

Hotel and Restaurant Management

K: Keyboard K: Control Centre H: Support Centre H: Gateway of Tally Masters Accounts Info. Inventory Info. Restaurant info Rooms info Quick Setup ransactions Accounting Vouchers InvenTory Vouchers Self Service Vch Parcel Vch REstaurant Vch Utilities IMport of Data BaNking Reports Balance Sheet ProFit & Loss A/ StoCk Summary Ratio AnaLysis Tables Restaurant Table Alter Create Name Table 01 Table info 'alias) Display MUlti Account Printing Display Steward info Alter Quit t tooms staurant Report Steward Name Quit Quit Rooms Alteration 101 Name Room Types (alias) 関 Tally. E A/C Deluxe Room A/C Suit Room A/C Executive Room A/C Tripple Room A/C Double Room A/C Double Room Tripple Non A/C Room Single Non A/C Room Rooms Types Room Type A/C Deluxe Room Room Rent 1,500.00 Check Out 24 Room Description : Room with windows and bathrooms. one Queen Bed and single bed. Steward Alteration Rooms Master Name А (alias) Quit Ye Transactions Green Color Empty Table and Red color Not Empty Table Left Click For Enter KOT or Bill Table 01 Table 0 к.о.т Bill к.о.т Bill 2 120.00 240.00 1 Meals 240.00

Masters Creation (Tables, Steward, Room Type and Rooms)

| Inventory Voucher Creation (Second | ondary) Hotel Voucher Clas | Mangement s : KOT | | |
|---|--|--|---|---|
| | Transfer of Mat | erials (Inter- Godown) | | |
| Table Number : Table 01 | Steward Name : | A | | |
| Name of Item | Godown | | iount | |
| Meals | Kitchen | 2 no 120.00/no | 240.00 | |
| | ecting KOT Numbers | | | |
| Accounting Voucher Creation (Sec | | G: canguage <u>N: Keyouaru</u> Mangement | ^{[™]:} courtor centre [™] : pobt | Ctrl + M 🗶 |
| BILL - RESTAURANT No. 4 Table No . Table 01 Party's A/c Name : O Not Applicable Name of Item | Voucher Clas | IS : RESTAURANT | Pri Ouantity | 1.Apr.2011 Friday ce Level: RESTAURANT Rate per Amount |
| Meals | 0 | | | 120.00 no 240.00 |
| End of List | 5 | | | S.C. |
| | | | | 0 |
| Multi Payment M | ode | | | |
| Gift Vouchers : Credit/Debit Card Payment: Cheque | | | | |
| Cash : Cash Narration: | 240.00 Cash Tendere | ed : Balance : | | P: Single Pyr F11: Features |
| | | | | Ctrl + N F12: Configur |
| | > Restaurant Main> KOT Main Screen> Acc 4 🕑 🖼 😫 其 🌮 💿 👘 😧 () unread | | Hotel Man 🛐 Tally.ERP 9 | Ltd., 1988 Fri, 5 Aug, 2011 09:55:19 |
| | | | HUCEIMAIL R TAIV.ERP 9 | |
| Reports | | | | 10 |
| Reports | | | | |
| Gateway of Tally | | | | |
| Restaurant | | | | |
| Report | | | | |
| Item wise Report | | | | |
| Daily Collection Report | | | | · · · · |
| Quit | | | | |
| | | | | |
| | | | | |
| | | | | |
| Item Wise Report | [| | | 1 |
| Tally.ERP 9 P: Print E: Export I | M: E-Mail <u>0</u> : Upload <u>S</u> : Shop | G: Language K: Keyboard | K: Control Centre H: Supp | out Centre H: Heln |
| Item wise Report | | Mangement | The counter counter The Subject | Ctrl + M 🗵 |
| | | | | For 1-Apr-2011 |
| SI No. Description | Qty | | | Amount |
| 1 Maala | 10.00 | | | 1,000,00 |
| 1 Meals 2 Tea 3 Room Rent | 10 no 4 no 1 day | | | 1,220 00 80.00 2 000 00 |
| 1 Meals 2 Tea 3 Room Rent | 4.22 | | | 1,220.00 80.00 2,000.00 |
| 1 Meals 2 Tea 3 Room Rent | 4 no | | 02 | 1 220 00 80.00 2,000.00 |
| 2 Tea 3 Room Rent | 4 no 1 day | 507 | 82 | 1,220.00 80.00 2,000.00 |
| 2 Tea 3 Room Rent Daily Collection I | 4 no 1 day | 582 | 82 | 1,220.00 80.00 2,000.00 |
| 2 Tea 3 Room Rent Daily Collection I Tally.ERP 9 P: Print E: Expont | 4 no 1 day Report M: E-Mail O: Upload S: Shop | 592 | K: Control Centre H: Supp | 80.00 2,000.00 |
| 2 Tea 3 Room Rent Daily Collection I 1 Tally, RP 9 P: Print E: Export Daily Collection Report | 4 no 1 day Report M: E:Mail O: Upload S: Shop Hotel | G: Language K: Keyboard Mangement | | ort Centre H: Help Ctrl + M E For 1.Apr.2011 |
| 2 Tea 3 Room Rent Daily Collection I A Tally, RP 9 P: Print Daily Collection Report | 4 no 1 day Report M: E-Mail O: Upload S: Shop | 592 | Credit/Debit Cheque | ort Centre H: Help Ctrl + M E For 1.Apr.2011 |
| 2 Tea 3 Room Rent Daily Collection I 1 Tally, FRP 9 P: Print E: Export Daily Collection Report Date Vch Type Vc 1:4-2011 BILL - PARCEL | 4 no 1 day Report M: E-Mail O: Upload S: Shop Hotel | G: Language K: Keyboard Mangement Vouchd | rs Credit/Debit Cheque | 80.00 2,000.00 Ort Centre H: Help Ctrl + M ≥ For 1.Apr.2011 3 Cash Total 140.00 |
| 2 Tea 3 Room Rent Daily Collection I Fi Tally.ERP 9 P: Pint E: Export Daily Collection Report Date Vch Type Vo | 4 no 1 day Report M: E:Mail O: Upload S: Shop Hotel | G: Language Mangement | rs Credit/Debit Cheque | 80.00 2,000.00 ort Centre H: Help Ctrl + M IS For 1.Apr.2011 Cash Total |

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HOTEL & RESTURANT CUSTOMIZED MODULE

Room Avail and Check In

| 🚺 Tally. ERP 9 | | | | | | |
|----------------|-----------|-----------|--|--|--|--|
| P: Print | E: Export | M: E-Mail | | | | |
| Rooms Avail | Check | | | | | |
| 101 | 121 | | | | | |
| 102 | 122 | | | | | |
| 103 | 123 | | | | | |
| 104 | 124 | | | | | |
| 105 | 125 | | | | | |
| 106 | 126 | | | | | |
| 107 | 127 | | | | | |

Green Color Empty Rooms and Red color Not Empty Rooms

Place the cursor to see Room Guest Details



Issue Room or Check in or Billing (Use Left Click Mouse Button)



Check in Details and Guest Details

| P: Print | E: Export | M: E-Mail | 0: Upload | S: Shop | <u>G</u> : L | 1.1 | | | | |
|---------------|------------------------------|-------------|-------------------|----------------|--------------------------------|----------------------|----------------------|--|--------------------|--|
| Inventory Ve | oucher Creation | (Secondary) | | Hotel | Mangerr | | | | | |
| Check in/d | out No. 5 | | | | | | Quest | Detelle | | |
| | | | | Room C | heck in D | Ram | Kumar | Details | | |
| Room No : | | | : Details | : No | | Mysore | Kumar | | | |
| Check In Date | e : 5-8- 2 | 011 Ch | eck In Time | : 10.03 | | | | | | |
| Check Out Da | ate : 5-8-2 | 011 Ch | eck Out Time | : 10.03 No. of | Days: 1 | | | | 0 | |
| Days | Rate Am | ount | | | | 888888 | 8 | 🔊 abc@ | rediffmail.com_ | |
| | 6 | | | | | | | (| 2 | |
| | | | | | | | | | × / | |
| P: Print | E: Export oucher Creation | M: E-Mail | <u>O</u> : Upload | S: Shop | <u>G</u> : Langua Mangement | ge <u>K</u> : Keybo: | rd K: Control Centre | <u>l</u> : Support Centre <u>H</u> : H | elp Ctrl + M | |
| | out No. 5 | (Secondary) | 7 | Hoter | Mangement | | | | 1-Apr-201 Frida | |
| | | | 1 | Room C | heck in Details | | JUL | ¢ | | |
| Room No : | 105 | Guest | Details | : Yes | 6 | 0 | | | | |
| Check In Date | e : 5-8- 2 | 011 Ch | eck In Time | : 10.03 | | \cap | | | | |
| Check Out Da | ate : 10-8- | 2011 Ch | eck Out Time | : 10.03 No. of | Days: 5 | 0. | | | | |
| Days | Rate Am | ount | | | | | _ | | | |
| 5 day | 700.00/day | 3,500.00 | - | | | | | | | |
| | | | | | | | | | | |

R-KOT, R-BOT, Room Update or cancel and Payment (Left Click)

| 105 | | | | | | |
|---------------------|---------------|----------|----|--|--|--|
| R.Type : A/C Double | Room | Avaiable | | | | |
| Room Book | Cancel/Update | Payme | nt | | | |
| K.O.T | | B.O.T | | | | |

