System calculates usage and charge
5. Click **Post** to apply to guest folio

**Post Meter**
✕

**Transaction \***

**Meter No. \***

**Ref No. \***

**Rate**

**Start**

**End**

**Qty**

**AVG. Unit Price**

**Total Amount**

**Remark**

0/250

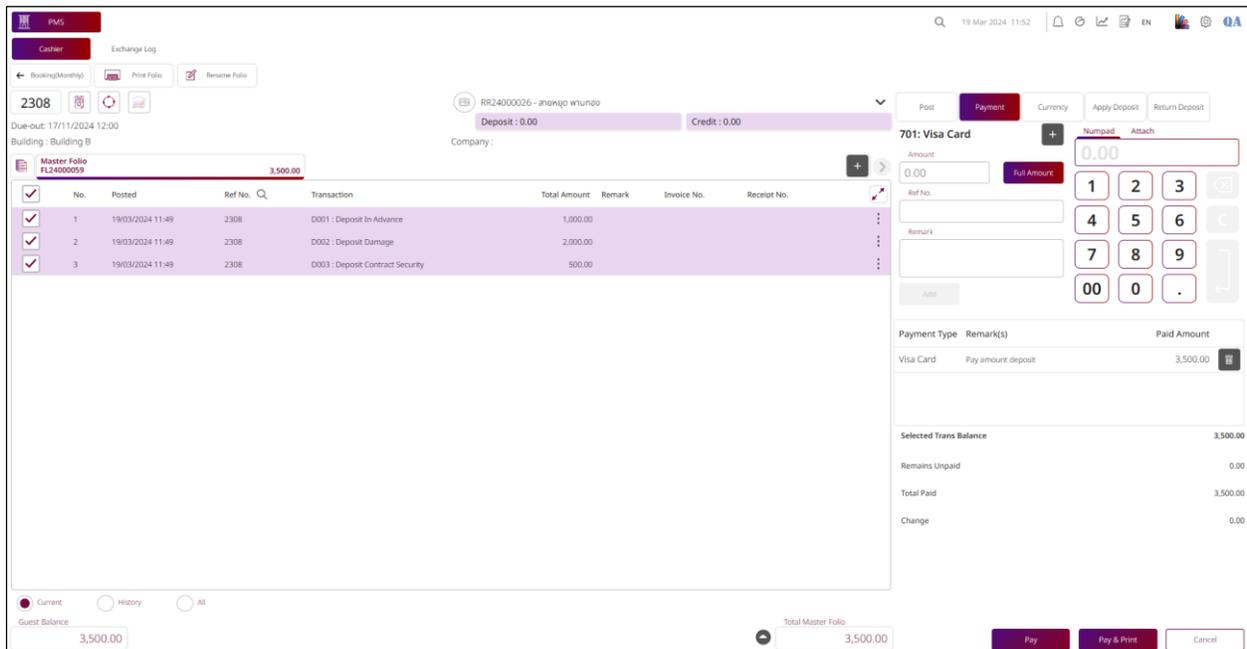
**Note:** Ensure readings are accurate before posting to prevent charge disputes.

## 8. Post Deposit Booking (Monthly)

Available under **Cashier > Monthly List**, this function allows users to record deposits and advance rent payments for monthly bookings, assign transaction codes, and confirm collection.

To perform the task:

1. Open **Cashier > Monthly List**
2. Select booking one Post transaction revenue deposit
3. Enter deposit type, amount, and due date
4. Click **Pay** or **Pay&Print** to confirm



The screenshot shows the PMS Cashier interface for a 'Post Deposit Booking' transaction. The main window displays a table of transactions for a Master Folio #124000059 with a total balance of 3,500.00. The transactions are as follows:

No.	Posted	Ref No.	Transaction	Total Amount	Remark	Invoice No.	Receipt No.
1	19/03/2024 11:49	2308	D001 : Deposit In Advance	1,000.00			
2	19/03/2024 11:49	2308	D002 : Deposit Damage	2,000.00			
3	19/03/2024 11:49	2308	D003 : Deposit Contract Security	500.00			

On the right side, there is a payment form for a '701: Visa Card' with an amount of 0.00. Below the table, there are radio buttons for 'Current', 'History', and 'All'. At the bottom, there are buttons for 'Pay', 'Pay & Print', and 'Cancel'.

**Note:** Match transaction codes with those set in Configuration > Transaction.

## 9. Utility Posting

Available under **Monthly > Utility Posting & Information**, this function allows users to automate posting of utility usage by pulling configured plans and readings for each room monthly.

To perform the task:

1. Go to **Monthly > Utility Posting**
2. Select Building, Transaction, input Ref No., Remark and click Load Data
3. Select the Utility and click on the **Approve** button
4. Click on the **Confirm** button and the Status will change to Approve.

**Utility Posting**
✕

---

**Information**

Doc No.

Building \*

Transaction \*

Status \*

Ref No. \*

Remark

**Load Data**

**Load Meter Online**

---

**Detail**

Room No.	Share	Meter No.	Utility Plan Name	Start		End		Qty	Unit Price	Amount	Share Amt.
1103	2	E1103	PLANA_A	55.00	-	65.00 ✕	+	10	7.00	70.00	35.00
1202	0	E1202	PLANA_A	100.00	-	180.00 ✕	+	80	7.00	560.00	560.00

**Total Qty**    **Amount**    **Share Amt.**

90.00        630.00    595.00

**Save**

Cancel

**Note:** Double-check abnormal usage values before final approval.

## 10. New Statement

Available under **Monthly > Monthly Statement**, this function allows users to generate tenant billing statement with rent, deposit, and utilities combined into one printable/exportable document.

To perform the task:

1. Navigate to **Monthly > Monthly Statement**
2. Click **New** button
3. Search for tenant or room
4. Add all information and Save
5. Preview billing items and charges
6. Click **Print or Export** to PDF

Monthly Statement
✕

**Building**  
Hotel

**Doc. Date**  
21/04/2025

**Due Date \***  
05/05/2025

**Floor**  
Floor 1

**Statement Date \***  
21/04/2025

**Remark**

**Doc No.**  
INV#####

**Cut off Date**  
20/04/2025

**Search**

Type file only (.jpg), (.png)  
size must be less than 1 Mb  
Will scale to a max size of 740 x 360 pixels

Upload

0-0 of 0

	Room No.	Room Type	Building	Floor	Guest Name	Contract	Folio No.	This Month	Gen Type
No result found									

**Save**

Cancel

**Note:** Review final amounts before printing for client delivery.

## 11. Setup Meter Interface Mitsubishi

Available under **Config System & Validate > CORE Interface Setup**, this function allows users to integrate PMS with Mitsubishi meter system using API credentials for automated utility reading import.

To perform the task:

1. Go to **Config System & Validate > CORE Interface Setup**
2. Enter Mitsubishi interface credentials and URL
3. Map room number to meter ID
4. Click **Test Connection** to verify link
5. Click **Save** to activate integration

Interface Type
Interface Master
Interface Property
Property Variable
Consent Setup

Smart Soraso Hotel 1

	Interface Code	Interface Name	Interface Type Code	Interface Type Name	Active
<input type="checkbox"/>	E-AMPAN	Electricity Ampan	ELECTRIC	Electricity	<input type="checkbox"/>
<input type="checkbox"/>	E-FORTH	Electricity Forth	ELECTRIC	Electricity	<input type="checkbox"/>
<input checked="" type="checkbox"/>	E-MITSU	Electricity Mitsubishi	ELECTRIC	Electricity	<input checked="" type="checkbox"/>
<input type="checkbox"/>	INET	Interface INET E-Tax	ETAX	E-Tax	<input type="checkbox"/>
<input type="checkbox"/>	S-VIETTEL	Interface E-Invoice Viettel Provider	ETAX	E-Tax	<input type="checkbox"/>
<input type="checkbox"/>	CARMEN	Interface CARMEN	INTEGRATE	Carmen	<input type="checkbox"/>
<input type="checkbox"/>	AIRSOFT	Interface Gateway Airsoft	INTERNETGW	Internet Gateway	<input type="checkbox"/>
<input type="checkbox"/>	ANTLAB	Interface Gateway ANTLAB	INTERNETGW	Internet Gateway	<input type="checkbox"/>
<input type="checkbox"/>	EASYZONE	Interface Gateway EASYZONE	INTERNETGW	Internet Gateway	<input type="checkbox"/>
<input type="checkbox"/>	IBSG	Interface Gateway IBSG	INTERNETGW	Internet Gateway	<input type="checkbox"/>
<input type="checkbox"/>	MIKROTIK	Internet Mikrotik	INTERNETGW	Internet Gateway	<input type="checkbox"/>
<input type="checkbox"/>	NEOGATE	Internet Neogate	INTERNETGW	Internet Gateway	<input type="checkbox"/>
<input type="checkbox"/>	SEARA	Interface Gateway SEARA	INTERNETGW	Internet Gateway	<input type="checkbox"/>
<input type="checkbox"/>	IPP_ROOMX	Interface PABX I-dynamic	PABX	PABX	<input type="checkbox"/>
<input type="checkbox"/>	2C2P	2C2P Payment Gateway	PAYMENTGW	Payment Gateway	<input type="checkbox"/>
<input type="checkbox"/>	BAY-QR	BAY QR Payment	PAYMENTGW	Payment Gateway	<input type="checkbox"/>

Save
Cancel

**Note:** Ensure meter ID mapping matches physical room installation to avoid data mismatch.