Manual

PMS-Reports User Guide

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

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1. Overview

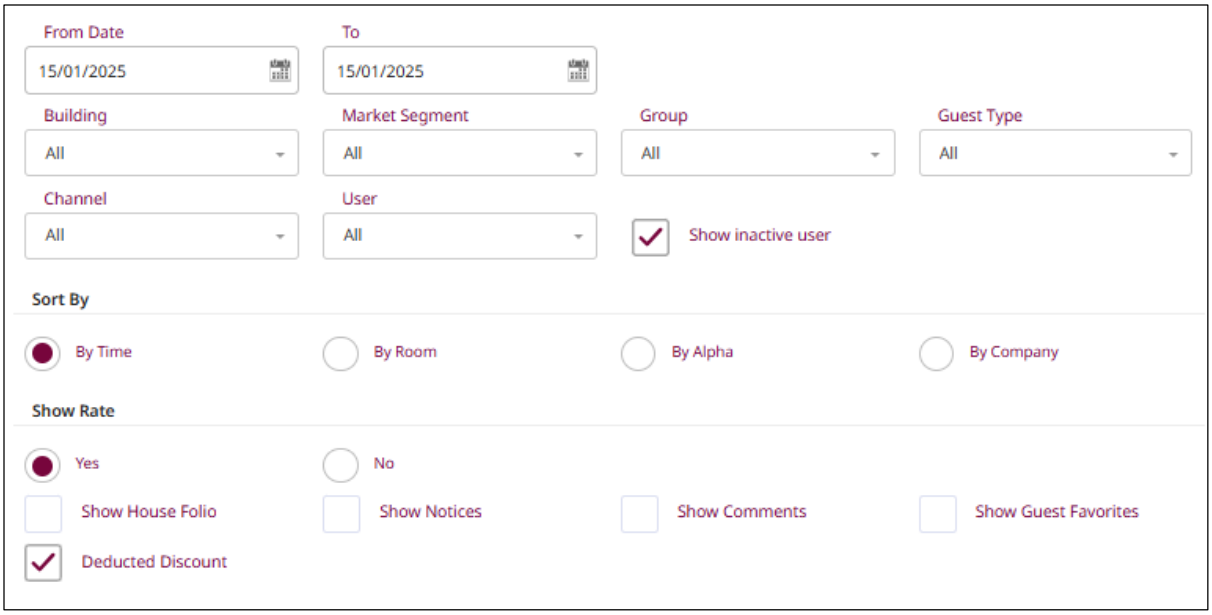
This PMS – Reports User Guide provides hotel staff with comprehensive instructions on how to manage and interpret various reports within the property management system. It includes detailed steps for viewing reports related to guest arrivals and departures, hotel posting journals, revenue and performance 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.



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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.

Actual Arrival

QA Soraso 1
Info. date:15/01/2025 to 15/01/2025
Group:All
User :All

Building :All
Guest Type:All
Sort By :Alpha

Segment:All
Channel :All
Rate deducted discount

Page(s) :1/1
Print Date :19/06/2025 14:28
Print by :SAIPARN SP.

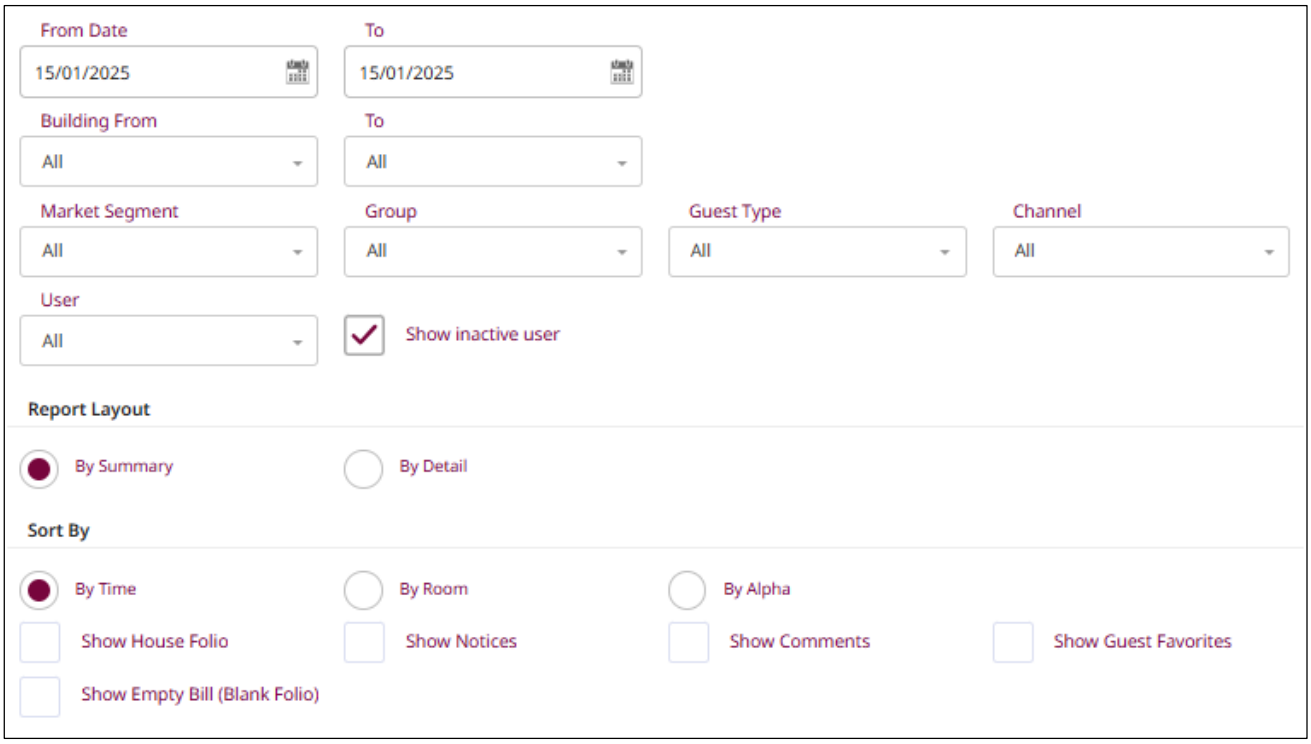
Room#	RM.Type/Original RM.	Company Agent / Guest Name 1/2	Company Guest / #Visit	Guest Type	Night / Nationality	Adt	Chd	Inf / Segment	Gst	Ex-Bd	Arr.Date	Dep.Date / Group Code	Rate Register#	RR. Ref. No. / OTA Ref. No.	
DAILY POSTING															
1209	JRS/JRS	Miss Anya K	0	REG	1 / Thai	1	0	0 / BLO	1	0 / 15:46	15/01/2025 / 12:00	16/01/2025	1,800	RR#2500150,CI#2500082	NR
$1209	JRS/JRS	Mr. Dean Dion	0	REG	1 / Thai	1	0	0 / BLO	1	0 / 15:46	15/01/2025 / 12:00	16/01/2025	1,800	RR#2500151,CI#2500083	NR
1108	2BRS/FMST OC	Khun สมชาย มานะ	0	REG	1 / Thai	3	2	0 / BLO	5	1 / 10:38	15/01/2025 / 12:00	16/01/2025	9,200	RR#2500143,CI#2500081	NR
Total Room	1		Total Guest		5	2	0	7	1						

Soraso
Software By : SmartFinder Co., Ltd
NR = Normal , PK =Package , AM =Allotment , PA =Package&Allotment

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



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
Print Date :19/06/2025 16:14
Print by :SAIPARN SP

Smart Soraso Hotel 1
From Dep. Date : 04/03/2025 to 05/03/2025
Group : All
User : All

From Building : All
Guest type : All
Sort By : Time

Segment : All
Channel : All

ROOM	RM.Type/Original RM	Company Agent / Guest Name 1/2	Arr.Date/Time	Dep.Date/Time	Departure By / Email	Adt	Chd	Inf	Gst	Night	Market Segment / Company Guest	Gst.Type	Register	C/O By	RR. Ref. No. / OTA Ref. No.	
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	DLXPACCDBL/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
Detail

Page(s) :1/1
Print Date :19/06/2025 16:33
Print by :SAIPARN SP

Smart Soraso Hotel 1
From Dep. Date : 04/03/2025 to 05/03/2025
Group : All
Channel : All

From Building : All
Guest type : All
Sort By : Time

Segment : All
User : [12] ADMIN S.

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.
		Guess Name 1/2		Nationality	Company Guest										OTA Ref. No.
DAILY POSTING															
103	DLXPACCDBL/DLXT		03/03/2025 13:38	04/03/2025 14:47		8	0	0	8	1	AIRL	REG		ADMIN S.	RR25000530,CO25000315 NR
		Mrs. Halina SMF		Thai											
	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

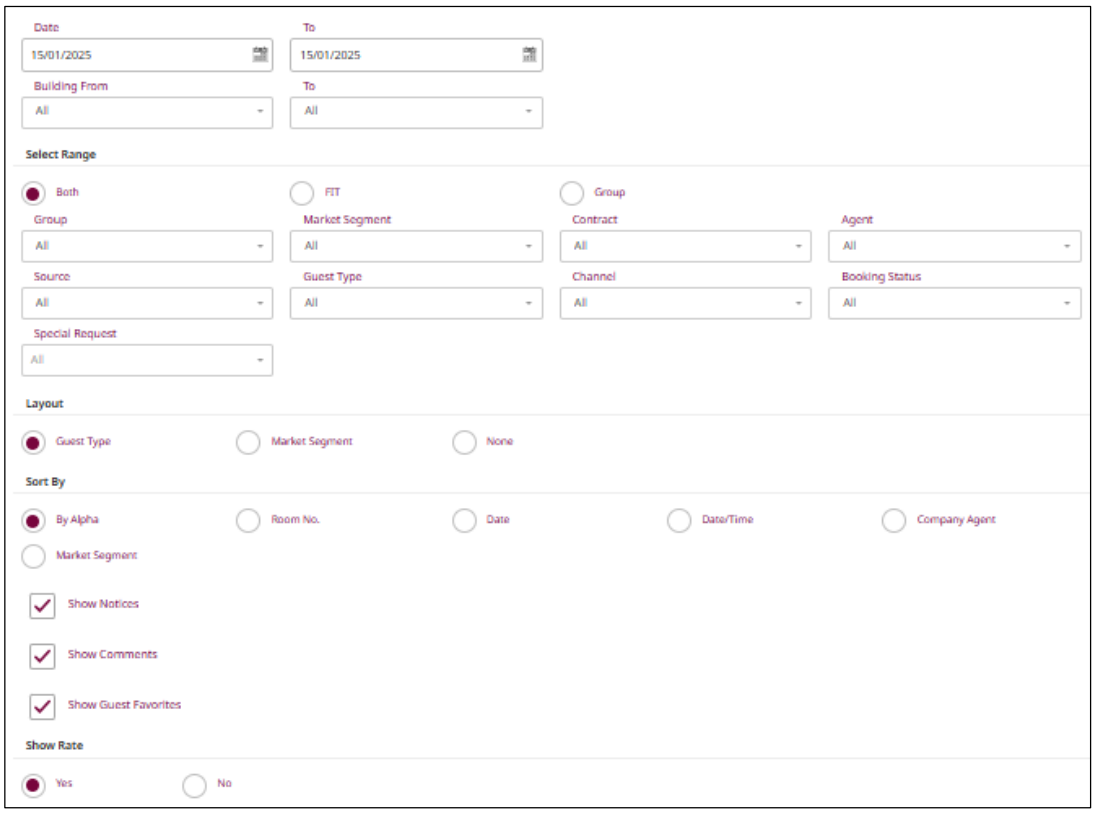
Alipay	4,750.00
Cash Payment	500.00
Total Payment	5,250.00

Soraso
NR = Normal , PK =Package , AM =Allotment , PA =Package&Allotment
Software By : SmartFinder Co., Ltd

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.



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
Print Date :19/06/2025 16:59
Print by :SAIPARN SP.

QA Soraso 1
Arr. Date:15/01/2025
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. / OTA Ref. No.	Arr. Date / Arr. By / Flight / Guest Name 1 / 2	Arr. Time	Dep. Date / #Visit	RM. Type / Original RM.	#RM	Adt	Chd	Inf	GST	Ex-Bd / Segment	Rate Code / Company Guest	RM. Rate	ABF / Group	Total AMT.	RSVN. Date / RSVN. By	RSVN. Status	
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 ANNTY 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	2BR	1	2	0	0	2	1	OTARB	2,600	400	3,000	17/06/2025	Confirmed Booking	NR
		Khun Test Booking 01		0	2BR	AIS Company limited					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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Author : QA Team

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.

Expected Arrival

Page(s) :1/1
Print Date :19/06/2025 17:02
Print by :SAIPARN SP.

QA Soraso 1
Arr. Date:15/01/2025
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. / OTA Ref. No.	Arr. Date / Arr. By / Flight / Guest Name 1 / 2	Arr. Time	Dep. Date / #Visit	RM. Type / Original RM.	#RM	Adt	Chd	Inf	GST	Ex-Bd	Rate Code / Company Guest	RM. Rate	ABF / Group	Total AMT.	RSVN. Date / RSVN. By	RSVN. Status	
Market Code BLO				Original Rm														
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					A		
		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			Sarah				
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				
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				
$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							
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														
Market Code CRH				Original Rm														
3116	RR#2500152	15/01/2025	14:00	16/01/2025	2BR	1	2	0	0	2	1	OTARB	2,600	400	3,000	17/06/2025	Confirmed Booking	NR
		Khun Test Booking 01		0	2BR	AIS Company limited					CRH							
Total Room :	8				Total Guest :		22	4	0	26								

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

Smart Finder

Layout: None, the system does not group guests by Guest Type or Market Segment. Instead, it displays all expected arrivals in a simple, continuous list, sorted by the selected sorting option (e.g., Guest Name, Room No., or Date).

- **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
Print Date :19/06/2025 17:03
Print by :SAIPARN SP.

QA Soraso 1
Arr. Date:15/01/2025
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. / OTA Ref. No.	Arr. Date / Arr. By / Flight	Arr. Time	Dep. Date / #Visit	RM. Type / Original RM.	#RM	Adt	Chd	Inf	GST	Ex-Bd	Rate Code / Company Agent / Segment	RM. Rate / Company Guest	ABF / Group	Total AMT.	RSVN. Date / RSVN. By	RSVN. Status	
		Guest Name 1 / 2																
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					[redacted]		
		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					[redacted]		
	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					[redacted]		
	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		[redacted]		
	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		[redacted]		
	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		[redacted]		
	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					[redacted]		
	Special Request:																	
3116	RR#2500152	15/01/2025	14:00	16/01/2025	2BR	1	2	0	0	2	1	OTARB	2,600	400	3,000	17/06/2025	Confirmed Booking	NR
		Khun Test Booking 01		0	2BR	AIS Company limited					CRH					[redacted]		
	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					[redacted]		
		Miss Jerry KA		0														
	Special Request:																	

Total Room : 8 Total Guest : 22 4 0 26

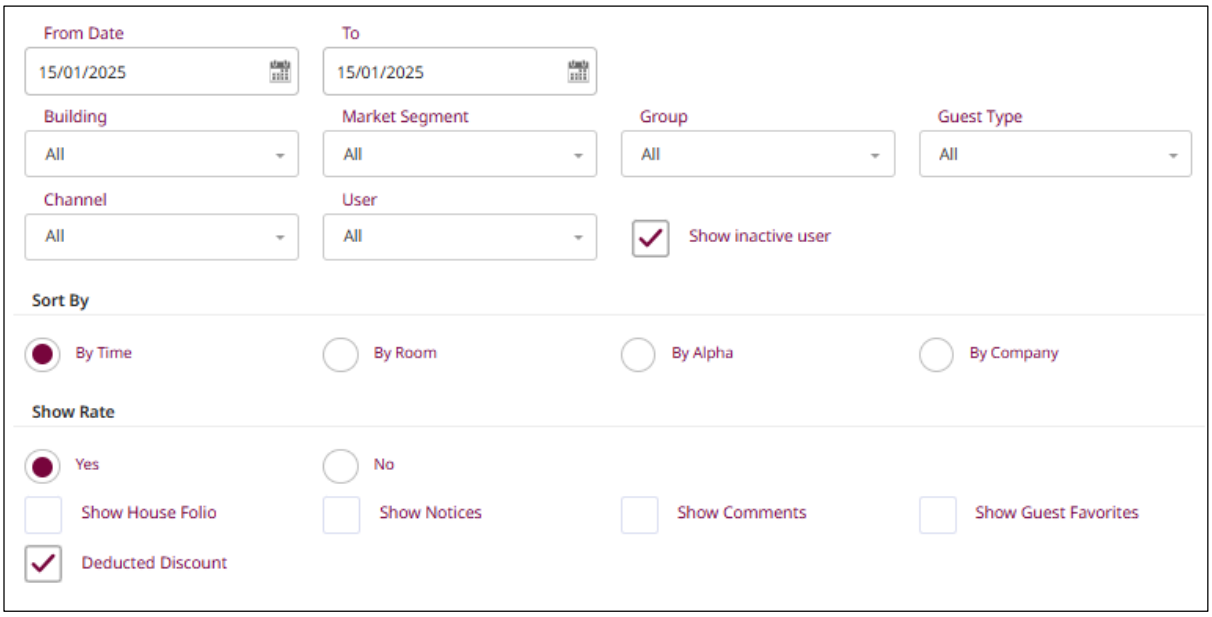
NR =Normal, PK =Package, AM = Allotment, PA =Package&Allotment

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.



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.

Expected Departure

Page(s) :1/1
Print Date :19/06/2025 17:23
Print by :SAIPARN SP

Smart Soraso Hotel 1
Dep. Date :05/03/2025 | Building :All Building | Group: All Group
Segment :All Segment | Guest Type :All Guest Type | Channel :All Channel
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	DLXPACCDBL/DLXPACCDBL	RR25000548,CI25000279	[redacted]	NR
	[redacted]					REG	Thai	10:43	12:00				
114		2	0	0	2			23/02/2025	05/03/2025	DLXT/DLXT	RR25000500-1,CI25000248	[redacted]	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,CI25000274	[redacted]	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,CI25000273	[redacted]	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,CI25000272	[redacted]	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,CI25000264	[redacted]	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,CI25000266	[redacted]	NR
	Miss Arina SMF					REG	Thai	10:06	12:00				
	Notices: Recall												

Total Room : 7 Total Guest : 14

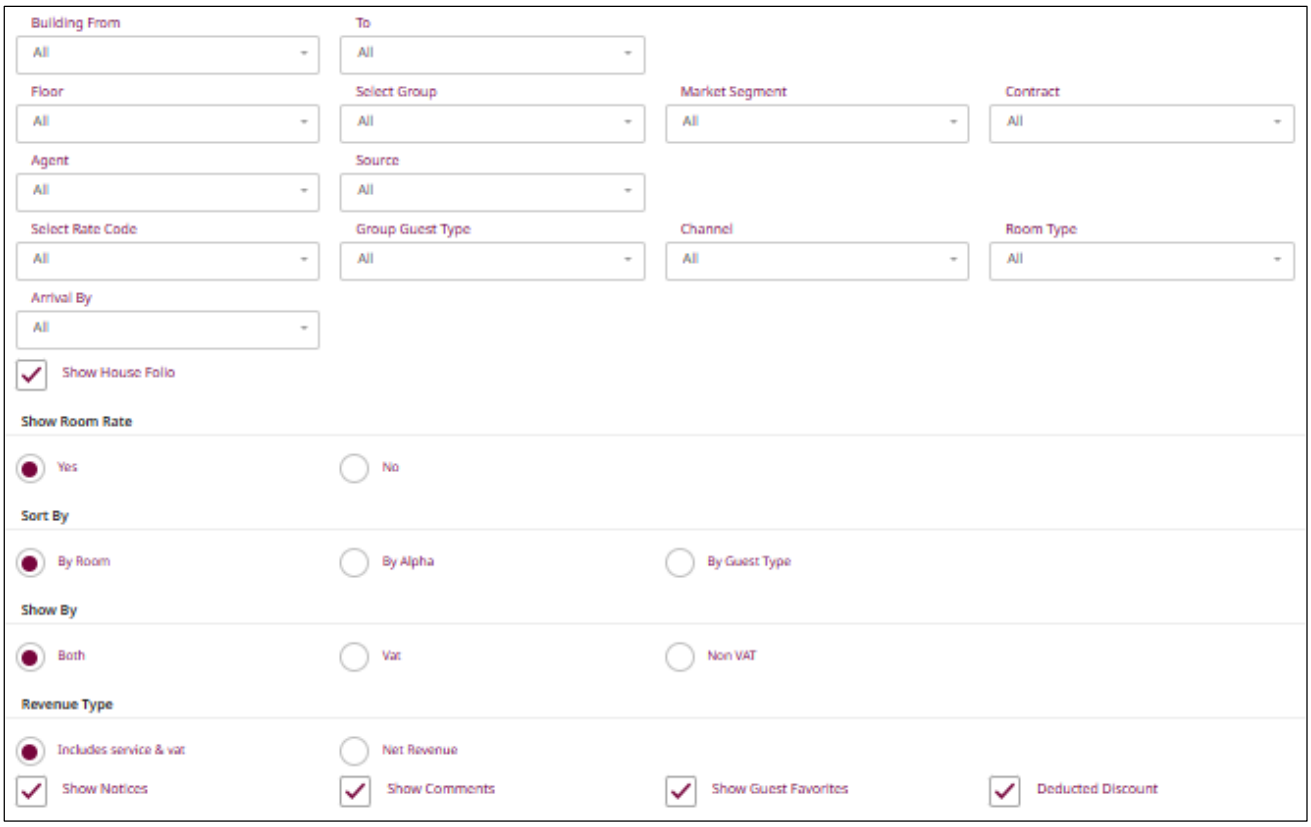
NR =Normal, PK =Package, AM = Allotment, PA =Package&Allotment

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.



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

Guest In House

Page(s) :1/1
Print Date :20/06/2025 10:16
Print by :SAIPARN SP

Smart Soraso Hotel 1
Sort By: Alphabet Building: Hotel A All Floor
Info Date: 05/03/2025 Group: All Group Channel: All Channel
Segment: All Segment Guest Type: All Guest Type Rate deducted discount

ROOM#	RM. Type/Original RM. / Guest Name 1/2	Company Agent	Company Guest	Nationality	Adt	Chd	Inf	Gst	Ex-Bd	Arr. Date / #Visit	Dep. Date	Night	Rate Code / Group Code	Segment	RM. Rate	ABF	Extra Bed	Extra Person	USER/ALM	Total
DAILY POSTING																				
326	DLXK/DLXK				2	0	0	2	0	11/05/2025	13/05/2025	2	OP	AIRL	0	0	0	0	ADMIN S.	0 NR
	Khun Alex SMF			Thai						0										
318	DLXT/DLXT				2	0	0	2	1	01/03/2025	05/03/2025	4	OPNHW	AIRL	4,800	400	400	0	SAIPARN SP	5600 NR
	Miss Arina SMF			Thai						0										
	Notices: Recall																			
316	DLXT/DLXT				2	0	0	2	0	26/02/2025	05/03/2025	7	OPABF	AIRL	9,300	400	0	0	SAIPARN SP	9700 NR
	Miss Fon SMF			Thai						0			GA250226960							
204	DLXT/DLXT				2	0	0	2	1	01/03/2025	05/03/2025	4	OPEN	AIRL	4,600	400	0	0	SAIPARN SP	5000 NR
	Mr. Haris SMF			Thai						0			GA250301257							
205	DLXT/DLXT				2	0	0	2	1	01/03/2025	05/03/2025	4	OPEN	AIRL	4,600	400	0	0	SAIPARN SP	5000 NR
	Mr. Haris SMF			Thai						0			GA250301257							
207	DLXT/DLXT				2	0	0	2	1	01/03/2025	05/03/2025	4	OPEN	AIRL	4,600	400	0	0	SAIPARN SP	5000 NR
	Mr. Haris SMF			Thai						0			GA250301257							
203	DLXK/DLXK				2	0	0	2	1	04/03/2025	06/03/2025	2	ChargesEx	AIRL	5,800	400	0	0	SAIPARN SP	6200 NR
	Miss Uri SMF			Thai						1										
Total Room 7	Total ALM 0	Total Non ALM 7			14	0	0	14	5						33,700	2,400	400	0		36,500

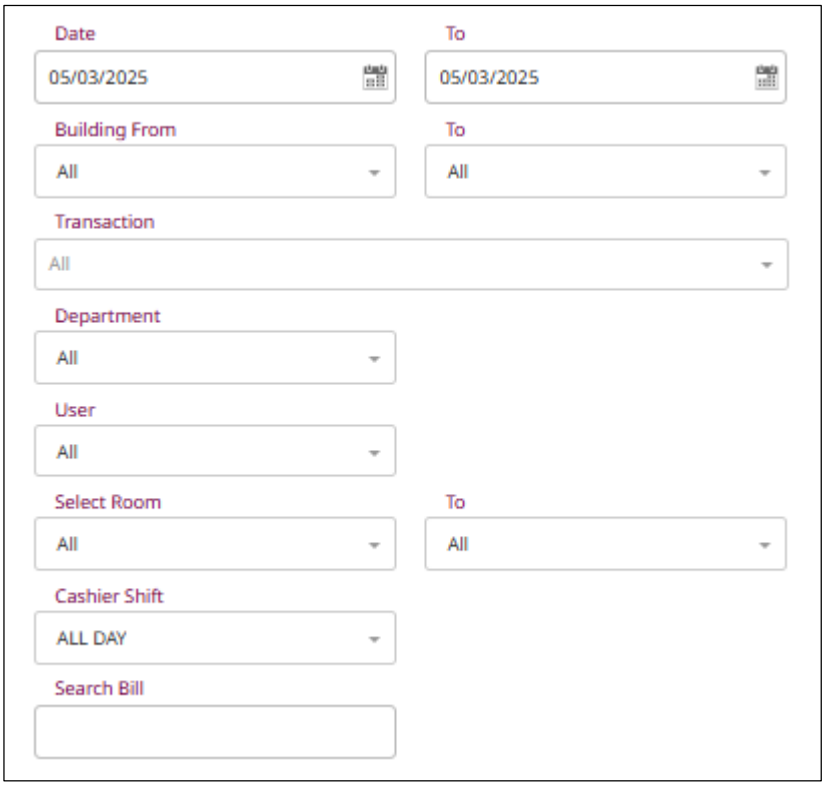
NR =Normal, PK =Package, AM = Allotment, PA =Package&Allotment

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.



Group Transaction Type

- (●) Both
- ( ) Revenue
- ( ) Payment
- ( ) Deposit
- ( ) Refund
- ( ) None Revenue
- ( ) Both (P/D/F)

Sort By

- ( ) By Room No.
- (●) By Transaction
- ( ) By Post Date
- [ ] Show Vat
- [ ] Summary Transaction
- [ ] Show Empty Bill (Amount = 0)
- [ ] Show Item Remarks
- [ ] Show Item Amount < 0

Show By

- (●) Both
- ( ) Vat
- ( ) Non VAT

Report Layout

- (●) By Default
- ( ) By User

Layout

- (●) By Deposit Received
- ( ) 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.

Hotel Posting Journal

page(s): Page 1 of 1
print date&time: 20/06/2025 11:49
print by: SAIPARN SP

Smart Soraso Hotel 1
Post Date: 05/03/2025
Building: All Building
Transaction: All Transaction
Sort By: Transaction
Group Transaction Type: Both
Post By: All User
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	[redacted]	I
		Arina SMF	318	FL25000684	318	P	-1,900	05-03-2025 11:50	[redacted]	I
		Sub Total Alipay					-23,700			
ABF	BREAKFAST	TEST CITY SMF	102	FL25000704	102	R	400	05-03-2025 10:23	AUTOPOST	I
		[redacted]	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
		Sub Total BREAKFAST					2,900			
		Fon SMF	316	FL25000677	316	R	400	05-03-2025 10:57	[redacted]	I
		Sub Total BREAKFAST					400			
		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					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.

Hotel Posting Journal

page(s): Page 1 of 1
print date&time: 20/06/2025 13:45
print by: SAIPARN SP

Smart Soraso Hotel 1
Post Date: 05/03/2025
Building: All Building — Group Transaction Type: Both
Transaction: All Transaction — Post By: All User
Sort By: Transaction — Department: All Department — 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			

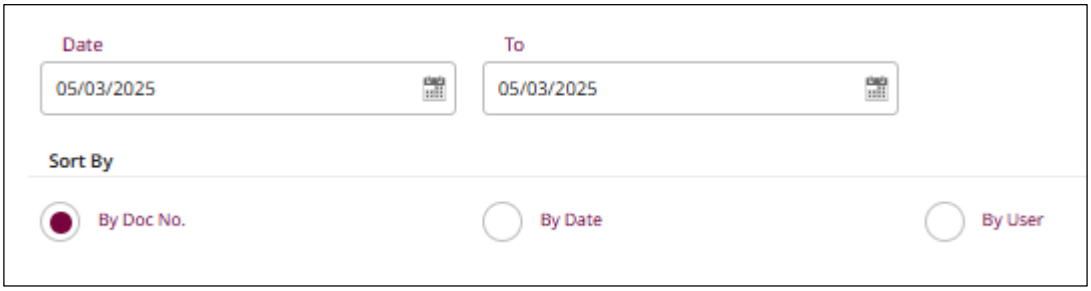
*** Status : I=Inhouse O=Check Out D=Dep
Item Status : R=Revenue T=Transfer V=Cancel, Delete&Unuse POS=From POS B=Rebate C=Correction CP=Cancel Payment J=Adjust D=Deposit P=Payment

Smart Finder

2.7. Room Transfer

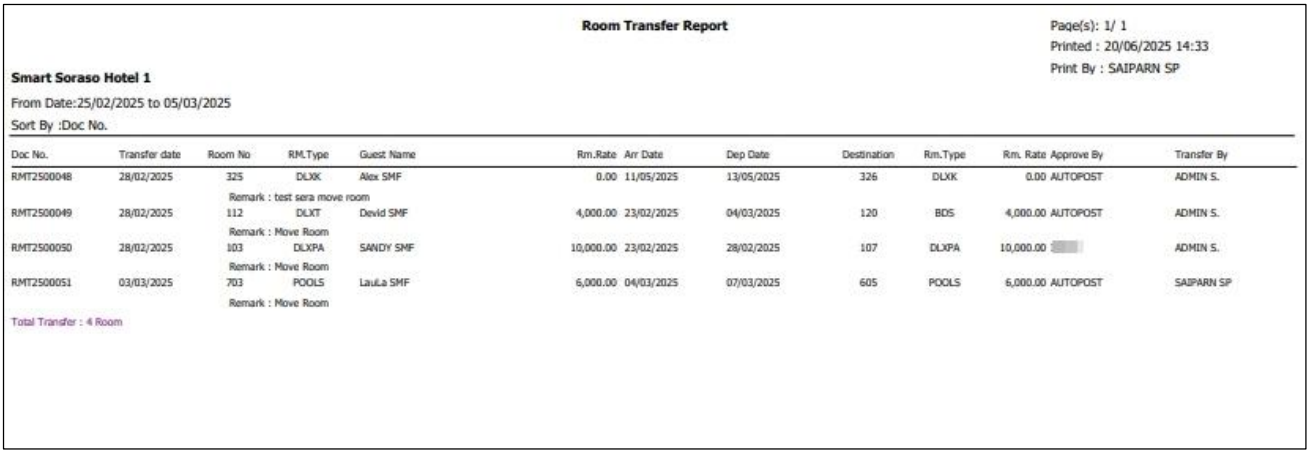
Available under **PMS > Reports > Room transfer,** this function allows staff to view detailed records of room transfers.

- **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.



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.

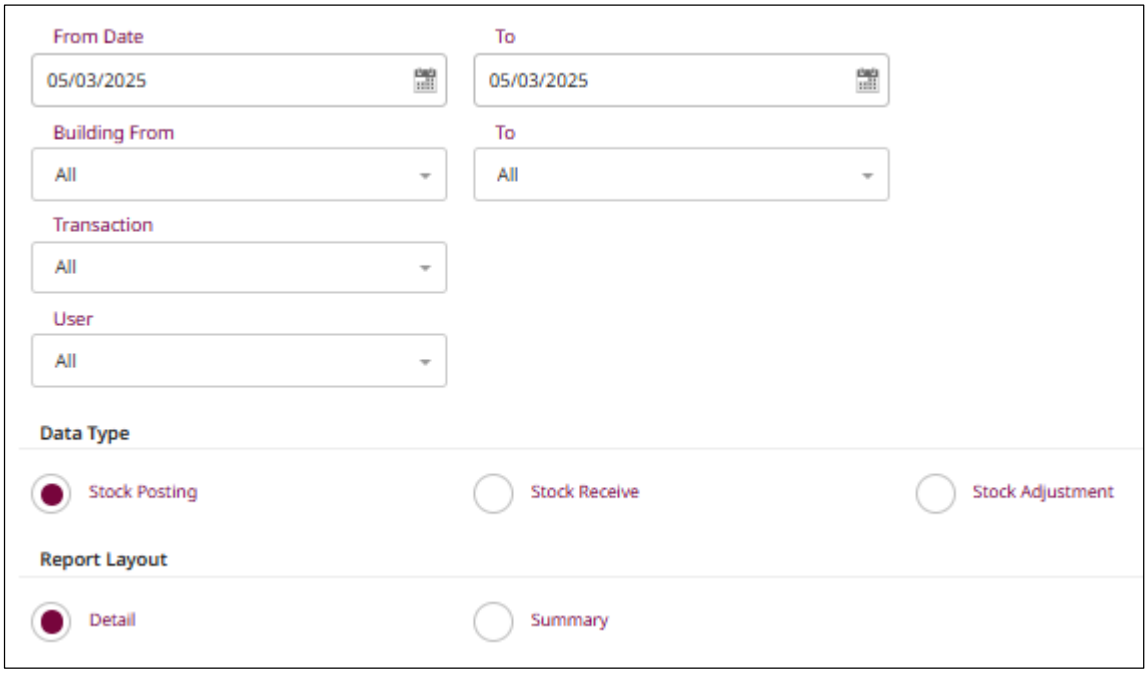
Doc No.	Transfer date	Room No	RM.Type	Guest Name	Rm.Rate	Arr Date	Dep Date	Destination	Rm.Type	Rm. Rate	Approve By	Transfer By
RMT2500048	28/02/2025	325	DLXK	Alex SMF	0.00	11/05/2025	13/05/2025	326	DLXK	0.00	AUTOPOST	ADMIN S.
		Remark : test sera move room										
RMT2500049	28/02/2025	112	DLXT	Devid SMF	4,000.00	23/02/2025	04/03/2025	120	BDS	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	POOLS	LauLa SMF	6,000.00	04/03/2025	07/03/2025	605	POOLS	6,000.00	AUTOPOST	SAIPARN SP
		Remark : Move Room										

Total Transfer : 4 Room

2.8. Transaction Posting

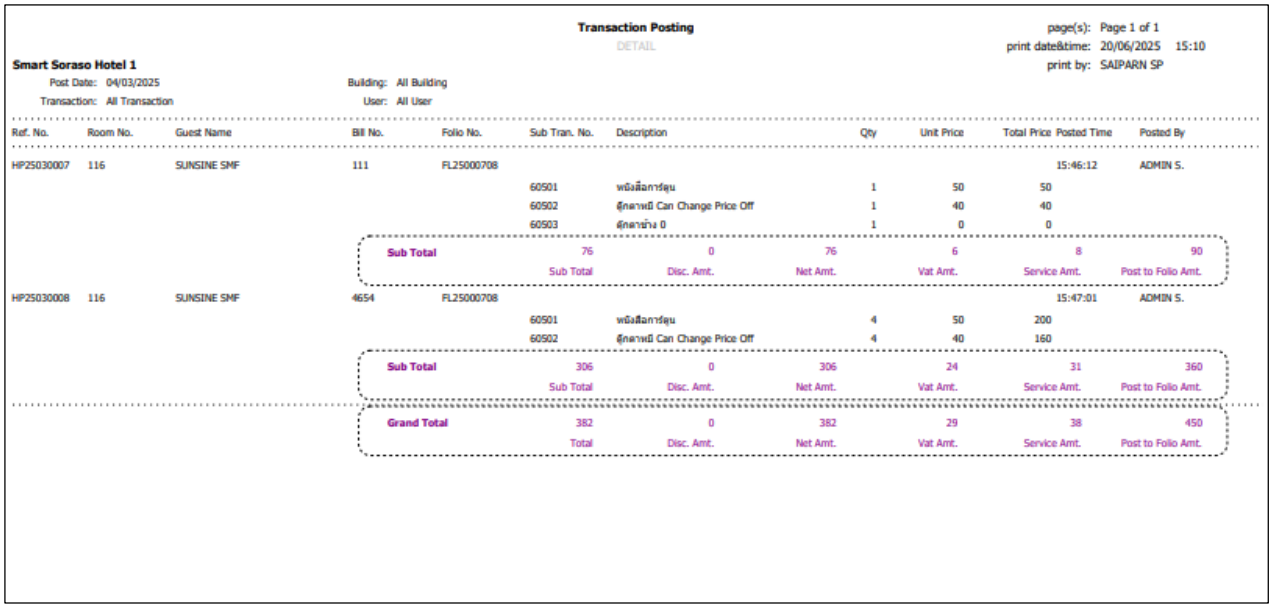
Available under **PMS > Reports > Transaction Posting,** this function allows staff to view and manage transaction posting records.

- **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**.



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
DETAIL

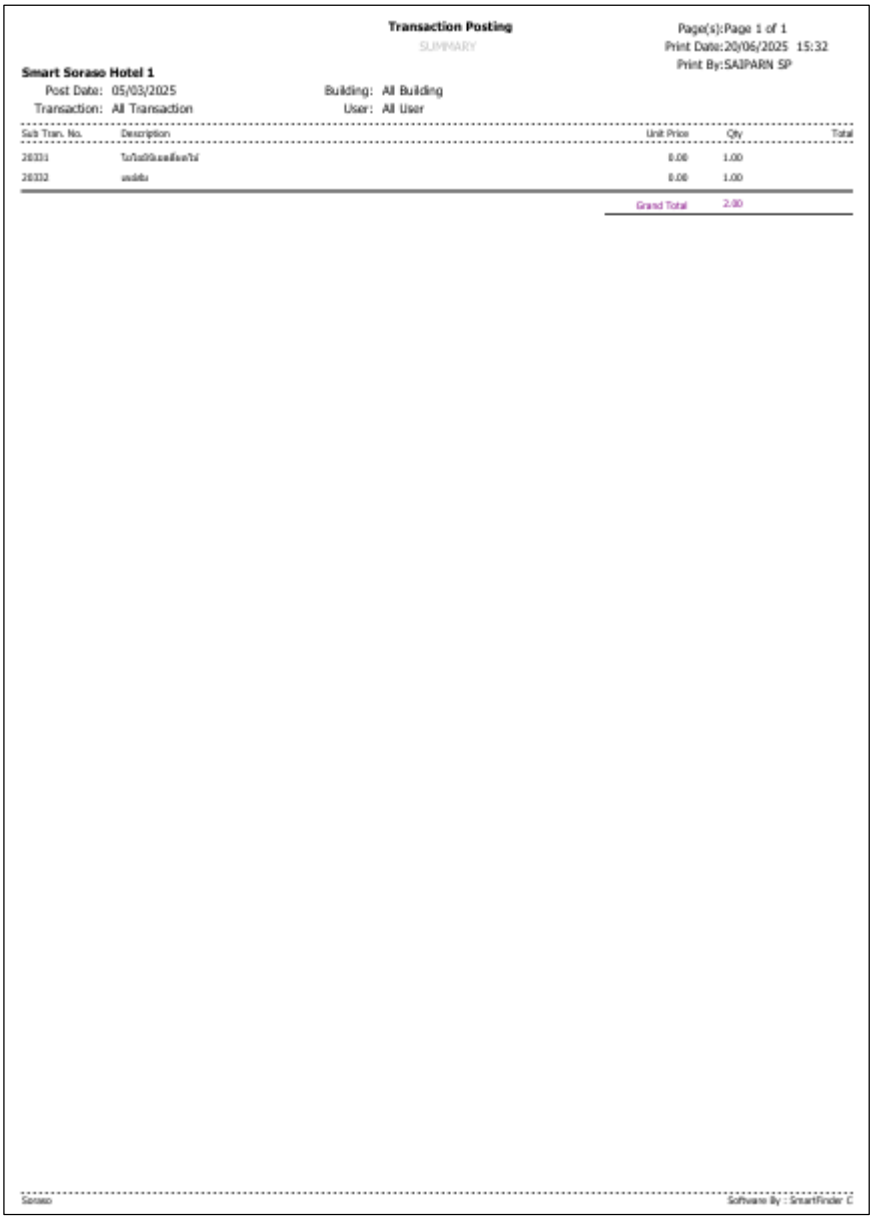
page(s): Page 1 of 1
print date&time: 20/06/2025 15:10
print by: SAIPARN SP

Smart Soraso Hotel 1
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	หนังสือการสุน	1	50	50		
					60502	ตู้กดาหมี Can Change Price Off	1	40	40		
					60503	ตักดาข้าง 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	หนังสือการสุน	4	50	200		
					60502	ตู้กดาหมี 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.



Transaction Posting
SUMMARY

Page(s):Page 1 of 1
Print Date:20/06/2025 15:32
Print By:SAIPARN SP

Smart Soraso Hotel 1
Post Date: 05/03/2025
Transaction: All Transaction
Building: All Building
User: All User

Sub Tran. No.	Description	Unit Price	Qty	Total
28331	[illegible]	0.00	1.00	
28332	[illegible]	0.00	1.00	
		Grand Total	2.00	

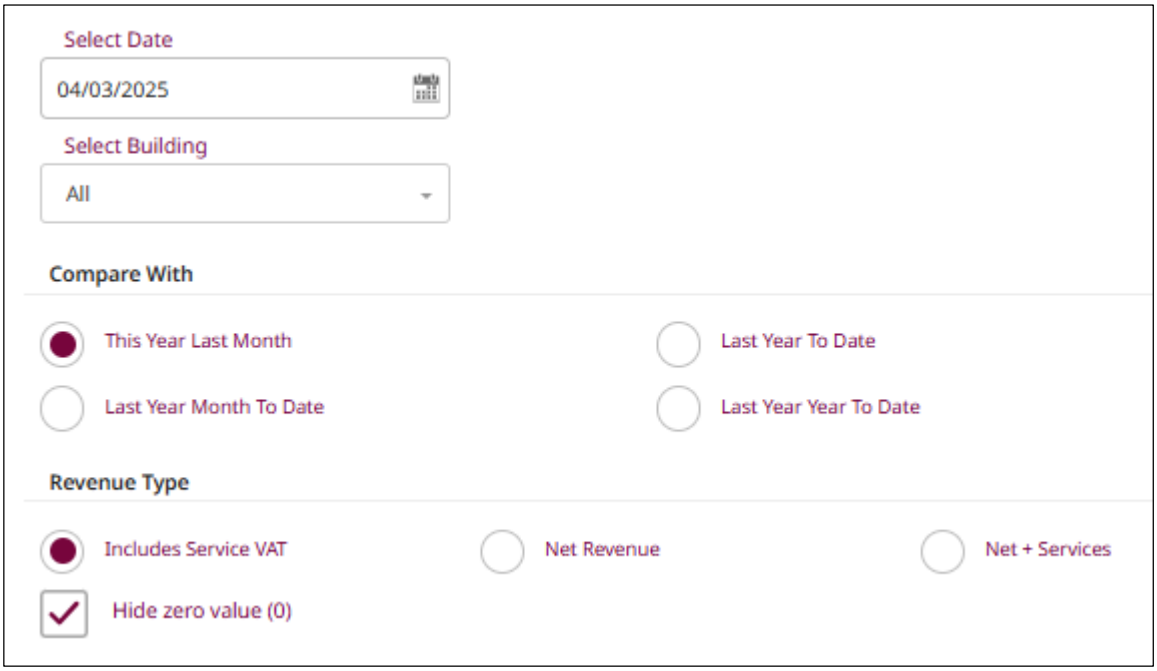
Soraso
Software By : SmartFinder C

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.



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

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
Print Date :20/06/2025 15:56
Print by :SAIPARN SP

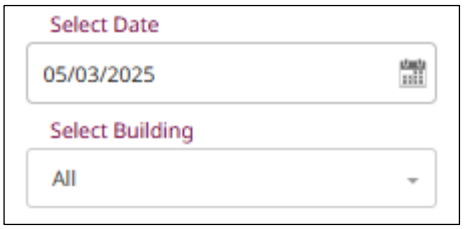
Smart Soraso Hotel 1
information: 04/03/2025 Building: All Building
Type of Revenue : Include Service Vat Hide zero value (0)

	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															10,699					
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					
เครื่องดื่มรอฟท์ดริ้ง					200					200					8,243					
เครื่องดื่มรอฟท์ดริ้ง [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					199,011,229,462					436,949
DELUXE GROUP มีภาษา (#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 มีภาษา (#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	49,800	52	152	6	5,612	291,800	745	1,633	5	4,147	3,089,840	40	89	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).



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.

Trial Balance Report

Page(s) :1/1
Print Date :20/06/2025 16:54
Print by :SAIPARN SP

Smart Sorasso Hotel 1
Formula: 04/03/2025 Building: All

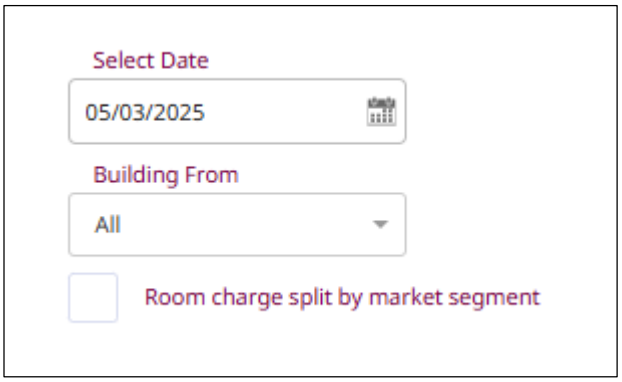
Tran. Code	Tran. Name	Amount	Amount	Vat Amt.	Service Amt.	Tax Amt.	Net Amt.
YESTERDAY BALANCE by Deposit Apply			5,005,538.62	0.00	0.00	0.00	5,005,538.62
REVENUE :							
100	Room Charge	53,240.00		3,453.65	4,485.25	448.53	44,852.57
103	Extra Bed	2,200.00		143.95	186.92	0.00	1,869.13
1101	Room Charge Deposit	25,300.00		0.00	0.00	0.00	25,300.00
1102	[illegible]	2,500.00		163.55	0.00	0.00	2,336.45
200 [RB]	Bella 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	[illegible]	500.00		0.00	0.00	0.00	500.00
852	[illegible]	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		-28,259	-36,929	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.



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.

Daily Income Report

Page(s) :1/1
Print Date :20/06/2025 17:19
Print by :SAIPARN SP

Smart Sorasa Hotel 1
Formula: 01/01/2025/Filter :By Default

Tran. Code	Tran. Name	Amount	Discount	Net Amt.	Service Amt.	Vat Amt.	Tax Amt.	Total AMT.
YESTERDAY BALANCE		3,446,329						
Revenue :								
ROOM CHARGE								
100	Room Charge	48,500	0	40,859	4,086	3,146	409	48,500
103	Extra Bed	1,850	0	1,572	157	121	0	1,850
	Summary	50,350	0	42,431	4,243	3,267	409	50,350
FOOD&BEVERAGE								
200	Bella 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	42,781	32,961	0	503,830
	Summary	503,830	0	428,088	42,781	32,961	0	503,830
	Total Summary	1,062,239	0	859,694	132,670	69,466	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-P001	CASH PAYMENT	2,942	0	2,942	0	0	0	2,942
010-P005	Bank Transfer	889	0	889	0	0	0	889
010-P017	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	258,463,344
Today Deposit Ledger	258,463,344

Soraso — Software By : SmartFinder Co., Ltd