

FOCUSBIRD HOTEL MANAGEMENT SYSTEM



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INTRODUCTION

Overview

FHMS is the hotel management System which includes all the related system to the hotel industry. It includes Front office, Material management system, Banquet, Spa, Financial Accounting System, Housekeeping, and Maintenance. These systems are integrated, so that management can easily track every department work easily.

This document covers complete functionality with proper flow. It is generated with describing every field with complete constraints. To understand the project completely, follow the sequence mention in the document.

Audience

This is document is for the following users.

Administrators are the users who can create various departments and can give rights to various other users according to other department. The other users are from department like Front office, Housekeeping, Restaurant, Store, Banquet, Spa, Maintenance and FAS.

Document conventions

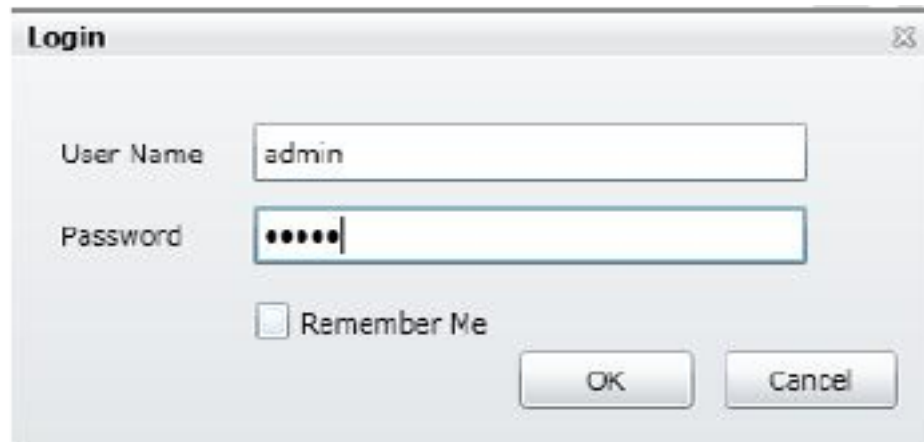
Each module will be explained in the following order.

1. Masters
2. Transactions
3. Reports

LOGIN

You will need a valid user name and password to access FHMS features. You will be given authorization based on the role and rights given by administrator.

1. Click LOGIN to login at the top in the right hand side of the screen



The image shows a standard Windows-style dialog box titled "Login". It features a close button in the top right corner. The dialog contains two text input fields: "User Name" with the text "admin" and "Password" with five dots. Below the password field is a checkbox labeled "Remember Me" which is unchecked. At the bottom right are two buttons: "OK" and "Cancel".

2. Enter the valid **User name and the Password.**

3. Click check box **Remember me, if you want system to remember your username and password else not.**

4. Click **Ok button to login into main screen.**










5. Click **Cancel button to cancel login.**

After successful login the following screen appears.

LEGEND

Serial No.	Name
1	Administrator
2	Front office
3	House Keeping
4	Restaurant
5	Store
6	Banquet
7	Spa
8	Maintenance
9	FAS

ICONS AND DESCRIPTIONS

Icons	Description
 <p>Administrator</p>	<p>This icon represents the administrator setup and operation, where administrator can define the module related attributes and can define roles, users etc.</p>
 <p>Front-Office</p>	<p>This icon represents Front office set up in which all the profile, reservation for room, room rate, transaction etc. are carried out.</p>
 <p>House Keeping</p>	<p>This icon represents Housekeeping where Items, laundry related activities are carried out.</p>
 <p>Restaurant</p>	<p>This icon represents Restaurant. All the operations of the POS, detailing billing, settlement in restaurants and other outlets are all carried through this module.</p>
 <p>Store</p>	<p>This icon represents Store. All activities relating to material management, like goods receipt and issues, purchase orders, purchase requisitions are entered here.</p>
 <p>Banquet</p>	<p>This icon represents Banquet. It deals with the bookings, billing and various reports related to Banquets, Conferences and Outdoor Catering. It also helps to generate Function Prospectus for special events.</p>
 <p>Spa</p>	<p>This icon represent Spa module. All the operation like service type, Spa packages, Medical, Therapies availability, Doctor records etc are handled here.</p>
 <p>Maintenance</p>	<p>This icon represents Maintenance. Maintenance Module cuts response times, eliminates human error, accurately tracks faults and their rectification and establishes a permanent repair record.</p>
 <p>FAS</p>	<p>This icon represents FAS. The Accounts module is the backbone to which all other functions of the hotel are integrated. All data from all other modules are automatically linked here for advanced reporting.</p>

ADMINISTRATOR

Master :-

Maintenance :-

Profile :-

Transaction :-

Banquet :-

Store :-

Restaurant :-

Spa :-

Report :-

Golf :-

House Keeping :-

FAS :-

ADMINISTRATOR

Master :-

✍ Currency

This option is used to define currency name with their respective countries and respective symbols.

✍ Pay mode

This option is used to define payment mode for particular module.

✍ Cost Center

This option is used to enter cost center name, its parent, Code and children if it has.

✍ Feedback Questionnaire

This option is used to enter cost feedback question for the particular module.

✍ Feedback Questionnaire

This option is used to enter the various options for the field like blood group, marital status, address type etc, which will be available for the entire module.

✍ UOM

This option is used to enter the unit of measure and its code which will be useful to store values with respective measure unit.

✓ Tax category

This option is used to enter the type of tax and its description .

✓ Taxes

This option is used to enter type of taxes in parent tax.

✓ Tax

This option is used to enter the name and code of tax.

✓ Tax Structure

This used to enter the name, code of tax and describes the structure of tax like tax percent, option for add or deduct etc.

✓ Budget

This option is to enter the detail of budget regarding Point of sale and its amount.

✓ Car Master

This option is to enter the detail of Car.

✓ News Master

This option is to enter the detail of News, its date, subject etc.

✓ Bank Master

This option is to enter bank details, its name, branch etc.

✓ Employee/User Master

This option is to enter User/employee details regarding its personal details and its role.

✓ Role Master

This option is to enter role detail and to assign rights.

ADMINISTRATOR SCREEN

Home Administration

Masters

Employee Master
 Role Master
 Property
 Shifts
 Settings
 Department
 POS Master
 POS Items
 City
 State
 Country
 Territory
 Currency
 Paymode
 Cost Center
 Feedback Questionnaire
 Lookup Master
 UOM
 Tax Category
 Taxes
 Tax
 Tax Structure
 Budget
 Car Master
 News Master
 Bank Master

Now Edit Save Cancel

Role Administration Front Office Food & Beverages Banquet Spa Stores Housekeeping Accounting Maintenance

Select All View Select All

Name	View	Add	Edit	Delete	Full Access
BudgetMaster					
CarMaster					
City					
CostCenter					
Country					
Currency					
Department					
EmployeeMaster					
FeedbackQuestion					
LookupMaster					
Paymode					
positem					
PosMaster					
PropertyMaster					
RoleMaster					
SettingMaster					
ShiftMaster					
State					
TaxMaster					
TaxStructureMaster					
Territory					
UOM					

✔ Property

This option is to enter property detail with its image.

✔ Shifts

This option is to enter Shift detail like timing, weekdays etc.

✔ Settings left Department

This option is to enter Department detail its name and description.

✔ POS Master

This option is to enter Point of sale detail its name and description with tax.

✔ POS Items

This option is to enter the detail of budget regarding Point of sale and its amount.

LOCATION :-

✔ Country

This option is to enter country name. It should be entered first then state and then city.

✔ State

This option is to enter State name with respective country.

✔ City

This option is to enter City name with respective country and State.

✔ Territory

This option is to enter Territory details like continents, Area etc..

Transaction :-

✍ Unsettle POS

This option is to view the Point of sale bill of various type Spa, Restaurant and Banquet.

✍ Tally Interface

This option is to export data into tally xml format.

✍ Reset Password

This option is to reset password of particular user

✍ Survey

This option is to add type of survey.

✍ Survey Question

This option is to enter question for survey and its answer type.

✍ Budget

This option is to enter question for survey and its answer type.

✍ Shift Master

This option is to enter the detail for the shift type with shift name, module etc.

✍ Shift Close

This option is to enter the detail for the shift status with shift name and the employee.

✍ Complain Search

This option is to search for complain entered from various department and to check the status of complain.

✍ Traces left

This option is to search for complain entered from various department and to check the status of complain.

Front Office :-

Reservation Type
Room Master

Charge Type
Meal Plan

Sales Executive
Sales Office

Room Rate
Room Type

PROFILE :-

∟ Profile type

This option is to enter type of profile.

∟ Guest Profile

This option is to enter guest details like name, address, Phone, Passport info, Medical History etc.

∟ Company Profile

This option is to enter Company profile information.

∟ Travel Agency

This option is to enter travel Agency profile information.

∟ Source Profile

This option is to enter Source profile information.

∟ Booker Profile

This option is to enter Booker profile information.

∟ Source Profile

This option is to enter Group profile information.

Transaction :-

✍ Reservation

This option is to view the reservation availability, to enter the booking details & for booking etc.

✍ Guest Folio

This option is to view the reservation availability, to enter the booking details & for booking etc.

✍ Allowance

This option is to enter Allowance amount.

✍ Paid Out

This option is to enter Paid out amount.

✍ Retention

This option is to enter retention amount for particular guest in room.

✍ Change Room Status

This option is to change the current status of room.

✍ Room Transfer

This option is for room transfer, if guest want to change the room for any reason.

✍ Advance Receipt

This option is to generate receipt for the payment.

↙ Balance Detail

This option will show the incoming & outgoing transaction for particular date and shift.

↙ POS Bill

This option is to enter the details for Point of sale bill & generating bill.

↙ Car Log

This option is to enter the details of travelling done by driver and distance he travelled.

↙ Guest Message

This option is to log the guest message.

↙ Shift Close

This option is to enter the detail of amount when shift closed.

↙ Bill Blocking Over Room No.

This option is to the bill for particular service of the particular room number.

↙ Room Occupancy

This option is to see the status of room occupancy through graphical way.

Go to Front Office->Transaction->Room Occupancy.

The following screen appears.

Home Front Office

Masters

Transactions

Reservation

Guest Folio

Allowance

Paid Out

Retention

Change Room Status

Room Transfer

Night Audit and Day Close

Advance Receipt

Balance Detail

Event Reminder

News Master

Traces

POS Bill

Car Log

Guest Message

Group CheckIn

Salutation

Shift Close

Bill Blocking Over Room No

Room Occupancy

Room Occupancy Floor Wise

Room Availability

Guest List

Complain Search

Refresh

Guest List

Room Availability

Under Maintenance Details

12/01/2011 5:30:00 PM

House Use = 1

Under Repair = 1

Dirty = 5

Vacant = 19

Occupied = 7

Out Of Order = 1

Show All = 61

Executive	23	100	101	102	103	104	105	106	107	108	109	110	111	112
	113	114												
sun	200	201	202	203	204	205	206	207	208					
Deluxe	300	301	302	303	304	305	306	307	308					
Villa	400	401	402	403	404	405	406	407	408					
TwinSuit	500	501	502	503	504	505	506	507	508					
Cottage	123	600	601	602	603	604	605	606	607	608				

- Click Refresh button to refresh the page.
- Click Guest List to view the guest in the screen.
- Click Room availability to check the availability.

House keeping :-

✍ Reservation

This option is to view the reservation availability, to enter the booking details & for booking etc.

✍ Laundry Item

This option is to enter Laundry items its rate and its no.

✍ Minibar Bill

This option is to enter Minibar item detail its name and description.

✍ Laundry Bill

This option is to enter the details for Laundry bill & generating bill.

✍ Minibar Bill

This option is to enter the details for Minibar bill & generating bill.

✍ Menu Item

This option is used to enter menu rate for the item.

✍ Recipe

This option is used to enter the preparation detail of recipe.

✍ Minibar Bill

This option is to enter the details for Minibar bill & generating bill.

Maintenance :-

✍ Amenities

This option is used to enter the details of amenities.

✍ Complain Category

This option is used to enter the details for complain category.

✍ Schedule

This option is used to enter the details for scheduling of maintenance

✍ Utility

This option is used to enter the details for Utilities.

✍ Complain

This option is used to enter the details for complain

✍ Repair

This option is used to enter the details for repairing of items.

✍ Scrap

This option is used to enter the details for Scrap.

✍ Transfer

This option is used to enter the details for transfer.

✍ Utility Consumption

This option is used to enter the details for Utility consumption.

✍ Shift Close

This option is to enter the detail for the shift status with shift name and the employee.

Reports :-

Report can be viewed by click on report link, then click on the link of the report you want to see and that relevant report will be seen.

- ✓ Budget Report
- ✓ Currency Report
- ✓ Feedback Quos Report
- ✓ Lookup Report
- ✓ Module Report
- ✓ POS Item Report
- ✓ Property Report
- ✓ Type wise Sales Summary Report
- ✓ All Outlet Sales Report
- ✓ Arrival Report
- ✓ Check-In Summary Report
- ✓ Check-out Summary Report
- ✓ Room Rates Report
- ✓ Sales Executive Reports
- ✓ Room Occupancy Report
- ✓ Allowance Voucher Report
- ✓ Room Availability
- ✓ Room Receipt Details
- ✓ Sales Summary Report
- ✓ Vacant Room Report
- ✓ Restaurant reports
- ✓ Check-In Summary Report
- ✓ Banquet Reports
- ✓ Item Category Report
- ✓ SPA Reports
- ✓ Maintenance Reports
- ✓ Bank/Cash Payment

NOTE: - This are some of the report, System contain reports in every module.

Entry entered in the report can be wrong spelled or irrelevant, it's entered only for testing purpose.