

## Schematic Representation of Lodge Management on Tally.ERP 9

### Rooms Enquiry & Reservation Management

- Room's setup and labeling of rooms (Ac, non-Ac, Deluxe etc.)
- Setup service tax ledgers
- Check room availability
- Advance room booking
- Reservation Management
  - a. Guests- purpose of visit
  - b. Guests- ledger opening for room booking
  - c. Origin information of guests - country, nationality, passport no, foreigners details etc.
  - d. Reservation remarks
  - e. Book room with approximate check in and check out date
- Special discount setup for corporates
- Manage user restriction
- Different modes of payment (debit/credit card, gift voucher, cash etc.)

### Room Check-In and Check-Out Management

- Room check-in date and time
- Collect advance and produce receipt
- Guest registration card
- Room allotment
- Generate room bill
- Generate room service bill
- Laundry service bill
- Check-In report
- Print invoice
- Calculate luxury tax with bill
- Calculate service tax for services
- C- Form

### Accounts Management

- Receipts and payments
- Room bill settlement
- Management of multiple payment modes (debit/credit card)
- Bank reconciliations
- Bank challan
- Balance sheet
- Profit and loss account
- Cheque printing
- Cash and bank summary
- Maintenance Charges

### MIS Reports

- Booked room details
- Room reservation report
- Empty room report
- Room register
- Check-In report
- Room bill settlement report
- Billed and settled party report
- Complementary report
- Advance booking register
- Current guest list