

Manual

PMS-Cashier User Guide

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1. Overview

This PMS – Cashier User Guide provides hotel staff and system users with clear, step-by-step instructions on how to manage and utilize the features available in the Cashier menu. It is designed to support daily cashier operations, including billing guests, processing payments, adjusting transactions, and generating financial reports. The Room List displays rooms currently occupied by guests, while the Folio History shows all folios from checked-out rooms. The Cashier Audit function is used by staff to close their shift, and the Cashier Audit History provides a record of past audits. The Monthly List is used to view and manage guests with monthly bookings, and the Return Deposit section tracks deposits that have been returned by staff.

2. Search & Filters

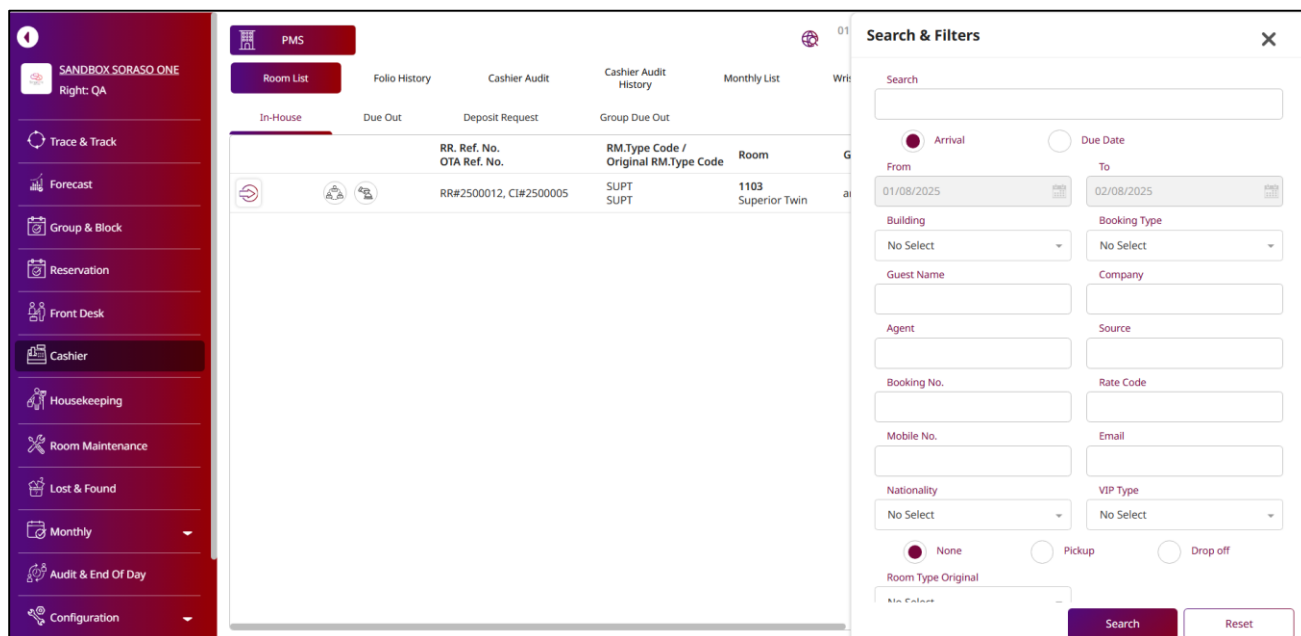
Available under **Cashier > Room List**, this function allows staff to search and filter guest information efficiently. You can search using various criteria such as guest name, room number, folio number, or other related details to quickly locate the desired reservation or transaction.

To perform the task:

1. Press Filter to open the **Search & Filter** function.
2. Enter the information or select some options for searching:
 - ☐ **Search:** Allows you to search by room number, booking number, guest name, etc.
 - ☐ **Arrival / Due Date:** Select whether to filter by Arrival Date or Due Date.
 - ☐ **From / To:** Specify the date range to search within.
 - ☐ **Building:** Select the building.
 - ☐ **Booking Type:** Type of booking (e.g., Walk-in, OTA, Direct).
 - ☐ **Guest Name:** Guest's full name.
 - ☐ **Company:** Company name (if booked under a corporate account).
 - ☐ **Agent:** Booking agent or intermediary.
 - ☐ **Source:** Source of the booking (e.g., Website, Agoda).
 - ☐ **Booking No.:** Booking reference number.
 - ☐ **Rate Code:** Rate plan code.
 - ☐ **Mobile No.:** Guest or booker's phone number.
 - ☐ **Nationality:** Guest's nationality.
 - ☐ **VIP Type:** VIP level (if applicable).
 - ☐ **Transfer Service:** (None / Pickup / Drop off). If you select Pickup, it will show the Pickup Type, Pickup Date, and Pickup Time. If you select Drop off, it will show the Drop off Type, Drop off Date, and Drop off Time to select.

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- ☐ **Room Type Original:** The originally booked room type.
 - ☐ **Non-Group / Group / Both:** You can select to search and filter by Group, Non-Group, or both.
 - ☐ **Group Info:** Search by group name or tour group.
 - ☐ **Party Info:** Search by subgroup within a group.
3. Press **Search** to search for the information you selected or entered.
 4. Press **Reset** to clear all the fields that you selected or entered.



The screenshot displays the SORASO ONE PMS interface. On the left is a dark red sidebar with navigation icons and labels: SANDBOX SORASO ONE, Right: QA, Trace & Track, Forecast, Group & Block, Reservation, Front Desk, **Cashier** (highlighted), Housekeeping, Room Maintenance, Lost & Found, Monthly, Audit & End Of Day, and Configuration. The main area shows a 'PMS' header with tabs: Room List, Folio History, Cashier Audit, Cashier Audit History, and Monthly List. Below these are sub-tabs: In-House, Due Out, Deposit Request, and Group Due Out. A table is visible with columns: RR. Ref. No., OTA Ref. No., RM.Type Code / Original RM.Type Code, and Room. One row is shown with values: RR#2500012, CI#2500005, SUPT, SUPT, and 1103 Superior Twin. On the right, a 'Search & Filters' modal is open, featuring a search bar, radio buttons for 'Arrival' (selected) and 'Due Date', date pickers for 'From' (01/08/2025) and 'To' (02/08/2025), dropdowns for 'Building' and 'Booking Type' (both set to 'No Select'), text input fields for 'Guest Name', 'Company', 'Agent', 'Source', 'Booking No.', 'Rate Code', 'Mobile No.', 'Email', 'Nationality', and 'VIP Type' (both set to 'No Select'). At the bottom of the modal are radio buttons for 'None' (selected), 'Pickup', and 'Drop off', a 'Room Type Original' dropdown set to 'No Select', and 'Search' and 'Reset' buttons.

Note: You don't have to enter or select all the fields. Only choose the ones that are necessary for your search.

3. Check Room In-House

Available under **Cashier > Room List**, this function allows staff to view, manage, and search for rooms that are currently occupied by guests (in-house). It displays only rooms with active stays, helping staff efficiently monitor ongoing reservations and manage in-house guest billing. By clicking Select & Go, the system will open the Cashier display, where staff can post charges, process payments, cancel transactions, or manage the guest folio.

- ☐ **Reference No. / OTA No.:** The booking reference number or OTA (Online Travel Agency) confirmation number.
- ☐ **Room Type Code:** The code representing the type/category of room.
- ☐ **Room Number:** The assigned room number for the guest.
- ☐ **Arrival Date:** The date the guest checked in.
- ☐ **Departure Date:** The scheduled check-out date (must be today).
- ☐ **Departure By:** Name of the user or staff responsible for managing the check-out.
- ☐ **Balance:** Any remaining balance or amount due for the guest's stay.
- ☐ **Group:** Indicates if the booking is part of a group reservation.
- ☐ **Guest Company / Contract Name:** The associated company or contract, if applicable.
- ☐ **Agent Name / Source Name:** The travel agent or booking source.
- ☐ **Request Check-Out:** Indicates whether the guest has requested check-out.
- ☐ **Ready to Check-Out:** Status showing if the room is ready for the check-out process.

PMS										
23 Mar 2025 12:29 ALL DAY										
Room List Folio History Cashier Audit Cashier Audit History Monthly List Return Deposit										
In-House Due Out Deposit Request Group Due Out										
Filter 1-14 of 14										
	RR Ref. No. OTA Ref. No.	RM.Type Code / Original RM.Type Code	Room	Guest Name	Arrival	Departure	Departure By	Balance	Gro	
	CI25000017, CI25000017	DLXPACDBL DLXPACCTWN	104 Deluxe Pool Acc...	Jenny JA	22/03/2025 09:50	26/03/2025 12:00		4,500		
	CI25000014, CI25000014	DLXPACCTWN DLXPACCTWN	110 Deluxe Pool Acc...	Mali MA	22/03/2025 15:44	25/03/2025 12:00		5,950		
	CI25000018, CI25000018	BQR DLXK	1121 Boutique Queen...	Yona NA	22/03/2025 09:53	26/03/2025 12:00		3,000		
	CI25000019, CI25000019	DLXK DLXK	114 Deluxe King	Helena HA	22/03/2025 09:56	25/03/2025 12:00		3,000		
	CI25000012, CI25000012	BDS DLXPACCTWN	119 Boutique Deluxe...	Warisara TY	21/03/2025 14:34	23/03/2025 12:00		5,000		
	CI25000020, CI25000020	GFB GFB	121 Grand Family Su...	Gesal AA	22/03/2025 10:00	23/03/2025 12:00		4,500		
	RR25000021, CI25000011	STD DLXT	131 Standard	Sainam SSA	21/03/2025 11:22	28/03/2025 12:00		220		
	RR25000065, CI25000021	DLXT DLXT	208 Deluxe Twin ฅมมม	KIN POC	23/03/2025 10:35	24/03/2025 12:00		0		
	RRG25000001, CI25000001	TM TM	House Folio	BABY BLIE 2025 SSS	20/03/2025 14:00	22/03/2025 12:00		-50,000	BAB GA2	
	RR25000033, CI25000015	POOLSTTWNB POOLSTTWNB	701 Pool Suite Twin ...	SORYBY-2025 SORYBY-2025	22/03/2025 16:19	23/03/2025 12:00		6,333	SOR GA2	
	RR25000068-1, CI25000023	DLXT DLXT	111 Deluxe Twin ฅมมม	Tipa PA	23/03/2025 11:31	24/03/2025 12:00		0	Tipa anun	

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PMS									
23 Mar 2025 12:30 ALL DAY									
Room List Folio History Cashier Audit Cashier Audit History Monthly List Return Deposit									
In-House Due Out Deposit Request Group Due Out									
Filter 1-14 of 14									
	RR Ref. No. OTA Ref. No.	RM.Type Code / Original RM.Type Code	Room	Group	Guest Company Contract Name	Agent Name Source Name	Request CO	Ready to CO	
		LNC	Deluxe Pool Acc...						
	CI25000017, CI25000017	DLXPACDBL DLXPACCTWN	104 Deluxe Pool Acc...						
	CI25000014, CI25000014	DLXPACCTWN DLXPACCTWN	110 Deluxe Pool Acc...						
	CI25000018, CI25000018	BQR DLKK	1121 Boutique Queen...						
	CI25000019, CI25000019	DLKK DLKK	114 Deluxe King						
	CI25000012, CI25000012	BDS DLXPACCTWN	119 Boutique Deluxe...		TEST RATE CONTRACT				
	CI25000020, CI25000020	GFB GFB	121 Grand Family Su...						
	RR25000021, CI25000011	STD DLXT	131 Standard						
	RR25000065, CI25000021	DLXT DLXT	208 Deluxe Twin dman		SMART-QA				
	RRG2500001, CIG2500001	TM TM	House Folio	BABY BLIE 2025 GA250320674	Piriya-International Co.,Ltd				
	RR25000033, CI25000015	POOLSTTWNB POOLSTTWNB	701 Pool Suite Twin ...	SORYBY-2025 GA250322750					
	BB25000068-1, CI25000023	DLXT	111	Tippa					

4. Check Room Due Out

Available under **Cashier > Room List > Due Out**, function allows staff to view, manage, and search for rooms scheduled to check out on the current day. The Due Out tab displays only rooms with a departure date matching today's date, helping staff efficiently prepare for guest check-outs and complete billing or folio reviews in advance. By clicking Select & Go, the system opens the Cashier display, where staff can post charges, process payments, cancel transactions, manage the guest folio, and proceed with checking out the room.

- ☐ **Reference No. / OTA No.:** The booking reference number or OTA (Online Travel Agency) confirmation number.
- ☐ **Room Type Code:** The code representing the type/category of room.
- ☐ **Room Number:** The assigned room number for the guest.
- ☐ **Arrival Date:** The date the guest checked in.
- ☐ **Departure Date:** The scheduled check-out date (must be today).
- ☐ **Departure By:** Name of the user or staff responsible for managing the check-out.
- ☐ **Balance:** Any remaining balance or amount due for the guest's stay.
- ☐ **Group:** Indicates if the booking is part of a group reservation.
- ☐ **Guest Company / Contract Name:** The associated company or contract, if applicable.
- ☐ **Agent Name / Source Name:** The travel agent or booking source.
- ☐ **Request Check-Out:** Indicates whether the guest has requested check-out.
- ☐ **Ready to Check-Out:** Status showing if the room is ready for the check-out process.

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PMS

10 May 2025 09:55

Morning

EN B

Room List

Folio History

Cashier Audit

Cashier Audit History

Monthly List

Return Deposit

In-House

Due Out

Deposit Request

Group Due Out

Filter

1-14 of 14

		RR Ref. No. OTA Ref. No.	RM.Type Code / Original RM.Type Code	Room	Guest Name	Arrival	Departure	Departure By	Balance	Gro
		RR25001201, CI25005238	SUPD SUPD	A201 Superior Room ...	ABDELLILAH NAIM	09/05/2025 10:15	10/05/2025 11:00		3,350.00	
		WR25006346, CI25005242 TKT-46866783#0_1_0	SUPD SUPD	A206 Superior Room ...	Alexey Suslov	09/05/2025 12:59	10/05/2025 11:00		0.00	
		WR25004328, CI25005215 HKC-6456447#0_1_0	SUPD SUPD	A207 Superior Room ...	EVAL BEN AMI	08/05/2025 12:46	10/05/2025 11:00		0.00	
		WR25004329, CI25005216 HKC-6456447#1_1_1	SUPD SUPD	A208 Superior Room ...	RAFAEL DANIEL	08/05/2025 12:47	10/05/2025 11:00		0.00	
		WR25004330, CI25005218 HKC-6456447#2_1_2	SUPD SUPD	A209 Superior Room ...	RONY AHARON NEHAMA	08/05/2025 13:28	10/05/2025 11:00		0.00	
		WR25005417, CI25005145 HKC-6586215#0_1_0	SUPD SUPD	A211 Superior Room ...	NERIYA ZIKRI	05/05/2025 13:39	10/05/2025 11:00		470.00	
		RR25001180, CI25005181	SUPD SUPD	A220 Superior Room ...	WITTAYA THIPSOONG NOEN ...	06/05/2025 14:56	10/05/2025 11:00		0.00	
		WR25006247, CI25005184 OVK-251156689#0_1_0	SUPD SUPD	B101 Superior Room ...	YAARIN SHARABI	06/05/2025 20:29	10/05/2025 11:00		920.00	
		WR25006012, CI25005224 BBN-BB25050118233451#0_1_0	SUVSV SUVSV	B1015 Suite Villa Sea Vi...	ADI ANATOT	08/05/2025 15:20	10/05/2025 11:00		3,760.00	
		WR25006350, CI25005246 BDC-486610522#0_1_0	SUPD SUPD	B109 Superior Room ...	chenxin ouyang	09/05/2025 13:47	10/05/2025 11:00		2,885.35	
		WR25006269, CI25005191 BDC-4930980157#0_1_0	SUPD SUPD	B201 Superior Room ...	OFER BENO	07/05/2025 12:51	10/05/2025 11:00		820.00	
		WR25006016, CI25005182	SPV	B204		06/05/2025	10/05/2025			

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PMS

Room List

Folio History

Cashier Audit

Cashier Audit History

Monthly List

Return Deposit

10 May 2025 09:55

Morning

EN

B

In-House

Due Out

Deposit Request

Group Due Out

Filter 1-14 of 14

	RR Ref. No. OTA Ref. No.	RM Type Code / Original RM Type Code	Room	Group	Guest Company Contract Name	Agent Name Source Name	Request CO	Ready to CO
	RR25001201, CI25005238	SUPD SUPD	A201 Superior Room ...		Extend Stay			
	WR25006346, CI25005242 TKT-46866783#0_1_0	SUPD SUPD	A206 Superior Room ...		Tiket.com			
	WR25004328, CI25005215 HKC-6456447#0_1_0	SUPD SUPD	A207 Superior Room ...		Hong Kong Convergent (CIT ...			
	WR25004329, CI25005216 HKC-6456447#1_1_1	SUPD SUPD	A208 Superior Room ...		Hong Kong Convergent (CIT ...			
	WR25004330, CI25005218 HKC-6456447#2_1_2	SUPD SUPD	A209 Superior Room ...		Hong Kong Convergent (CIT ...			
	WR25005417, CI25005145 HKC-6586215#0_1_0	SUPD SUPD	A211 Superior Room ...		Hong Kong Convergent (CIT ...			
	RR25001180, CI25005181	SUPD SUPD	A220 Superior Room ...		HOUSE USE			
	WR25006247, CI25005184 OVK-251156689#0_1_0	SUPD SUPD	B101 Superior Room ...		Emerging Travel			
	WR25006012, CI25005224 BBN-BB25050118233451#0_1_0	SUVSV SUVSV	B1015 Suite Villa Sea Vi...		DIRECT BOOKING			
	WR25006350, CI25005246 BDC-4866105222#0_1_0	SUPD SUPD	B109 Superior Room ...		Booking.com			
	WR25006269, CI25005191 BDC-4930980157#0_1_0	SUPD SUPD	B201 Superior Room ...		Booking.com			
	WR25006016, CI25005182	SPV	B204					

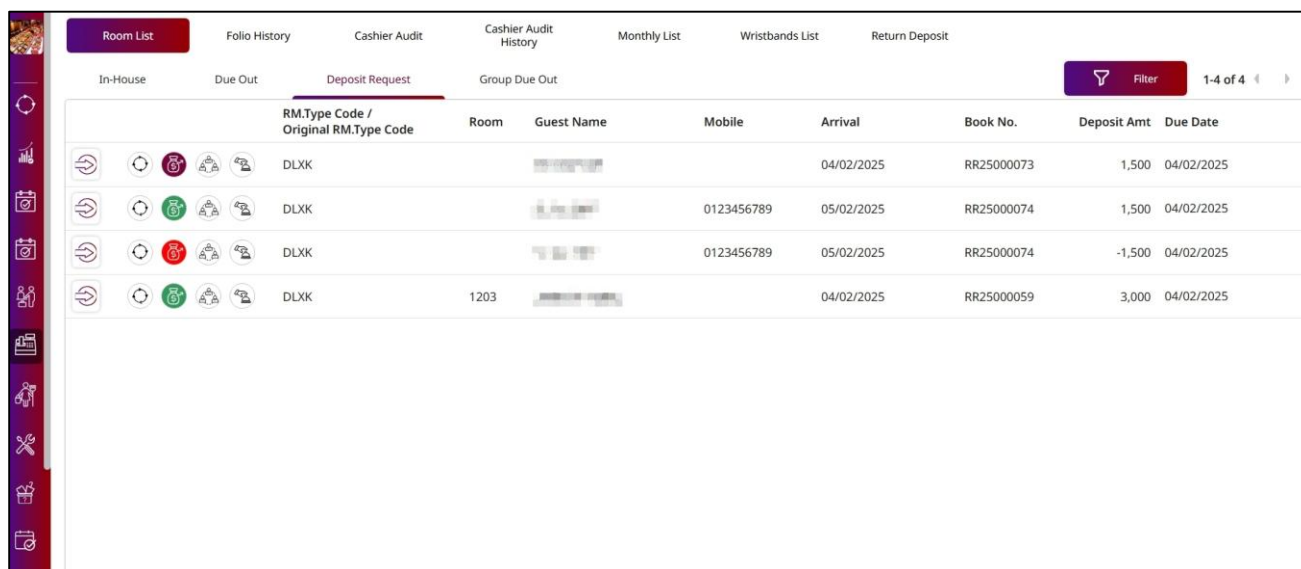
Note: This page is for checking rooms due out. If you want to manage a room, you can press the Select & Go button to navigate to the folio of that room.

5. Check Deposit Request

Available under **Cashier > Room List > Deposit Request**, this function allows staff to view, manage, and search for rooms with deposit requests. It displays a list of bookings with either pending or recorded deposit transactions, helping staff monitor payment status, follow up with guests, and manage financial records efficiently. By clicking Select & Go, the system opens the Cashier display; however, when accessed from the Deposit Request section, the cashier page is limited to posting or processing deposit payments only.

Deposit Status Icons

- ☐ **Dark Red (Second Red) Money Bag Icon:** Indicates that a deposit request has been generated from the reservation, but the deposit has not yet been collected.
- ☐ **Green Money Bag Icon:** Indicates that the deposit has been successfully received.
- ☐ **Red Money Bag Icon:** Indicates that the deposit collection has been canceled or voided.



In-House		Due Out		Deposit Request		Group Due Out		Filter		1-4 of 4	
RM.Type Code / Original RM.Type Code	Room	Guest Name	Mobile	Arrival	Book No.	Deposit Amt	Due Date				
DLXX				04/02/2025	RR25000073	1,500	04/02/2025				
DLXX			0123456789	05/02/2025	RR25000074	1,500	04/02/2025				
DLXX			0123456789	05/02/2025	RR25000074	-1,500	04/02/2025				
DLXX	1203			04/02/2025	RR25000059	3,000	04/02/2025				

Note: The Search & Filter section shown above allows you to search deposit requests using keywords, arrival or due date, and status filters. The search results will also display the deposit status (e.g., requested, paid, canceled) for each booking.

6. Check Group Due Out

Available under **Cashier > Room List > Group Due Out**, this function allows staff to view, manage, and search for group bookings with rooms scheduled to check out on the current day. It helps staff efficiently track group departures, coordinate billing, and ensure a smooth and organized check-out process for all guests within the group. The information displayed on this page is the same as in the Check Room Due Out section, with the key difference being that it displays only rooms that are part of a group reservation. By clicking Select & Go, the system opens the Cashier display; however, when accessed from the Group Due Out section, the cashier page is limited to performing room check-out only.

- ☐ **Reference No. / OTA No.:** The booking reference number or OTA (Online Travel Agency) confirmation number.
- ☐ **Room Type Code:** The code representing the type/category of room.
- ☐ **Room Number:** The assigned room number for the guest.
- ☐ **Arrival Date:** The date the guest checked in.
- ☐ **Departure Date:** The scheduled check-out date (must be today).
- ☐ **Departure By:** Name of the user or staff responsible for managing the check-out.
- ☐ **Balance:** Any remaining balance or amount due for the guest's stay.
- ☐ **Group:** Indicates if the booking is part of a group reservation.
- ☐ **Guest Company / Contract Name:** The associated company or contract, if applicable.
- ☐ **Agent Name / Source Name:** The travel agent or booking source.
- ☐ **Request Check-Out:** Indicates whether the guest has requested check-out.
- ☐ **Ready to Check-Out:** Status showing if the room is ready for the check-out process.

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Room List Folio History Cashier Audit Cashier Audit History Monthly List Wristbands List Return Deposit									
In-House Due Out Deposit Request Group Due Out									
Filter 1-3 of 3									
	RR Ref. No. OTA Ref. No.	RM.Type Code / Original RM.Type Code	Room	Guest Name	Arrival	Departure	Departure By	Balance	Group
	RRG2500006, CIG2500005	TM TM	M1103 House Folio	Group-QANAKA NAKA	02/02/2025 14:00	04/02/2025 12:00		26,570	Group QA-2
	RR25000044, CI25000034	SUPK SUPK	1103 SUPERIOR KING	Group-QANAKA NAKA	02/02/2025 10:10	04/02/2025 12:00		0	Group QA-2
	RR25000044-1, CI25000035	SUPK SUPK	1106 SUPERIOR KING	Group-QANAKA NAKA	02/02/2025 10:10	04/02/2025 12:00		450	Group QA-2

Room List Folio History Cashier Audit Cashier Audit History Monthly List Wristbands List Return Deposit									
In-House Due Out Deposit Request Group Due Out									
Filter 1-3 of 3									
	RR Ref. No. OTA Ref. No.	RM.Type Code / Original RM.Type Code	Room	Group	Guest Company Contract Name	Agent Name Source Name	Request CO	Ready to CO	
	RRG2500006, CIG2500005	TM TM	M1103 House Folio	Group-QANAKA QA-20250718-1	AIS Company limited				
	RR25000044, CI25000034	SUPK SUPK	1103 SUPERIOR KING	Group-QANAKA QA-20250718-1	AIS Company limited				
	RR25000044-1, CI25000035	SUPK SUPK	1106 SUPERIOR KING	Group-QANAKA QA-20250718-1	AIS Company limited				

Note: This section displays only group bookings due to check out today, helping staff manage group departures efficiently.

7. Cashier Page

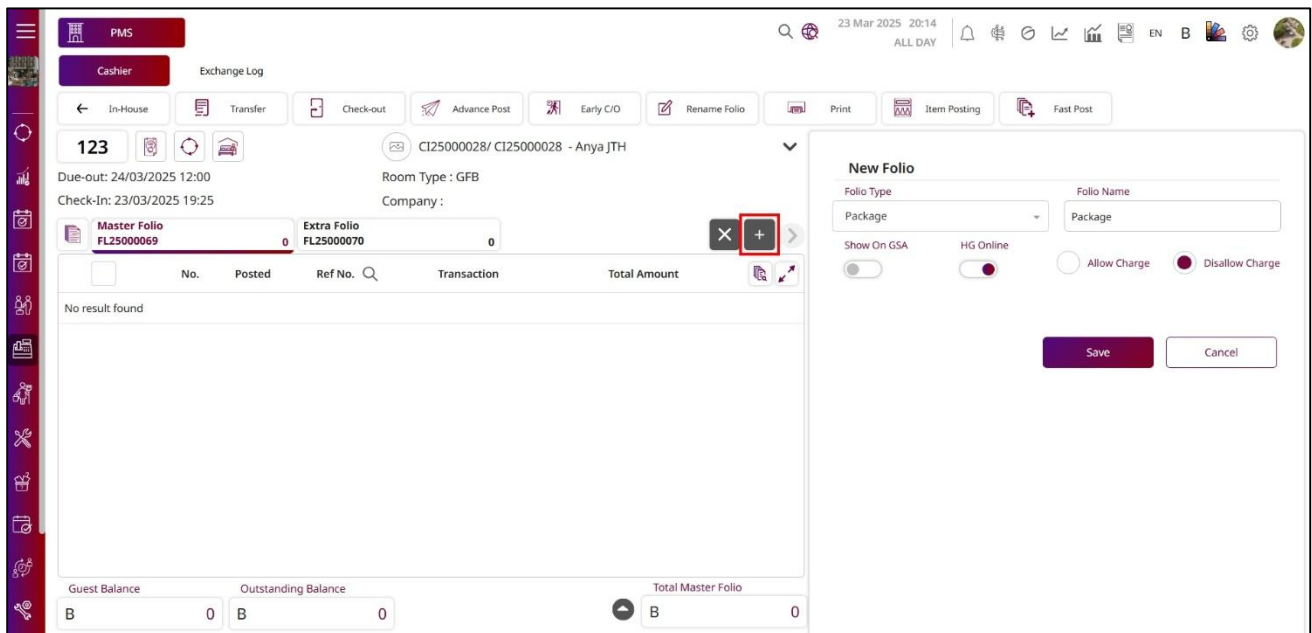
Available under **Cashier > Room List > In-House** or **Due Out** tabs by clicking the **Select & Go** button, this function opens the Cashier screen. It allows staff to view and manage various cashier-related tasks, including posting transactions, processing payments, renaming folios, and handling guest check-outs.

7.1 Add New Folio

This function allows staff to create a new folio when needed. However, under normal operations, the system automatically generates both a Master Folio and an Extra Folio by default upon check-in.

To perform the task:

1. Press the **+** button.
2. The **New Folio** will display on the right side.
3. Select the **Folio Type**.
4. Enter the **Folio Name**.
5. Enable the **Show on GSA** toggle if you want this folio to show on the SORASO GSA Application.
6. Enable the **Show on Online** toggle if you want this folio to show online.
7. Select a radio button for **Allow Charge** to set this folio for charging to the room or select the **Disallow Charge** radio button to prevent charging to the room.
8. Press **Save** to create the folio.
Press **Cancel** to discard the process.



The screenshot displays the SORASO Cashier interface. At the top, there's a navigation bar with 'PMS' and 'Cashier' tabs. Below this, a toolbar contains various action buttons like 'In-House', 'Transfer', 'Check-out', 'Advance Post', 'Early C/O', 'Rename Folio', 'Print', 'Item Posting', and 'Fast Post'. The main area shows a room summary for 'CI25000028 - Anya JTH' with details like 'Due-out: 24/03/2025 12:00', 'Room Type: GFB', and 'Check-In: 23/03/2025 19:25'. A table lists existing folios: 'Master Folio FL25000069' and 'Extra Folio FL25000070', both with a balance of 0. A '+ ' button is highlighted with a red box. On the right, the 'New Folio' modal is open, allowing selection of 'Folio Type' (Package), entry of 'Folio Name' (Package), and toggling 'Show On GSA' and 'HG Online'. It also features radio buttons for 'Allow Charge' and 'Disallow Charge', with 'Allow Charge' selected. 'Save' and 'Cancel' buttons are at the bottom of the modal. The bottom of the screen shows 'Guest Balance', 'Outstanding Balance', and 'Total Master Folio', all at 0.

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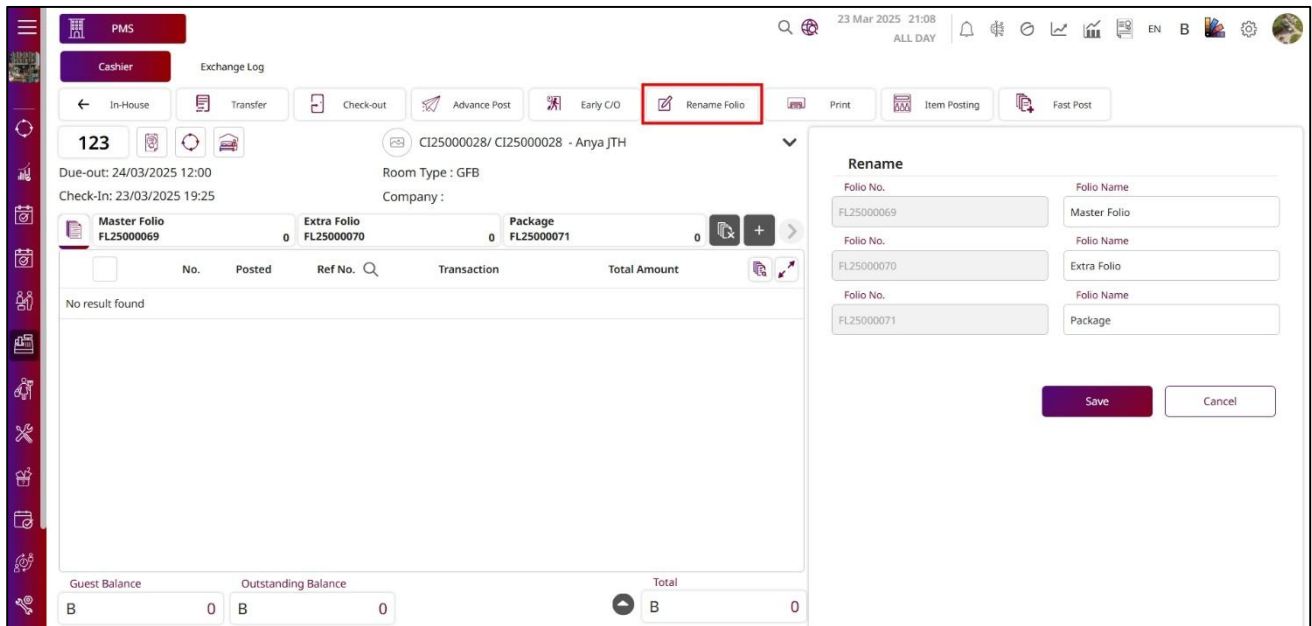
Note: Folio creation is optional; the system will automatically generate the Master and Extra folios during check-in. You can create additional folios as needed.

7.2 Rename Folio

This function allows staff to rename and manage the names of all folios associated with a room, helping to better organize and clearly identify each folio. To use this function, staff can click the **Rename Folio** option from the top menu bar within the Cashier page.

To perform the task:

1. Press **Rename Folio** from the top menu bar.
2. The Rename option will display on the right side.
3. The system will show all the folios for this room.
4. **Folio No.:** This field cannot be edited, but it will display the Folio No.
5. **Folio Name:** This field is editable. You can enter a new name or edit the existing Folio Name.
6. Press **Save** to save the new folio name.
7. Press **Cancel** to discard the process.



The screenshot shows the PMS Cashier interface. The top menu bar includes options like In-House, Transfer, Check-out, Advance Post, Early C/O, and **Rename Folio** (highlighted with a red box). The main area displays room information for room 123, including due-out and check-in times, room type (GFB), and company. Below this, there are sections for Master Folio (FL25000069), Extra Folio (FL25000070), and Package (FL25000071). A table below these sections shows a list of folios with columns for No., Posted, Ref No., Transaction, and Total Amount. The table currently shows 'No result found'. On the right side, a 'Rename' dialog box is open, showing a list of folios with their numbers and names. The dialog box has input fields for 'Folio No.' and 'Folio Name' for each entry. At the bottom of the dialog box are 'Save' and 'Cancel' buttons.

Note: This function allows staff to manage and rename folios associated with a room, making it easier to organize and identify them. Folio No. cannot be edited, but Folio Name can be updated.

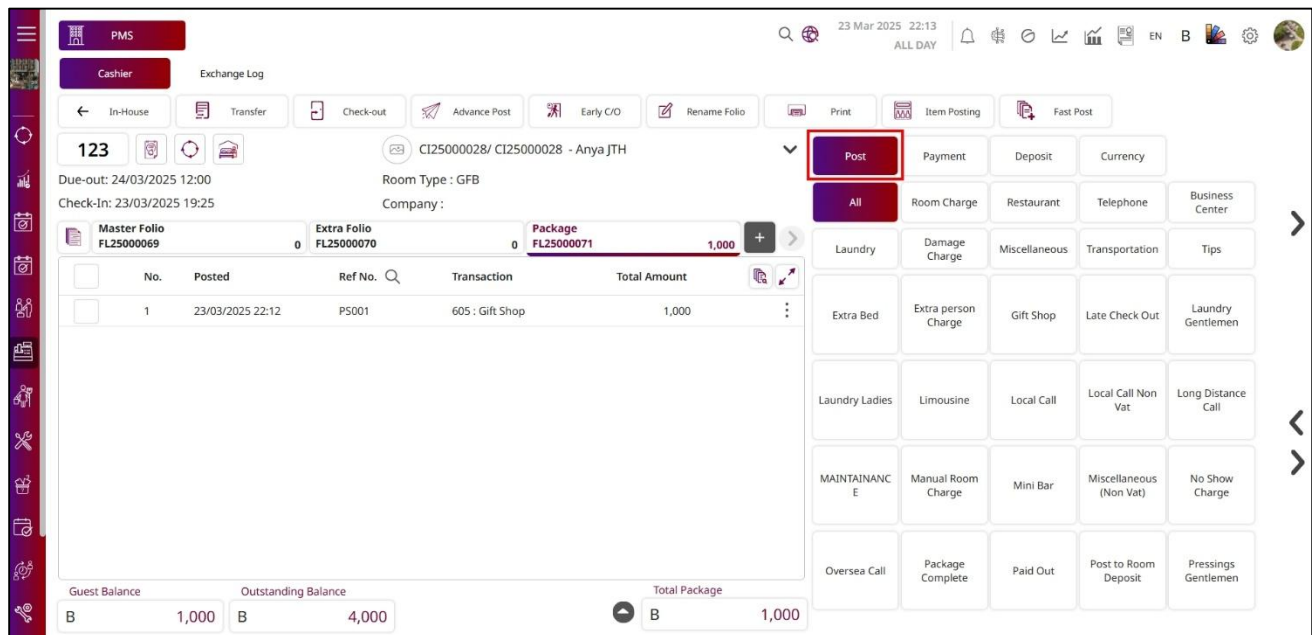
7.3 Post Transaction

This function allows staff to post transactions directly to the folio associated with the selected room.

Transactions may include charges for room rates, services, and other billable items, ensuring accurate guest billing throughout their stay.

To perform the task:

1. Press **Post** to see the transaction menu.
2. After pressing the menu transaction, the system will show the **Post Transaction** screen.
3. Select the **Folio** to post this transaction to.
4. Enter the **Amount** of the transaction or press the number on the right side. After pressing the **Number**, press the **Enter** icon button to fill the Amount field with the number you pressed.
5. Enter the **Reference No.**
6. Enter the **Remark**.
7. Press **Post & Return** to post the transaction to the folio and close the Post Transaction function.
8. Press **Post & New** to post the transaction but keep the Post Transaction function open.
9. Press **Cancel** to close the Post Transaction function and discard the process.



The screenshot shows the PMS interface with the 'Post Transaction' screen. The top navigation bar includes 'PMS' and 'Cashier' tabs. Below the navigation bar, there are buttons for 'In-House', 'Transfer', 'Check-out', 'Advance Post', 'Early C/O', 'Rename Folio', 'Print', 'Item Posting', and 'Fast Post'. The main area displays a transaction list with columns for 'No.', 'Posted', 'Ref No.', 'Transaction', and 'Total Amount'. A transaction is listed with 'No. 1', 'Posted 23/03/2025 22:12', 'Ref No. P5001', 'Transaction 605 : Gift Shop', and 'Total Amount 1,000'. To the right of the transaction list is a grid of buttons for various services and charges, including 'Post', 'Payment', 'Deposit', 'Currency', 'Room Charge', 'Restaurant', 'Telephone', 'Business Center', 'Laundry', 'Damage Charge', 'Miscellaneous', 'Transportation', 'Tips', 'Extra Bed', 'Extra person Charge', 'Gift Shop', 'Late Check Out', 'Laundry Gentlemen', 'Laundry Ladies', 'Limousine', 'Local Call', 'Local Call Non Vat', 'Long Distance Call', 'MAINTAINANCE', 'Manual Room Charge', 'Mini Bar', 'Miscellaneous (Non Vat)', 'No Show Charge', 'Oversea Call', 'Package Complete', 'Paid Out', 'Post to Room Deposit', and 'Pressings Gentlemen'. At the bottom, there are fields for 'Guest Balance', 'Outstanding Balance', and 'Total Package'.

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PMS

Cashier

Exchange Log

23 Mar 2025 22:12

ALL DAY

EN B

In-House

Transfer

Check-out

Advance Post

Early C/O

Rename Folio

Print

Item Posting

Fast Post

123

CI25000028/ CI25000028 - Anya JTH

Post

Payment

Deposit

Currency

Due-out: 24/03/2025 12:00

Room Type : GFB

Check-In: 23/03/2025 19:25

Company :

Master Folio

FL25000069

0

Extra Folio

FL25000070

0

Package

FL25000071

1,000

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 22:12	PS001	605 : Gift Shop	1,000

605: Gift Shop

Folio *

Package

Amount *

1,000

Ref No. *

PS002

Remark

Post gift shop transaction

1,000

1

2

3

4

5

6

7

8

9

-

0

Post & Return

Post & Next

Cancel

Guest Balance

B

1,000

Outstanding Balance

B

4,000

Total Package

B

1,000

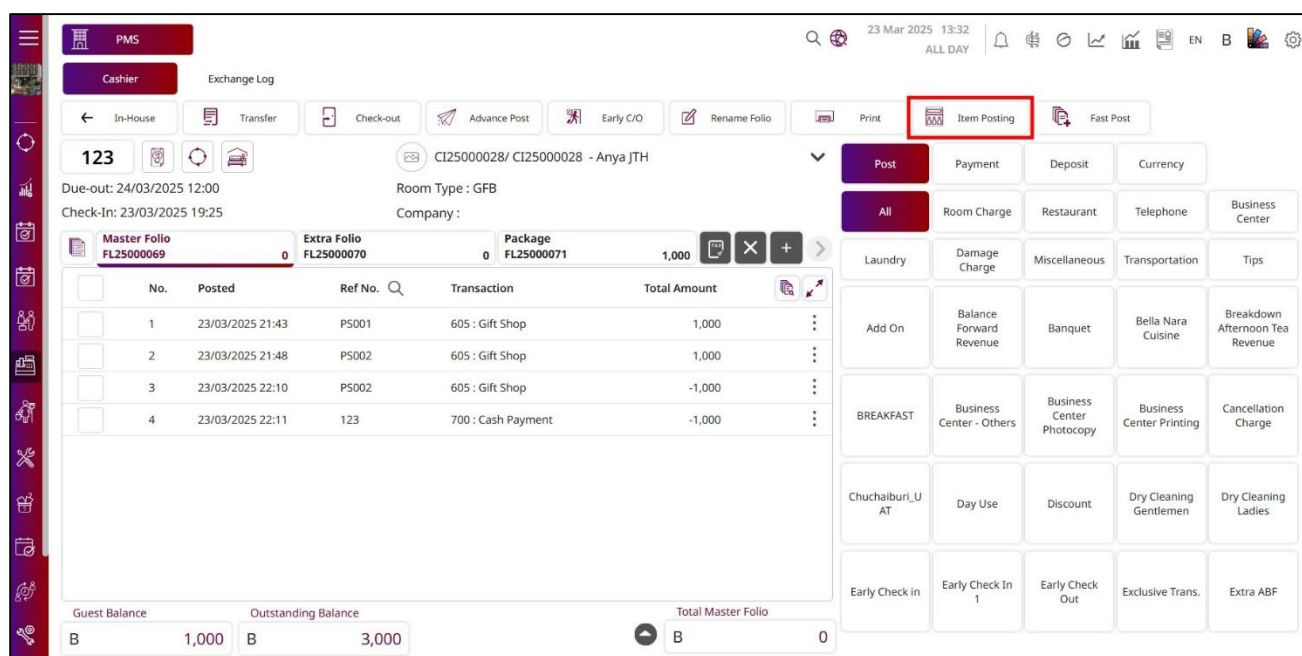
Note: Ensure that the correct Folio is selected before posting a transaction, as posting to the wrong folio may cause billing discrepancies and affect the accuracy of guest charges.

7.4 Item Posting

This function allows staff to post transaction items directly to a guest's folio, ensuring that charges are recorded accurately. Staff can search for and select items from the list, specify the quantity for each, and post them in a single action. This is especially useful for efficiently adding multiple charges, such as room service, minibar items, or other hotel services to the folio.

To perform the task:

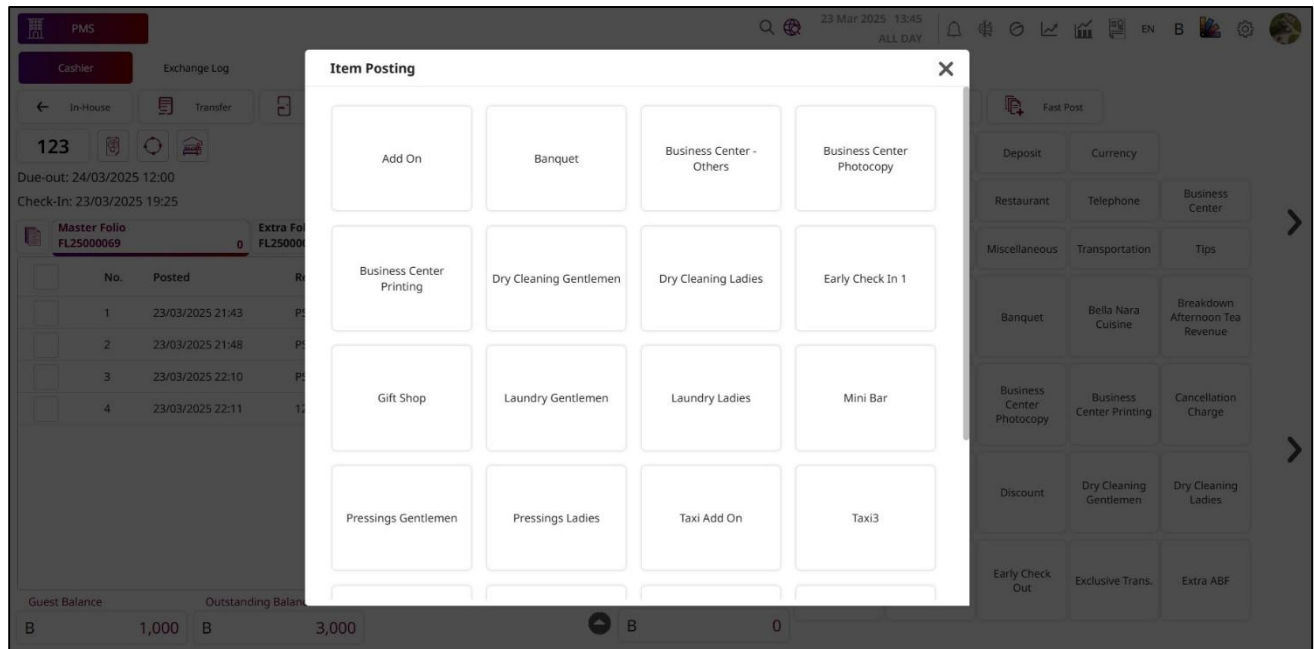
1. Press **Item Posting** from the top menu bar.
2. The Item Posting pop-up will be displayed, allowing you to select any menu item to show on this screen.
3. After selecting a menu, it will display the items under the menu you selected.
4. Select the **Folio** you want to post this item to.
5. Enter the **Reference Bill No.**
6. Press the + icon to add the item or enter the quantity.
7. Select the Radio Button to choose the discount by Amount or by Percent.
8. Press **Save** to post this Item Posting to the guest folio.
9. Press **Cancel** to discard this process.



The screenshot shows the PMS (Property Management System) interface for a Cashier. The top navigation bar includes 'PMS', 'Cashier', and 'Exchange Log'. The main menu has buttons for 'In-House', 'Transfer', 'Check-out', 'Advance Post', 'Early C/O', 'Rename Folio', 'Print', 'Item Posting' (highlighted with a red box), and 'Fast Post'. Below the menu, the guest information is displayed: '123', 'CI25000028/ CI25000028 - Anya JTH', 'Due-out: 24/03/2025 12:00', 'Room Type : GFB', 'Check-In: 23/03/2025 19:25', and 'Company :'. The 'Master Folio' section shows 'FL25000069' with a balance of 0. The 'Extra Folio' section shows 'FL25000070' with a balance of 0. The 'Package' section shows 'FL25000071' with a balance of 1,000. A table lists transactions with columns for 'No.', 'Posted', 'Ref No.', 'Transaction', and 'Total Amount'. The table contains four rows of transactions. The bottom section shows the 'Guest Balance' as B 1,000, the 'Outstanding Balance' as B 3,000, and the 'Total Master Folio' as B 0. On the right side, there is a grid of buttons for various services and charges, including 'Post', 'Payment', 'Deposit', 'Currency', 'Room Charge', 'Restaurant', 'Telephone', 'Business Center', 'Laundry', 'Damage Charge', 'Miscellaneous', 'Transportation', 'Tips', 'Add On', 'Balance Forward Revenue', 'Banquet', 'Bella Nara Cuisine', 'Breakdown Afternoon Tea Revenue', 'BREAKFAST', 'Business Center - Others', 'Business Center Photocopy', 'Business Center Printing', 'Cancellation Charge', 'Chuchaiburi_U AT', 'Day Use', 'Discount', 'Dry Cleaning Gentlemen', 'Dry Cleaning Ladies', 'Early Check in', 'Early Check In 1', 'Early Check Out', 'Exclusive Trans.', and 'Extra ABF'.

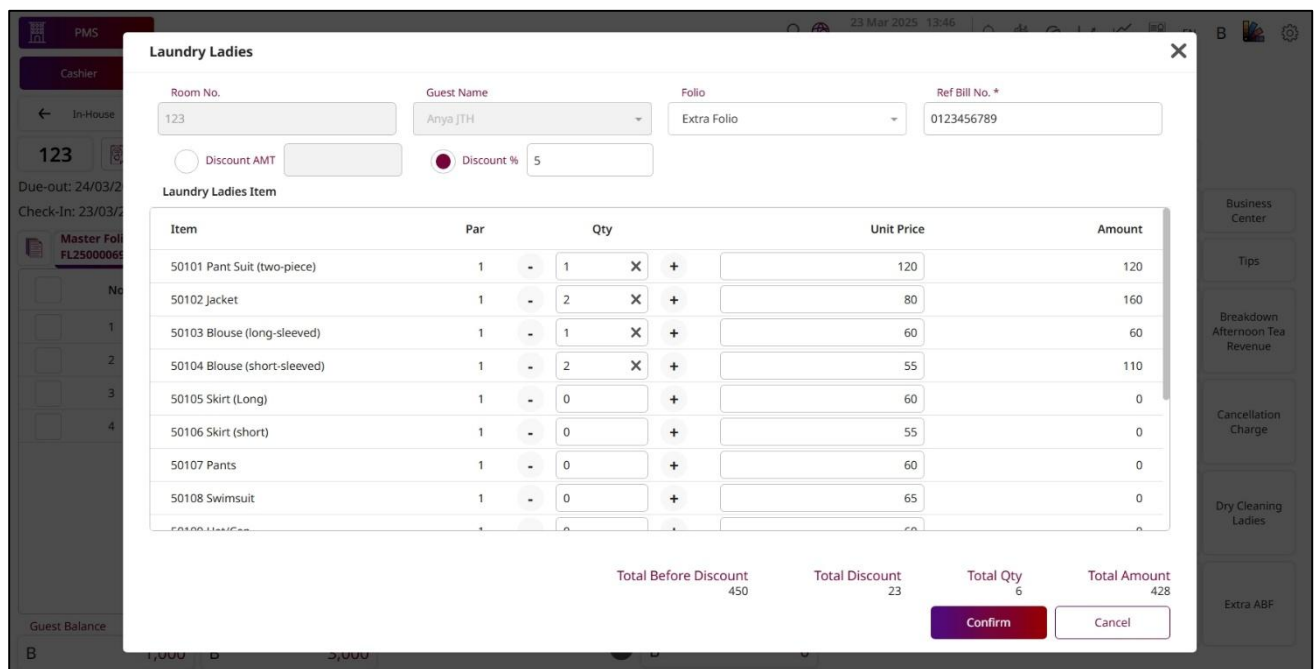
No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 21:43	P5001	605 : Gift Shop	1,000
2	23/03/2025 21:48	P5002	605 : Gift Shop	1,000
3	23/03/2025 22:10	P5002	605 : Gift Shop	-1,000
4	23/03/2025 22:11	123	700 : Cash Payment	-1,000

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Item Posting

Add On	Banquet	Business Center - Others	Business Center Photocopy
Business Center Printing	Dry Cleaning Gentlemen	Dry Cleaning Ladies	Early Check In 1
Gift Shop	Laundry Gentlemen	Laundry Ladies	Mini Bar
Pressings Gentlemen	Pressings Ladies	Taxi Add On	Taxi3



Laundry Ladies

Room No. 123 Guest Name Anya JTH Folio Extra Folio Ref Bill No. 0123456789

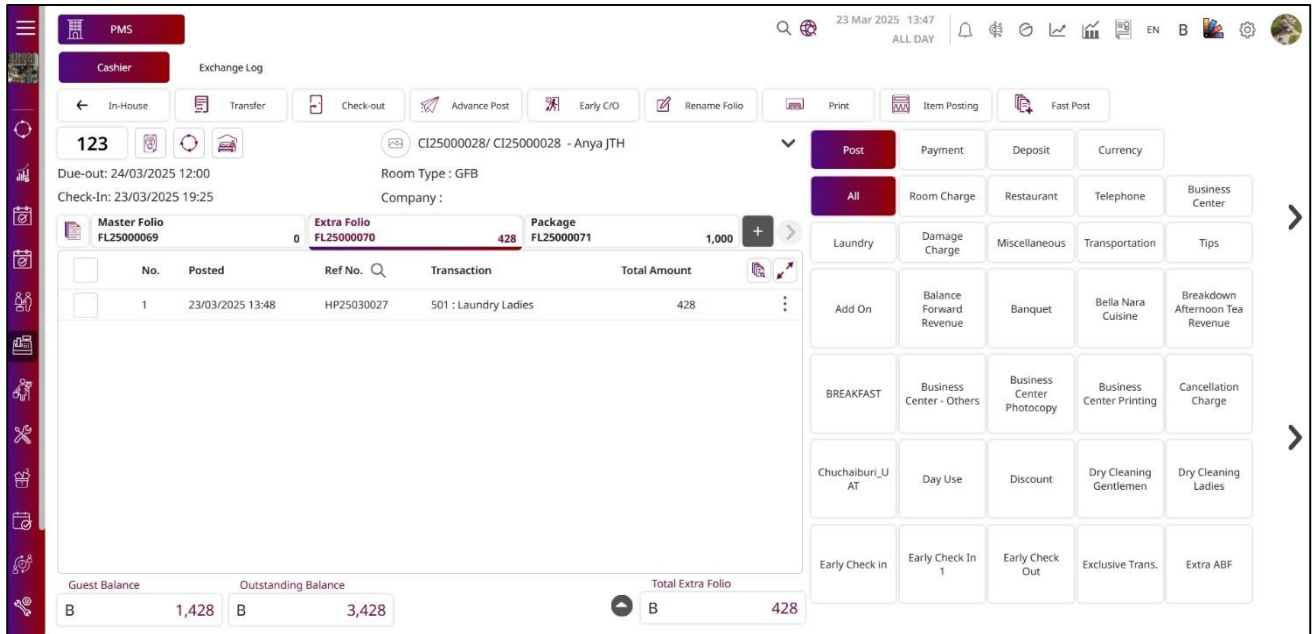
☐ Discount AMT ☒ Discount % 5

Item	Par	Qty	Unit Price	Amount
50101 Pant Suit (two-piece)	1	1	120	120
50102 Jacket	1	2	80	160
50103 Blouse (long-sleeved)	1	1	60	60
50104 Blouse (short-sleeved)	1	2	55	110
50105 Skirt (Long)	1	0	60	0
50106 Skirt (short)	1	0	55	0
50107 Pants	1	0	60	0
50108 Swimsuit	1	0	65	0

Total Before Discount 450 Total Discount 23 Total Qty 6 Total Amount 428

Confirm **Cancel**

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123 CI25000028/ CI25000028 - Anya JTH

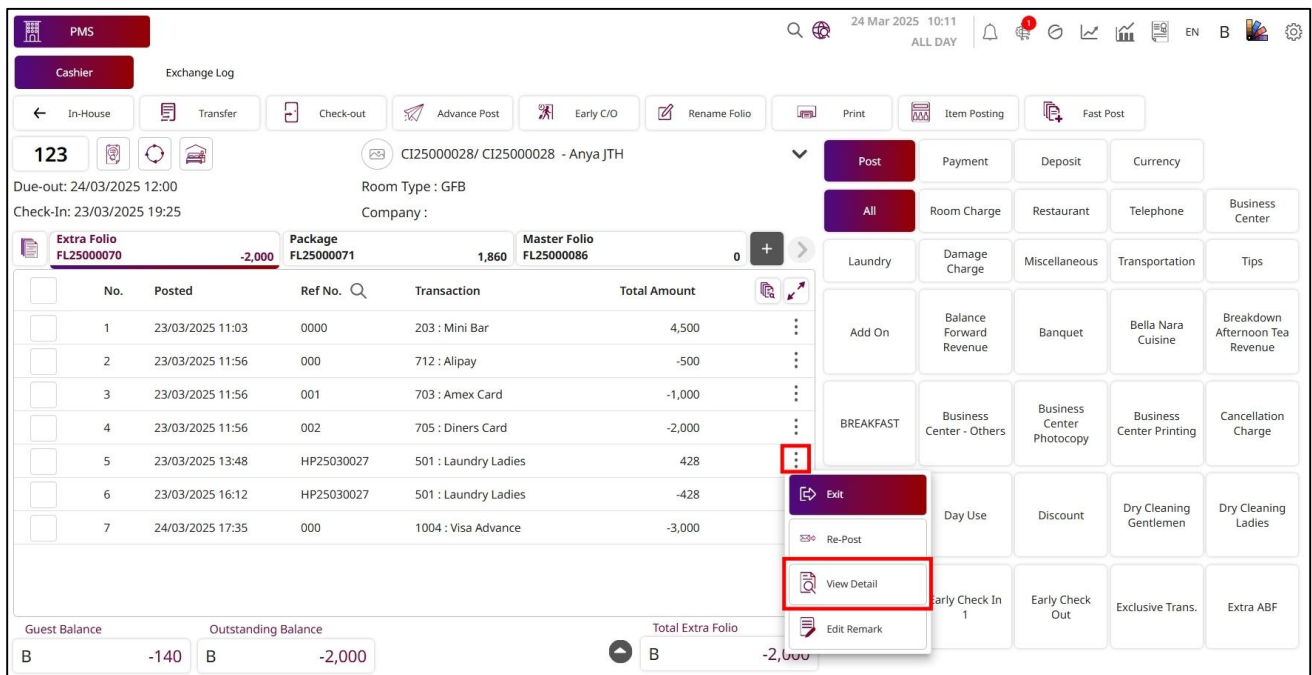
Due-out: 24/03/2025 12:00 Room Type : GFB
 Check-In: 23/03/2025 19:25 Company :

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 13:48	HP25030027	501 : Laundry Ladies	428

Guest Balance: B 1,428 Outstanding Balance: B 3,428 Total Extra Folio: B 428

Right-hand menu items: Post, Payment, Deposit, Currency, All, Room Charge, Restaurant, Telephone, Business Center, Laundry, Damage Charge, Miscellaneous, Transportation, Tips, Add On, Balance Forward Revenue, Banquet, Bella Nara Cuisine, Breakdown Afternoon Tea Revenue, BREAKFAST, Business Center - Others, Business Center Photocopy, Business Center Printing, Cancellation Charge, Chuchaburi_U AT, Day Use, Discount, Dry Cleaning Gentlemen, Dry Cleaning Ladies, Early Check in, Early Check In 1, Early Check Out, Exclusive Trans., Extra ABF.

10. After the system posts the item posting transaction, you can press the **More Options** icon.
11. Press **View Detail**, and the View Detail pop-up will be displayed.
12. This pop-up shows the details of the item posting transaction.



123 CI25000028/ CI25000028 - Anya JTH

Due-out: 24/03/2025 12:00 Room Type : GFB
 Check-In: 23/03/2025 19:25 Company :

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 11:03	0000	203 : Mini Bar	4,500
2	23/03/2025 11:56	000	712 : Alipay	-500
3	23/03/2025 11:56	001	703 : Amex Card	-1,000
4	23/03/2025 11:56	002	705 : Diners Card	-2,000
5	23/03/2025 13:48	HP25030027	501 : Laundry Ladies	428
6	23/03/2025 16:12	HP25030027	501 : Laundry Ladies	-428
7	24/03/2025 17:35	000	1004 : Visa Advance	-3,000

Guest Balance: B -140 Outstanding Balance: B -2,000 Total Extra Folio: B -2,000

Right-hand menu items: Post, Payment, Deposit, Currency, All, Room Charge, Restaurant, Telephone, Business Center, Laundry, Damage Charge, Miscellaneous, Transportation, Tips, Add On, Balance Forward Revenue, Banquet, Bella Nara Cuisine, Breakdown Afternoon Tea Revenue, BREAKFAST, Business Center - Others, Business Center Photocopy, Business Center Printing, Cancellation Charge, Chuchaburi_U AT, Day Use, Discount, Dry Cleaning Gentlemen, Dry Cleaning Ladies, Early Check in, Early Check In 1, Early Check Out, Exclusive Trans., Extra ABF.

View Detail Pop-up: Exit, Re-Post, View Detail, Edit Remark.

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View Detail

Room No.

Guest Name

Ref Bill No.

Transaction

123

Anya JTH

0123456789

501 - Laundry Ladies

Item Code	Item Name	Qty	Unit Price	Amount
50101	Pant Suit (two-piece)	1	120	120
50102	Jacket	2	80	160
50103	Blouse (long-sleeved)	1	60	60
50104	Blouse (short-sleeved)	2	55	110

Net

Service

Vat

Discount Amount

Total Amount

363

36

28

23

428

Print Slip

Cancel

13. If you want to print the slip, press **Print Slip**.

14. Press **Cancel** to close this pop-up.

Smart Soraso Hotel 1

99/24

Laundry Ladies

Posting No : HP25030027

Posting Date : 23/03/2025

Ref. No. : 0123456789

Posting by : KATAE QA

Room No. : 123

Guest Name : Anya JTH

Item	Qty	U-Price	Amount
Pant Suit (two-piece)	1	120	120
Jacket	2	80	160
Blouse (long-sleeved)	1	60	60
Blouse (short-sleeved)	2	55	110
Sub Total			450
Net			363
Service			36
VAT			28
Disc.Amt.			23
Grand Total			428

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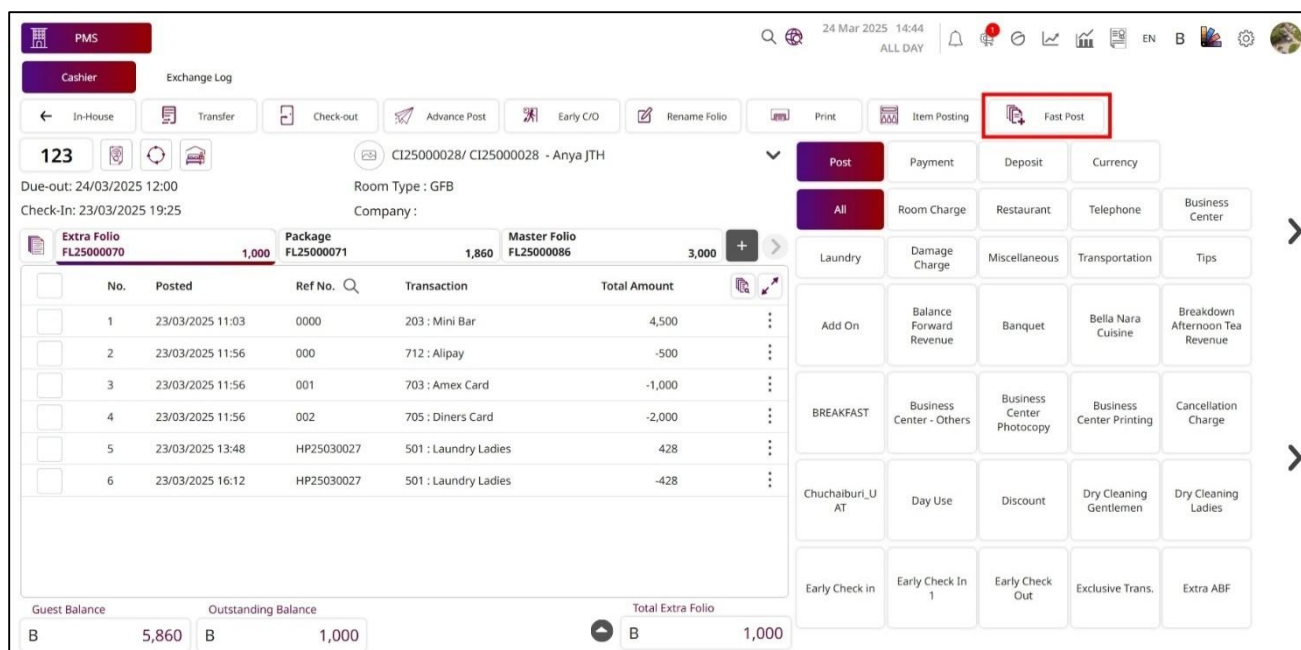
Note: Always verify the correct folio and quantities before posting to avoid billing errors or incorrect guest charges.

7.5 Fast Post

This function allows staff to post transactions to multiple rooms at the same time, making it faster and more efficient to handle bulk postings such as group charges, event-related fees, or shared services. By selecting multiple rooms in one action, staff can ensure consistency in charges and reduce the time needed to process individual postings.

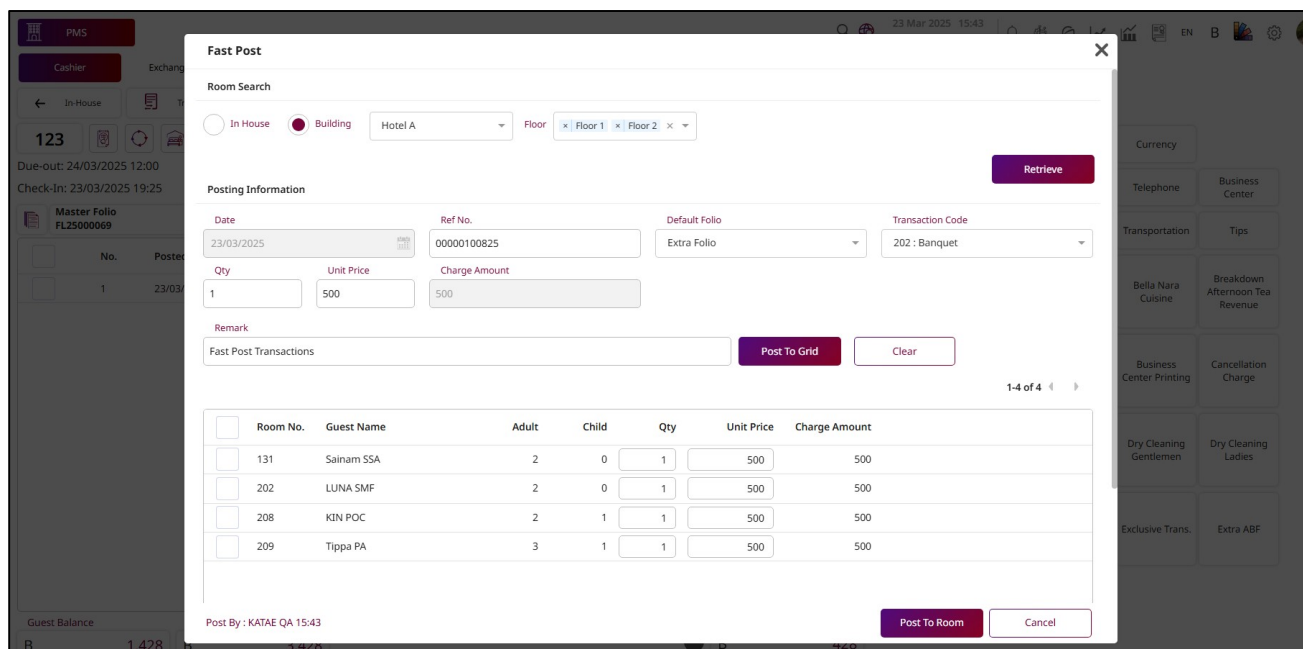
To perform the task:

1. Press **Fast Post** from the top menu bar.



The screenshot shows the PMS interface with the 'Fast Post' button highlighted. The interface includes a top menu bar with 'PMS', 'Cashier', and 'Exchange Log'. Below the menu bar, there are buttons for 'In-House', 'Transfer', 'Check-out', 'Advance Post', 'Early C/O', 'Rename Folio', 'Print', 'Item Posting', and 'Fast Post' (highlighted with a red box). The main area displays a list of transactions with columns for 'No.', 'Posted', 'Ref No.', 'Transaction', and 'Total Amount'. The transactions include 'Mini Bar', 'Alipay', 'Amex Card', 'Diners Card', and 'Laundry Ladies'. At the bottom, there are fields for 'Guest Balance', 'Outstanding Balance', and 'Total Extra Folio'.

2. The Fast Post pop-up will be displayed.
3. If you select **In House**, you must select the radio button under the In-House information:
Group: If you select Group, you must select the group that is checking into the hotel.
Party: If you select Party, you must select the party booking that is checked into the hotel.
Individual: If you select Individual, you must select the individual booking that is checked into the hotel.
4. If you select **Building**, you must select the **Building** and the **Floor**.
5. Press **Retrieve**, and the rooms under the selected information will show at the bottom.



Room Search

☐ In House ☒ Building Hotel A Floor Floor 1 Floor 2

Posting Information

Date: 23/03/2025 Ref No.: 00000100825 Default Folio: Extra Folio Transaction Code: 202 : Banquet

Qty: 1 Unit Price: 500 Charge Amount: 500

Remark: Fast Post Transactions

1-4 of 4

☐	Room No.	Guest Name	Adult	Child	Qty	Unit Price	Charge Amount
☐	131	Sainam SSA	2	0	1	500	500
☐	202	LUNA SMF	2	0	1	500	500
☐	208	KIN POC	2	1	1	500	500
☐	209	Tippa PA	3	1	1	500	500

Post By : KATAE QA 15:43

6. Enter the **Reference No.**
7. Select the **Default Folio** to post the transaction to the guest folio.
8. Select the **Transaction Code**.
9. Enter the **QTY** and the **Unit Price**, and the system will calculate the Charge Amount automatically.
10. Enter the **Remark**.
11. Press **Post to Grid**, then the QTY and Unit Price will update for all the rooms that are showing at the bottom.
12. Press **Clear** to clear the Posting Information.
13. If you want to change the QTY or Price for some rooms, you can enter the number of QTY and the Price.
14. Total QTY and Total Amount will be calculated automatically from all the rooms.
15. Press **Post to Room** to post the transaction to the rooms.
16. Press **Cancel** to discard the process.

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Fast Post

Room Search
☐ In House ☒ Building Hotel A Floor

Posting Information
 Date: 23/03/2025 Ref No.: 00000100825 Default Folio: Extra Folio Transaction Code: 202 : Banquet
 Qty: 1 Unit Price: 500 Charge Amount: 500

Remark
 Fast Post Transactions

	Room No.	Guest Name	Adult	Child	Qty	Unit Price	Charge Amount
☐	131	Sainam SSA	2	0	1	500	500
☐	202	LUNA SMF	2	0	1	500	500
☐	208	KIN POC	2	1	1	500	500
☐	209	Tippa PA	3	1	1	500	500

Post By : KATAE QA 15:43

202 RR25000072/ CI25000029 - LUNA SMF
 Due-out: 26/03/2025 12:00 Room Type: DLXT
 Check-in: 23/03/2025 13:12 Company:

Master Folio FL25000073 4,500 Extra Folio FL25000074 500

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 15:47	00000100825	202 : Banquet	500

Guest Balance: B 5,000 Outstanding Balance: B 500 Total Extra Folio: B 500

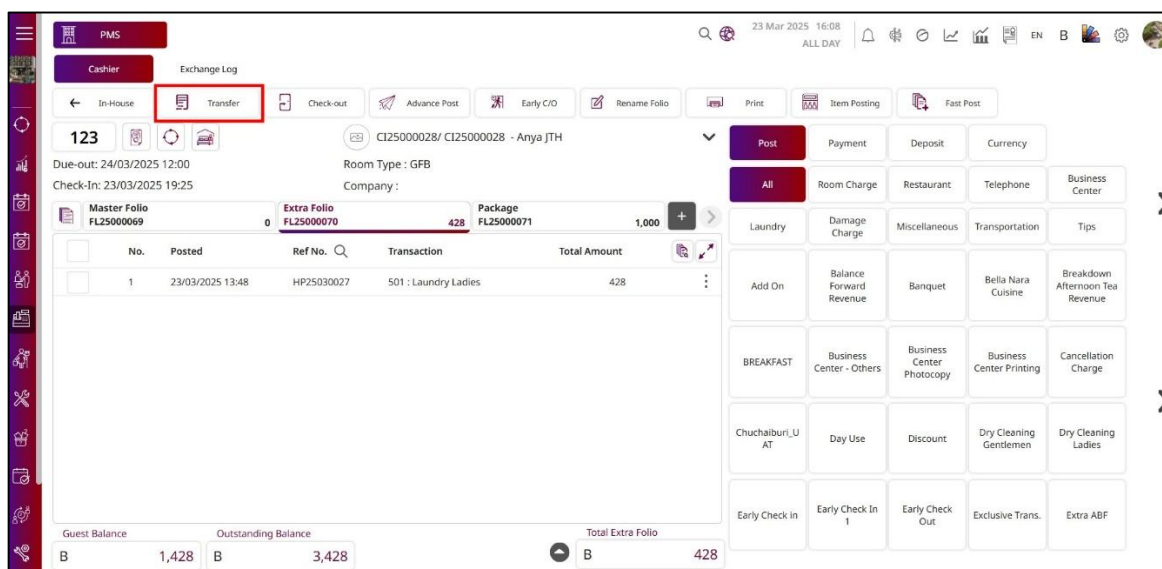
Note: Double-check the selected rooms and transaction details before confirming a fast post to prevent billing errors and ensure accuracy for all affected guests.

7.6 Transfer Transaction

This function allows staff to transfer transactions from one folio to another, either within the same room or to a folio in a different room. It is useful for scenarios such as splitting charges, moving expenses between guests, or reallocating charges for group or corporate billing.

To perform the task:

1. Press **Transfer** from the top menu bar.
2. The system will show the other folio in the same room on the right side.



No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 13:48	HP25030027	501 : Laundry Ladies	428

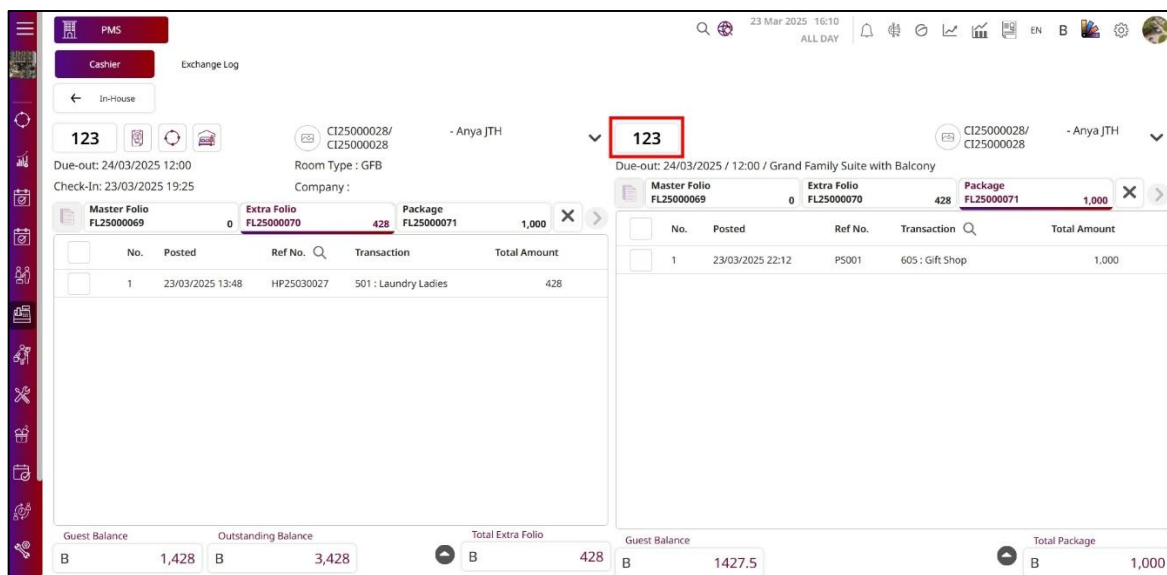
Master Folio	Extra Folio	Package	Total
FL25000069	FL25000070	FL25000071	1,000

Guest Balance	Outstanding Balance	Total Extra Folio
B 1,428	B 3,428	B 428

Post	Payment	Deposit	Currency
All	Room Charge	Restaurant	Telephone
Laundry	Damage Charge	Miscellaneous	Transportation
Add On	Balance Forward Revenue	Banquet	Bella Nara Cuisine
BREAKFAST	Business Center - Others	Business Center Photocopy	Business Center Printing
Chuchaiburi, UAT	Day Use	Discount	Dry Cleaning Gentlemen
Early Check in	Early Check In 1	Early Check Out	Exclusive Trans.
			Extra ABF

3. If you want to change the room, press the room on the right side to open the **Change Room** pop-up.
4. Press **Select & Go** to select a room, and the system will change the room on the right side.

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Folio 123 (Left):

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 13:48	HP25030027	501 : Laundry Ladies	428

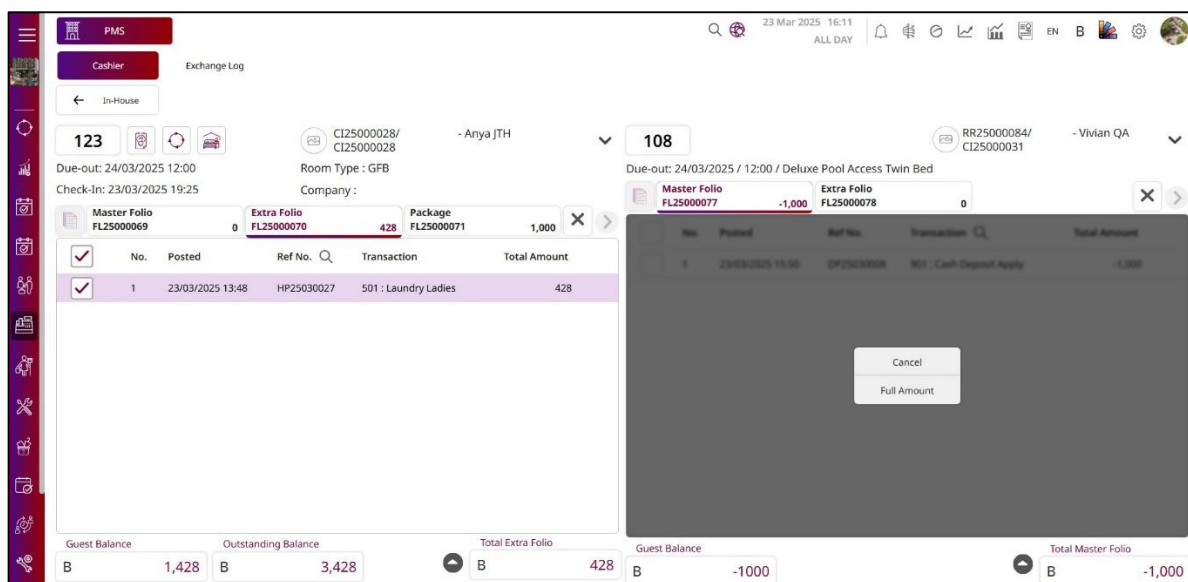
Folio 123 (Right):

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 22:12	P5001	605 : Gift Shop	1,000

Summary:

Guest Balance	Outstanding Balance	Total Extra Folio
B 1,428	B 3,428	B 428

5. Select the transaction and drag and drop it to another folio or room.
6. Press **Full Amount** to continue the process, and the transaction will transfer to the destination folio.
7. Press **Cancel** to discard the process.



Folio 123 (Left):

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 13:48	HP25030027	501 : Laundry Ladies	428

Folio 108 (Right):

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 15:50	DP25030028	501 : Cash Deposit Apply	-1,000

Modal Dialog:

Cancel
Full Amount

Summary:

Guest Balance	Outstanding Balance	Total Extra Folio
B 1,428	B 3,428	B 428

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 Author : QA Team

PMS

Cashier Exchange Log

In-House

23 Mar 2025 16:11

ALL DAY

Success Successfully

123

Due-out: 24/03/2025 12:00

Check-In: 23/03/2025 19:25

Room Type: GFB

Company:

108

Due-out: 24/03/2025 / 12:00 / Deluxe Pool Access Twin Bed

CI25000028/
CI25000028

- Anya JTH

RR25000084/
CI25000031

- Vivian QA

Master Folio FL25000069 0

Extra Folio FL25000070 0

Package FL25000071 1,000

Master Folio FL25000077 -573

Extra Folio FL25000078 0

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 13:48	HP25030027	501 : Laundry Ladies	428
2	23/03/2025 16:12	HP25030027	501 : Laundry Ladies	-428

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 15:50	DP25030008	901 : Cash Deposit Apply	-1,000
2	23/03/2025 16:12	HP25030027	501 : Laundry Ladies	428

Guest Balance B 1,000

Outstanding Balance B 3,000

Total Extra Folio B 0

Guest Balance B -572.5

Total Master Folio B -573

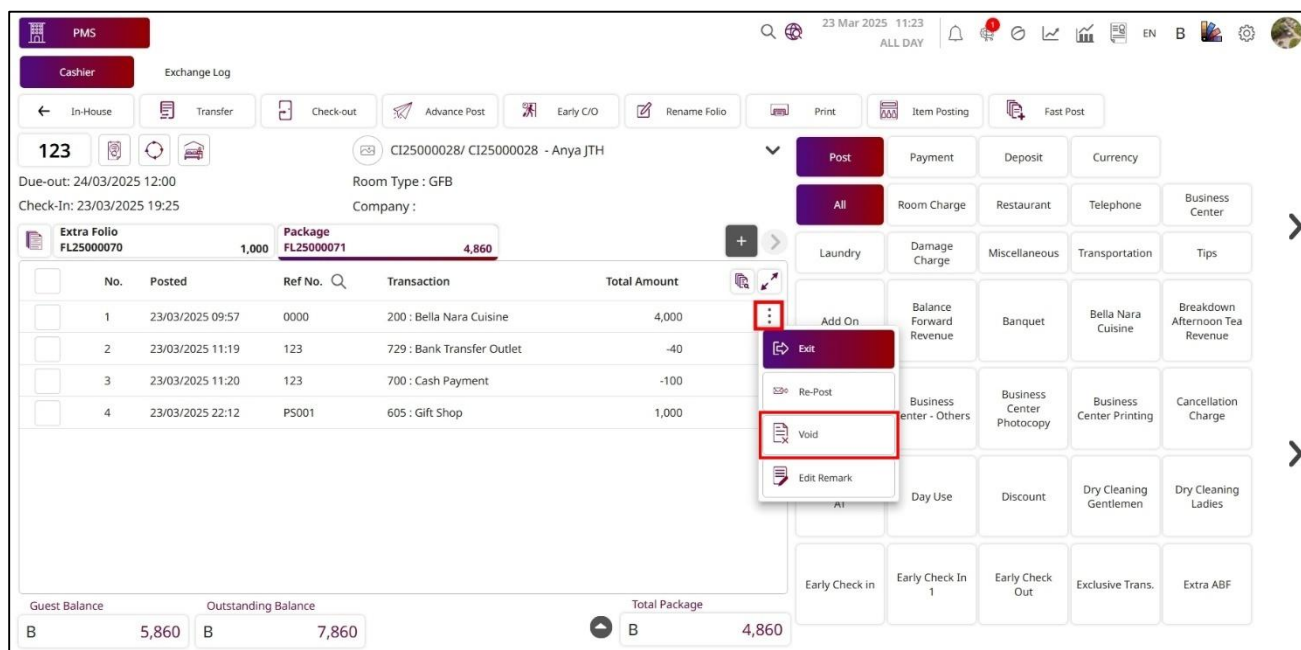
Note: If a transaction has already been paid or canceled, it cannot be selected when using the Transfer function.

7.7 Void

This function allows staff to void a transaction that has not yet been paid. The transaction must also have been posted on the same day. This restriction ensures that only same-day, unpaid transactions can be removed, helping maintain accurate financial records and preventing any changes to finalized transactions.

To perform the task:

1. Press the **More Options** icon.
2. Press **Void**, and the Void function will open on the right side.



The screenshot displays the PMS Cashier interface. At the top, there's a header with 'PMS' and 'Cashier' tabs. Below this, a navigation bar includes buttons like 'In-House', 'Transfer', 'Check-out', 'Advance Post', 'Early C/O', 'Rename Folio', 'Print', 'Item Posting', and 'Fast Post'. The main area shows a transaction list with columns: No., Posted, Ref No., Transaction, and Total Amount. A 'More Options' menu is open, showing 'Exit', 'Re-Post', 'Void', and 'Edit Remark'. The 'Void' option is highlighted. The bottom of the screen shows 'Guest Balance' (5,860), 'Outstanding Balance' (7,860), and 'Total Package' (4,860).

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 09:57	0000	200 : Bella Nara Cuisine	4,000
2	23/03/2025 11:19	123	729 : Bank Transfer Outlet	-40
3	23/03/2025 11:20	123	700 : Cash Payment	-100
4	23/03/2025 22:12	PS001	605 : Gift Shop	1,000

3. The **Folio** will show the folio where the transaction has been posted.
4. The **Amount** is the total amount for this transaction.
5. The **Reference No.** is the reference number of this transaction.
6. The Folio, Amount, and Reference No. fields are not editable.
7. Enter the **Remark** for voiding this transaction.
8. Press **Void** to complete the process.
9. Press **Cancel** to discard the process.

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 Author : QA Team

PMS

Cashier

Exchange Log

23 Mar 2025 11:24

ALL DAY

In-House

Transfer

Check-out

Advance Post

Early C/O

Rename Folio

Print

Item Posting

Fast Post

123

CI25000028/ CI25000028 - Anya JTH

Due-out: 24/03/2025 12:00

Room Type : GFB

Check-In: 23/03/2025 19:25

Company :

Extra Folio

FL25000070

1,000

Package

FL25000071

4,860

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 09:57	0000	200 : Bella Nara Cuisine	4,000
2	23/03/2025 11:19	123	729 : Bank Transfer Outlet	-40
3	23/03/2025 11:20	123	700 : Cash Payment	-100
4	23/03/2025 22:12	PS001	605 : Gift Shop	1,000

Guest Balance

B

5,860

Outstanding Balance

B

7,860

Total Package

B

4,860

Void

200 : Bella Nara Cuisine

Folio

Package

Amount

4,000

Ref No.

0000

Remark *

Void Transaction Bella Nara Cuisine

0

1

2

3

4

5

6

7

8

9

00

0

Void

Cancel

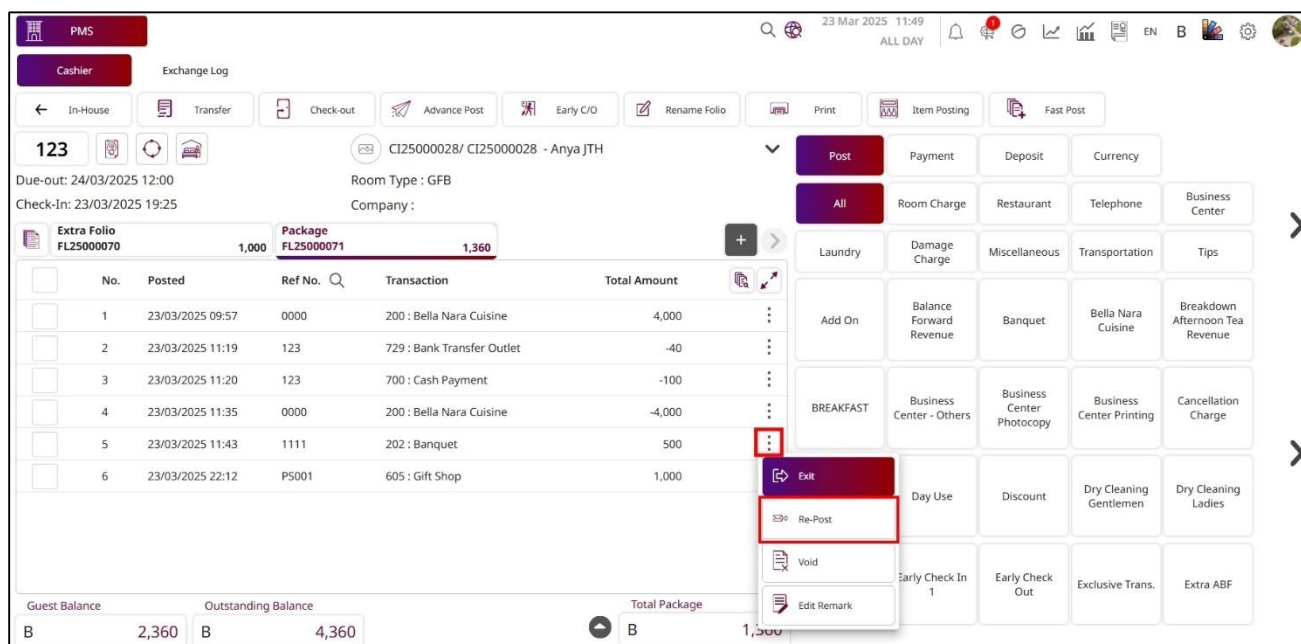
Note: Voiding a transaction is irreversible. Once voided, the transaction will be permanently removed from the system and cannot be recovered.

7.8 Re-Post

This function allows staff to re-post a transaction that has not been fully paid. It can be applied to transactions posted on the same day or on previous dates. This is particularly useful for correcting posting errors or updating transaction details without creating a new entry.

To perform the task:

1. Press the **More Options** icon.
2. Press **Re-post**, and the Repost function will open on the right side.



The screenshot shows the PMS Cashier interface. At the top, there's a header with 'PMS' and 'Cashier' tabs. Below that, a search bar and a date/time display (23 Mar 2025 11:49). The main area displays a transaction list with columns: No., Posted, Ref No., Transaction, and Total Amount. The list includes transactions for 'Bella Nara Cuisine', 'Bank Transfer Outlet', 'Cash Payment', and 'Gift Shop'. A 'More Options' menu is open on the right side, showing various options like 'Post', 'Payment', 'Deposit', 'Currency', 'All', 'Room Charge', 'Restaurant', 'Telephone', 'Business Center', 'Laundry', 'Damage Charge', 'Miscellaneous', 'Transportation', 'Tips', 'Add On', 'Balance Forward Revenue', 'Banquet', 'Bella Nara Cuisine', 'Breakdown Afternoon Tea Revenue', 'BREAKFAST', 'Business Center - Others', 'Business Center Photocopy', 'Business Center Printing', 'Cancellation Charge', 'Day Use', 'Discount', 'Dry Cleaning Gentlemen', 'Dry Cleaning Ladies', 'Early Check In', 'Early Check Out', 'Exclusive Trans.', and 'Extra ABF'. The 'Re-Post' option is highlighted in red.

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 09:57	0000	200 : Bella Nara Cuisine	4,000
2	23/03/2025 11:19	123	729 : Bank Transfer Outlet	-40
3	23/03/2025 11:20	123	700 : Cash Payment	-100
4	23/03/2025 11:35	0000	200 : Bella Nara Cuisine	-4,000
5	23/03/2025 11:43	1111	202 : Banquet	500
6	23/03/2025 22:12	PS001	605 : Gift Shop	1,000

Guest Balance: B 2,360
Outstanding Balance: B 4,360
Total Package: B 1,500

3. The **Folio** will show the folio where the transaction has been posted; you can also change to another folio.
4. The **Amount** is the total amount for this transaction; you can change the amount by entering a new value or using the numpad.
5. The **Reference No.** is the reference number of this transaction; you can also change it for the new reposted transaction.
6. Enter the **Remark** for the repost of the transaction.
7. Press **Post & Pay** to complete the process.
8. Press **Cancel** to discard the process.

Version : 10.02
 Last Updated : 14 August 2025
 Author : QA Team

PMS

Cashier

Exchange Log

23 Mar 2025 11:50

ALL DAY

EN B

In-House

Transfer

Check-out

Advance Post

Early C/O

Rename Folio

Print

Item Posting

Fast Post

123

CI25000028/ CI25000028 - Anya JTH

Due-out: 24/03/2025 12:00

Room Type : GFB

Check-In: 23/03/2025 19:25

Company :

Extra Folio

FL25000070

1,000

Package

FL25000071

1,360

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 09:57	0000	200 : Bella Nara Cuisine	4,000
2	23/03/2025 11:19	123	729 : Bank Transfer Outlet	-40
3	23/03/2025 11:20	123	700 : Cash Payment	-100
4	23/03/2025 11:35	0000	200 : Bella Nara Cuisine	-4,000
5	23/03/2025 11:43	1111	202 : Banquet	500
6	23/03/2025 22:12	PS001	605 : Gift Shop	1,000

Guest Balance

B 2,360

Outstanding Balance

B 4,360

Total Package

B 1,360

Repost

Folio *

Package

Amount *

500

Ref No.

1111

Remark

Re-post from ref no.1111 Banquet

0

1

2

3

4

5

6

7

8

9

00

0

Post & Pay

Cancel

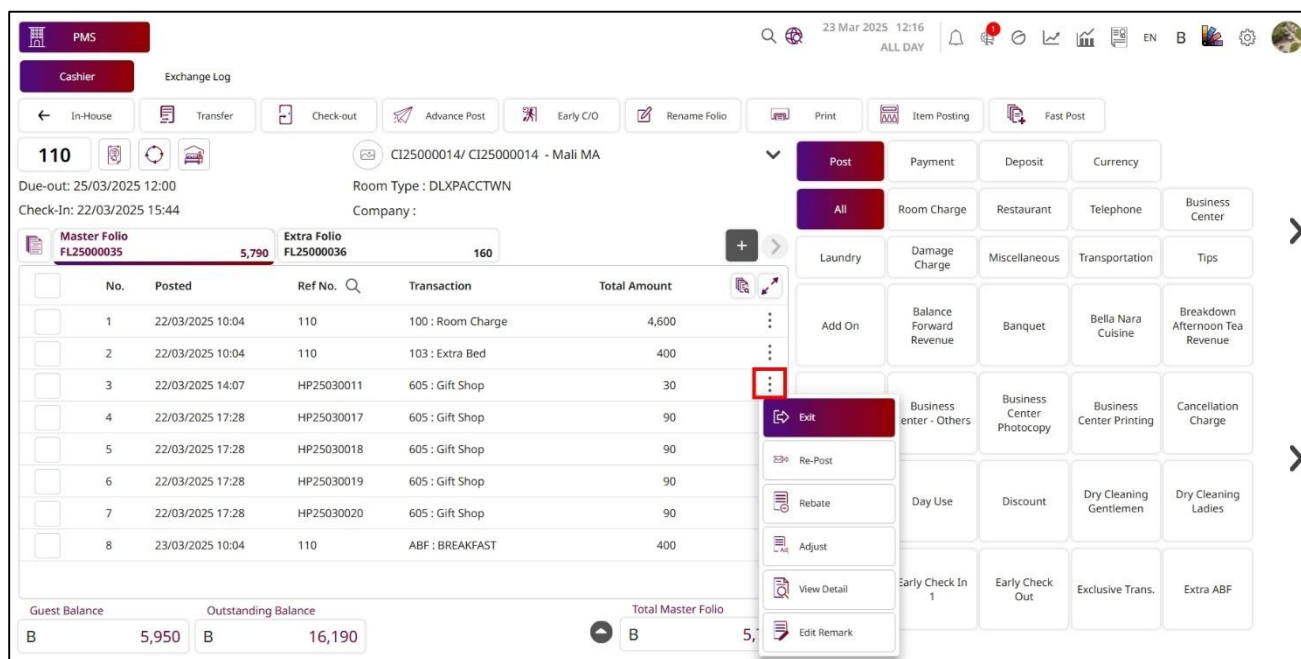
Note: Ensure all amounts, dates, and details are correct before proceeding to maintain accurate financial records.

7.9 Rebate

This function allows staff to cancel a transaction that was posted on a previous day. The rebate amount must be less than or equal to the original posted amount. This ensures that only valid partial or full cancellations are processed for prior-day transactions, helping maintain accurate and consistent financial records.

To perform the task:

1. Press the **More Options** icon.
2. Press **Rebate**, and the Rebate function will open on the right side.



The screenshot shows the PMS Cashier interface. At the top, there's a header with 'PMS' and 'Cashier' tabs. Below that, there's a navigation bar with buttons like 'In-House', 'Transfer', 'Check-out', 'Advance Post', 'Early C/O', 'Rename Folio', 'Print', 'Item Posting', and 'Fast Post'. The main area displays a transaction list for room 110, dated 22/03/2025. The list includes transactions for Room Charge, Extra Bed, and Gift Shop. A dropdown menu is open on the right side of the list, showing options like 'Exit', 'Re-Post', 'Rebate', 'Adjust', 'View Detail', and 'Edit Remark'. The 'Rebate' option is highlighted. At the bottom, there's a summary section showing 'Guest Balance' and 'Outstanding Balance'.

No.	Posted	Ref No.	Transaction	Total Amount
1	22/03/2025 10:04	110	100 : Room Charge	4,600
2	22/03/2025 10:04	110	103 : Extra Bed	400
3	22/03/2025 14:07	HP25030011	605 : Gift Shop	30
4	22/03/2025 17:28	HP25030017	605 : Gift Shop	90
5	22/03/2025 17:28	HP25030018	605 : Gift Shop	90
6	22/03/2025 17:28	HP25030019	605 : Gift Shop	90
7	22/03/2025 17:28	HP25030020	605 : Gift Shop	90
8	23/03/2025 10:04	110	ABF : BREAKFAST	400

Guest Balance: B 5,950
Outstanding Balance: B 16,190
Total Master Folio: B 5,950

3. The **Folio** will show the folio where the transaction has been posted; you cannot change it to another folio.
4. The **Amount** is the total amount for this transaction; you can change the amount by entering a new value or using the numpad, but the amount must be less than or equal to the amount that has been posted.
5. The **Reference No.** is the reference number of this transaction and cannot be edited.
6. Enter the **Remark** for the rebate of the transaction.
7. Press **Rebate** to complete the process.
8. Press **Cancel** to discard the process.

PMS

Cashier

Exchange Log

23 Mar 2025 12:17

ALL DAY

EN B

In-House

Transfer

Check-out

Advance Post

Early C/O

Rename Folio

Print

Item Posting

Fast Post

110

CI25000014/ CI25000014 - Mali MA

Due-out: 25/03/2025 12:00

Room Type : DLXPACCTWN

Check-In: 22/03/2025 15:44

Company :

Master Folio

FL25000035

5,790

Extra Folio

FL25000036

160

No.	Posted	Ref No.	Transaction	Total Amount
1	22/03/2025 10:04	110	100 : Room Charge	4,600
2	22/03/2025 10:04	110	103 : Extra Bed	400
3	22/03/2025 14:07	HP25030011	605 : Gift Shop	30
4	22/03/2025 17:28	HP25030017	605 : Gift Shop	90
5	22/03/2025 17:28	HP25030018	605 : Gift Shop	90
6	22/03/2025 17:28	HP25030019	605 : Gift Shop	90
7	22/03/2025 17:28	HP25030020	605 : Gift Shop	90
8	23/03/2025 10:04	110	ABF : BREAKFAST	400

Guest Balance

B 5,950

Outstanding Balance

B 16,190

Total Master Folio

B 5,790

Rebate

605 : Gift Shop

Folio

Master Folio

Amount *

30

Ref No.

HP25030011

Remark *

Rebeat 30 baha

Rebate

Cancel

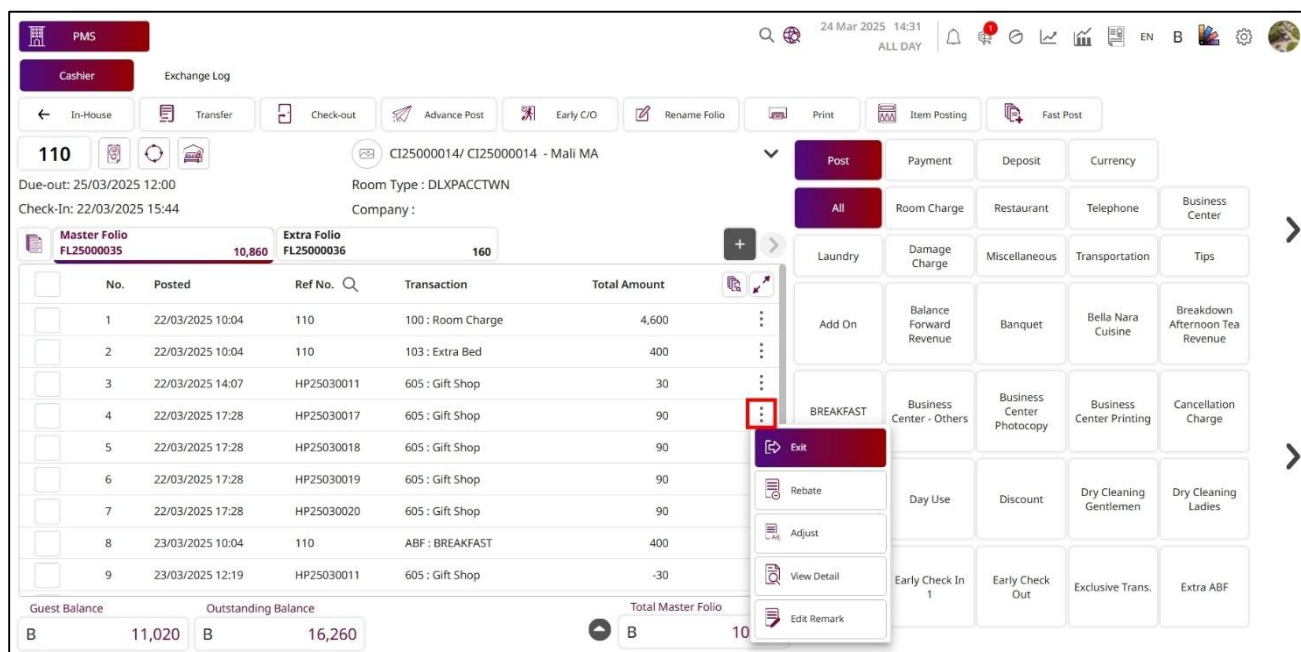
Note: Verify the original transaction amount before processing and ensure the rebate does not exceed it. Changes are permanent and cannot be undone.

7.10 Adjust

This function allows staff to adjust a transaction that was posted on a previous day. The adjustment amount can be equal to, less than, or greater than the original posted amount. It is typically used to correct errors or revise charges after review, ensuring the folio reflects accurate and up-to-date financial records.

To perform the task:

1. Press the **More Options** icon.
2. Press **Adjust**, and the Adjust function will open on the right side.



The screenshot shows the PMS Cashier interface. At the top, there's a 'PMS' tab and a 'Cashier' tab. Below the tabs, there are various action buttons: 'In-House', 'Transfer', 'Check-out', 'Advance Post', 'Early C/O', 'Rename Folio', 'Print', 'Item Posting', and 'Fast Post'. The main area displays a transaction list with columns: No., Posted, Ref No., Transaction, and Total Amount. The list shows several transactions, including 'Room Charge', 'Extra Bed', 'Gift Shop', and 'BREAKFAST'. A 'More Options' menu is open for the selected transaction, showing options: 'Exit', 'Rebate', 'Adjust', 'View Detail', and 'Edit Remark'. The 'Adjust' option is highlighted. The bottom of the screen shows a summary of the transaction, including 'Guest Balance', 'Outstanding Balance', and 'Total Master Folio'.

No.	Posted	Ref No.	Transaction	Total Amount
1	22/03/2025 10:04	110	100 : Room Charge	4,600
2	22/03/2025 10:04	110	103 : Extra Bed	400
3	22/03/2025 14:07	HP25030011	605 : Gift Shop	30
4	22/03/2025 17:28	HP25030017	605 : Gift Shop	90
5	22/03/2025 17:28	HP25030018	605 : Gift Shop	90
6	22/03/2025 17:28	HP25030019	605 : Gift Shop	90
7	22/03/2025 17:28	HP25030020	605 : Gift Shop	90
8	23/03/2025 10:04	110	ABF : BREAKFAST	400
9	23/03/2025 12:19	HP25030011	605 : Gift Shop	-30

Guest Balance: B 11,020
Outstanding Balance: B 16,260
Total Master Folio: B 10

3. The **Folio** will show the folio where the transaction has been posted; you cannot change it to another folio.
4. The **Amount** is the total amount for this transaction; you can change the amount by entering a new value or using the numpad.
5. The **Reference No.** is the reference number of this transaction and cannot be edited.
6. Enter the **Remark** for the adjustment of the transaction.
7. Press **Adjust** to complete the process.
8. Press **Cancel** to discard the process.

Version : 10.02
 Last Updated : 14 August 2025
 Author : QA Team

PMS

Cashier

Exchange Log

24 Mar 2025 14:32

ALL DAY

EN B

In-House

Transfer

Check-out

Advance Post

Early C/O

Rename Folio

Print

Item Posting

Fast Post

110

CI25000014/ CI25000014 - Mali MA

Due-out: 25/03/2025 12:00

Room Type : DLXPACCTWN

Check-In: 22/03/2025 15:44

Company :

Master Folio

FL25000035

10,860

Extra Folio

FL25000036

160

No.	Posted	Ref No.	Transaction	Total Amount
1	22/03/2025 10:04	110	100 : Room Charge	4,600
2	22/03/2025 10:04	110	103 : Extra Bed	400
3	22/03/2025 14:07	HP25030011	605 : Gift Shop	30
4	22/03/2025 17:28	HP25030017	605 : Gift Shop	90
5	22/03/2025 17:28	HP25030018	605 : Gift Shop	90
6	22/03/2025 17:28	HP25030019	605 : Gift Shop	90
7	22/03/2025 17:28	HP25030020	605 : Gift Shop	90
8	23/03/2025 10:04	110	ABF : BREAKFAST	400
9	23/03/2025 12:19	HP25030011	605 : Gift Shop	-30

Guest Balance

B 11,020

Outstanding Balance

B 16,260

Total Master Folio

B 10,860

Adjust

605 : Gift Shop

Folio *

Master Folio

Amount *

100

Ref No.

HP25030017

Remark *

Adjust from 90 baht to 100 baht

Adjust

Cancel

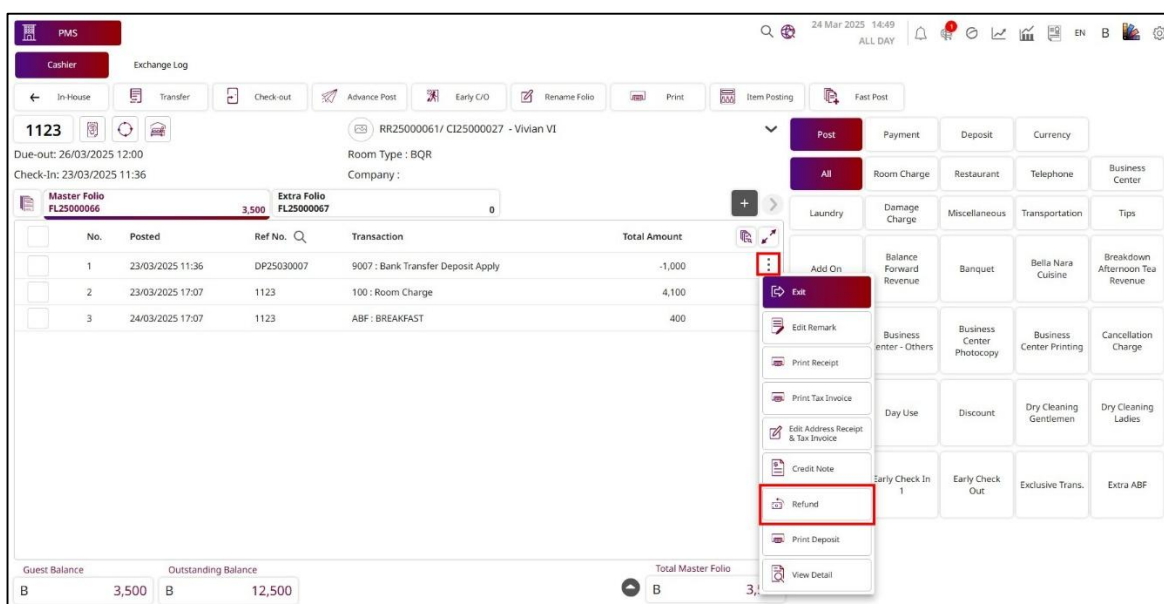
Note: Verify the original posted amount before adjusting, and ensure all changes are accurate. Adjustments are final and cannot be reversed.

7.11 Refund

This function allows staff to issue a refund from a deposit transaction. It is typically used when a guest cancels, shortens their stay, or is entitled to receive back part or all their deposit. The refund amount can be partial or full, depending on the hotel's policy and the original deposit amount.

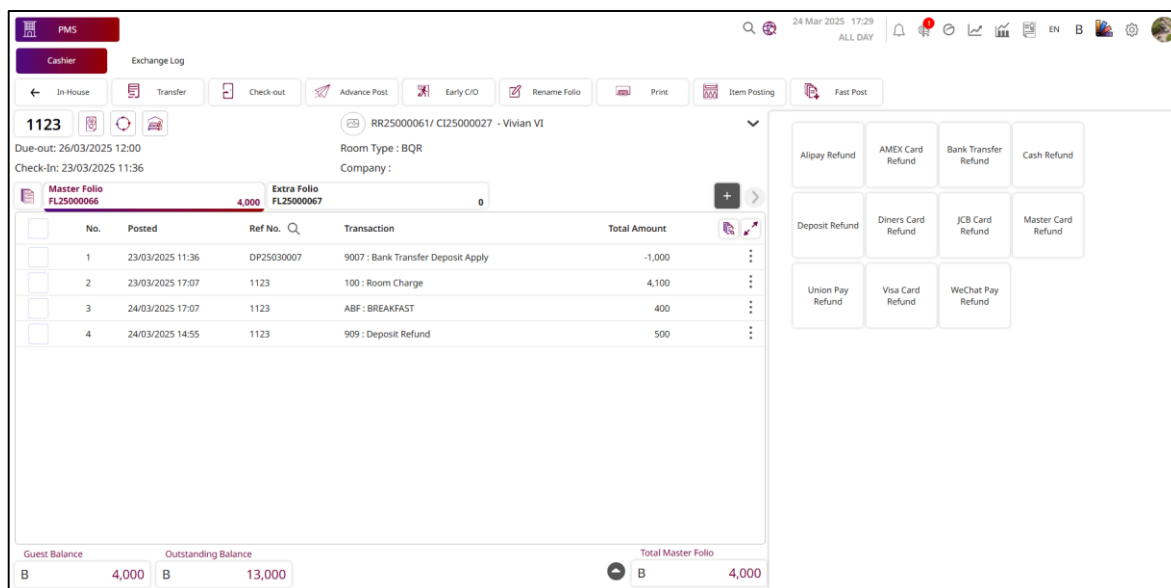
To perform the task:

1. Press the **More Options** icon.
2. Press **Refund**, and the types of refund will be displayed; you must select the type of refund.
3. The Refund function will then open on the right side.



The screenshot displays the PMS interface for a guest named Vivian VI. The interface includes a top navigation bar with 'PMS' and 'Cashier' tabs, and a search bar. Below the navigation bar, there are buttons for 'In House', 'Transfer', 'Check-out', 'Advance Post', 'Early C/O', 'Rename Folo', 'Print', 'Item Posting', and 'Fast Post'. The main area shows the guest's details: '1123', 'RR2500061/ CI2500027 - Vivian VI', 'Due-out: 26/03/2025 12:00', 'Room Type: BQR', and 'Check-In: 23/03/2025 11:36'. A table lists transactions with columns for 'No.', 'Posted', 'Ref No.', 'Transaction', and 'Total Amount'. The table shows three transactions: 1 (Bank Transfer Deposit Apply, -1,000), 2 (Room Charge, 4,100), and 3 (ABF: BREAKFAST, 400). A 'More Options' menu is open on the right side, showing various options like 'Post', 'Payment', 'Deposit', 'Currency', 'All', 'Room Charge', 'Restaurant', 'Telephone', 'Business Center', 'Laundry', 'Damage Charge', 'Miscellaneous', 'Transportation', 'Tips', 'Add On', 'Balance Forward Revenue', 'Banquet', 'Bella Nara Cuisine', 'Breakdown Afternoon Tea Revenue', 'Exit', 'Edit Remark', 'Print Receipt', 'Print Tax Invoice', 'Edit Address Receipt & Tax Invoice', 'Credit Note', 'Refund', 'Print Deposit', and 'View Detail'. The 'Refund' option is highlighted with a red box. At the bottom, there are balance fields: 'Guest Balance B 3,500', 'Outstanding Balance B 12,500', and 'Total Master Folo B 3,500'.

Version : 10.02
 Last Updated : 14 August 2025
 Author : QA Team



1123 RR25000061/ CI25000027 - Vivian VI

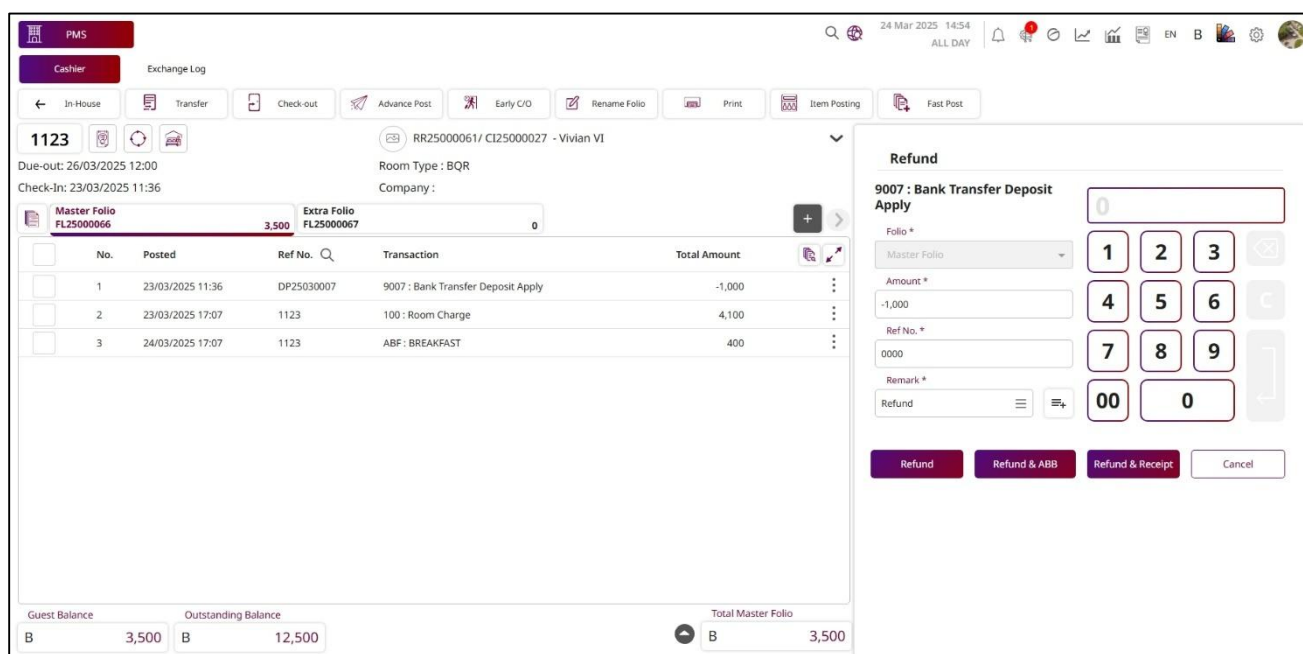
Due-out: 26/03/2025 12:00
 Check-In: 23/03/2025 11:36

Room Type: BQR
 Company:

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 11:36	DP25030007	9007 : Bank Transfer Deposit Apply	-1,000
2	23/03/2025 17:07	1123	100 : Room Charge	4,100
3	24/03/2025 17:07	1123	ABF : BREAKFAST	400
4	24/03/2025 14:55	1123	909 : Deposit Refund	500

Guest Balance: B 4,000
 Outstanding Balance: B 13,000
 Total Master Folio: B 4,000

- The **Folio** will show the folio where the transaction has been posted; you cannot change it to another folio.
- The **Amount** is the total amount for this transaction; you can change the amount by entering a new value or using the numpad, but the amount must be less than or equal to the amount of the deposit.
- Enter the **Reference No.** for the refund.
- Enter the **Remark** for the refund of the transaction.
- Press **Refund** to complete the process. If you press **Refund & ABB**, it will generate an ABB and save the process. If you press **Refund & Receipt**, it will print the receipt immediately and save the process.
- Press **Cancel** to discard the process.



1123 RR25000061/ CI25000027 - Vivian VI

Due-out: 26/03/2025 12:00
 Check-In: 23/03/2025 11:36

Room Type: BQR
 Company:

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 11:36	DP25030007	9007 : Bank Transfer Deposit Apply	-1,000
2	23/03/2025 17:07	1123	100 : Room Charge	4,100
3	24/03/2025 17:07	1123	ABF : BREAKFAST	400

Guest Balance: B 3,500
 Outstanding Balance: B 12,500
 Total Master Folio: B 3,500

Refund

9007 : Bank Transfer Deposit Apply

Folio * Master Folio

Amount * -1,000

Ref No. * 0000

Remark *

Refund

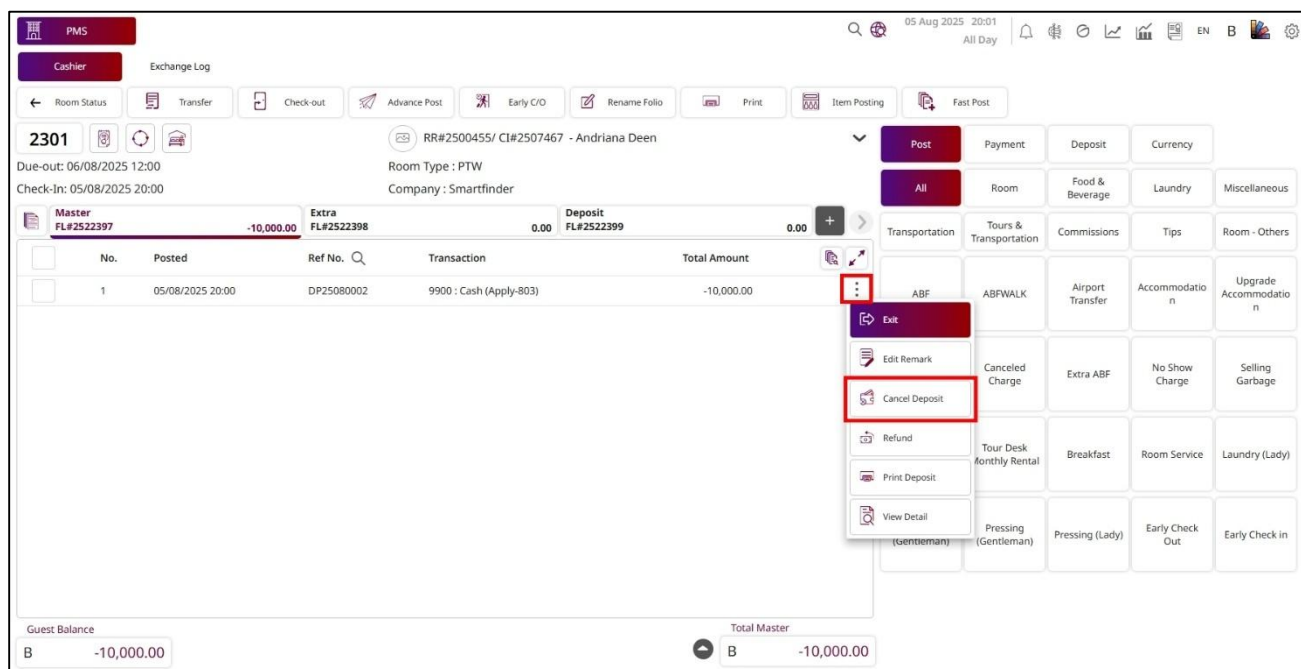
Refund & ABB Refund & Receipt Cancel

7.12 Cancel Deposit

This function allows staff to cancel a deposit transaction. It is only available when the hotel is using the non-VAT policy, ensuring that deposit cancellations comply with the hotel's tax configuration and financial procedures.

To perform the task:

1. Press the **More Options** icon.
2. Press **Cancel Deposit**, and the Cancel Deposit function will open on the right side.



The screenshot shows the PMS Cashier interface. At the top, there's a search bar and a date/time display (05 Aug 2025 20:01). Below this, there's a navigation bar with buttons like Room Status, Transfer, Check-out, Advance Post, Early C/O, Rename Folio, Print, Item Posting, and Fast Post. The main area displays a room status for room 2301, with details like RR#2500455/ CI#2507467 - Andriana Deen, Room Type: PTW, and Company: Smartfinder. A table shows a deposit transaction: Master FL#2522397, Extra FL#2522398, and Deposit FL#2522399, all with amounts of -10,000.00. A 'More Options' menu is open on the right, showing various actions like Post, All, Transportation, Tours & Transportation, Commissions, Tips, Room - Others, ABF, ABFWALK, Airport Transfer, Accommodation, Upgrade Accommodation, Exit, Edit Remark, Canceled Charge, Extra ABF, No Show Charge, Selling Garbage, Refund, Tour Desk Monthly Rental, Breakfast, Room Service, Laundry (Lady), Print Deposit, View Detail, Pressing (Gentleman), Pressing (Lady), Early Check Out, and Early Check in. The 'Cancel Deposit' option is highlighted with a red box. At the bottom, there's a Guest Balance section showing a balance of -10,000.00 and a Total Master section showing a balance of -10,000.00.

3. The **Folio** will show the folio where the deposit transaction has been posted; this field is not editable.
4. The **Amount** shows the deposit transaction amount and cannot be edited.
5. Enter the **Remark** for the canceled deposit.
6. Press **Cancel Deposit** to complete the process.
7. Press **Cancel** to discard the process.

Version : 10.02
 Last Updated : 14 August 2025
 Author : QA Team

PMS

Cashier

Exchange Log

Room Status

Transfer

Check-out

Advance Post

Early C/O

Rename Folio

Print

Item Posting

Fast Post

2301

RR#2500455/ CI#2507467 - Andriana Deen

Due-out: 05/08/2025 12:00

Room Type : PTW

Check-In: 05/08/2025 20:00

Company : Smartfinder

Master	FL#2522397	-10,000.00	Extra	FL#2522398	0.00	Deposit	FL#2522399	0.00
--------	------------	------------	-------	------------	------	---------	------------	------

No.	Posted	Ref No.	Transaction	Total Amount
1	05/08/2025 20:00	DP25080002	9900 : Cash (Apply-803)	-10,000.00

Guest Balance

B -10,000.00

Total Master

B -10,000.00

Cancel Deposit

9900 : Cash (Apply-803)

Folio *

Master

Amount

-10,000.00

Remark *

Cancel Deposit

Cancel Deposit

Cancel

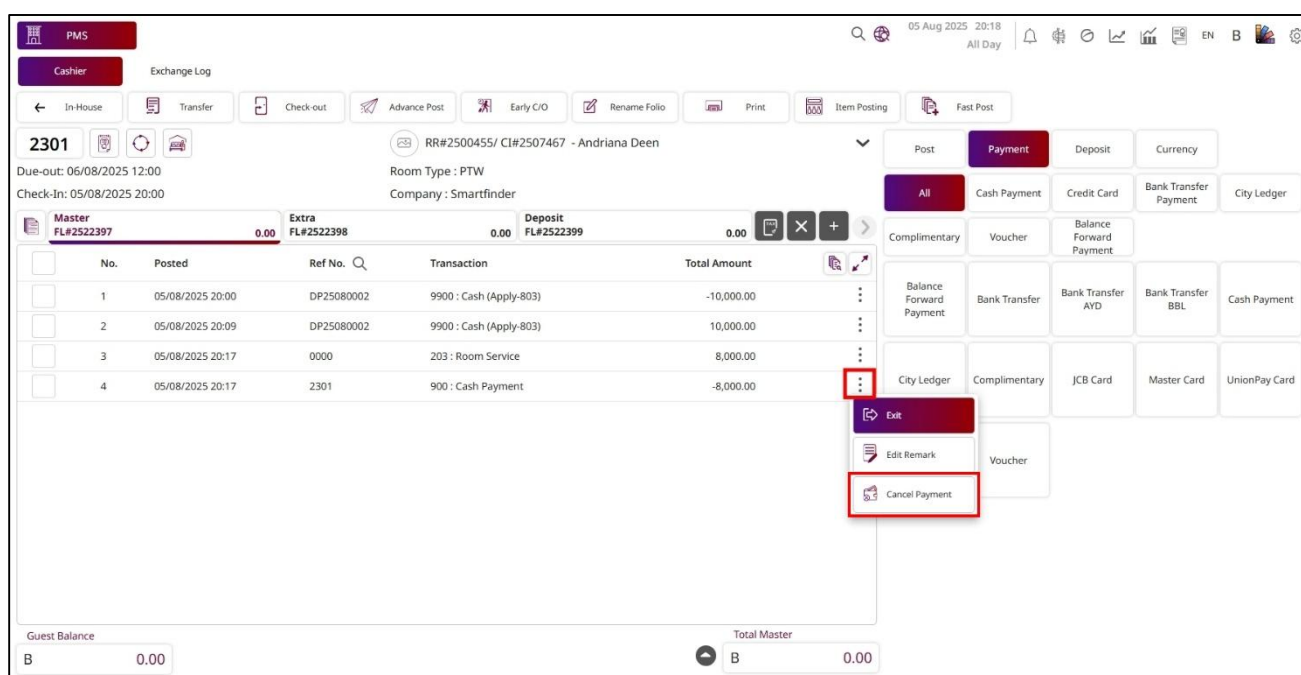
Note: This action cancels a deposit transaction under the non-VAT policy and cannot be undone. Ensure the cancellation complies with hotel policies before proceeding.

7.13 Cancel Payment

This function allows staff to cancel a payment transaction, available only when the hotel operates under the non-VAT policy. It ensures that payment cancellations align with the property's tax configuration and financial procedures. This feature is typically used to correct payment errors or reverse payments while maintaining compliance with non-VAT accounting rules.

To perform the task:

1. Press the **More Options** icon. Press the More Options icon.
2. Press **Cancel Payment**, and the Cancel Payment function will open on the right side.



The screenshot displays the PMS Cashier interface. At the top, there's a header with 'PMS' and 'Cashier' tabs, along with a date and time '05 Aug 2025 20:18'. Below this, a navigation bar includes buttons like 'In House', 'Transfer', 'Check out', 'Advance Post', 'Early C/O', 'Rename Folio', 'Print', 'Item Posting', and 'Fast Post'. The main area shows a transaction list for room 2301, with columns for 'No.', 'Posted', 'Ref No.', 'Transaction', and 'Total Amount'. The list contains four transactions: two cash payments of -10,000.00 and 10,000.00, and two room services of 8,000.00 and -8,000.00. On the right side, a menu is open, showing various payment options. The 'Cancel Payment' option is highlighted with a red box. At the bottom, there are fields for 'Guest Balance' and 'Total Master', both showing '0.00'.

No.	Posted	Ref No.	Transaction	Total Amount
1	05/08/2025 20:00	DP25080002	9900 : Cash (Apply-803)	-10,000.00
2	05/08/2025 20:09	DP25080002	9900 : Cash (Apply-803)	10,000.00
3	05/08/2025 20:17	0000	203 : Room Service	8,000.00
4	05/08/2025 20:17	2301	900 : Cash Payment	-8,000.00

3. The **Folio** will show the folio where the payment transaction has been posted; this field is not editable.
4. The **Amount** shows the payment transaction amount and cannot be edited.
5. Enter the **Remark** for the canceled payment.
6. Press **Cancel Payment** to complete the process.
7. Press **Cancel** to discard the process.

Version : 10.02
 Last Updated : 14 August 2025
 Author : QA Team

PMS

Cashier

Exchange Log

05 Aug 2025 20:20

All Day

In House

Transfer

Check-out

Advance Post

Early C/O

Rename Folio

Print

Item Posting

Fast Post

2301

RR#2500455/ CI#2507467 - Andriana Deen

Due-out: 06/08/2025 12:00

Room Type : PTW

Check-In: 05/08/2025 20:00

Company : Smartfinder

No.	Posted	Ref No.	Transaction	Total Amount
1	05/08/2025 20:00	DP25080002	9900 : Cash (Apply-803)	-10,000.00
2	05/08/2025 20:09	DP25080002	9900 : Cash (Apply-803)	10,000.00
3	05/08/2025 20:17	0000	203 : Room Service	8,000.00
4	05/08/2025 20:17	2301	900 : Cash Payment	-8,000.00

Master FL#2522397 0.00

Extra FL#2522398 0.00

Deposit FL#2522399 0.00

Guest Balance

B 0.00

Total Master

B 0.00

Cancel Payment

900 : Cash Payment

Folio *

Master

Amount

-8,000.00

Remark *

Cancel Payment 13082025

0.00

1 2 3

4 5 6

7 8 9

00 0 .

Cancel Payment

Cancel

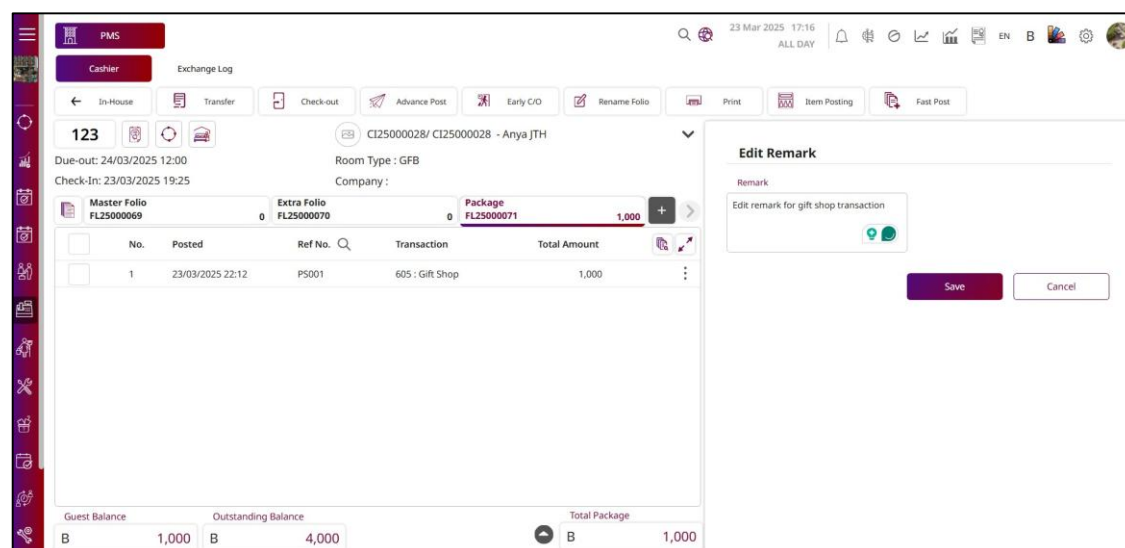
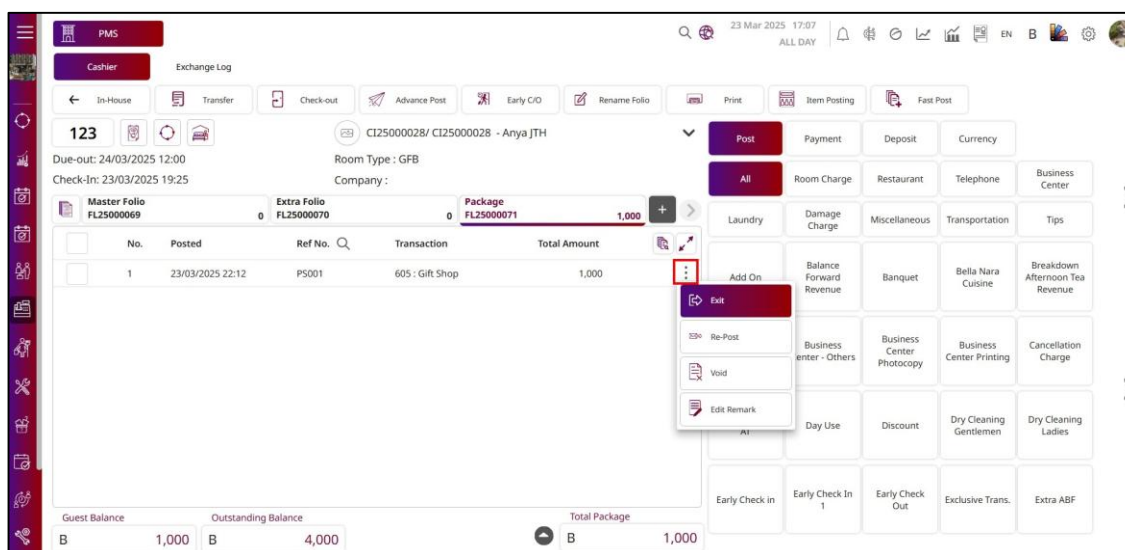
Note: Available only under the non-VAT policy. Payment cancellations are final and cannot be undone.

7.14 Edit Remark

This function allows staff to edit the remark of a transaction, and the updated remark will appear on the related transaction document or folio. It is useful for adding clarifications, special notes, or additional details about the posted charge or payment.

To perform the task:

1. Press the **More Options** icon.
2. Press **Edit Remark**, and the Edit Remark function will open on the right side.
3. Enter the new keyword for the remark or edit the existing remark.
4. Press **Save** to save the new remark.
5. Press **Cancel** to discard the process.

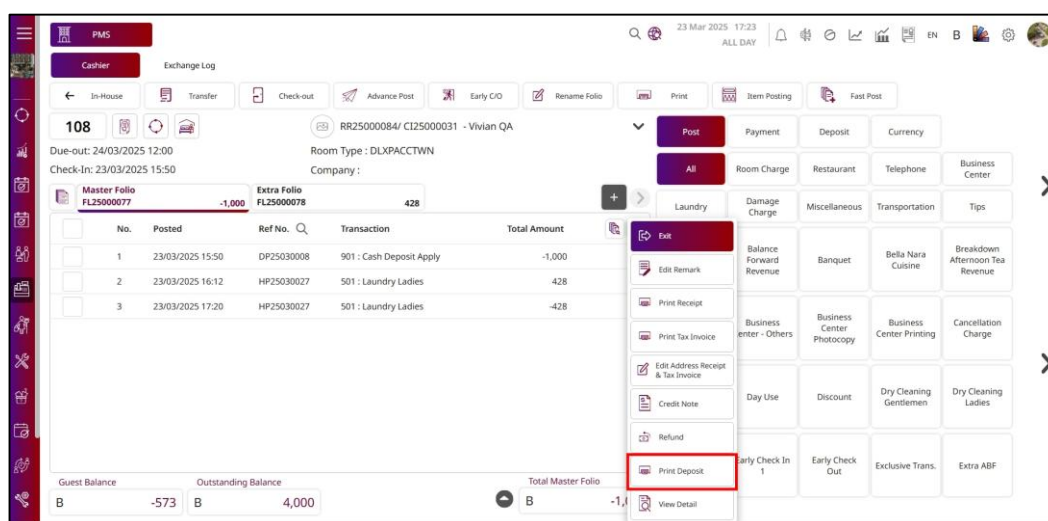


7.15 Print Deposit

This function allows staff to print deposit transactions for record-keeping or guest receipts. The Print Deposit option will only appear if the selected transaction is a deposit. If you select any other type of transaction, this option will not be available, ensuring that only valid deposit records can be printed.

To perform the task:

1. Press the **More Options** icon on the deposit transaction.
2. Press **Print Deposit**.
3. The system will show the Deposit file from the transaction that you selected.



The screenshot shows the PMS Cashier interface for room 108. The transaction list includes a cash deposit of -1,000 and two laundry charges of 428 each. The 'More Options' menu is open, and the 'Print Deposit' option is highlighted with a red box.

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 15:50	DP25030008	901 : Cash Deposit Apply	-1,000
2	23/03/2025 16:12	HP25030027	501 : Laundry Ladies	428
3	23/03/2025 17:20	HP25030027	501 : Laundry Ladies	428

Guest Balance: B -573
Outstanding Balance: B 4,000
Total Master Folio: B -1,000

Version : 10.02
 Last Updated : 14 August 2025
 Author : QA Team



สมารท์ฟाइเดอร์ / Smart Finder Co., Ltd.


ใบแจ้งหนี้เงินมัดจำ / Deposit Invoice

Name : Vivian QA
 Room : 108
 Reference No. : RR25000084/CI25000031

Print by : KATAE QA
 Print Time : 10/08/2025 17:24
 Arrival-Departure : 23/03/2025-24/03/2025

Description	Time	Payment type	Amount	Receiver
Deposit	23/03/2025 15:50	Cash Deposit Apply	1,000	Wanna Wang
Total			1,000	

Account Information
 Bank name :
 Bank Account No. :
 Telephone :

Note :
 TF @Checked-in, Deposit on 23/03/2025 #1,000.00 Deposit

 Guest

 Receiver

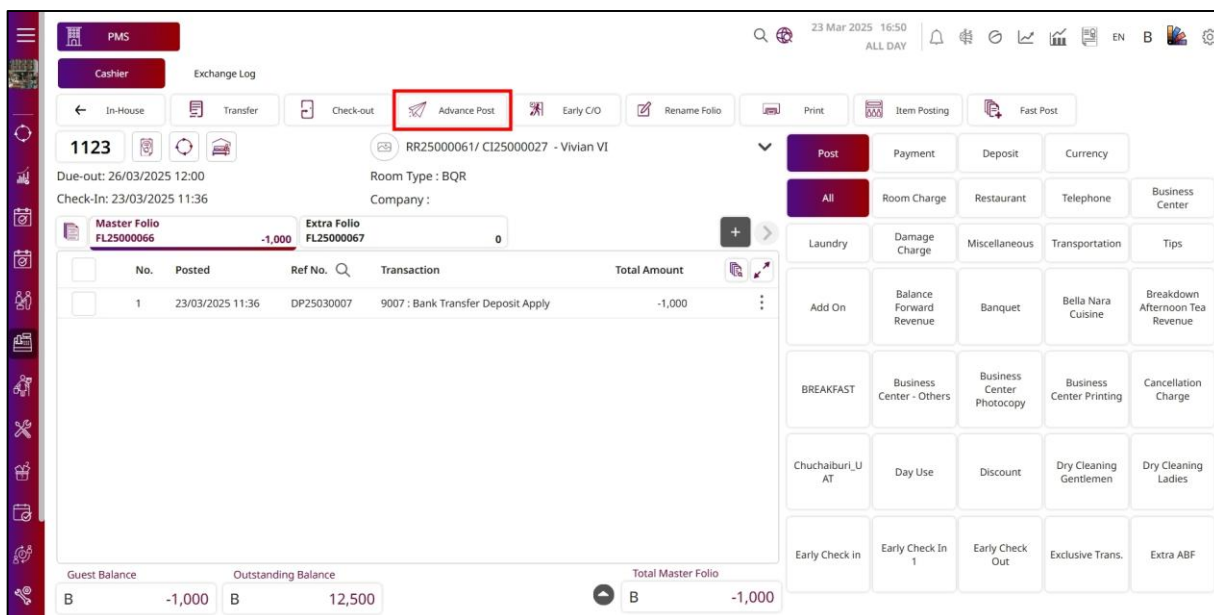
7.16 Advance Post

This function allows staff to post transactions for future dates beyond today, ensuring that upcoming charges are recorded in advance. It is typically used for room charges or other scheduled charges, such as package fees or pre-arranged services, that need to be applied to a guest's folio for the upcoming days.

To perform the task:

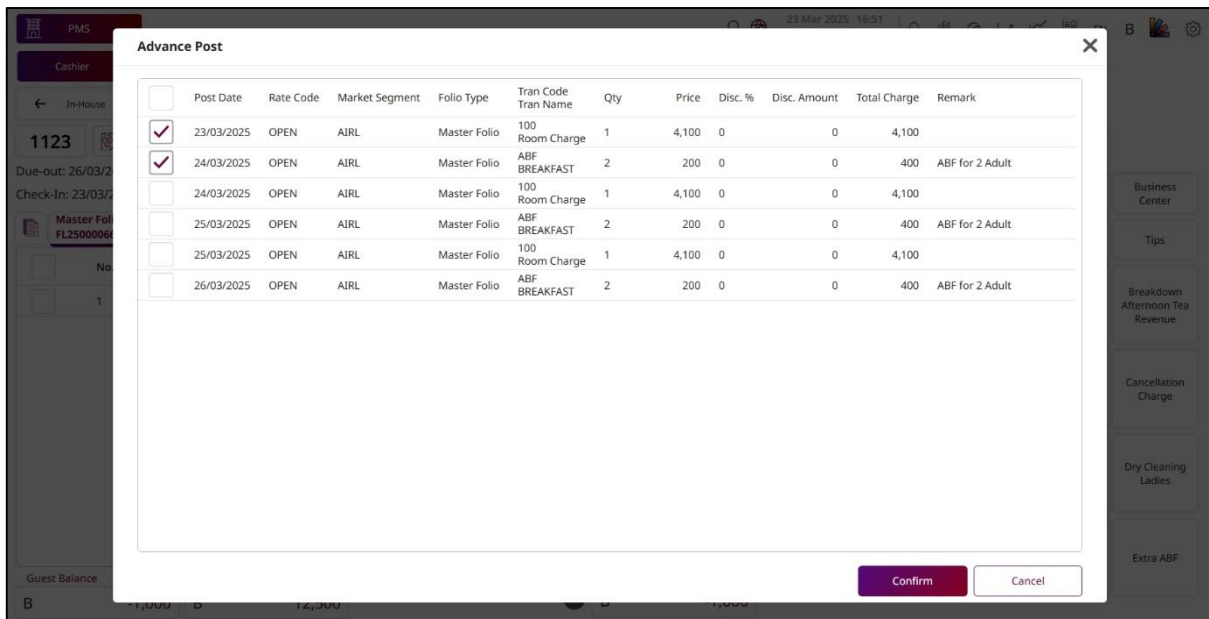
1. Press **Advance Post** from the top menu bar.
2. The Advance Post pop-up will be displayed, showing all the transactions from this room, including transactions for the next days.

Version : 10.02
 Last Updated : 14 August 2025
 Author : QA Team



The screenshot shows the PMS Cashier interface. The 'Advance Post' button is highlighted with a red box. The interface displays a transaction list with columns: No., Posted, Ref No., Transaction, and Total Amount. The transaction list shows a single entry: 1, 23/03/2025 11:36, DP25030007, 9007 : Bank Transfer Deposit Apply, -1,000. The bottom of the interface shows the Guest Balance (B -1,000), Outstanding Balance (B 12,500), and Total Master Folio (B -1,000).

3. Select the transaction, or you can select all the transactions.
4. Press **Confirm** to post the selected transaction(s) to the room folio.
5. Press **Cancel** to discard the process and close the pop-up.



The screenshot shows the 'Advance Post' pop-up window. It contains a table with the following columns: Post Date, Rate Code, Market Segment, Folio Type, Tran Code, Tran Name, Qty, Price, Disc. %, Disc. Amount, Total Charge, and Remark. The table lists several transactions, including Room Charges and Breakfasts, with checkboxes for selection. The bottom of the window has 'Confirm' and 'Cancel' buttons.

	Post Date	Rate Code	Market Segment	Folio Type	Tran Code	Tran Name	Qty	Price	Disc. %	Disc. Amount	Total Charge	Remark
☒	23/03/2025	OPEN	AIRL	Master Folio	100	Room Charge	1	4,100	0	0	4,100	
☒	24/03/2025	OPEN	AIRL	Master Folio	ABF	BREAKFAST	2	200	0	0	400	ABF for 2 Adult
☐	24/03/2025	OPEN	AIRL	Master Folio	100	Room Charge	1	4,100	0	0	4,100	
☐	25/03/2025	OPEN	AIRL	Master Folio	ABF	BREAKFAST	2	200	0	0	400	ABF for 2 Adult
☐	25/03/2025	OPEN	AIRL	Master Folio	100	Room Charge	1	4,100	0	0	4,100	
☐	26/03/2025	OPEN	AIRL	Master Folio	ABF	BREAKFAST	2	200	0	0	400	ABF for 2 Adult

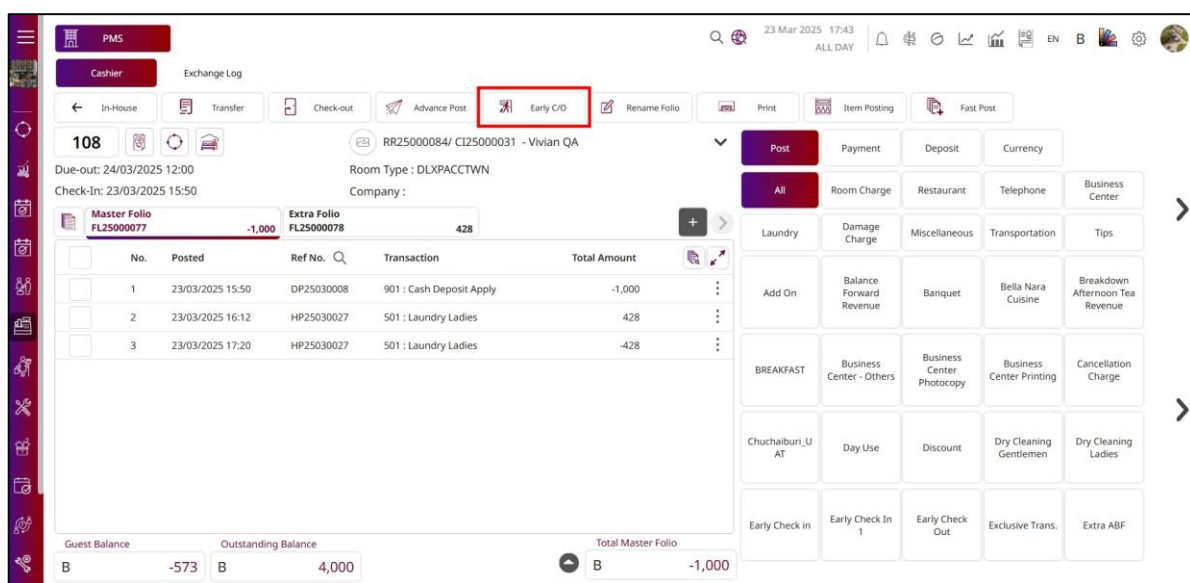
Note: The transaction will be posted to the folio displayed in the pop-up. Always verify the posting date and folio before confirming to ensure charges are applied correctly to the intended future date.

7.17 Early C/O (Early Check Out)

This function allows staff to check out a guest before their scheduled departure date. When used, the system automatically calculates any necessary adjustments, updates charges if applicable, and changes the guest's status to reflect the early check-out.

To perform the task:

1. Press **Early C/O** from the top menu bar.
2. The system will automatically post the transaction for this room and calculate the total change for this room.



PMS 23 Mar 2025 17:43 ALL DAY

Cashier Exchange Log

← In-House → Transfer → Check-out → Advance Post → **Early C/O** → Rename Folio → Print → Item Posting → Fast Post

108 RR25000084/ CI25000031 - Vivian QA

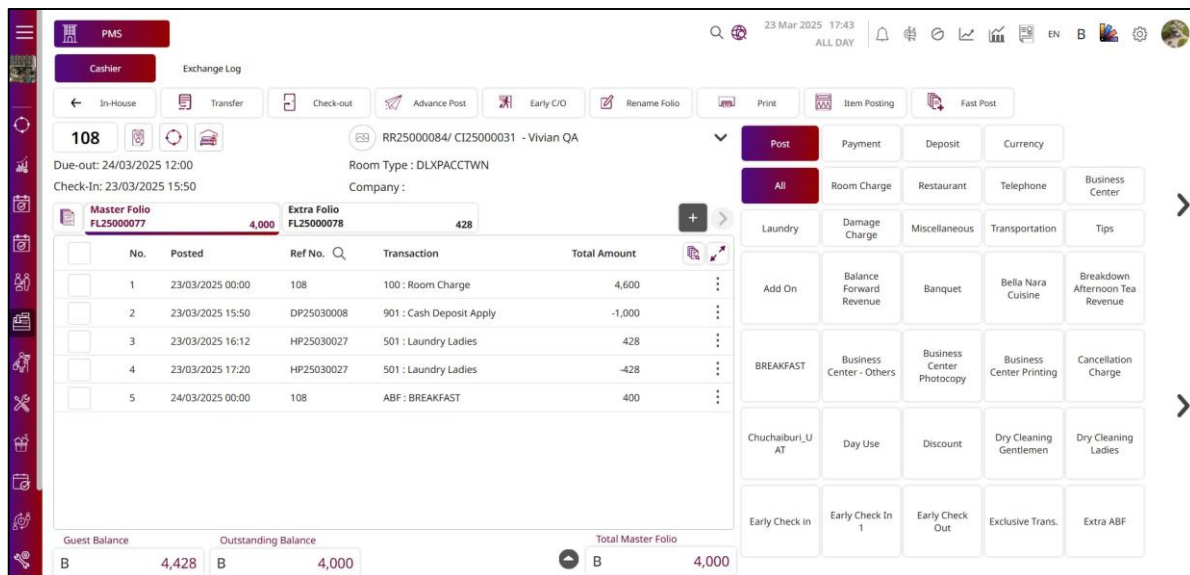
Due-out: 24/03/2025 12:00 Room Type : DLXPACTWN
Check-In: 23/03/2025 15:50 Company :

Master Folio FL25000077 -1,000 **Extra Folio** FL25000078 428

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 15:50	DP25030008	901 : Cash Deposit Apply	-1,000
2	23/03/2025 16:12	HP25030027	501 : Laundry Ladies	428
3	23/03/2025 17:20	HP25030027	501 : Laundry Ladies	-428

Guest Balance: B -573 Outstanding Balance: B 4,000 Total Master Folio: B -1,000

Post, Payment, Deposit, Currency, All, Room Charge, Restaurant, Telephone, Business Center, Laundry, Damage Charge, Miscellaneous, Transportation, Tips, Add On, Balance Forward Revenue, Banquet, Bella Nara Cuisine, Breakdown Afternoon Tea Revenue, BREAKFAST, Business Center - Others, Business Center Photocopy, Business Center Printing, Cancellation Charge, Chuchaiburi, U AT, Day Use, Discount, Dry Cleaning Gentlemen, Dry Cleaning Ladies, Early Check in, Early Check In 1, Early Check Out, Exclusive Trans., Extra ABF



PMS 23 Mar 2025 17:43 ALL DAY

Cashier Exchange Log

← In-House → Transfer → Check-out → Advance Post → **Early C/O** → Rename Folio → Print → Item Posting → Fast Post

108 RR25000084/ CI25000031 - Vivian QA

Due-out: 24/03/2025 12:00 Room Type : DLXPACTWN
Check-In: 23/03/2025 15:50 Company :

Master Folio FL25000077 4,000 **Extra Folio** FL25000078 428

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 00:00	108	100 : Room Charge	4,600
2	23/03/2025 15:50	DP25030008	901 : Cash Deposit Apply	-1,000
3	23/03/2025 16:12	HP25030027	501 : Laundry Ladies	428
4	23/03/2025 17:20	HP25030027	501 : Laundry Ladies	-428
5	24/03/2025 00:00	108	ABF : BREAKFAST	400

Guest Balance: B 4,428 Outstanding Balance: B 4,000 Total Master Folio: B 4,000

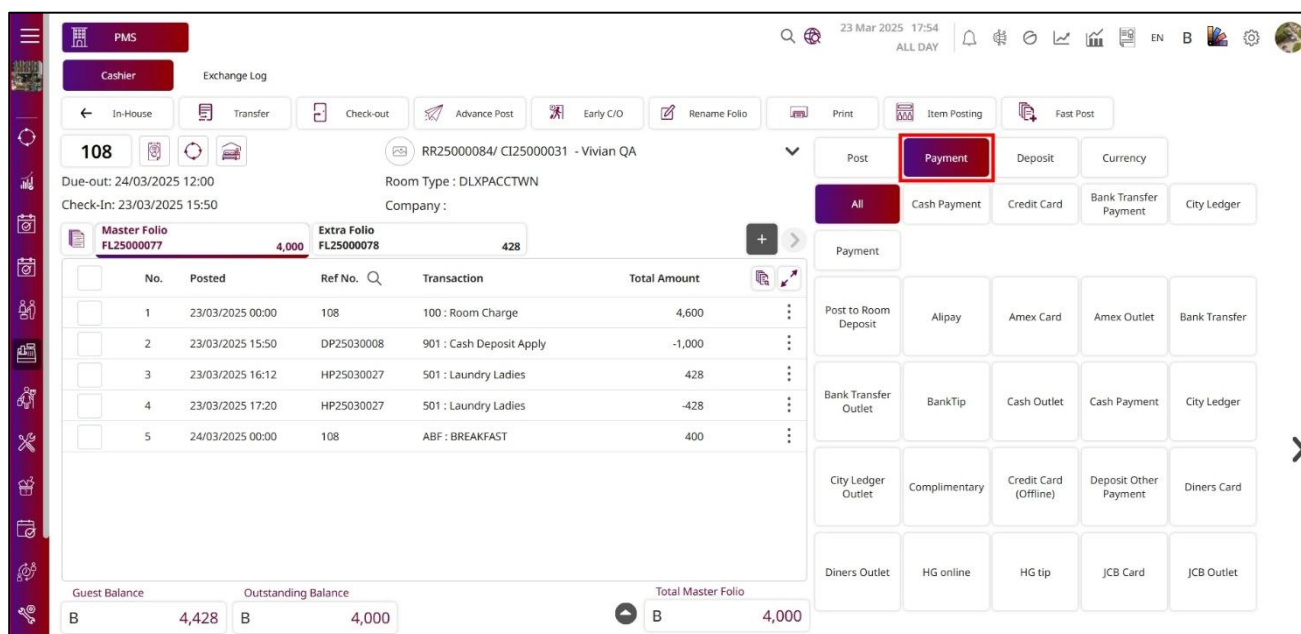
Post, Payment, Deposit, Currency, All, Room Charge, Restaurant, Telephone, Business Center, Laundry, Damage Charge, Miscellaneous, Transportation, Tips, Add On, Balance Forward Revenue, Banquet, Bella Nara Cuisine, Breakdown Afternoon Tea Revenue, BREAKFAST, Business Center - Others, Business Center Photocopy, Business Center Printing, Cancellation Charge, Chuchaiburi, U AT, Day Use, Discount, Dry Cleaning Gentlemen, Dry Cleaning Ladies, Early Check in, Early Check In 1, Early Check Out, Exclusive Trans., Extra ABF

7.18 Single Payment

This function is used to record a guest's payment into their folio, directly managing financial transactions associated with the guest's account in the hotel. It provides a systematic and organized way to record and manage payment information, ensuring accuracy and proper tracking for both guest billing and hotel financial records.

To perform the task:

1. Press **Payment**.
2. Press a payment type, and the payment function will be displayed on the right side.



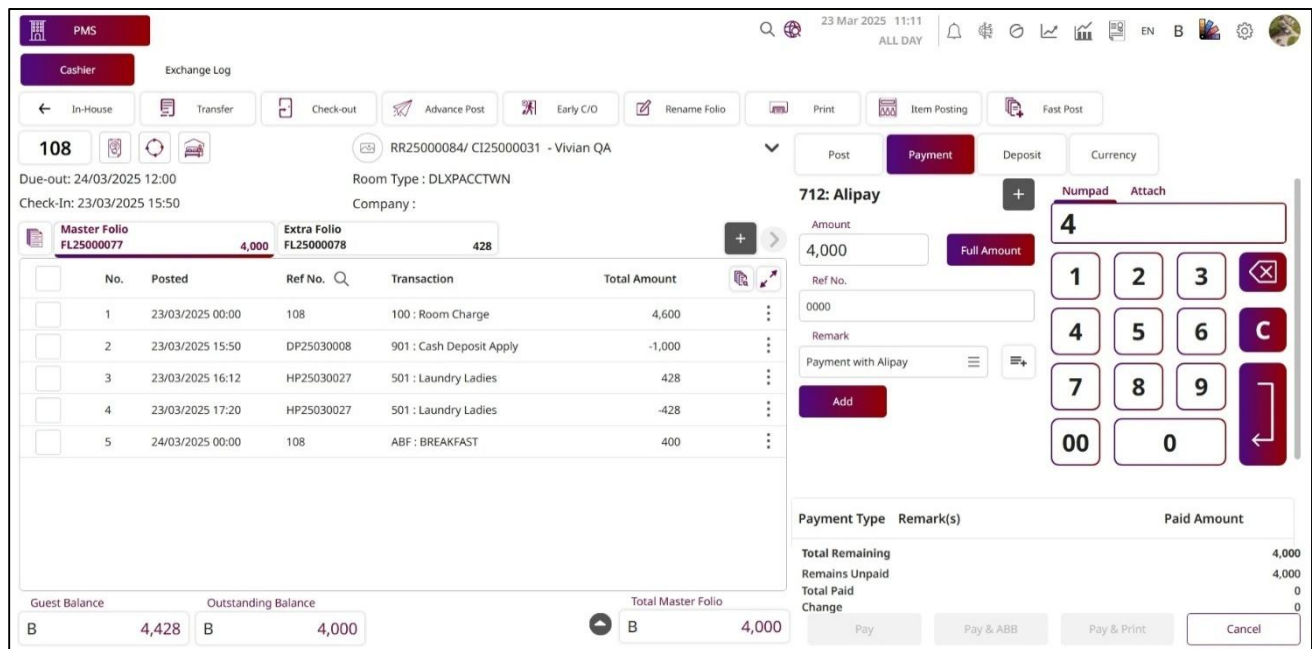
The screenshot displays the PMS Cashier interface. At the top, there's a header with the date and time (23 Mar 2025 17:54) and various icons. Below this, the 'Cashier' section shows the 'Exchange Log' and a list of transactions. The 'Payment' button is highlighted in red. The 'Payment' dropdown menu is open, showing various payment types: All, Cash Payment, Credit Card, Bank Transfer Payment, City Ledger, Post, Deposit, Currency, and Payment. The 'Payment' button is also highlighted in red. The 'Payment' dropdown menu is open, showing various payment types: All, Cash Payment, Credit Card, Bank Transfer Payment, City Ledger, Post, Deposit, Currency, and Payment. The 'Payment' button is also highlighted in red.

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 00:00	108	100 : Room Charge	4,600
2	23/03/2025 15:50	DP25030008	901 : Cash Deposit Apply	-1,000
3	23/03/2025 16:12	HP25030027	501 : Laundry Ladies	428
4	23/03/2025 17:20	HP25030027	501 : Laundry Ladies	-428
5	24/03/2025 00:00	108	ABF : BREAKFAST	400

Guest Balance: B 4,428
Outstanding Balance: B 4,000
Total Master Folio: B 4,000

3. Enter the **Amount** or press **Full Amount**, or you can use the **Numpad** to fill the amount.
4. Enter the **Reference No.**
5. Enter the **Remark**.
6. Press **Add**, and the payment information will show the Payment Type, Remark, and Paid Amount.

Version : 10.02
 Last Updated : 14 August 2025
 Author : QA Team



PMS 23 Mar 2025 11:11 ALL DAY

Cashier Exchange Log

← In-House Transfer Check-out Advance Post Early C/O Rename Folio Print Item Posting Fast Post

108 RR25000084/ CI25000031 - Vivian QA

Due-out: 24/03/2025 12:00 Room Type: DLXPACCTWN
 Check-In: 23/03/2025 15:50 Company:

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 00:00	108	100 : Room Charge	4,600
2	23/03/2025 15:50	DP25030008	901 : Cash Deposit Apply	-1,000
3	23/03/2025 16:12	HP25030027	501 : Laundry Ladies	428
4	23/03/2025 17:20	HP25030027	501 : Laundry Ladies	-428
5	24/03/2025 00:00	108	ABF : BREAKFAST	400

Master Folio FL25000077 4,000 Extra Folio FL25000078 428

Guest Balance B 4,428 Outstanding Balance B 4,000 Total Master Folio B 4,000

712: Alipay

Amount 4,000 Full Amount

Ref No. 0000

Remark Payment with Alipay

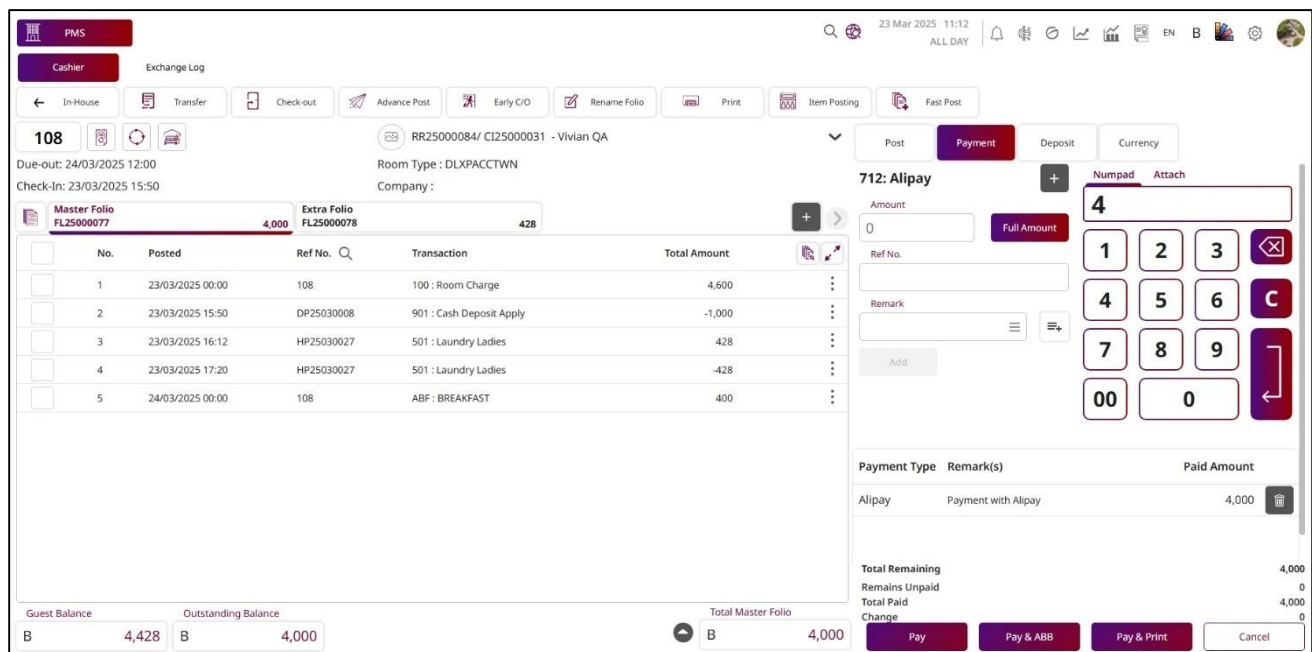
Add

Payment Type Remark(s) Paid Amount

Total Remaining 4,000
 Remains Unpaid 4,000
 Total Paid 0
 Change 0

Pay Pay & ABB Pay & Print Cancel

- Press **Pay** to save the payment process. If you press **Pay & ABB**, you will get an ABB and save the payment process. If you press **Pay & Print**, it will print the receipt immediately and save the payment process.
- Press **Cancel** to discard this process.



PMS 23 Mar 2025 11:12 ALL DAY

Cashier Exchange Log

← In-House Transfer Check-out Advance Post Early C/O Rename Folio Print Item Posting Fast Post

108 RR25000084/ CI25000031 - Vivian QA

Due-out: 24/03/2025 12:00 Room Type: DLXPACCTWN
 Check-In: 23/03/2025 15:50 Company:

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 00:00	108	100 : Room Charge	4,600
2	23/03/2025 15:50	DP25030008	901 : Cash Deposit Apply	-1,000
3	23/03/2025 16:12	HP25030027	501 : Laundry Ladies	428
4	23/03/2025 17:20	HP25030027	501 : Laundry Ladies	-428
5	24/03/2025 00:00	108	ABF : BREAKFAST	400

Master Folio FL25000077 4,000 Extra Folio FL25000078 428

Guest Balance B 4,428 Outstanding Balance B 4,000 Total Master Folio B 4,000

712: Alipay

Amount 0 Full Amount

Ref No.

Remark

Add

Payment Type Remark(s) Paid Amount

Alipay Payment with Alipay 4,000

Total Remaining 4,000
 Remains Unpaid 0
 Total Paid 4,000
 Change 0

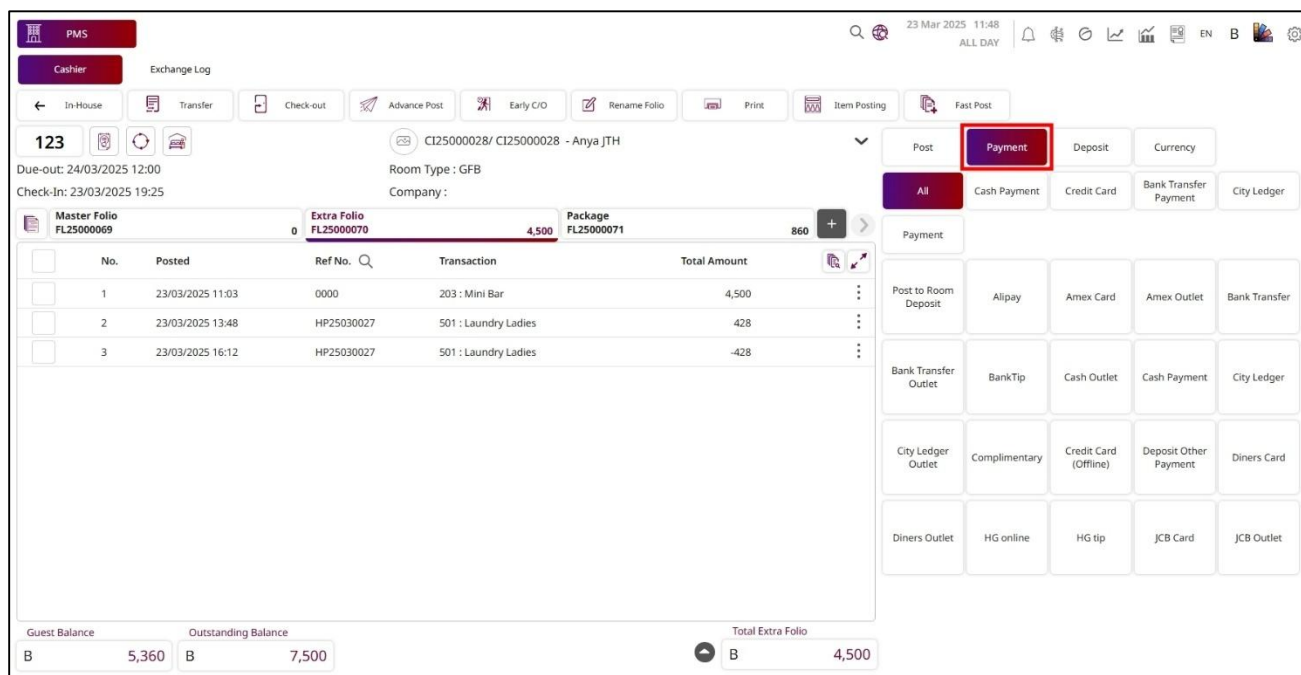
Pay Pay & ABB Pay & Print Cancel

7.19 Multi Payment

This function is used to record a guest's payment into their folio, directly managing financial transactions associated with the guest's account in the hotel. It provides a systematic and organized way to record and manage payment information while supporting multiple payment types within the same function.

To perform the task:

1. Press **Payment**.
2. Press a payment type, and the payment function will be displayed on the right side.



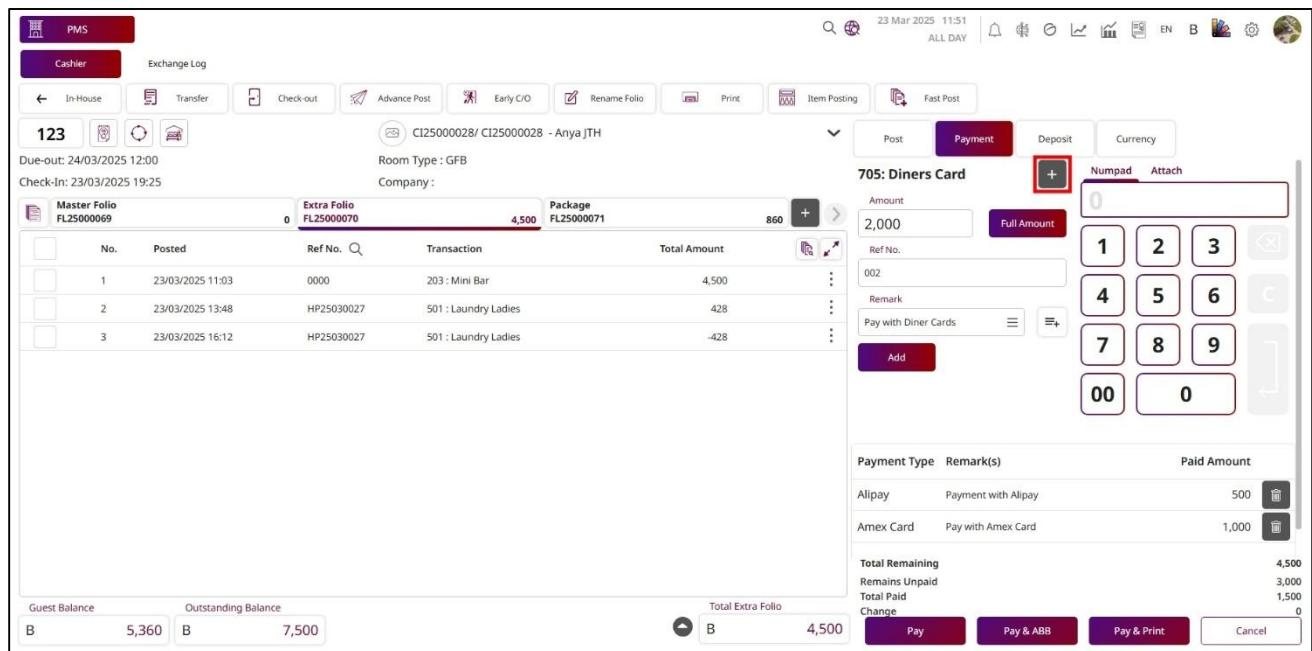
The screenshot shows the PMS Cashier interface. The top bar includes 'PMS' and 'Cashier' tabs. Below the tabs are various action buttons: In House, Transfer, Check-out, Advance Post, Early C/O, Rename Folio, Print, Item Posting, and Fast Post. The main area displays guest information: 123, CI25000028/ CI25000028 - Anya JTH, Due-out: 24/03/2025 12:00, Check-in: 23/03/2025 19:25, Room Type: GFB, Company: . Below this is a table of transactions:

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 11:03	0000	203 : Mini Bar	4,500
2	23/03/2025 13:48	HP25030027	501 : Laundry Ladies	428
3	23/03/2025 16:12	HP25030027	501 : Laundry Ladies	-428

On the right side, the 'Payment' panel is open, showing a grid of payment options. The 'Payment' button is highlighted. Below the grid, there are balance fields: Guest Balance (B 5,360), Outstanding Balance (B 7,500), and Total Extra Folio (B 4,500).

3. Enter the **Amount** or press **Full Amount**, or you can use the **numpad** to fill it out.
4. Enter the **Reference No.**
5. Enter the **Remark**.
6. Press **Add**, and the payment information will show the Payment Type, Remark, and Paid Amount.
7. Press **+** to select another payment type, enter the Amount, and press Add again. You can add multiple payment types for one transaction/bill.

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 Author : QA Team



123 CI25000028/ CI25000028 - Anya JTH
 Due-out: 24/03/2025 12:00
 Check-In: 23/03/2025 19:25
 Room Type : GFB
 Company :

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 11:03	0000	203 : Mini Bar	4,500
2	23/03/2025 13:48	HP25030027	501 : Laundry Ladies	428
3	23/03/2025 16:12	HP25030027	501 : Laundry Ladies	-428

Master Folio FL25000069 0 Extra Folio FL25000070 4,500 Package FL25000071 860

Guest Balance B 5,360 Outstanding Balance B 7,500 Total Extra Folio B 4,500

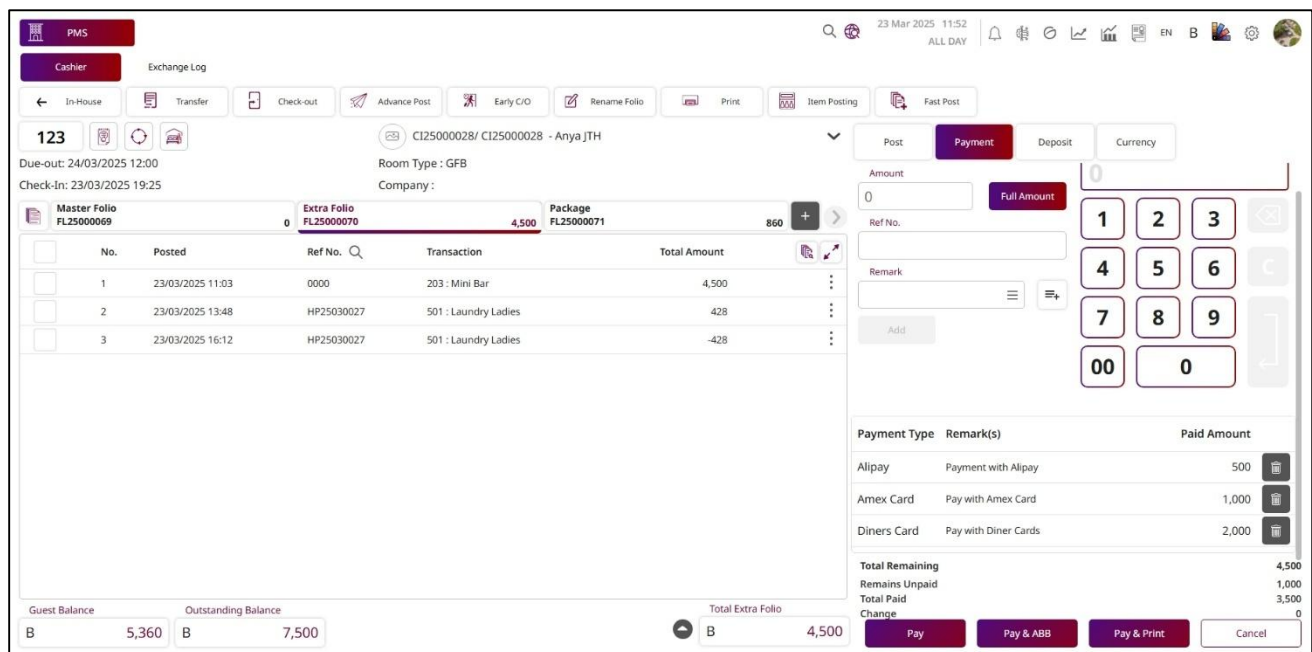
705: Diners Card
 Amount 2,000
 Ref No. 002
 Remark
 Pay with Diner Cards
 Add

Payment Type Remark(s) Paid Amount
 Alipay Payment with Alipay 500
 Amex Card Pay with Amex Card 1,000
 Diners Card Pay with Diner Cards 2,000

Total Remaining 4,500
 Remains Unpaid 3,000
 Total Paid 1,500
 Change 0

Pay Pay & ABB Pay & Print Cancel

- Press **Pay** to save the payment process. If you press **Pay & ABB**, you will get an ABB and save the payment process. If you press **Pay & Print**, it will print the receipt immediately and save the payment process.
- Press **Cancel** to discard this process.



123 CI25000028/ CI25000028 - Anya JTH
 Due-out: 24/03/2025 12:00
 Check-In: 23/03/2025 19:25
 Room Type : GFB
 Company :

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 11:03	0000	203 : Mini Bar	4,500
2	23/03/2025 13:48	HP25030027	501 : Laundry Ladies	428
3	23/03/2025 16:12	HP25030027	501 : Laundry Ladies	-428

Master Folio FL25000069 0 Extra Folio FL25000070 4,500 Package FL25000071 860

Guest Balance B 5,360 Outstanding Balance B 7,500 Total Extra Folio B 4,500

705: Diners Card
 Amount 0
 Ref No.
 Remark
 Add

Payment Type Remark(s) Paid Amount
 Alipay Payment with Alipay 500
 Amex Card Pay with Amex Card 1,000
 Diners Card Pay with Diner Cards 2,000

Total Remaining 4,500
 Remains Unpaid 1,000
 Total Paid 3,500
 Change 0

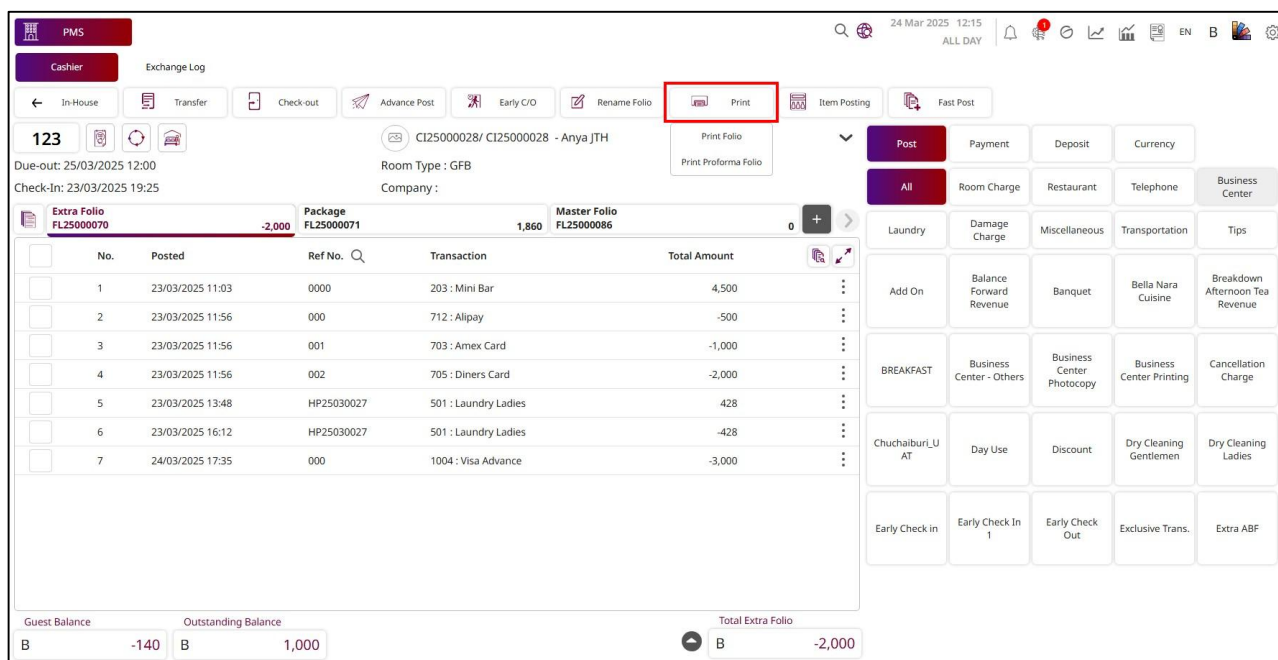
Pay Pay & ABB Pay & Print Cancel

7.20 Print Folio

This function allows staff to view the folio and either print it or send it to the guest. It is commonly used at check-out or upon request to provide guests with a detailed statement of their charges and payments. Staff can also select specific details from the pop-up to include before printing or sending the folio.

To perform the task:

1. Press **Print** from the top menu bar.
2. Press **Print Folio**, and then the Parameter for Print Folio will be displayed.



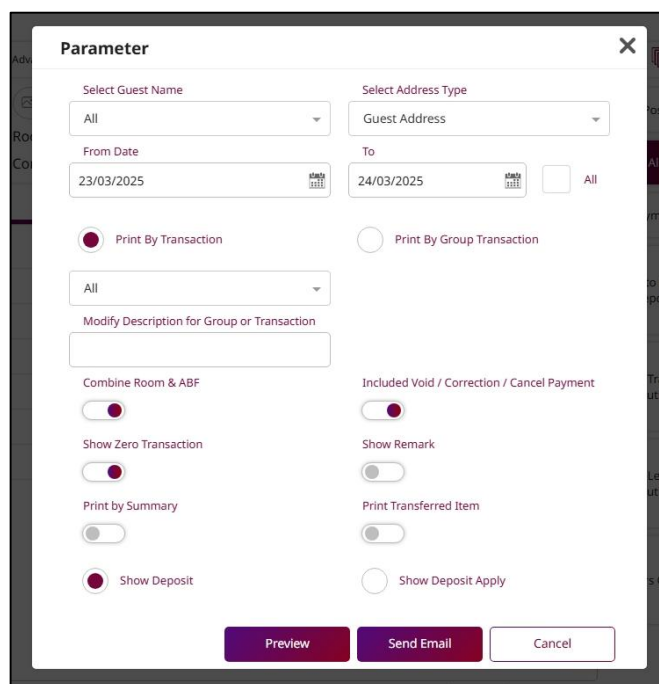
No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 11:03	0000	203 : Mini Bar	4,500
2	23/03/2025 11:56	000	712 : Alipay	-500
3	23/03/2025 11:56	001	703 : Amex Card	-1,000
4	23/03/2025 11:56	002	705 : Diners Card	-2,000
5	23/03/2025 13:48	HP25030027	501 : Laundry Ladies	428
6	23/03/2025 16:12	HP25030027	501 : Laundry Ladies	-428
7	24/03/2025 17:35	000	1004 : Visa Advance	-3,000

Guest Balance	Outstanding Balance	Total Extra Folio
B -140	B 1,000	B -2,000

3. You can select any information to print the folio:
 - ☐ Select Guest Name: It will default to All, but you can select any guest in this room.
 - ☐ Select Address Type: Choose the address type to print.
 - ☐ From Date / To Date: Select the date period to print. If you press All, you don't have to select a date period; it will print all dates.
 - ☐ Press the radio button to select the Print Type: Print by Transaction or Print by Group Transaction.
 - ☐ Enter the Modify Description for Group or Transaction: To describe the group or transaction.
 - ☐ Enable the toggle Combine Room & ABF: To show Room Charge and Breakfast in one line.

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- ☐ Enable the toggle Included Void / Correction / Cancel Payment: To show transactions that are already Void, Correction, or Cancel Payment.
 - ☐ Enable the toggle Show Zero Transaction: To show transactions with zero value.
 - ☐ Enable the toggle Show Remark: To show remarks for all transactions.
 - ☐ Enable the toggle Print by Summary: To print the folio by summary.
 - ☐ Enable the toggle Print Transferred Item: To print transfer transactions from other folios.
 - ☐ Enable the toggle Show Deposit: To show the deposit transaction.
 - ☐ Enable the toggle Show Deposit Apply: To show the deposit application.
4. Press **Preview** to view the information in a PDF file.
 5. Press the **Send Email** button to send the folio via email.
 6. Press **Cancel** to close the Parameter pop-up.



Parameter

Select Guest Name: All

Select Address Type: Guest Address

From Date: 23/03/2025

To: 24/03/2025

☒ Print By Transaction ☐ Print By Group Transaction

All

Modify Description for Group or Transaction

Combine Room & ABF: ☒

Included Void / Correction / Cancel Payment: ☒

Show Zero Transaction: ☒

Show Remark: ☐

Print by Summary: ☐

Print Transferred Item: ☐

Show Deposit: ☒

Show Deposit Apply: ☐

Preview **Send Email** **Cancel**

Version : 10.02
 Last Updated : 14 August 2025
 Author : QA Team



Smart Soraso Hotel 1

Room: 1123

Guest info: Mrs. Vivian VI

Company:

Address

Arrival: 23/03/2025

Departure: 26/03/2025

Folio

Master Folio

FL25000066

RR25000061

Page: 1/1

Printed: 14/08/2025 11:59 By (KATAE QA)

Date	Reference	Description	Charged	Paid	Balance
23/03/2025	1123	Room Charge	4,500	0	4,500
23/03/2025	DP25030007	Bank Transfer Deposit	0	1,000	3,500
24/03/2025	DP25030007	Deposit Refund	0	-500	4,000
Total			4,500	500	4,000
(four thousand five hundred Baht Only) (สี่พันห้าร้อยบาทถ้วน)			Net Amount	3,823	
			Service Charge	382	
			VAT	294	
			Tax	0	
Total Charged			4,000		

 Mrs. Vivian VI
 Guest Signature

 KATAE QA
 Cashier Signature

Parameter

Select Guest Name

All

From Date

23/03/2025

Select Address Type

Guest Address

To

26/03/2025

All

☒ Print By Transaction

All

Modify Description for Group or Transaction

Combine Room & ABF

Show Zero Transaction

Print by Summary

Show Deposit

☐ Print By Group Transaction

Included Void / Correction / Cancel Payment

Show Remark

Print Transferred Item

Show Deposit Apply

Preview

Send Email

Cancel



Smart Soraso Hotel 1

Room. 1123

Guest info. Mrs. Vivian VI

Company:

Address

Arrival 23/03/2025

Departure 26/03/2025

Folio

Master Folio

FL25000066

RR25000061

Page: 1/1

Printed: 14/08/2025 12:19 By (KATAE QA)

Date	Reference	Description	Charged	Paid	Balance
23/03/2025	DP25030007	Bank Transfer Deposit Apply	0	1,000	-1,000
23/03/2025	1123	Room Charge	4,100	0	3,100
24/03/2025	1123	BREAKFAST	400	0	3,500
24/03/2025	1123	Deposit Refund	0	-500	4,000
(four thousand five hundred Baht Only) (สี่พันห้าร้อยบาทถ้วน)			Total	4,500	500
			Net Amount	3,823	
			Service Charge	382	
			VAT	294	
			Tax	0	
			Total Charged	4,000	

 Mrs. Vivian VI
 Guest Signature

 KATAE QA
 Cashier Signature

Note: Only choose the options that are necessary for your print requirements.

7.21 Print Performa Folio

This function allows staff to view a folio of transactions for a room based on the posting journal. It is typically used to generate a provisional statement of charges before finalizing the folio, allowing review and confirmation of all posted transactions.

To perform the task:

1. Press **Print** from the top menu bar.
2. Press **Print Proforma Folio**, and then the Parameter for Print Folio will be displayed.
3. You can select any information to print the folio:
 - ☐ Select Guest Name: It will default to All, but you can select any guest in this room.
 - ☐ Select Address Type: Choose the address type to print.
 - ☐ From Date / To Date: Select the date period to print. If you press All, you don't have to select a date period; it will print all dates.
 - ☐ Press the radio button to select the Print Type: Print by Transaction or Print by Group Transaction.
 - ☐ Enter the Modify Description for Group or Transaction: To describe the group or transaction.
 - ☐ Enable the toggle Combine Room & ABF: To show Room Charge and Breakfast in one line.
 - ☐ Enable the toggle Included Void / Correction / Cancel Payment: To show transactions that are already Void, Correction, or Cancel Payment.
 - ☐ Enable the toggle Show Zero Transaction: To show transactions with zero value.
 - ☐ Enable the toggle Show Remark: To show remarks for all transactions.
 - ☐ Enable the toggle Print by Summary: To print the folio by summary.
 - ☐ Enable the toggle Print Transferred Item: To print transfer transactions from other folios.
4. Press **Preview** to view the information in a PDF file.
5. Press the **Send Email** button to send the folio via email.
6. Press **Cancel** to close the Parameter pop-up.

PMS

Cashier

Exchange Log

In-House

Transfer

Check-out

Advance Post

Early CO

Rename Folio

Print

Item Posting

Fast Post

123

CI25000028/ CI25000028 - Anya JTH

Due-out: 24/03/2025 12:00

Room Type : GFB

Check-In: 23/03/2025 19:25

Company :

Master Folio

Extra Folio

Package

FL25000069

0

FL25000070

1,000

FL25000071

860

+

>

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 11:03	0000	203 : Mini Bar	4,500
2	23/03/2025 11:56	000	712 : Alipay	-500
3	23/03/2025 11:56	001	703 : Amex Card	-1,000
4	23/03/2025 11:56	002	705 : Diners Card	-2,000
5	23/03/2025 13:48	HP25030027	501 : Laundry Ladies	428
6	23/03/2025 16:12	HP25030027	501 : Laundry Ladies	-428

Guest Balance

Outstanding Balance

B

1,860

B

4,000

Total Extra Folio

B

1,000

Payment

Post to Room Deposit

Alipay

Amex Card

Amex Outlet

Bank Transfer

Bank Transfer Outlet

BankTip

Cash Outlet

Cash Payment

City Ledger

City Ledger Outlet

Complimentary

Credit Card (Offline)

Deposit Other Payment

Diners Card

Diners Outlet

HG online

HG tip

JCB Card

JCB Outlet

Parameter

Select Guest Name

All

Select Address Type

Guest Address

From Date

23/03/2025

To

24/03/2025

All

Print By Transaction

Print By Group Transaction

All

Modify Description for Group or Transaction

Combine Room & ABF

Included Void / Correction / Cancel Payment

Show Zero Transaction

Show Remark

Print by Summary

Print Transferred Item

Preview

Send Email

Cancel

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 Author : QA Team



Smart Soraso Hotel 1


FOLIO NO FL25000070
 FOLIO TYPE Extra Folio

 ROOM NO 123
 COMPANY
 GUEST NAME Miss Anya JTH

 ADDRESS

 ARRIVAL DATE 23/03/2025
 DEPARTURE DATE 25/03/2025

PROFORMA FOLIO

DATE	REF NO	DESCRIPTIONS	CHARGE	PAID
		Laundry Ladies	855	0
TOTAL			855	0
GRAND TOTAL				855

 CASHIER' SIGNATURE

 GUEST' SIGNATURE

Parameter
✕

Select Guest Name

All

From Date

23/03/2025

▼

▲

☒ Print By Transaction

All

Modify Description for Group or Transaction

Combine Room & ABF

☒

Show Zero Transaction

☒

Print by Summary

☐

Select Address Type

Guest Address

To

25/03/2025

▼

▲

☐ All

☐ Print By Group Transaction

Included Void / Correction / Cancel Payment

☒

Show Remark

☒

Print Transferred Item

☒

Preview

Send Email

Cancel

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Smart Soraso Hotel 1
 99/24 ถนนสุขุมวิท Thailand
 Tel: 0888887789 Fax: 12121434343
 Email: QAONLY@gmail.com

FOLIO NO FL25000070 **PROFORMA FOLIO**
 FOLIO TYPE Extra Folio

 ROOM NO 123 A/R CODE
 COMPANY
 GUEST NAME Miss Anya JTH

 ADDRESS

 ARRIVAL DATE 23/03/2025
 DEPARTURE DATE 25/03/2025

DATE	REF NO	DESCRIPTIONS	CHARGE	PAID
23/03/2025	HP25030027	Laundry Ladies Ref No.: 0123456789	428	0
23/03/2025	HP25030027	Laundry Ladies Ref No.: 0123456789 Transferred from 123 folio FL25000070 10/08/2025 16:12 by:KATAE QA	428	0
(eight hundred and fifty-five Baht Only) (แปดร้อยห้าสิบบาทถ้วน)			TOTAL 855	0
			GRAND TOTAL	855

CASHIER SIGNATURE

GUEST SIGNATURE

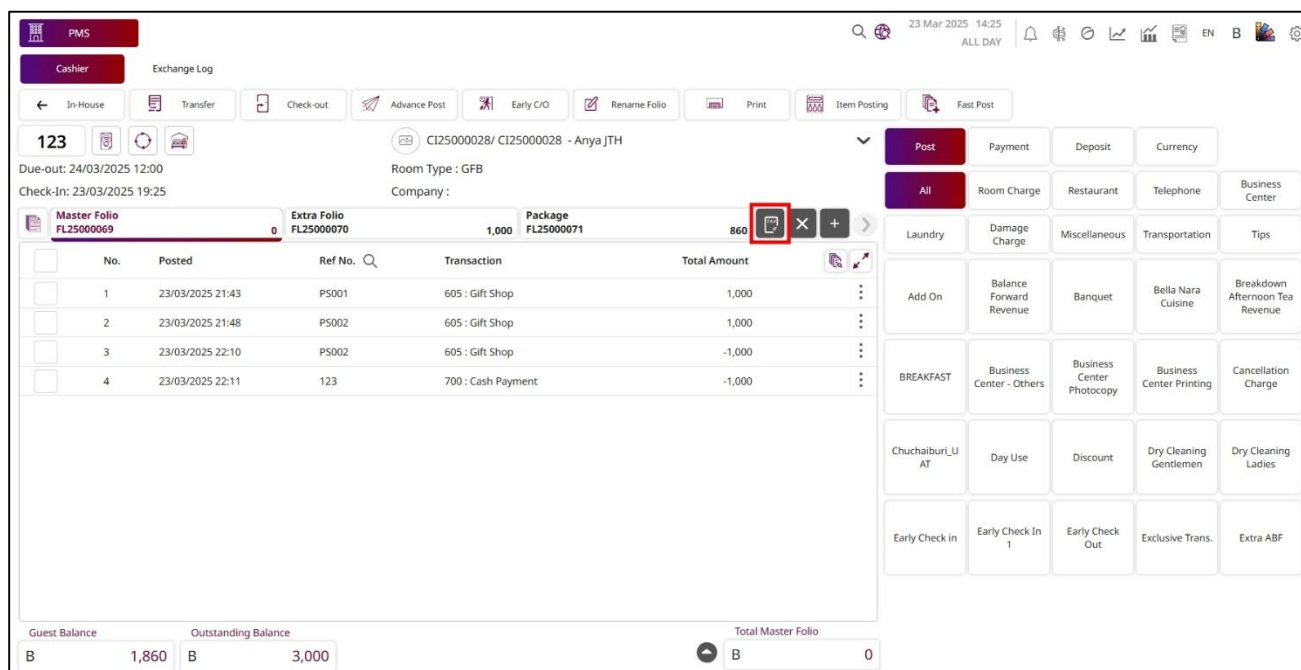
Note: A proforma folio is for review only and is not the final bill or official invoice. Finalize and verify transactions before issuing the official folio. Select only the options needed for printing.

7.22 Check Out 1 by 1 Folio and Send to E-Invoice

This function allows staff to check out an individual folio and send it to the e-invoice system. The folio must have a zero balance before checkout, meaning all transactions within it must be fully paid before the checkout process can be completed.

To perform the task:

1. Select a folio that has a total of 0, and the **Close & Send** button will be displayed.
2. Press **Close & Send**.



The screenshot shows the PMS interface with the following details:

- Room 123**: Due-out: 24/03/2025 12:00, Check-in: 23/03/2025 19:25, Room Type: GFB, Company: CI25000028/ CI25000028 - Anya JTH
- Folio Summary**:

Folio Type	Ref No.	Package	Total Amount
Master Folio	FL25000069		0
Extra Folio	FL25000070		1,000
Package	FL25000071		860
- Transactions**:

No.	Posted	Ref No.	Transaction	Total Amount
1	23/03/2025 21:43	PS001	605 : Gift Shop	1,000
2	23/03/2025 21:48	PS002	605 : Gift Shop	1,000
3	23/03/2025 22:10	PS002	605 : Gift Shop	-1,000
4	23/03/2025 22:11	123	700 : Cash Payment	-1,000
- Guest Balance**: B 1,860
- Outstanding Balance**: B 3,000
- Total Master Folio**: B 0

3. The **Post Invoice** pop-up will be displayed with the following details:
 - ☐ **Document No.:** Auto-generated and non-editable invoice number.
 - ☐ **Doc Status:** Indicates the status of the document (e.g., Prepare).
 - ☐ **RSVN. No.:** The reservation number linked to the guest's stay.
 - ☐ **Room No.:** The room number assigned to the guest.
 - ☐ **Arrival Date / Departure Date:** Check-in and check-out dates.
 - ☐ **Guest Information:** includes several fields essential for the invoice and guest details. The **Company Code** refers to the name of the company or booking source, while the **Guest Name** is the name of the guest. If applicable, the **Tax ID** refers to the guest or company's tax identification number, and the **Tax Location** specifies the tax location if it's different from the guest's address. Contact details such as **Email / Telephone** are required for the guest or company. The **Address** /

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Zip Code / City fields are used for the mailing address, postal code, and city. The **Country** field is a required field to select the guest's country. The **Payment Method** is another mandatory field, where the method of payment, such as TM/CK or Credit Card, is chosen. Finally, the **Remark** section allows for any additional notes or remarks regarding the guest's stay or transaction.

☐ **Transaction List:** This section shows all posted items and charges.

4. Press **Post Invoice** to confirm and finalize the invoice. Once posted, the invoice will be recorded in the system.
5. Press **Cancel** to close the screen and discard the process.

Post Invoice1 / 3 X

Document No.

FL25000069

Doc Status

Prepare

RSVN. No.

C125000028

Room No.

123

Arrival Date

23/03/2025

Departure Date

24/03/2025

Guest Information

Company Code - Name / Agent / Source *

AGENT TES

Guest Name

Anya JTH

Tax ID

Tax Location

Email

anyamane.smartfinder@gmail.com

Telephone

0625011173

Address

QA Hotel, 123/12

Country *

Thailand

City

Bangkok

Zip Code

11000

Payment Method *

TM/CK

Remark

Transaction List

☒	Description / Item / Size	Qty	Unit Price	Vat Rate %	Net Amount	Service	Vat	Tax	Total Amount	Ref No./ Ref Trn
☒	Gift Shop	1	1,000	7	850	85	65	0	1,000	
☒	Gift Shop	1	1,000	7	850	85	65	0	1,000	

Cancel

Post Invoice

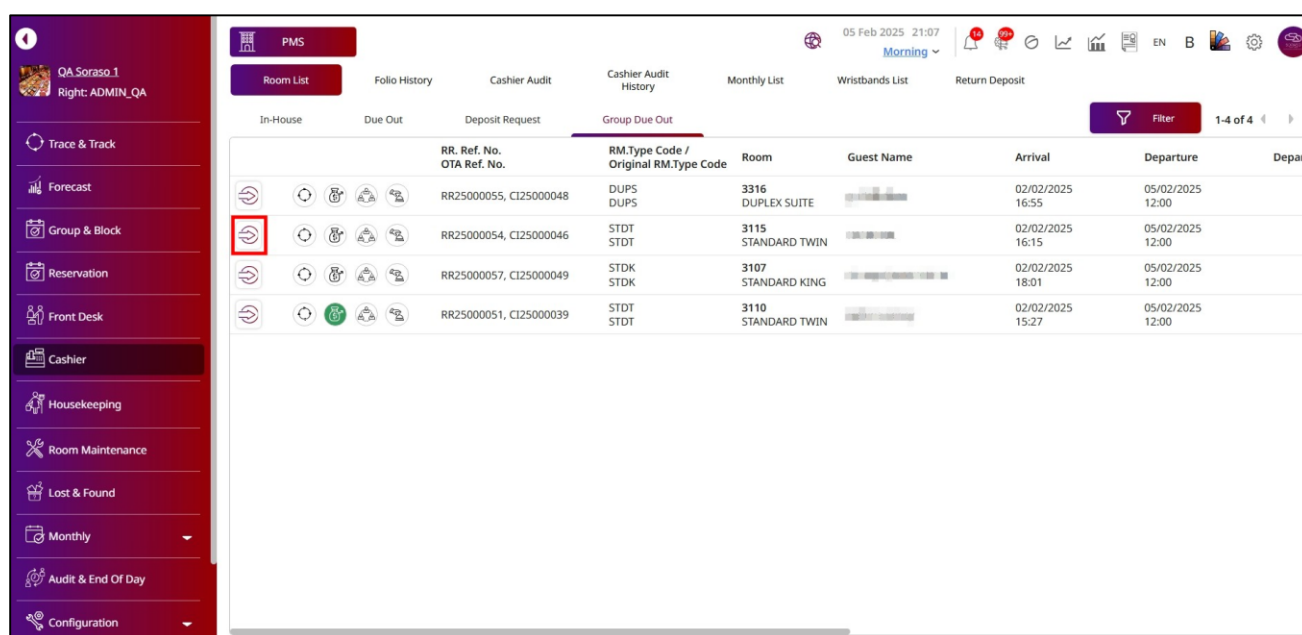
Note: The folio must have a zero balance for the system to display the Close & Send button.

8. Check Out Room/Group

Available under **Cashier > Room List > Group Due Out**, this function allows staff to check out multiple rooms under the same group code in one action. It streamlines balance settlement, charge management, and document issuance for the entire group, eliminating the need to close rooms individually. This helps save time, reduce errors, and ensure all group transactions are finalized together.

To perform the task:

1. Press the **Select & Go** icon button on the group under Group Due Out.



RR Ref. No.	OTA Ref. No.	RM.Type Code / Original RM.Type Code	Room	Guest Name	Arrival	Departure	Depart
RR25000055	CI25000048	DUPS DUPS	3316 DUPLEX SUITE		02/02/2025 16:55	05/02/2025 12:00	
RR25000054	CI25000046	STDT STDT	3115 STANDARD TWIN		02/02/2025 16:15	05/02/2025 12:00	
RR25000057	CI25000049	STDK STDK	3107 STANDARD KING		02/02/2025 18:01	05/02/2025 12:00	
RR25000051	CI25000039	STDT STDT	3110 STANDARD TWIN		02/02/2025 15:27	05/02/2025 12:00	

2. The system will display the **Group Information**, which cannot be edited on this page:

- ☐ Check-in: The check-in date of this group.
- ☐ Time: The check-in time of this group.
- ☐ Check-out: The check-out date of this group.
- ☐ Time: The check-out time of this group.
- ☐ Group Code: The group codes.
- ☐ Group Name: The name of the group.
- ☐ Name/Contract: The contract used for this group.
- ☐ Reference No.: The reference number of this group booking.
- ☐ Status: The status of this group.
- ☐ Night(s): Total nights of the group booking.

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3. The Room List in the group:

- ☐ If a room has a 0 Folio Balance, the Check-out button will be displayed.
- ☐ If the balance is not zero, the Pay Now button will be displayed.

PMS

05 Feb 2025 21:25
Morning

Group List

Group Information

Check-in
02/02/2025

Time
16:11

Check-out
06/02/2025

Time
12:00

Group Code *
GROUP-ANT

Group Name *
GROUP-ANT2025

Name / Contract *

Ref No. *
CTG2500009

Status *
In-House

Night(s) *
4

Block Code *

	Room Status	Room No.	Folio No.	Folio Name	Guest Name	Folio Balance	Payment Remark	Pay Now	Check-out
☐	OD	3111	FL25000122	Master Folio		15,800		Pay Now	Check-out
☐	OD	3114	FL25000118	Master Folio		15,050		Pay Now	Check-out
☐	OD	3114	FL25000119	Extra Folio		0		Pay Now	Check-out
☐	OD	3115	FL25000124	Master Folio		0		Pay Now	Check-out
☐	OD	3115	FL25000125	Extra Folio		0		Pay Now	Check-out

Total Rooms
3

Total Guest
6

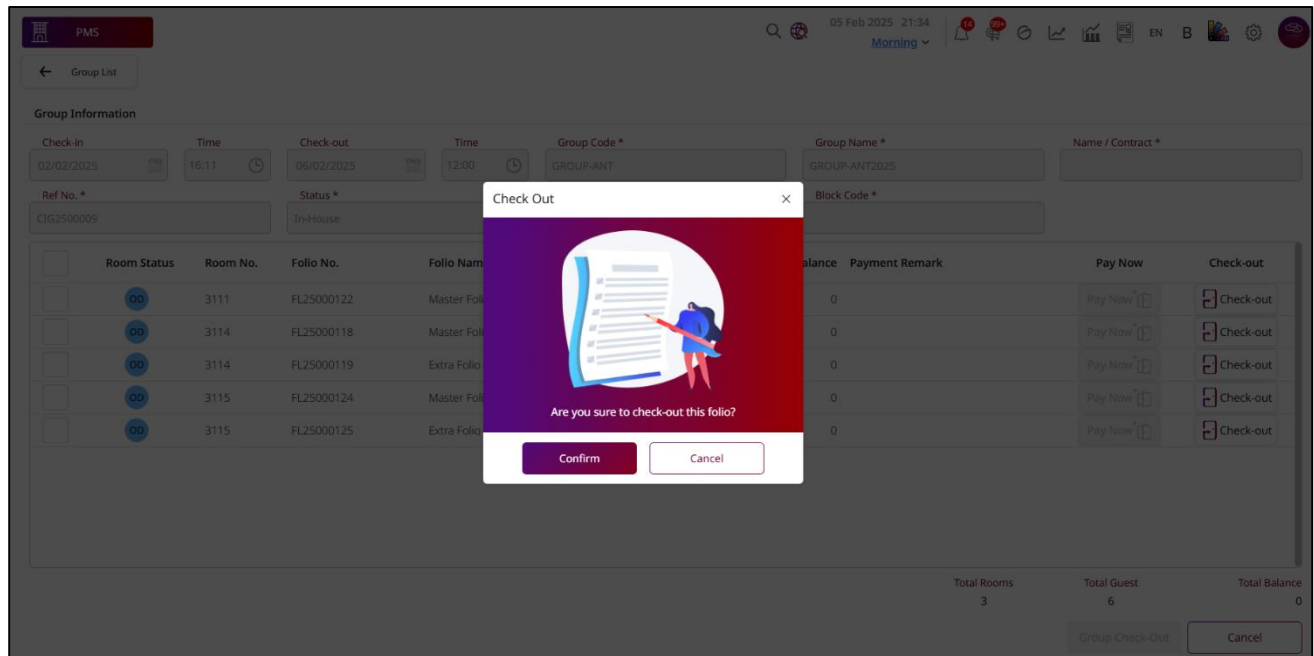
Total Balance
30,850

Group Check-Out

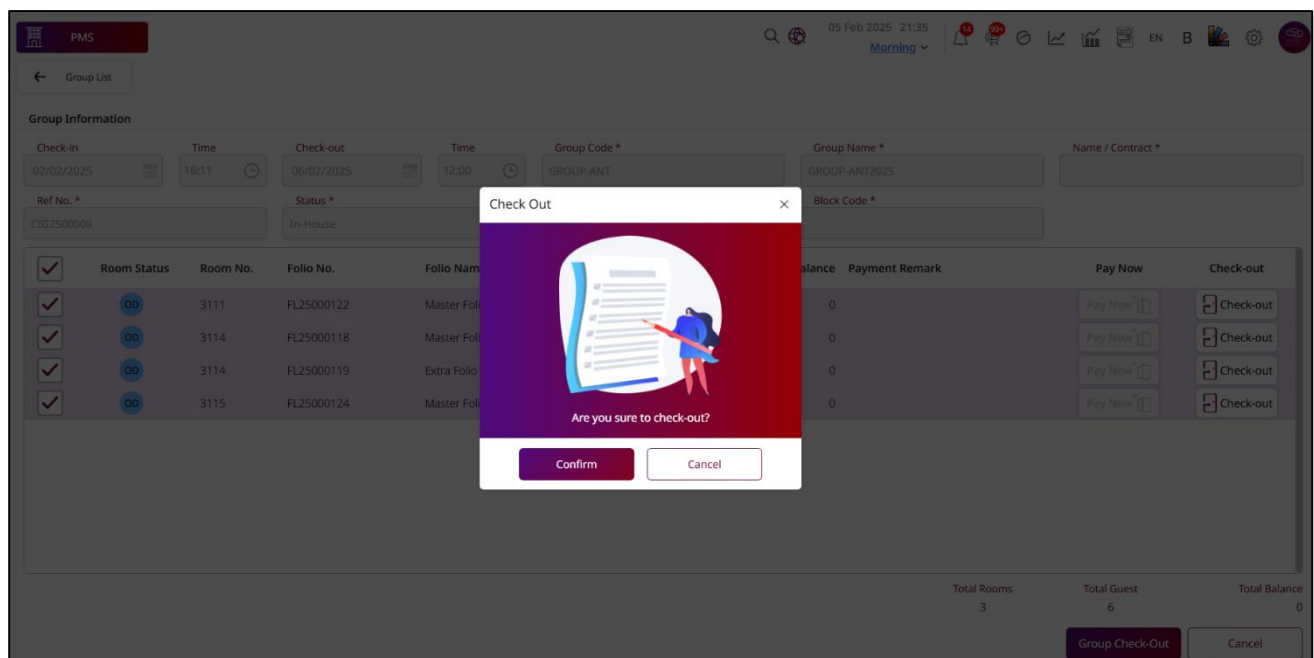
Cancel

4. Pressing the **Pay Now** button will take you to the Cashier page, where you must pay all outstanding transactions.
5. Pressing the **Check-out** button for a room will display a Confirm Check-out pop-up:
 - ☐ Press **Confirm** to check out this room.
 - ☐ Press **Cancel** to close the pop-up and discard the room check-out process.

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6. Press Select All and then Group Check-Out to check out all rooms in this group.
7. The Confirm Check-out pop-up will appear:
 - ☐ Press **Confirm** to check out all rooms in the group.
 - ☐ Press **Cancel** to discard the process.



9. Re-Print Folio After Check Out

Available under **Cashier > Folio History**, this function allows staff to reprint a guest's folio after the check-out process has been completed. It is commonly used to provide an additional copy to the guest or for internal record-keeping, displaying all finalized charges and payments as of the check-out time.

To perform the task:

1. Select a folio from the list of folio history.
2. Press **Print Folio**, and the Parameter pop-up will be displayed.

Smart Soraso Hotel 1

Right: ALL ADMIN

Trace & Track

Forecast

Group & Block

Reservation

Front Desk

Cashier

Housekeeping

Room Maintenance

Lost & Found

Monthly

Audit & End Of Day

PMS

23 Mar 2025 15:01

ALL DAY

EN

B

Room List

Folio History

Cashier Audit

Cashier Audit History

Monthly List

Return Deposit

Print Folio

Filter

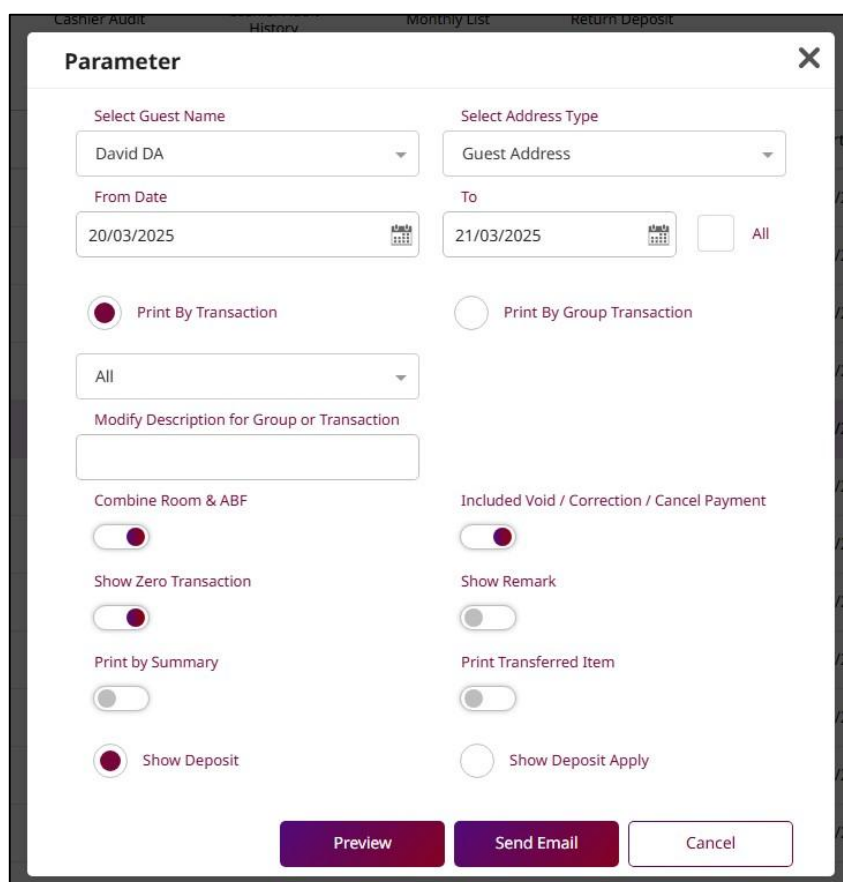
1-31 of 31

☐	Room No.	Guest Name 1/2	Folio No.	Folio Name	AMT Before Paid	Arrival/Time	Departure/Time	RR. Ref. No. OTA Ref. No.
☐	112	Teian RE	FL25000015	Master Folio	4,000	20/03/2025 14:49	21/03/2025 12:11	RR25000009, CO25000002
☐	112	Teian RE	FL25000016	Extra Folio	0	20/03/2025 14:49	21/03/2025 12:11	RR25000009, CO25000002
☐	113	Teian RE	FL25000013	Master Folio	4,000	20/03/2025 14:39	21/03/2025 12:12	RR25000009-1, CO25000003
☐	113	Teian RE	FL25000014	Extra Folio	0	20/03/2025 14:39	21/03/2025 12:12	RR25000009-1, CO25000003
☒	115	David DA	FL25000009	Master Folio	4,000	20/03/2025 14:22	21/03/2025 12:12	RR25000011, CO25000004
☐	115	David DA	FL25000010	Extra Folio	0	20/03/2025 14:22	21/03/2025 12:12	RR25000011, CO25000004
☐		David DA	FL25000011	Master Folio	0	20/03/2025 14:22	21/03/2025 12:12	RRG2500002, CO25000005
☐		David DA	FL25000012	Extra Folio	0	20/03/2025 14:22	21/03/2025 12:12	RRG2500002, CO25000005
☐	204	Momo MO	FL25000019	Master Folio	3,800	21/03/2025 14:57	22/03/2025 09:55	RR25000012, CO25000011
☐	204	Momo MO	FL25000020	Extra Folio	100	21/03/2025 14:57	22/03/2025 09:55	RR25000012, CO25000011
☐	205	Momo MO	FL25000017	Master Folio	4,000	21/03/2025 14:55	22/03/2025 09:54	RR25000012-1, CO25000010

3. You can select any information to print the folio:
 - ☐ Select Guest Name: It will default to All, but you can select any guest in this room.
 - ☐ Select Address Type: Choose the address type to print.
 - ☐ From Date / To Date: Select the date period to print. If you press All, you don't have to select a date period; it will print all dates.
 - ☐ Press the radio button to select the Print Type: Print by Transaction or Print by Group Transaction.
 - ☐ Enter the Modify Description for Group or Transaction: To describe the group or transaction.
 - ☐ Enable the toggle Combine Room & ABF: To show Room Charge and Breakfast in one line.
 - ☐ Enable the toggle Included Void / Correction / Cancel Payment: To show transactions that are already Void, Correction, or Cancel Payment.
 - ☐ Enable the toggle Show Zero Transaction: To show transactions with zero value.
 - ☐ Enable the toggle Show Remark: To show remarks for all transactions.

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- ☐ Enable the toggle Print by Summary: To print the folio by summary.
 - ☐ Enable the toggle Print Transferred Item: To print transfer transactions from other folios.
 - ☐ Enable the toggle Show Deposit: To show the deposit transaction.
 - ☐ Enable the toggle Show Deposit Apply: To show the deposit application.
4. Press **Preview** to view the information in a PDF file.
 5. Press the **Send Email** button to send the folio via email.
 6. Press **Cancel** to close the Parameter pop-up.



The screenshot shows a 'Parameter' pop-up window with the following fields and controls:

- Select Guest Name:** A dropdown menu with 'David DA' selected.
- Select Address Type:** A dropdown menu with 'Guest Address' selected.
- From Date:** A date field with '20/03/2025' and a calendar icon.
- To:** A date field with '21/03/2025' and a calendar icon, followed by an 'All' checkbox.
- Print By Transaction:** A radio button that is currently selected.
- Print By Group Transaction:** An unselected radio button.
- Modify Description for Group or Transaction:** A text input field with 'All' selected in a dropdown menu above it.
- Combine Room & ABF:** A toggle switch that is currently turned on.
- Included Void / Correction / Cancel Payment:** A toggle switch that is currently turned on.
- Show Zero Transaction:** A toggle switch that is currently turned on.
- Show Remark:** A toggle switch that is currently turned off.
- Print by Summary:** A toggle switch that is currently turned off.
- Print Transferred Item:** A toggle switch that is currently turned off.
- Show Deposit:** A radio button that is currently selected.
- Show Deposit Apply:** An unselected radio button.

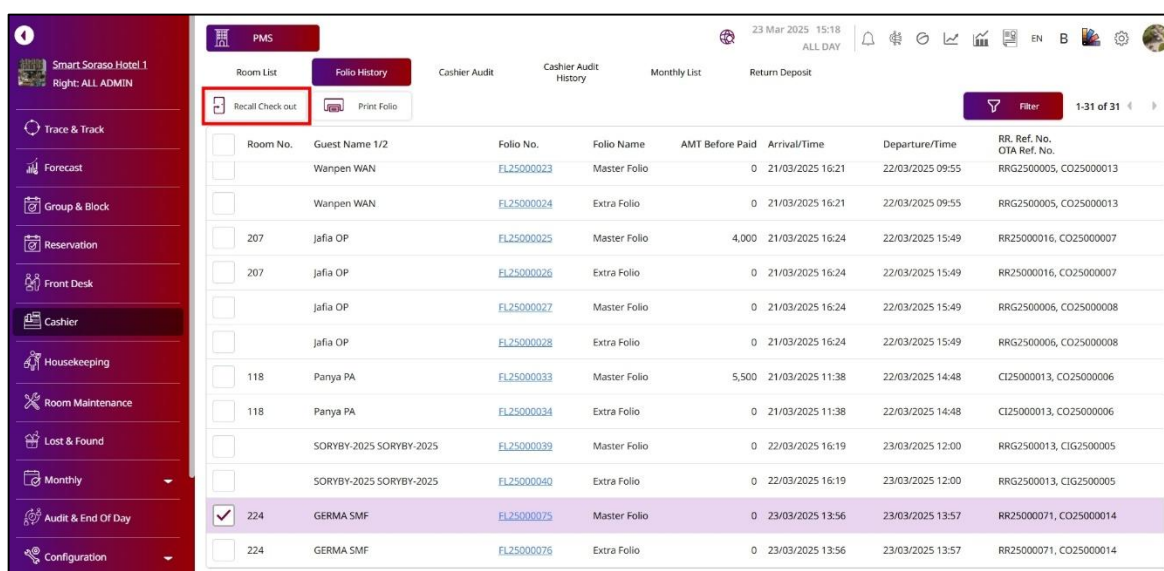
At the bottom of the window are three buttons: **Preview** (blue), **Send Email** (blue), and **Cancel** (white).

10. Recall Check Out

Available under **Cashier > Folio History**, this function allows staff to recall a folio that has already been checked out, provided the check-out occurred on the same day. It is particularly useful for making corrections or adjustments before the day's transactions are finalized.

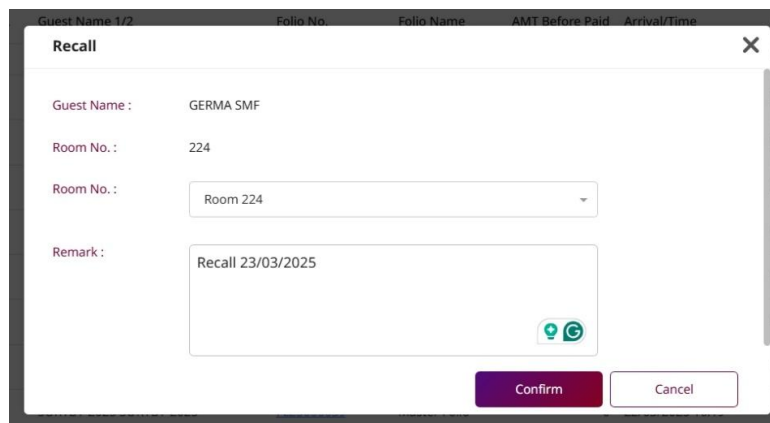
To perform the task:

1. Select a folio that you checked out today.
2. Press **Recall Check Out**.



Room No.	Guest Name 1/2	Folio No.	Folio Name	AMT Before Paid	Arrival/Time	Departure/Time	RR. Ref. No. OTA Ref. No.
	Wanpen WAN	FL25000023	Master Folio	0	21/03/2025 16:21	22/03/2025 09:55	RRG2500005, CO25000013
	Wanpen WAN	FL25000024	Extra Folio	0	21/03/2025 16:21	22/03/2025 09:55	RRG2500005, CO25000013
207	Jafia OP	FL25000025	Master Folio	4,000	21/03/2025 16:24	22/03/2025 15:49	RR25000016, CO25000007
207	Jafia OP	FL25000026	Extra Folio	0	21/03/2025 16:24	22/03/2025 15:49	RR25000016, CO25000007
	Jafia OP	FL25000027	Master Folio	0	21/03/2025 16:24	22/03/2025 15:49	RRG2500006, CO25000008
	Jafia OP	FL25000028	Extra Folio	0	21/03/2025 16:24	22/03/2025 15:49	RRG2500006, CO25000008
118	Panya PA	FL25000033	Master Folio	5,500	21/03/2025 11:38	22/03/2025 14:48	CI25000013, CO25000006
118	Panya PA	FL25000034	Extra Folio	0	21/03/2025 11:38	22/03/2025 14:48	CI25000013, CO25000006
	SORYBY-2025 SORYBY-2025	FL25000039	Master Folio	0	22/03/2025 16:19	23/03/2025 12:00	RRG2500013, CIG25000005
	SORYBY-2025 SORYBY-2025	FL25000040	Extra Folio	0	22/03/2025 16:19	23/03/2025 12:00	RRG2500013, CIG25000005
224	GERMA SMF	FL25000075	Master Folio	0	23/03/2025 13:56	23/03/2025 13:57	RR25000071, CO25000014
224	GERMA SMF	FL25000076	Extra Folio	0	23/03/2025 13:56	23/03/2025 13:57	RR25000071, CO25000014

3. The **Recall** pop-up will be displayed.
4. Enter the **Remark**.
5. Press **Confirm** to recall, and this room will change its status to In-House.
6. Press **Cancel** to discard the process.



Guest Name 1/2: GERMA SMF

Folio No.: 224

Folio Name: Room 224

AMT Before Paid: 0

Arrival/Time: 23/03/2025 13:56

Departure/Time: 23/03/2025 13:57

Remark: Recall 23/03/2025

Confirm **Cancel**