

# Manual

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**PMS – Post Item to Room User Guide**

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## 1. Overview

The Post Item to Room function in PMS allows staff to post additional charges or items to a guest room bill. This can be done from the Front Desk, Cashier, or Housekeeping menus. The function ensures consistent posting procedures with proper confirmation and traceability through billing references.

## 2. Post from Front Desk

Available under **Front desk > Room > Item Posting**, this function allows staff to post items directly from the front desk interface. The system supports item selection, confirmation, and updates to the guest's bill.

To perform the task:

1. Select **Front** desk menu
2. Select **Room**
3. Click **Item Posting** button
4. Select an item from the popup window
5. Fill in the Item Information
6. Click **Confirm** to post or **Cancel** to abort
7. The item will be posted and referenced by Ref Bill No. in the cashier page

Mini Bar Posting
✕

Room No.

Guest Name

Folio

Ref Bill No. \*

Discount AMT

Discount %

Mini Bar Posting Item

Item	Par		Qty		Unit Price	Amount
20301 Taro	5.00	-	<input type="text" value="0"/>	+	<input type="text" value="25"/>	0.00
20302 Cal Cheese	10.00	-	<input type="text" value="0"/>	+	<input type="text" value="25"/>	0.00
20303 Pringles Original	0.00	-	<input type="text" value="0"/>	+	<input type="text" value="45"/>	0.00
20304 Lays Rock Potato Salt	0.00	-	<input type="text" value="0"/>	+	<input type="text" value="40"/>	0.00
20307 Euro Custard	0.00	-	<input type="text" value="0"/>	+	<input type="text" value="25"/>	0.00
20308 ขนมขี้	0.00	-	<input type="text" value="0"/>	+	<input type="text" value="50"/>	0.00
20309 ขนมขุ่ยเล็ก	0.00	-	<input type="text" value="0"/>	+	<input type="text" value="60.00"/>	0.00
20310 Dedo Drink	0.00	-	<input type="text" value="0"/>	+	<input type="text" value="90"/>	0.00
20311 Pepsi	10.00	-	<input type="text" value="0"/>	+	<input type="text" value="30"/>	0.00
20314 ขนมมันฝรั่งทอด	2.00	-	<input type="text" value="0"/>	+	<input type="text" value="0"/>	0.00
20315 ทุเรียนทอดรสเข้มข้น	0.00	-	<input type="text" value="0"/>	+	<input type="text" value="0"/>	0.00

Total Before Discount  
0.00

Total Discount  
0.00

Total Qty  
0.00

Total Amount  
0.00

Confirm

Cancel

**Note:** Ensure room is occupied and guest is checked-in before posting items to avoid posting to invalid folios

### 3. Post from Cashier

Available under **Cashier > In-house > Item Posting**, this function allows cashiers to post items to guest rooms during active stay. The system facilitates item selection and ensures proper posting workflow.

To perform the task:

1. Select **Cashier** menu
2. Switch to **In-house** tab
3. Click Select in front of the target room
4. Click **Item Posting** button
5. Select an item from the popup window
6. Fill in the Item Information
7. Click **Confirm** to post or **Cancel** to abort
8. The item will be posted and referenced by Ref Bill No. in the cashier page

**Damage Charge** ✕

Room No.       Guest Name       Folio       Ref Bill No. \*

Discount AMT        Discount %

**Damage Charge Item**

Item	Par		Qty		Unit Price	Amount
DMC001 Table Broken	3.00	-	<input type="text" value="1"/> ✕ +		<input type="text" value="1500"/>	1,500.00
DMC002 Door Lock	2.00	-	<input type="text" value="1"/> ✕ +		<input type="text" value="5000"/>	5,000.00
DMC003 Mirror	1.00	-	<input type="text" value="1"/> ✕ +		<input type="text" value="3000"/>	3,000.00

Total Before Discount  
9,500.00

Total Discount  
0.00

Total Qty  
3.00

Total Amount  
9,500.00

**Note:** Always verify that the folio is still open and matches the guest's stay period before posting.

#### 4. Post from Housekeeping

Available under **Housekeeping > Room > Item Posting**, this function allows housekeeping staff to post items directly to the guest room bill. It follows the same process of selection, confirmation, and billing.

To perform the task:

1. Select **Housekeeping** menu
2. Select **Room** tab
3. Click **Item Posting** button
4. Select an item from the popup window
5. Fill in the Item Information
6. Click **Confirm** to post or **Cancel** to abort
7. The item will be posted and referenced by Ref Bill No. in the cashier page

**Mini Bar Posting** ✕

Room No.     Guest Name     Folio     Ref Bill No. \*

Discount AMT      Discount %

**Mini Bar Posting Item**

Item	Par		Qty		Unit Price	Amount
20301 Taro	5.00	-	1 <input type="text"/> ✕ <input type="text"/>	+	25	25.00
20302 Cal Cheese	10.00	-	0 <input type="text"/>	+	25	0.00
20303 Pringles Original	0.00	-	0 <input type="text"/>	+	45	0.00
20304 Lays Rock Potato Salt	0.00	-	1 <input type="text"/> ✕ <input type="text"/>	+	40	40.00
20307 Euro Custard	0.00	-	1 <input type="text"/> ✕ <input type="text"/>	+	25	25.00
20308 ขนมจีบ	0.00	-	0 <input type="text"/>	+	50	0.00
20309 ขนมทอดเล็ก	0.00	-	1 <input type="text"/> ✕ <input type="text"/>	+	60.00	60.00
20310 Dedo Drink	0.00	-	0 <input type="text"/>	+	90	0.00
20311 Pepsi	10.00	-	0 <input type="text"/>	+	30	0.00
20314 คอกเน้ดำโรตตอม	2.00	-	0 <input type="text"/>	+	0	0.00
20315 ฝรั่งกลวงรสชาตินิ่ม	0.00	-	0 <input type="text"/>	+	0	0.00

Total Before Discount 150.00    Total Discount 0.00    Total Qty 4.00    Total Amount 150.00

**Note:** Ensure items posted by housekeeping are coordinated with front office or cashier to maintain transaction consistency.