

Manual

PMS-Reports User Guide

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1. Overview

This PMS – Reports User Guide provides hotel staff with comprehensive instructions on how to manage and interpret various reports within the property management system. It includes detailed steps for viewing reports related to guest arrivals and departures, hotel posting journals, revenue and performance tracking, and more. The guide is designed to help users efficiently analyze financial and operational data to make informed decisions, ensuring smooth hotel operations.

2. Operation Report

2.1. Actual Arrival

Available under **PMS > Reports > Actual Arrival**, this function allows staff to view actual guest arrivals, including stay records and revenue data, within a selected date range. It helps verify check-in activity and monitor performance tied to specific rate plans, segments, or user roles.

- Date Range** — Select the From Date and To Date fields to define the check-in period.
- Building From / To** — Filter by building/room section (if the property has multiple buildings).
- Market Segment / Group / Guest Type** — To analyze specific sources or categories of guests
- Channel / User** — Track bookings by reservation channel or staff member.
- Show Inactive User** — Include bookings handled by inactive users.
- Sort By Options** — By Time, By Room, By Alpha and By Company
- Show Rate** — Choose whether to display the room rate in the report.
- Display Options** — Show House Folio, Show Notices, Show Comments, Show Guest Favorites and Deducted Discount.

From Date

To

Building

Market Segment

Group

Guest Type

Channel

User

Show inactive user

Sort By

By Time
 By Room
 By Alpha
 By Company

Show Rate

Yes
 No

Show House Folio
 Show Notices
 Show Comments
 Show Guest Favorites

Deducted Discount

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This report provides a detailed list of guests who have physically arrived and checked in, including key details such as room number, room rate, nationality, number of guests, and reservation references.

- Room# / RM.Type / Original RM** — Room number and room type reserved.
- Company / Agent** — Contracted company or travel agent. (if any)
- Guest Name**— Full name(s) of guests who checked in.
- #Visit** — Number of visits for that guest
- Nationality / Segment** — Nationality and market segment.
- Night / Adt / Chd / Inf / Gst / Ex-Bd** — Nights stayed, number of Adults, Children, Infants, Total Guests, Extra Beds.
- Arrival / Departure Date** — Guest’s actual check-in and scheduled check-out dates.
- Rate / Group Code** — Room rate per night after discount / group booking code. (if any)
- RR. Ref. No. / OTA Ref. No.** — Reservation reference numbers.

QA Soraso 1		Actual Arrival										Page(s) :1/1				
Info. date:15/01/2025 to 15/01/2025		Building :All		Segment:All								Print Date :19/06/2025 14:28				
Group:All		Guest Type:All		Channel :All								Print by :SAIPARN SP.				
User :All		Sort By :Alpha		Rate deducted discount												
Room#	RM.Type/Original RM.	Company Agent	Company Guest	Night	Adt	Chd	Inf	Gst	Ex-Bd	Arr.Date	Dep.Date	Rate Register#	RR. Ref. No.			
		Guest Name 1/2	#Visit	Guest Type	Nationality	Segment					Group Code		OTA Ref. No.			
DAILY POSTING																
1209	JRS/JRS	Miss Anya K	0	REG	Thai	1	1	0	0	1	0	15/01/2025 15:46	16/01/2025 12:00	1,800	RR#2500150,CI#2500082	NR
\$1209	JRS/JRS	Mr. Dean Dion	0	REG	Thai	1	1	0	0	1	0	15/01/2025 15:46	16/01/2025 12:00	1,800	RR#2500151,CI#2500083	NR
1108	2BRS/FMST	OC Khun อภิวัฒน์	0	REG	Thai	1	3	2	0	5	1	15/01/2025 10:38	16/01/2025 12:00	9,200	RR#2500143,CI#2500081	NR
Total Room		1	Total Guest			5	2	0	7	1						

2.2. Actual Departure

Available under **PMS > Reports > Actual Departure**, this function allows staff to view detailed information about guests who have checked out within a specified date range, helping staff track and manage guest departures efficiently.

- From Date / To Date** — Select the date range for departures
- Building From / To** — Filter by building zones. (if applicable)
- Market Segment / Group / Guest Type / Channel** — Narrow results based on market, booking group, or guest category.
- User** — Filter by reservation staff.
- Show Inactive User** — Include records handled by inactive users.
- Show Inactive User** — Include records handled by inactive users.
- Layout Options** — By Summary and By Detail.
- Sort By Options** — By Time, By Room and By Alpha.
- Display Options** — Show House Folio, Show Empty Bill (Blank Folio), Show Notices, Show Comments, Show Guest Favorites

From Date

Building From

Market Segment

User

To

To

Group

Show inactive user

Guest Type

Channel

Report Layout

By Summary

 By Detail

Sort By

By Time

 By Room

 By Alpha

Show House Folio

 Show Notices

 Show Comments

 Show Guest Favorites

Show Empty Bill (Blank Folio)

Layout: Summary, this layout provides a summarized view of guests who have checked out within the specified date range, offering a quick overview of key information.

- Room# / RM.Type / Original RM** — Room number and room type reserved.
- Company / Agent** — Contracted company or travel agent. (if any)
- Guest Name**— Full name(s) of guests who checked in.
- Arrival and Departure Information:** Shows arrival date/time, departure date/time, and departure details.
- Night / Adt / Chd / Inf / Gst / Ex-Bd** — Nights stayed, number of Adults, Children, Infants, Total Guests, Extra Beds.
- RR. Ref. No. / OTA Ref. No.** — Reservation reference numbers.
- Payment Summary** — Displays a summary of the payment types made (e.g., Alipay, Bank Transfer, Cash Payment), with the Total Payment at the bottom.

Actual Departure Summary													Page(s) :1/1			
Smart Soraso Hotel 1													Print Date :19/06/2025 16:14			
From Dep. Date : 04/03/2025 to 05/03/2025													Print by :SAIPARN SP			
Group : All			From Building : All			Guest type : All			Segment : All							
User : All			Sort By : Time			Channel : All										
ROOM	RM.Type/Original RM	Company Agent	Arr.Date/Time	Dep.Date/Time	Departure By	Adt	Chd	Inf	Gst	Night	Market Segment	Gst.Type	Register	C/O By	RR. Ref. No.	OTA Ref. No.
		Guest Name 1/2	Email		Company Guest											
DAILY POSTING																
120	BDS/DLXT		23/02/2025 15:28	04/03/2025 10:23		2	0	0	2	9	AIRL	REG			RR25000500,CO25000316	NR
		Mr. Devid SMF	Thai													
103	DLXPACDBL/DLXT		03/03/2025 13:38	04/03/2025 14:47		8	0	0	8	1	AIRL	REG			RR25000530,CO25000315	NR
		Mrs. Halina SMF	Thai													
Total Room :2						Total Guest : 10 0 0 10										
SUMMARY PAYMENT																
Alipay			4,750													
Bank Transfer			36,000													
Cash Payment			500													
Total Payment			41,250													
Soraso													Software By : SmartFinder Co., Ltd			
NR = Normal , PK =Package , AM =Allotment , PA =Package&Allotment																

Layout: Detail, detailed information about the guest's stay and payment is presented more thoroughly compared to the summarized version. This layout breaks down the data into various categories, providing a more granular view of the guest's reservation and payment history.

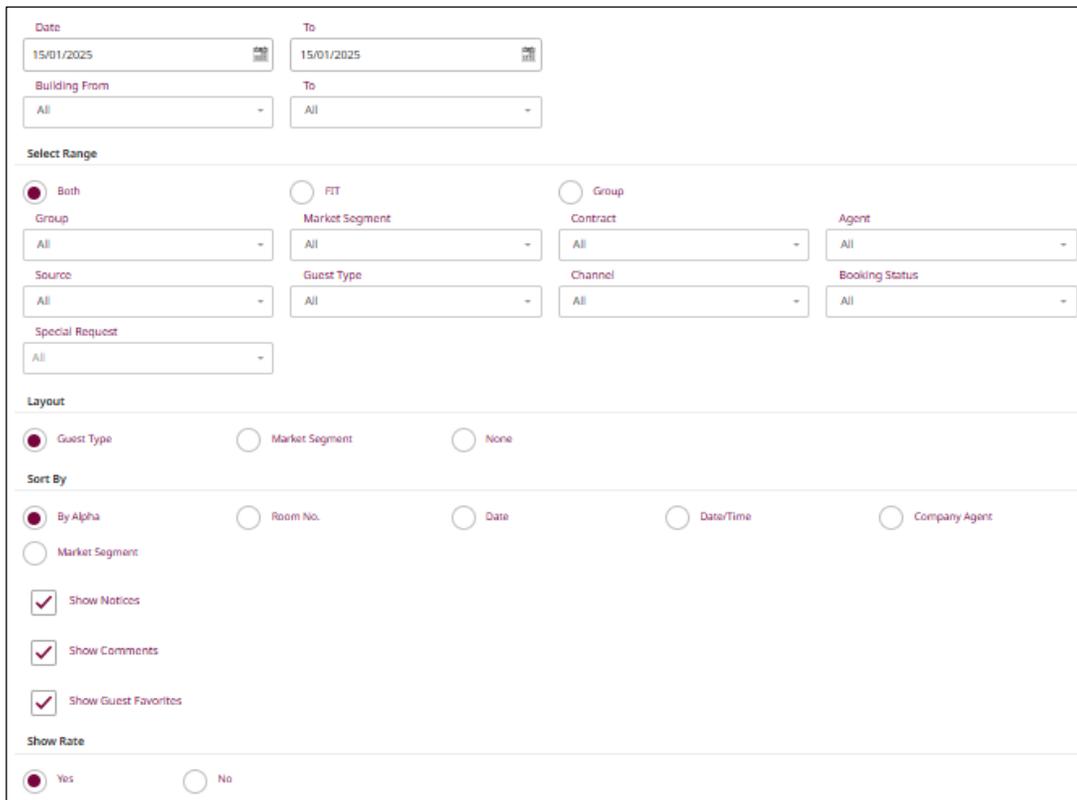
- Room# / RM.Type / Original RM** — Room number and room type reserved.
- Company / Agent** — Contracted company or travel agent. (if any)
- Guest Name**— Full name(s) of guests who checked in.
- Arrival and Departure Information:** Shows arrival date/time, departure date/time, and departure details.
- Night / Adt / Chd / Inf / Gst / Ex-Bd** — Nights stayed, number of Adults, Children, Infants, Total Guests, Extra Beds.
- RR. Ref. No. / OTA Ref. No.** — Reservation reference numbers.
- Payment Summary** — Displays a summary of the payment types made (e.g., Alipay, Bank Transfer, Cash Payment), with the Total Payment at the bottom.

Actual Departure													Page(s) :1/1				
Detail													Print Date :19/06/2025 16:33				
Smart Soraso Hotel 1													Print by :SAIPARN SP				
From Dep. Date : 04/03/2025 to 05/03/2025			From Building : All			Segment : All											
Group : All			Guest type : All			User : [12] ADMIN S.											
Channel : All			Sort By : Time														
Room#	RM.Type/Original RM	Company Agent	Arr.Date/Time	Dep.Date/Time	Departure By	Adt	Chd	Inf	Gst	Night	Market Segment	Gst.Type	Register	C/O By	RR. Ref. No.	OTA Ref. No.	
DAILY POSTING																	
103	DLXPACDBL/DLXT	Mrs. Halina SMF	03/03/2025 13:38	04/03/2025 14:47	Thai	8	0	0	8	1	AIRL	REG			ADMIN S.	RR25000530,CO25000315	NR
	FL25000710	Master Folio	03/03/2025 11:12:25	Room Charge								4,100	AUTOPOST				
			03/03/2025 11:12:25	Extra Bed								250	AUTOPOST				
			04/03/2025 11:12:25	BREAKFAST								400	AUTOPOST				
			04/03/2025 16:28:30	Alipay								-4,750					
	FL25000711	Extra Folio	03/03/2025 14:44:23	Bella Nara Cuisine								500					
			04/03/2025 11:15:23	Cash Payment								-500					
	FL25000721	Extra Folio	04/03/2025 11:11:16	Breakdown Afternoon Tea Revenue								-1					
				Sub Total								-1.00					
SUMMARY PAYMENT																	
				Alipay								4,750.00					
				Cash Payment								500.00					
				Total Payment								5,250.00					

2.3. Expected Arrival

Available under **PMS > Reports > Expected Arrival**, this function allows staff to view a report of guests expected to arrive on a specific date or within a selected date range. It supports front office and operations teams in preparing for check-ins by offering filters such as guest type, market segment, booking status and more.

- Date Range** — Select arrival dates using **From** and **To** fields.
- Building From / To** — Filter by building/room section (if the property has multiple buildings).
- Select Range** — Both, FIT and Group.
- Additional Filters** — Group, Market Segment, Contract, Agent, Source, Guest Type, Channel, Booking Status and Special Request.
- Layout Options** — Results by Guest Type, Market Segment or None.
- Sort By** — Alphabetically, Room No., Date, Date/Time, Company/Agent and Market segment.
- Display Options** — Show Notices, Show Comments and Show Guest Favorites.
- Show Rate** — Choose whether to display the room rate in the report.



The screenshot displays the filter interface for the 'Expected Arrival' report. It includes the following sections:

- Date:** Two date pickers for 'Date' (15/01/2025) and 'To' (15/01/2025).
- Building From / To:** Two dropdown menus, both set to 'All'.
- Select Range:** Radio buttons for 'Both' (selected), 'FIT', and 'Group'.
- Additional Filters:** A grid of dropdown menus for 'Group', 'Market Segment', 'Contract', 'Agent', 'Source', 'Guest Type', 'Channel', and 'Booking Status', all set to 'All'. A 'Special Request' dropdown is also present, set to 'All'.
- Layout:** Radio buttons for 'Guest Type' (selected), 'Market Segment', and 'None'.
- Sort By:** Radio buttons for 'By Alpha' (selected), 'Room No.', 'Date', 'Date/Time', and 'Company Agent'. There is also an unselected 'Market Segment' option.
- Display Options:** Three checked checkboxes for 'Show Notices', 'Show Comments', and 'Show Guest Favorites'.
- Show Rate:** Radio buttons for 'Yes' (selected) and 'No'.

Layout: Guest Type, this report displays guests expected to arrive at the hotel, grouped by Guest Type. The layout helps staff easily identify and manage guest arrivals.

- Guest Type** — Guests are grouped by type.
- RM No. / RR. Ref. No.** — Room number and reservation reference number assigned to the booking.
- Guest Name** — Name(s) of the guest(s) expected to check in.
- Arrival / Departure Date & Time** — Scheduled check-in and check-out date and time.
- RM Type** — The room type/category reserved. (e.g., STDT, DLX, FMSP)
- #RM / Adt / Chd / Inf** — Number of rooms, adults (Adt), children (Chd), and infants (Inf) in the booking.
- GST / Ex-Bd** — Total number of guests and number of extra beds requested.
- Rate Code** — Room rate plan or pricing agreement used during the reservation process.
- RM. Rate** — Room price per night.
- ABF** — Breakfast inclusion.
- Total Amount** — Total payable by guest.
- RSVN Date / Status** — Booking date and status. (e.g., NR = Normal Reservation)
- RSVN By** — Staff who handled the reservation.

Expected Arrival														Page(s) :1/1													
QA Soraso 1														Print Date :19/06/2025 16:59													
Arr. Date:15/01/2025														Print by :SAIPARN SP.													
Group:All Group																											
Agent :All																											
Channel:All Channel																											
Special Request :																											
From Building : All Building																											
Segment:All Segment																											
Source :All																											
Select Range : Both																											
Contract :All																											
Guest Type:All Guest Type																											
Sort By:Guest Name																											
RM. No	RR. Ref. No.	Arr. Date	Arr. By / Flight	Arr. Time	Dep. Date	RM. Type	#RM	Adt	Chd	Inf	GST	Ex-Bd	Rate Code	RM. Rate	ABF	Total AMT.	RSVN. Date	RSVN. Status									
OTA Ref. No.	Guest Name 1 / 2	#Visit		Original RM.	Company Agent	Segment	Company Guest		Group	RSVN. By																	
Guest Type: REG																											
1208	RR#2500144	15/01/2025		14:00	16/01/2025	GRST	1	2	0	0	2	0	OPN	1,600	400	2,000	16/06/2025	Confirmed Booking	NR								
			Miss ANINTY QA			0 GRST							BLO														
			Miss SAIPARN QA			0																					
\$1203	RR#2500146	15/01/2025		14:00	16/01/2025	DLXK	0	1	0	0	1	0	OPN	1,800	200	2,000	16/06/2025	Confirmed Booking	NR								
			Mr. Junior JU			0 DLXK							BLO														
3112	RR#2500149	15/01/2025		14:00	16/01/2025	STDT	1	7	2	0	9	1	FIXEX	3,900	600	4,500	16/06/2025	Confirmed Booking	NR								
			Miss Manow AA			0 STDT							BLO														
Special Request: HNY																											
3102	RR#2500148	15/01/2025		14:00	16/01/2025	STDT	1	2	0	0	2	1	FIXIN	1,000	400	1,400	16/06/2025	Confirmed Booking	NR								
			Miss Sarah WA			0 STDT							BLO														
			Group01																								
3110	RR#2500148-1	15/01/2025		14:00	16/01/2025	STDT	1	2	0	0	2	1	FIXIN	1,000	400	1,400	16/06/2025	Confirmed Booking	NR								
			Miss Sarah WA			0 STDT							BLO														
			Group01																								
3111	RR#2500148-2	15/01/2025		14:00	16/01/2025	STDT	1	2	0	0	2	1	FIXIN	1,000	400	1,400	16/06/2025	Confirmed Booking	NR								
			Miss Sarah WA			0 STDT							BLO														
			Group01																								
\$1203	RR#2500147	15/01/2025		14:00	16/01/2025	DLXK	1	1	0	0	1	0	OPN	1,800	200	2,000	16/06/2025	Confirmed Booking	NR								
			Mr. Senior JU			0 DLXK							BLO														
3116	RR#2500152	15/01/2025		14:00	16/01/2025	ZBR	1	2	0	0	2	1	OTARB	2,600	400	3,000	17/06/2025	Confirmed Booking	NR								
			Khun Test Booking 01			0 ZBR							CRH														
1202	RR#2500142	15/01/2025		14:00	16/01/2025	FMSP	1	3	2	0	5	1	AFTNT	5,300	800	6,100	16/06/2025	Confirmed Booking	NR								
			Mr. Tony KA			0 FMSP							BLO														
			Miss Jerry KA			0																					
.....																											
Total Room :				8				Total Guest :				22				4				0				26			
.....																											
NR =Normal, PK =Package, AM = Allotment, PA =Package&Allotment																											
																			Smart Finder								

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Layout: Market Segment, to provide hotel staff with a detailed overview of guests expected to arrive on a specific date, grouped by Market Code, helping streamline check-in preparations and operational planning.

- Market Code** — Groups guests based on marketing/channel segments. (e.g., BLO, CRH)
- RM No. / RR. Ref. No.** — Room number and reservation reference number assigned to the booking.
- Guest Name** — Name(s) of the guest(s) expected to check in.
- Arrival / Departure Date & Time** — Scheduled check-in and check-out date and time.
- RM Type** — The room type/category reserved. (e.g., STDT, DLX, FMSP)
- #RM / Adt / Chd / Inf** — Number of rooms, adults (Adt), children (Chd), and infants (Inf) in the booking.
- GST / Ex-Bd** — Total number of guests and number of extra beds requested.
- Rate Code** — Room rate plan or pricing agreement used during the reservation process.
- RM. Rate** — Room price per night.
- ABF** — Breakfast inclusion.
- Total Amount** — Total payable by guest.
- RSVN Date / Status** — Booking date and status. (e.g., NR = Normal Reservation)
- RSVN By** — Staff who handled the reservation.

QA Soraso 1															Expected Arrival		Page(s) :1/1			
Arr. Date:15/01/2025		From Building : All Building			Select Range : Both					Print Date :19/06/2025 17:03										
Group:All Group		Segment:All Segment			Contract :All					Print by :SAIPARN SP.										
Agent :All		Source :All			Guest Type:All Guest Type															
Channel:All Channel					Sort By:Guest Name															
Special Request :																				
RM. No	RR Ref. No.	Arr. Date	Arr. By / Flight	Arr. Time	Dep. Date	RM. Type	#RM	Adt	Chd	Inf	GST	Ex-Bd	Rate Code	RM. Rate	ABF	Total AMT.	RSVN. Date	RSVN. Status		
OTA Ref. No.	Guest Name 1 / 2	#Visit	Original RM.	Company Agent	Segment	Company Guest	Group											RSVN. By		
1208	RR# 2500144	15/01/2025		14:00	16/01/2025	GRST	1	2	0	0	2	0	OPN	1,600	400	2,000	16/06/2025	Confirmed Booking	NR	
	Miss ANNTY QA	0	GRST										BLO							
	Miss SAIPARN QA	0																		
	Special Request:																			
\$1203	RR# 2500146	15/01/2025		14:00	16/01/2025	DLXK	0	1	0	0	1	0	OPN	1,800	200	2,000	16/06/2025	Confirmed Booking	NR	
	Mr. Junior JU	0	DLXK										BLO							
	Special Request:																			
3112	RR# 2500149	15/01/2025		14:00	16/01/2025	STDT	1	7	2	0	9	1	FIXEX	3,900	600	4,500	16/06/2025	Confirmed Booking	NR	
	Miss Manow AA	0	STDT										BLO							
	Special Request:HNY																			
3102	RR# 2500148	15/01/2025		14:00	16/01/2025	STDT	1	2	0	0	2	1	FIXIN	1,000	400	1,400	16/06/2025	Confirmed Booking	NR	
	Miss Sarah WA	0	STDT										BLO		Sarah					
	Special Request:																			
3110	RR# 2500148-1	15/01/2025		14:00	16/01/2025	STDT	1	2	0	0	2	1	FIXIN	1,000	400	1,400	16/06/2025	Confirmed Booking	NR	
	Miss Sarah WA	0	STDT										BLO		Sarah					
	Special Request:																			
3111	RR# 2500148-2	15/01/2025		14:00	16/01/2025	STDT	1	2	0	0	2	1	FIXIN	1,000	400	1,400	16/06/2025	Confirmed Booking	NR	
	Miss Sarah WA	0	STDT										BLO		Sarah					
	Special Request:																			
\$1203	RR# 2500147	15/01/2025		14:00	16/01/2025	DLXK	1	1	0	0	1	0	OPN	1,800	200	2,000	16/06/2025	Confirmed Booking	NR	
	Mr. Senior JU	0	DLXK										BLO							
	Special Request:																			
3116	RR# 2500152	15/01/2025		14:00	16/01/2025	ZBR	1	2	0	0	2	1	OTARB	2,600	400	3,000	17/06/2025	Confirmed Booking	NR	
	Khun Test Booking 01	0	ZBR										CRH							
	Special Request:																			
1202	RR# 2500142	15/01/2025		14:00	16/01/2025	FMSP	1	3	2	0	5	1	AFTNT	5,300	800	6,100	16/06/2025	Confirmed Booking	NR	
	Mr. Tony KA	0	FMSP										BLO							
	Miss Jerry KA	0																		
	Special Request:																			
Total Room :				8	Total Guest :				22	4	0	26								

NR = Normal, PK = Package, AM = Allotment, PA = Package&Allotment

Smart Finder

2.4. Expected Departure

Available under **PMS > Reports > Expected Departure**, this function allows staff to view expected departures and manage check-out details.

- From Date / To Date** — Allows selection of the report's date range.
- Building From / To** — Filter by building/room section (if the property has multiple buildings).
- Market Segment / Group / Guest Type** — To analyze specific sources or categories of guests
- Channel / User** — Track bookings by reservation channel or staff member.
- Show Inactive User** — Include bookings handled by inactive users.
- Sort By Options** — By Time, By Room, By Alpha and By Company
- Show Rate** — Choose whether to display the room rate in the report.
- Display Options** — Show House Folio, Show Notices, Show Comments, Show Guest Favorites and Deducted Discount.

From Date

To

Building

Market Segment

Group

Guest Type

Channel

User

Show inactive user

Sort By

By Time
 By Room
 By Alpha
 By Company

Show Rate

Yes
 No

Show House Folio
 Show Notices
 Show Comments
 Show Guest Favorites

Deducted Discount

This report provides a detailed list of guests who have physically arrived and checked in, including key details such as room number, room rate, nationality, number of guests, and reservation references.

- Room** — The room number of the guest.
- Dep. Via / Flight** — Departure method or flight information.
- Adt / Chd / Inf / Gst**— Number of Adults, Children, Infants, Total Guests.
- Guest Name**— Full name(s) of guests who checked in.
- Company Agent** — Company or agent associated with the booking.
- Company Guest** — Name of the company guest.
- Nationality** — Nationality of the guest.
- Arr. Date (Arrival Date)/ Dep. Date (Departure Date)** — The arrival date and the departure date.
- RM. Type/Original RM (Room Type/Original Room)** — Room type or original room.
- RR. Ref. No. / OTA Ref. No.** — Reservation reference numbers.
- User** — The user handling the record.
- Total Room** — Total number of rooms.
- Total Guest** — Total number of guests.

Smart Soraso Hotel 1												Expected Departure		Page(s) :1/1	
Dep. Date :05/03/2025				Building :All Building				Group: All Group				Print Date :19/06/2025 17:23			
Segment :All Segment				Guest Type :All Guest Type				Channel :All Channel				Print by :SAIPARN SP			
Sort By :Check Out Date															
Room	Dep. Via / Flight	Adt	Chd	Inf	GST	Company Agent	Company Guest	Arr. Date	Dep. Date	RM. Type/Original RM.	RR. Ref. No.	User			
	Guest Name 1 / 2					Guest Type	Nationality			Group Code	OTA Ref. No.				
DAILY POSTING															
105		2	0	0	2			04/03/2025	05/03/2025	DLXPACCCBL/DLXPACCCBL	RR25000548,C125000279			NR	
						REG	Thai	10:43	12:00						
114		2	0	0	2			23/02/2025	05/03/2025	DLXT/DLXT	RR25000500-1,C125000248			NR	
	Mr. Devid SMF					REG	Thai	15:28	12:00	GA250223412					
204		2	0	0	2			01/03/2025	05/03/2025	DLXT/DLXT	RR25000523-2,C125000274			NR	
	Mr. Haris SMF					REG	Thai	10:38	12:00	GA250301257					
205		2	0	0	2			01/03/2025	05/03/2025	DLXT/DLXT	RR25000523,C125000273			NR	
	Mr. Haris SMF					REG	Thai	10:38	12:00	GA250301257					
207		2	0	0	2			01/03/2025	05/03/2025	DLXT/DLXT	RR25000523-1,C125000272			NR	
	Mr. Haris SMF					REG	Thai	10:38	12:00	GA250301257					
316		2	0	0	2			26/02/2025	05/03/2025	DLXT/DLXT	RR25000507-1,C125000264			NR	
	Miss Fon SMF					VIP1	Thai	14:40	12:00	GA250226960					
318		2	0	0	2			01/03/2025	05/03/2025	DLXT/DLXT	RR25000515,C125000266			NR	
	Miss Arina SMF					REG	Thai	10:06	12:00						
	Notices: Recall														
Total Room :		7		Total Guest :		14									

NR =Normal, PK =Package, AM = Allotment, PA =Package&Allotment

Smart Finder

2.5. Guest In House

Available under **PMS > Reports > Guest In House**, this function allows staff to view detailed information about guests currently staying at the property.

- Building From / To** — Filter by building/room section (if the property has multiple buildings).
- Floor/Select Group/Market segment/Contract** — Filter by floor, group, market segment and contract.
- Agent/Source** — Filter by travel agent, booking source.
- Select Rate Code** — Choose rate code for pricing.
- Group Guest Type** — Guest type within the group.
- Channel/Room type**— Filter by booking channel, room type.
- Show Rate** — Choose whether to display the room rate in the report.
- Sort By Options** — By Room, By Alpha and By Guest type.
- Revenue Type** — Includes service & vat and Net revenue.
- Display Options** — Show Notices, Show Comments, Show Guest Favorites and Deducted Discount.

Building From		To	
<input type="text" value="All"/>		<input type="text" value="All"/>	
Floor	Select Group	Market Segment	Contract
<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>
Agent	Source		
<input type="text" value="All"/>	<input type="text" value="All"/>		
Select Rate Code	Group Guest Type	Channel	Room Type
<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>
Arrival By			
<input type="text" value="All"/>			
<input checked="" type="checkbox"/> Show House Folio			
Show Room Rate			
<input checked="" type="radio"/> Yes		<input type="radio"/> No	
Sort By			
<input checked="" type="radio"/> By Room		<input type="radio"/> By Alpha	<input type="radio"/> By Guest Type
Show By			
<input checked="" type="radio"/> Both		<input type="radio"/> Vat	<input type="radio"/> Non VAT
Revenue Type			
<input checked="" type="radio"/> Includes service & vat		<input type="radio"/> Net Revenue	
<input checked="" type="checkbox"/> Show Notices	<input checked="" type="checkbox"/> Show Comments	<input checked="" type="checkbox"/> Show Guest Favorites	<input checked="" type="checkbox"/> Deducted Discount

Version : 10.02
Last Updated : 20 June 2025
Author : QA Team

This report provides a comprehensive overview of guests who are currently staying at the property (i.e., physically checked in). It includes essential details such as room number, guest name, company affiliation, nationality, booking information, rate details, and responsible staff.

- Room# / RM.Type / Original RM** — Room number and room type reserved.
- Guest Name**— Full name(s) of guests who checked in.
- Company Agent** — Company or agent associated with the booking.
- Company Guest** — Name of the company guest.
- Adt / Chd / Inf / Gst / Ex-Bd** — Number of Adults, Children, Infants, Total Guests, Extra Beds.
- Nationality** — Nationality of the guest.
- Arr. Date (Arrival Date)/ Dep. Date (Departure Date)** — The arrival date and the departure date.
- Night** — Nights stayed.
- Rate Code / Segment / Group Code** — Reservation rate and market segment.
- RM. Rate** — Room rate per night.
- ABF** — Breakfast charge.
- Extra Bed** — Extra bed charge.
- Extra Person** — Charge for additional persons.
- Total** — Total daily charge per room.
- USER / ALM** — Staff responsible or booking type

Smart Soraso Hotel 1															Guest In House			Page(s) :1/1						
Sort By: Alphabet		Building: Hotel A All Floor													Print Date :20/06/2025 10:16									
Info Date: 05/03/2025		Group: All Group			Channel: All Channel										Print by :SAIPARN SP									
Segment: All Segment		Guest Type: All Guest Type			Rate deducted discount																			
ROOM#	RM. Type/Original RM.	Company Agent	Company Guest	Adt	Chd	Inf	Gst	Ex-Bd	Arr. Date	Dep. Date	Night	Rate Code	Segment	RM. Rate	ABF	Extra Bed	Extra Person	Total						
Guest Name 1/2		Nationality			#Visit		Group Code																	
USER/ALM																								
DAILY POSTING																								
326	DLXX/DLXX			2	0	0	2	0	11/05/2025	13/05/2025	2	OP	AIRL	0	0	0	0	0	0					
Khun Alex SMF		Thai			0																			
																		ADMIN S.	0	NR				
318	DLXT/DLXT			2	0	0	2	1	01/03/2025	05/03/2025	4	OPNHW	AIRL	4,800	400	400	0	0	5600					
Miss Arina SMF		Thai			0																			
																		SAIPARN SP	0	NR				
Notices: Recall																								
316	DLXT/DLXT			2	0	0	2	0	26/02/2025	05/03/2025	7	OPABF	AIRL	9,300	400	0	0	0	9700					
Miss Fon SMF		Thai			0																			
																		SAIPARN SP	0	NR				
204	DLXT/DLXT			2	0	0	2	1	01/03/2025	05/03/2025	4	OPEN	AIRL	4,600	400	0	0	0	5000					
Mr. Haris SMF		Thai			0																			
																		SAIPARN SP	0	NR				
205	DLXT/DLXT			2	0	0	2	1	01/03/2025	05/03/2025	4	OPEN	AIRL	4,600	400	0	0	0	5000					
Mr. Haris SMF		Thai			0																			
																		SAIPARN SP	0	NR				
207	DLXT/DLXT			2	0	0	2	1	01/03/2025	05/03/2025	4	OPEN	AIRL	4,600	400	0	0	0	5000					
Mr. Haris SMF		Thai			0																			
																		SAIPARN SP	0	NR				
203	DLXX/DLXX			2	0	0	2	1	04/03/2025	06/03/2025	2	ChargesEx	AIRL	5,800	400	0	0	0	6200					
Miss Uri SMF		Thai			1																			
																		SAIPARN SP	0	NR				
Total Room 7		Total ALM 0		Total Non ALM 7			14	0	0	14	5													
														33,700	2,400	400	0	36,500						

NR =Normal, PK =Package, AM = Allotment, PA =Package&Allotment

Smart Finder

2.6. Hotel Posting Journal

Available under **PMS > Reports > Hotel Posting Journal**, This function allows staff to view and analyze posted transactions within the selected date range.

- Date (From / To)** — Select the date range to view posted transactions within that period.
- Building From / To** — Filter by building range.
- Transaction** — Select the type of transaction.
- Department** — Choose the department that posted the transaction.
- User** — Filter by the user who performed the posting.
- Select Room (From / To)** — Filter by specific room numbers.
- Cashier Shift** — Filter by cashier shift.
- Select Bill No.** — Search by specific bill number.
- Group Transaction Type** — Both, Revenue, Payment, Deposit, Refund, None Revenue, Both(P/D/E)
- Sort By Options** — By Room No., By Transaction and By post data.
- Display Options** — Show Vat, Summary transaction, Show Empty Bill (Amount = 0), Show Item remarks and Show Item amount < 0.

- Show by Options** — Both, Vat and Non vat.
- Report Layout** — By default, By user.
- Layout** — By deposit received, By deposit apply.

Date	<input type="text" value="05/03/2025"/>	To	<input type="text" value="05/03/2025"/>
Building From	<input type="text" value="All"/>	To	<input type="text" value="All"/>
Transaction	<input type="text" value="All"/>		
Department	<input type="text" value="All"/>		
User	<input type="text" value="All"/>		
Select Room	<input type="text" value="All"/>	To	<input type="text" value="All"/>
Cashier Shift	<input type="text" value="ALL DAY"/>		
Search Bill	<input type="text"/>		

Group Transaction Type				
<input checked="" type="radio"/> Both	<input type="radio"/> Revenue	<input type="radio"/> Payment	<input type="radio"/> Deposit	<input type="radio"/> Refund
<input type="radio"/> None Revenue	<input type="radio"/> Both (P/D/F)			
Sort By				
<input type="radio"/> By Room No.	<input checked="" type="radio"/> By Transaction	<input type="radio"/> By Post Date		
<input type="checkbox"/> Show Vat	<input type="checkbox"/> Summary Transaction	<input type="checkbox"/> Show Empty Bill (Amount = 0)		
<input type="checkbox"/> Show Item Remarks	<input type="checkbox"/> Show Item Amount < 0			
Show By				
<input checked="" type="radio"/> Both	<input type="radio"/> Vat	<input type="radio"/> Non VAT		
Report Layout				
<input checked="" type="radio"/> By Default	<input type="radio"/> By User			
Layout				
<input checked="" type="radio"/> By Deposit Received	<input type="radio"/> By Deposit Apply			

Layout: Default, this report displays a detailed list of all transactions posted within the selected date range. It includes revenue, payments, adjustments, and other posting types. This layout is useful for accounting and front office teams to audit and verify daily financial postings.

- Trn. No.** — Transaction number for tracking.
- Descriptions** — Type of transaction.
- Guest Name / Item Remark** — Guest's name or notes about the transaction.
- Room** — Room number linked to the transaction.
- Folio No.** — Folio number associated with the posting.
- Ref. No.** — Reference number.
- Status** — Posting type status.
- Total Posted Date** — Amount posted and the posting date/time.
- User ID** — The user or system that performed the post.

Smart Soraso Hotel 1		Hotel Posting Journal						page(s): Page 1 of 1	
Post Date: 05/03/2025								print date&time: 20/06/2025 11:49	
Building: All Building		Group Transaction Type: Both						print by: SAIPARN SP	
Transaction: All Transaction		Post By: All User							
Sort By: Transaction		Department: All Department						Layout: By Default	
Trn. No.	Descriptions	Guest Name / Item Remark	Room #	Folio No.	Ref. No.	Status	Total	Posted Date	User ID
712	Alipay	Arina SMF	318	FL25000683	318	P	-21,800	05-03-2025 11:50	
		Arina SMF	318	FL25000684	318	P	-1,900	05-03-2025 11:50	
Sub Total Alipay							-23,700		
ABF	BREAKFAST	TEST CITY SMF	102	FL25000704	102	R	400	05-03-2025 10:23	AUTOPOST
			105	FL25000719	105	R	400	05-03-2025 10:23	AUTOPOST
		SANDY SMF	110	FL25000689	110	R	400	05-03-2025 10:23	AUTOPOST
		Bamboo SMF	111	FL25000046	111	R	600	05-03-2025 10:23	AUTOPOST
		Devid SMF	114	FL25000637	114	R	400	05-03-2025 10:23	AUTOPOST
		SUNSINE SMF	116	FL25000708	116	R	200	05-03-2025 10:23	AUTOPOST
		SUNSINE SMF	116	FL25000708	116	R	100	05-03-2025 10:23	AUTOPOST
		Uri SMF	203	FL25000713	203	R	400	05-03-2025 10:23	AUTOPOST
Sub Total BREAKFAST							2,900		
		Fon SMF	316	FL25000677	316	R	400	05-03-2025 10:57	
Sub Total BREAKFAST							400		
		Arina SMF	318	FL25000683	318	R	400	05-03-2025 10:23	AUTOPOST
		LauLa SMF	601	FL25000722	601	R	400	05-03-2025 10:23	AUTOPOST
		LauLa SMF	601	FL25000722	601	R	100	05-03-2025 10:23	AUTOPOST
		Haris SMF	M204	FL25000703	204	R	400	05-03-2025 10:23	AUTOPOST
		Haris SMF	M204	FL25000703	205	R	400	05-03-2025 10:23	AUTOPOST
		Haris SMF	M204	FL25000703	207	R	400	05-03-2025 10:23	AUTOPOST
Sub Total BREAKFAST							2,100		
Grand Total							-18,300		

*** Status : I=Inhouse O=Check Out D=Dep
 Item Status : R=Revenue T=Transfer V=Cancel, Delete&Unuse POS=From POS B=Rebate C=Correction CP=Cancel Payment J=Adjust D=Deposit P=Payment

Smart Finder

Layout: User, this report layout groups all posted transactions by user (whether staff or system-generated). It helps identify which users performed specific transactions—such as revenue postings, payments, or adjustments—on a given date. This is especially useful for audit trails, cashier performance reviews, and shift-based reconciliation.

- Trn. No.** — Transaction number for tracking.
- Descriptions** — Type of transaction.
- Guest Name / Item Remark** — Guest’s name or notes about the transaction.
- Room** — Room number linked to the transaction.
- Folio No.** — Folio number associated with the posting.
- Ref. No.** — Reference number.
- Status** — Posting type status.
- Total Posted Date** — Amount posted and the posting date/time.
- User ID** — The user or system that performed the post.

Smart Soraso Hotel 1								Hotel Posting Journal		page(s): Page 1 of 1 print date&time: 20/06/2025 13:45 print by: SAIPARN SP	
Post Date: 05/03/2025		Group Transaction Type: Both									
Building: All Building		Post By: All User									
Transaction: All Transaction		Department: All Department									
Sort By: Transaction		Layout: By User									
Trn. No.	Descriptions	Guest Name / Item Remark	Room #	Folio No.	Ref. No.	Status	Total	Posted Date	User ID		
AUTOPOST											
ABF	BREAKFAST	TEST CITY SMF	102	FL25000704	102	R	400	05-03-2025 10:23	AUTOPOST	I	
			105	FL25000719	105	R	400	05-03-2025 10:23	AUTOPOST	I	
		SANDY SMF	110	FL25000689	110	R	400	05-03-2025 10:23	AUTOPOST	I	
		Bamboo SMF	111	FL25000046	111	R	600	05-03-2025 10:23	AUTOPOST	I	
		Devid SMF	114	FL25000637	114	R	400	05-03-2025 10:23	AUTOPOST	I	
		SUNSINE SMF	116	FL25000708	116	R	200	05-03-2025 10:23	AUTOPOST	I	
		SUNSINE SMF	116	FL25000708	116	R	100	05-03-2025 10:23	AUTOPOST	I	
		Uri SMF	203	FL25000713	203	R	400	05-03-2025 10:23	AUTOPOST	I	
		Arina SMF	318	FL25000683	318	R	400	05-03-2025 10:23	AUTOPOST	I	
		LauLa SMF	601	FL25000722	601	R	400	05-03-2025 10:23	AUTOPOST	I	
		LauLa SMF	601	FL25000722	601	R	100	05-03-2025 10:23	AUTOPOST	I	
		Haris SMF	M204	FL25000703	204	R	400	05-03-2025 10:23	AUTOPOST	I	
		Haris SMF	M204	FL25000703	205	R	400	05-03-2025 10:23	AUTOPOST	I	
		Haris SMF	M204	FL25000703	207	R	400	05-03-2025 10:23	AUTOPOST	I	
Sub Total BREAKFAST							5,000				
Total AUTOPOST							5,000				
ABF	BREAKFAST	Fon SMF	316	FL25000677	316	R	400	05-03-2025 10:57		I	
Sub Total BREAKFAST							400				
Total KANNIKA ANT.							400				
712	Alipay	Arina SMF	318	FL25000683	318	P	-21,800	05-03-2025 11:50		I	
		Arina SMF	318	FL25000684	318	P	-1,900	05-03-2025 11:50		I	
Sub Total Alipay							-23,700				
Total SAIPARN SP							-23,700				
Grand Total							-18,300				
*** Status : I=Inhouse O=Check Out D=Dep Item Status : R=Revenue T=Transfer V=Cancel, Delete&Unuse POS=From POS B=Rebate C=Correction CP=Cancel Payment J=Adjust D=Deposit P=Payment											Smart Finder

2.7. Room Transfer

Available under **PMS > Reports > Room transfer**, this function allows staff to view detailed records of room transfers.

- Date / To** — Select the start and end date to view room transfer activity during that period.
- Sort By**
 - By Doc No:** Sort by document number of the transfer record.
 - By Date:** Sort chronologically by transfer date.
 - By User:** Sort by the staff member who processed the room transfer.

Date

To

Sort By

By Doc No.

By Date

By User

This report provides a comprehensive overview of guests who have been transferred from one room to another during their stay at the property. It includes key details such as the original and new room information, guest name, stay dates, room rates, and the staff responsible for the transfer.

- Doc No.** — Transfer document number for internal tracking.
- Transfer Date** — The date the room transfer was performed.
- Room No. / RM.Type** — Original room number and its room type.
- Guest Name** — Name of the guest who was transferred.
- Rm. Rate** — Original room rate before transfer.
- Arr Date / Dep Date** — Guest’s check-in and check-out dates.
- Destination / RM.Type** — New room number and type the guest was moved to.
- Rm. Rate Approve By** — Room rate of the new room and who approved it.
- Transfer By** — User or system that performed the transfer.

Room Transfer Report											Page(s): 1/ 1	
											Printed : 20/06/2025 14:33	
											Print By : SAIPARN SP	
Smart Soraso Hotel 1												
From Date:25/02/2025 to 05/03/2025												
Sort By :Doc No.												
Doc No.	Transfer date	Room No	Rm.Type	Guest Name	Rm.Rate	Arr Date	Dep Date	Destination	Rm.Type	Rm. Rate	Approve By	Transfer By
RMT2500048	28/02/2025	325	DLXK	Alex SMF	0.00	11/05/2025	13/05/2025	326	DLXK	0.00	AUTOPOST	ADMIN S.
				Remark : test sera move room								
RMT2500049	28/02/2025	112	DLXT	Devid SMF	4,000.00	23/02/2025	04/03/2025	120	BOS	4,000.00	AUTOPOST	ADMIN S.
				Remark : Move Room								
RMT2500050	28/02/2025	103	DLXPA	SANDY SMF	10,000.00	23/02/2025	28/02/2025	107	DLXPA	10,000.00		ADMIN S.
				Remark : Move Room								
RMT2500051	03/03/2025	703	POOL5	LauLa SMF	6,000.00	04/03/2025	07/03/2025	605	POOL5	6,000.00	AUTOPOST	SAIPARN SP
				Remark : Move Room								
Total Transfer : 4 Room												

2.8. Transaction Posting

Available under **PMS > Reports > Transaction Posting**, this function allows staff to view and manage transaction posting records.

- From Date / To Date** — Define the date range for the report.
- Building From / To** — Filter by building or storage location range.
- Transaction** — Filter by specific transaction types.
- User** — Filter by the user who performed the stock transaction.
- Data type** — Stock Posting, Stock Receive, Stock Adjustment.
- Report Layout** — **By Detail, By Summary.**

From Date

To

Building From

To

Transaction

User

Data Type

Stock Posting

Stock Receive

Stock Adjustment

Report Layout

Detail

Summary

Layout: Detail, this report presents a comprehensive, itemized list of all transactions posted within the selected date range. It covers various posting types, including revenue, payments, discounts, and adjustments. Each entry is displayed line by line, providing transparency into the transaction's details.

- Ref. No.** — Transaction posting number.
- Room No.** — Guest room number where the charge was posted.
- Guest Name** — Name of the guest.
- Room** — Room number linked to the transaction.
- Bill No.** — Bill number tied to the transaction.
- Folio No.** — Folio number that holds the transaction.
- Sub Tran. No.** — Internal sub-transaction reference.
- Description** — Description of the item or service posted.
- Qty** — Quantity of item/service.
- Unit Price** — Price per unit.
- Total Price** — Line total for that transaction.
- Posted Time** — Time the charge was posted.
- Posted By** — Username who performed the posting.
- Summary Sections:**
 - Sub Total** — Total of individual line items in a single transaction.
 - Disc. Amt.** — Any discount applied (if applicable).
 - Net Amt.** — Total amount after discount, before tax and service.
 - VAT Amt.** — Total value-added tax applied.
 - Service Amt.** — Service charge amount.
 - Post to Folio Amt.** — Final amount posted to folio, including all charges.

Transaction Posting											page(s): Page 1 of 1
DETAIL											print date&time: 20/06/2025 15:10
Smart Soraso Hotel 1											print by: SAIPARN SP
Post Date: 04/03/2025			Building: All Building								
Transaction: All Transaction			User: All User								
Ref. No.	Room No.	Guest Name	Bill No.	Folio No.	Sub Tran. No.	Description	Qty	Unit Price	Total Price	Posted Time	Posted By
HP25030007	116	SUNSINE SMF	111	FL25000708						15:46:12	ADMIN S.
					60501	อาหารเช้า	1	50	50		
					60502	อาหารเช้า Can Change Price Off	1	40	40		
					60503	อาหารเช้า 0	1	0	0		
					Sub Total	76	0	76	6	8	90
					Sub Total		Disc. Amt.	Net Amt.	Vat Amt.	Service Amt.	Post to Folio Amt.
HP25030008	116	SUNSINE SMF	4654	FL25000708						15:47:01	ADMIN S.
					60501	อาหารเช้า	4	50	200		
					60502	อาหารเช้า Can Change Price Off	4	40	160		
					Sub Total	306	0	306	24	31	360
					Sub Total		Disc. Amt.	Net Amt.	Vat Amt.	Service Amt.	Post to Folio Amt.
					Grand Total	382	0	382	29	38	450
					Total		Disc. Amt.	Net Amt.	Vat Amt.	Service Amt.	Post to Folio Amt.

Layout: Summary, this report presents a summarized overview of all transactions posted within the selected date range. It groups data by transaction type, providing total values rather than line-by-line details.

- Transaction Code** — Code identifying the type of transaction.
- Description** — Description of the item or service sold.
- Net Amount** — Net value of the transaction.
- VAT Amount** — Value-added tax applied to the transaction.
- Total** — Total amount including VAT.

Smart Soraso Hotel 1		Transaction Posting		Page(s): Page 1 of 1	
Post Date: 05/03/2025		Building: All Building		Print Date: 20/06/2025 15:32	
Transaction: All Transaction		User: All User		Print By: SAIPARN SP	
Sub Tran. No.	Description	Unit Price	Qty	Total	
20331	Tu/ta/Phasak/ta	0.00	1.00		
20332	uadta	0.00	1.00		
				Grand Total 2.00	

3. Manager Report

3.1. Management (Landscape)

Available under **PMS > Reports > Management (Landscape)**, this function allows staff to generate a detailed overview of revenue performance across various timeframes. The report provides insights into both actual and comparative performance, making it essential for managers to evaluate financial trends.

- Select Date** — Choose the base date for revenue comparison.
- Select Building** — Filter by building/room section (if the property has multiple buildings).
- Compare With**
 - This Year Last Month:** Compare the selected date with the same date last month of the current year.
 - Last Year to Date:** Compare from Jan 1st of last year up to the selected date.
 - Last Year Month to Date:** Compare the same month range from the previous year.
 - Last Year Year to Date:** Compare the full year-to-date.
- Revenue Type** — Includes Service VAT, Net Revenue, Net + Services.
- Hide zero value (0)** — If checked, rows or categories with zero revenue will be hidden from the report output.

Select Date

04/03/2025 

Select Building

All 

Compare With

This Year Last Month
 Last Year To Date

Last Year Month To Date
 Last Year Year To Date

Revenue Type

Includes Service VAT
 Net Revenue
 Net + Services

Hide zero value (0)

This report provides a comprehensive overview of revenue and performance, with a focus on different time periods.

- Actual Today** — This section shows the current day’s revenue and performance.
- Actual Month-To-Date** — This section sums up revenue from the start of the month.
- Actual Year-To-Date** — This section shows the cumulative revenue from the beginning of the year.
- This Year Last Month** — This section compares revenue for the same day in the previous month.
- #rm** — Number of rooms.
- #gst** — Number of guests.
- avg.** — Average revenue per room/guest.
- Revenue** — Total Revenue.

Management Report (Landscape)																Page(s) :5/5				
Smart Soraso Hotel 1																Print Date :20/06/2025 15:56				
Information: 04/03/2025 Building: All Building																Print by :SAIPARN SP				
Type of Revenue : Include Service Vat Hide zero value (0)																				
	Actual Today					Actual Month-To-Date					Actual Year-To-Date					This Year Last Month				
	#rm	#gst	%	avg.	revenue	#rm	#gst	%	avg.	revenue	#rm	#gst	%	avg.	revenue	#rm	#gst	%	avg.	revenue
BUSINESS CENTER - OTHERS															10,999					
LAUNDRY GENTLEMEN															2,970					1,170
LAUNDRY LADIES										800					12,179					2,719
PRESSINGS GENTLEMEN															775					590
PRESSINGS LADIES										140					8,130					490
DRY CLEANING GENTLEMEN															14,007					11,530
DRY CLEANING LADIES															6,620					2,840
TIPS (FB)															10,470					
TIPS (FO)															100					
PACKAGE COMPLETE															2,500					
DISCOUNT															-19,670					
GIFT SHOP					450					1,870					10,173					2,540
ADD ON					5,000					6,100					3,652,576					171,400
ค่าอาหารกลางวัน					500					500					13,200					
ค่าอาหารกลางวัน (RB)															-250					
เครื่องดื่มชา/กาแฟ					200					200					8,243					
เครื่องดื่มชา/กาแฟ (ADJ)															-200					
BALANCE FORWARD REVENUE															4,834					
BREAKFAST					4,900					20,000					371,454					62,600
EXTRA ABF										600					9,900					400
TOTAL					-405,210					787,139					999,011,229,462					436,949
DELUXE GROUP ธรรมดา (#RM)	12	30	5	3,733	44,800	47	129	5	3,470	163,100	562	1,257	4	3,772	2,119,684	26	59	3	1,236	32,140
GRAND DELUXE PLUS GROUP (#RM)					5,000	1	10	0	117,900	117,900	91	188	1	7,315	665,681	6	14	1	3,908	23,450
GRAND DELUXE GROUP (#RM)						3	6	0	3,600	10,800	35	75	0	4,418	154,625	5	10	1	3,890	19,450
GRAND SUITE GROUP ธรรมดา (#RM)	1	7	0			1	7	0			41	83	0	722	29,600	3	6	0	5,000	15,000
POOL VILLA GROUP (#RM)											5	10	0							
STANDARD (#RM)											11	20	0	5,918	65,100					
HOUSE FOLIO (#RM)															55,150					
TOTAL	13	37	6	3,831	40,800	52	152	6	5,612	291,800	745	1,633	5	4,147	3,080,840	40	80	5	2,251	90,040
HOTEL WEBSITE											2	4	0		24,600					
TOTAL											2	4	0		12,300					24,600

3.2. Trial Balance

Available under **PMS > Reports > Trial Balance**, this function allows staff to view and analyze the trial balance report.

- Select Date** — Choose the base date for revenue comparison.
- Select Building** — Filter by building/room section (if the property has multiple buildings).



The screenshot shows a user interface for selecting filters. It features two sections: 'Select Date' with a date input field containing '05/03/2025' and a calendar icon, and 'Select Building' with a dropdown menu currently set to 'All'.

This report provides a comprehensive overview of revenue and performance, with a focus on different time periods.

- Tran. Code** — This refers to the transaction code.
- Tran. Name** — The name of the transaction.
- Amount** — The total monetary value for that transaction.
- Vat Amt.** — The value-added tax amount applied to the transaction.
- Service Amt.** — The service charge associated with the transaction.
- Tax Amt.** — The tax amount applied, which could be a combination of VAT and other taxes based on the transaction.
- Net Amt.** — The final amount after VAT, service charges, and taxes have been applied.

Smart Soraso Hotel 1		Trial Balance Report				Page(s) :1/1	
Formula: 04/03/2025		Building: All		Print Date :20/06/2025 16:54		Print by :SAIPARN SP	
Tran. Code	Tran. Name	Amount	Amount	Vat Amt.	Service Amt.	Tax Amt.	Net Amt.
YESTERDAY BALANCE by Deposit Apply			5,005,538.62	0.00	0.00	0.00	5,005,538.62
REVENUE :							
100	Room Charge	53,240.00		3,453.65	4,485.25	448.53	44,852.57
103	Extra Bed	2,200.00		143.95	186.92	0.00	1,869.13
1101	Room Charge Deposit	25,300.00		0.00	0.00	0.00	25,300.00
1102	Uzinto/hallqayn	2,500.00		163.55	0.00	0.00	2,336.45
200 [RB]	Belle Nara Cuisine [RB]	-499,999.00		-32,710.21	-42,480.80	0.00	-424,807.99
204	Test Request Item	500.00		0.00	0.00	0.00	500.00
298	Breakdown Afternoon Tea Revenue	-1.00		-0.07	-0.08	0.00	-0.85
605	Gift Shop	450.00		29.44	38.24	0.00	382.32
666	Add On	5,000.00		327.10	424.81	0.00	4,248.09
851	ආහාරාමයේ	500.00		0.00	0.00	0.00	500.00
852	උද්භෝග්‍යයේ	200.00		13.08	0.00	0.00	186.92
ABF	BREAKFAST	4,900.00		320.57	416.27	0.00	4,163.16
Total Revenue :		-405,210		-38,259	-36,509	449	-340,470
PAYMENT :							
700	Cash Payment	5,500.00		32.71	0.00	0.00	5,500.00
707	Bank Transfer	48,800.00		2,520.46	0.00	272.97	48,800.00
720	Deposit Advance Payment	4,300.00		19.63	0.00	0.00	4,300.00
820	Deposit Other Payment	8,500.00		551.67	0.00	67.39	8,500.00
909	Deposit Refund	-6,000.00		-392.52	0.00	0.00	-5,607.48
9124	BankTip	5,300.00		0.00	0.00	0.00	4,818.18
Sub Total :		66,400		2,732	0	340	66,311
ADVANCE PAYMENT :							
1004	Visa Advance	100.00		6.54	8.50	0.00	84.96
Sub Total :		100		7	9	0	85
CITY LEDGER :							
712	Alipay	9,750.00		637.85	0.00	0.00	9,112.15
Sub Total :		9,750		638	0	0	9,112
Total Summary :		76,250		3,376	9	340	75,508

4. Audit Report

4.1. Daily Income

Available under **PMS > Reports > Daily Income**, this function allows staff to view and analyze daily income data.

- Select Date** — Choose the base date for revenue comparison.
- Building From** — Filter by building/room section (if the property has multiple buildings).
- Room charge split by market segment** — When selected, would likely enable the report to split room charges by market segments.

Select Date

05/03/2025


Building From

All


Room charge split by market segment

This report provides a comprehensive overview of revenue and performance, with a focus on different time periods.

- Tran. Code** — This refers to the transaction code.
- Tran. Name** — The name of the transaction.
- Amount** — The total monetary value for that transaction.
- Net Amt.** — The final amount after VAT, service charges, and taxes have been applied.
- Service Amt.** — The service charge associated with the transaction.
- Vat Amt.** — The value-added tax amount applied to the transaction.
- Tax Amt.** — The tax amount applied, which could be a combination of VAT and other taxes based on the transaction.

Smart Soraso Hotel 1		Daily Income Report					Page(x) :1/1	
Formalic: 03/03/2025/Filter : By Default							Print Date :20/06/2025 17:19	
							Print by :SAPARIN SP	
Tran. Code	Tran. Name	Amount	Discount	Net Amt.	Service Amt.	Vat Amt.	Tax Amt.	Total AMT.
YESTERDAY BALANCE		3,445,329						
Revenue :								
ROOM CHARGE								
100	Room Charge	48,500	0	43,859	4,686	3,146	409	48,500
103	Extra Bed	1,850	0	1,572	157	121	0	1,850
Summary		50,350	0	42,431	4,843	3,267	409	50,350
FOOD&BEVERAGE								
200	Belle Nara Cuisine	1,000,498	0	850,041	85,004	65,453	0	1,000,498
222	Post to Room Deposit	-499,999	0	-467,289	0	-32,710	0	-499,999
ABF	BREAKFAST	5,300	0	4,503	450	347	0	5,300
Summary		505,799	0	387,255	85,454	33,090	0	505,799
MISCELLANEOUS								
501	Laundry Ladies	800	0	680	68	52	0	800
503	Pressings Ladies	140	0	119	12	9	0	140
605	Gift Shop	1,320	0	1,122	112	86	0	1,320
Summary		2,260	0	1,920	192	148	0	2,260
SORASO SMART HOTEL								
010-1	Food	503,830	0	428,088	42,761	32,961	0	503,830
Summary		503,830	0	428,088	42,761	32,961	0	503,830
Total Summary		1,062,239	0	859,694	132,670	66,464	409	1,062,239
Payment :								
Payment Front :								
700	Cash Payment	63,760	0	63,760	0	0	0	63,760
Summary		63,760	0	63,760	0	0	0	63,760
Payment POS : SORASO SMART HOTEL								
010-PO01	CASH PAYMENT	2,942	0	2,942	0	0	0	2,942
010-PO05	Bank Transfer	889	0	889	0	0	0	889
010-PO17	FOC	0	0	0	0	0	0	0
Summary		3,831	0	3,831	0	0	0	3,831
Total Summary		67,591	0	67,591	0	0	0	67,591
DIFF		994,648						
TODAY BALANCE		4,440,977						
Yesterday Deposit Ledger		250,463,344						
Today Deposit Ledger		250,463,344						