

FRONT OFFICE MANAGEMENT

The core Athithi system includes a complete reservation module designed for use while the guest is on the phone. Reservations can be made for a single room or multiple rooms to accommodate the requirements of an individual guest, family, group, or large conference. The system finds available rooms for a given date in the future, checks the past guest file, calculates rates and displays packages, all within seconds. Extensive yield management capabilities are available to help maximize average daily rate and occupancy.

Comprehensive Current Room Status at a glance

- ❖ Vacant & Occupied Rooms
- ❖ Expected & Actual Arrivals / Departures of the Day
- ❖ Room Availability by Room Types / Room
- ❖ Guest Expected / Blocked Rooms / Compliment
- ❖ Interfacing with Electronic Door Locks
- ❖ Rate Setup by Room Type and Season
- ❖ Market Segment Configuration
- ❖ Discount Control Option

Reservation

- ❖ Instant Access to Central & Group Reservation
- ❖ Single Guest Reservation & Room Sharing
- ❖ Unlimited future Reservations for all Inventory Types
- ❖ Room Pre-Assignment for Reservations
- ❖ Group Blocking and Management Facility
- ❖ Multiple Folios Capability per group and group members
- ❖ Fast Entry function for rooming lists
- ❖ Ability to set up group, travel agent and multiple commission rates
- ❖ Integrated with central billing & A/R to handle folios and settlements
- ❖ Shares room inventory assignment, with variable arrival dates
- ❖ Overbooking allowed on global and room type basis
- ❖ Customer relation & bulk mailing support
- ❖ Detailed retention of guest history
- ❖ Rate Element

Front Desk

- ❖ Automated registration card printing
- ❖ Fast group check in / check out function
- ❖ House transfer / shift change
- ❖ Flash report / Manager report/ Passerby
- ❖ Swift checkout
- ❖ Advance folio
- ❖ Blocked rooms / Management rooms
- ❖ Un-limited bill splitting
- ❖ Room upgrading with auto folio transfer
- ❖ Guest messaging
- ❖ Voice mail interfacing
- ❖ Room Sharing for Service Apartments

Billing

- ❖ Ability to retain folio history and re-print folios
- ❖ Automatic recognition of advance deposits on check-in
- ❖ Integrated with common billing and A/R to handle guests and groups
- ❖ Ability to generate multiple bills from single folio
- ❖ Automatic posting of room charges with variable frequencies
- ❖ Automatic taxes posting and exemptions control
- ❖ Daily charges with or without automatic break option

Night Audit

- ❖ Authentication, Initiating and Completion of Night Audit Processing
- ❖ Accounts Receivable & payable
- ❖ Automatic release of rooms on cut off date
- ❖ City ledger transfer
- ❖ Cashier report
- ❖ Collection summary
- ❖ Guest ledger balance
- ❖ Guest tracking / history
- ❖ Detailed retention of guest history for management
- ❖ Ability to track the previous details of the guest
- ❖ Complementary Issues
- ❖ Revenue and Payments Posting Controls

TELETRACK (CALL ACCOUNTING)

TeleTrack is real time call accounting software designed and developed to monitor and control telecommunications in an organization. It gives a detailed summary of incoming and outgoing calls, duration of calls, cost of calls, instantly and generates many reports automatically.

It helps the management to study the Tele-flow pattern and to take effective measures effectively using the GUI interface; TeleTrack provides a flexible interaction between the user and the software. Every detail of the 'who, where and when' of incoming and outgoing calls is easily accessible with the help of TeleTrack

- ❖ Room Wise Telephone Bills
- ❖ Call / Tariff Comparison Facility
- ❖ Local Metering
- ❖ Account for every call with easy-to-use interface
- ❖ Allows multiple telephone vendors(Service Providers)
- ❖ Each line you can fix different tariffs
- ❖ Budgeting specifically for a department
- ❖ Customizable query manager
- ❖ Extension unlocking/locking on check in / out*
- ❖ Schedule wake up calls*
- ❖ Update room status in system directly from room extension*
- ❖ Set DND indicators from reception PC or room extension*
- ❖ * Not all PABXs support these features

BANQUETING (SALES & CATERING)

The Banqueting system handles reservations for banquet functions and meetings with all the necessary arrangements and accessories. F&B components can be selected and included for the functions. Contracts, advances and billing in user specific formats are possible.

- ❖ Function dairy
- ❖ Lobby banner
- ❖ Strong & flexible reservation
- ❖ Detailed retention of customer history for management reporting & analysis
- ❖ Hall seating arrangements / min / max covers
- ❖ Intelligent banquet space pickup based on PAX and or seating arrangement\ Customized and predefined menu option
- ❖ Flexible rate option
- ❖ Split billing with detailed or consolidate option
- ❖ Advances and extra charges
- ❖ Combine more than one banquet for the same event
- ❖ Multiple search criteria to locate reservation
- ❖ Booking Banquet Space, F&B and other Accessories
- ❖ Booking charts and availability screens
- ❖ Forecasts and menu planning
- ❖ Menu cards for package rates
- ❖ Option to charge Hall rent or waive it
- ❖ Assign Managers and staff to each function
- ❖ Menu Cards for fixed package options
- ❖ Letters, contracts

FINANCIAL ANALYSIS AND MANAGEMENT

- ❖ Budgeting
- ❖ Bank reconciliation statement
- ❖ detailed / consolidated trail balance
- ❖ Profit & Loss account
- ❖ Vertical / horizontal balance sheet
- ❖ Group / ledger summary details
- ❖ Monthly ledger summary with graphical representation
- ❖ Month wise cash in flow / out flow statement with graphical representation
- ❖ Debtors / creditors ageing analysis
- ❖ Customized reminders of debtors / creditors with bills details
- ❖ User authentication
- ❖ Cheque tracking
- ❖ Cleared/Un cleared Cheque details
- ❖ Age Analysis
- ❖ Vat Reports

FOOD & BEVERAGE MANAGEMENT

- ❖ Supports regular, direct , & counter sales functioning
- ❖ Global menu concept
- ❖ Menu groups / sub group
- ❖ Option to set up multiple price for same menu at multiple locations
- ❖ Supports reservation & room service
- ❖ Stock maintenance at the Bar / Kitchen
- ❖ Daily, weekly or monthly stock entry and variation reports

Billing

- ❖ Flexible settlement methods
- ❖ Supports direct billing
- ❖ Split and transfer bills
- ❖ Item based split billing
- ❖ Modify / void bills
- ❖ Multiple tax structure
- ❖ Customized discount structures
- ❖ Instant KOT options in a single key stroke
- ❖ Void / amend / transfer KOT
- ❖ Search KOT
- ❖ N.C. KOT costing
- ❖ Remote kitchen printing
- ❖ Food Costing
- ❖ Cost and Sales budgets

Miscellaneous

- ❖ Sales day book / collection summary
- ❖ Settlement summary
- ❖ Income head wise sales
- ❖ Tax collection
- ❖ Bill / cashier summary
- ❖ NC KOT detail
- ❖ Cash shift details
- ❖ User management
- ❖ Order taking devices
- ❖ Interfaces to Touch Screens, POS Terminals etc.
- ❖ Direct Bill option for Room Service
- ❖ Guest attributes like VIP/ Complimentary; Likes/Dislikes display while Guest Room Service order screen operates
- ❖ Splitting of quantity during Billing
- ❖ Splitting of Bills during Bill print
- ❖ Attributing discounts and tax exemption at Bill level
- ❖ Linking Multiple Tables for a consolidate Bill
- ❖ Direct postings to - Front Office Folios / A/R Accounts / Staff Accounts
- ❖ User defined Bill print formats for different outlets
- ❖ User defined Sales Reports
- ❖ Modifiers and remote printers of KOT / NCKOT
- ❖ Table Transfers/Session Transfers
- ❖ KOT Audit
- ❖ Multiple grouping of Menu Items
- ❖ Points of Sale Guest History
- ❖ Selective Bill print option on Split Bills

- ❖ Auto initialization of Bill numbers as per user request
- ❖ Interfaced to F & B Costing modules
- ❖ Flexibility in attributing unique taxes to specific restaurants
- ❖ User - defined text printing on bill
- ❖ Statistical and Analytical reports

Other features of the F&B Costing module include

- ❖ Inter kitchen transfers (issued to one kitchen but used by another)
- ❖ Inter cost transfers (between food to beverage)
- ❖ Item transfers (converting an item from one state to another)
- ❖ Standard v/s Actual consumption
- ❖ Cost and Sales budgets
- ❖ Stock maintenance at the Bar / Kitchen
- ❖ Daily, weekly or monthly stock entry and variation reports

Purchase

- ❖ Purchase indents
- ❖ Purchase orders
- ❖ PO / requisition pending
- ❖ Local purchase

Receiving

- ❖ Goods receipts against purchase
- ❖ Orders / contract / direct
- ❖ Item rejection / return

HOUSE KEEPING & LAUNDRY MANAGEMENT

The housekeeping module caters to the managing of rooms – cleaning and out of order rooms, tracking discrepancies in room status etc. A Laundry billing sub module allows billing guest laundry directly to the rooms as well as controlling laundry rates.

- ❖ Guest laundry
- ❖ Hotel laundry
- ❖ Material receipt notes
- ❖ Extra bed delivery note
- ❖ Extra linen bill
- ❖ Staff uniform laundry challan
- ❖ Guest laundry order
- ❖ Guest laundry bill
- ❖ Credit notes - laundry dues
- ❖ Stock position in stores
- ❖ Linen in rooms
- ❖ Stock position with laundries
- ❖ Stock position in pantries
- ❖ Stock position at service locations
- ❖ Schedule of material receipt notes
- ❖ Daily stock ,Supplies
- ❖ Bills
- ❖ Collection

Finance Management Software

General ledger

- User defined Accounting periods
- Flexible Account codes
- Multiple Payment Option
- User defined Report Formats
- Unlimited Period day book with user defined output formats
- Online allocation and matching of debits & credits
- Multi Company books with options of consolidation
- User defined Profit & Loss a/c and Balance sheets
- Department & Divisional accounting & budgeting
- Cost center expense tracking / reporting
- Transaction details maintained online for several years until clear down
- Aging reports, weekly or monthly
- P&L and Balance sheets, daily
- Cash/bank statements
- Powerful online query facilities by transaction analysis code and range of amounts
- Rapid data entry with automatic posting facilities
- Voucher printing option
- Bank Reconciliation statements

Financial Analysis

- Trial Balance
- Bank / Cheque reports
- Extensive ledger reports
- Flexible user defined financial statement analysis
- Ageing reports

Accounts receivable

- Customer master file with address, discount, credit limit etc
- Receivable entries interfaced from sales orders / invoices
- Allows partial or full payment of account of agent specific invoices
- Credit / Debit allocation system
- User defined receivables ageing report
- Online display of credit limit checking
- Sales & receivable analysis by group of customers
- Customer payment history credit
- Automatic letter written to debtors

General invoicing

- Free format invoice generation
- Automatic posting to Account Receivable
- Multiple user defined calculation in invoice
- User defined day book formats

Accounts payable

- Master file with vendor names, addresses, discounts etc.
- Payable disbursements, adjustments and credits
- Payables cross-referenced to invoice ID to PO (Voucher system)
- Allows partial and full payment
- Automatic discount calculation, terms, credit limit
- Multiple payment periods
- Disbursement of multiple GL Accounts
- Manual or automatic allocation
- Adjustments and credit handling
- Automatic or manual Cheque writing
- Multiple bank account maintenance & reconciliation

Business Management Software

- Sales quotation subsystem
- Unlimited items and Sales Orders
- Separate due dates for each item on Sales Orders
- Standard Orders (regular scheduled shipment)
- Customer bill to ship and tax look up table
- Quantity discounts and volume discounts
- Automatic back order generation macro and micro level (line level analysis of sales) Discount
- Matrix pricing-multiple price lists, multiple discount levels
- Multiple serial numbering for different types of sales documents
- Invoice generation
- Partial shipment process
- Release options for future posting

Purchase

- Vendor ship to, bill to information
- Vendor part number & account number entry
- PO release process
- Subcontract management
- Unlimited types of POs
- Freight tables
- User defined analysis code
- Due, expedite & schedule receipt date information
- Automatic posting of receipt of inventory (perpetual inventory)
- PO closeout & purchase rate variance analysis
- Credit memo entry
- Multiple price break item information
- Management of multiple stages of purchase
- Vendor analysis
- Inspection store management
- Support for partial deliveries
- Support & integration of GRN's
- Provision for delayed value entries for goods received

Inventory & Warehouse

- Lot tracking and batch tracking
- Item Database
- Online Stock Checking
- Stock Transfer
- Stock adjustments
- Bonded warehouse
- Multiple stores
- Multiple line description for each item
- Negative stock prompt during data entry
- User defined stock, sales and purchasing registers
- Lead time, order rules, order point, and order quantity, maximum / minimum limit control
- Quantity on hand, on order, shortage, usage pattern
- Material issue system – latest, FIFO average or standard
- Material issue
- Choice of units/measures and conversion from one unit to another during receipts and issues
- Multiple stock rooms, bin location, ware houses
- Material transfer transaction logging & reporting
- User defined commodity codes
- Special inspection store management of multiple stages of purchase
- Receipt audit trails
- Material return notes for rejected deliveries
- Vendor performance analysis (via Pos)
- Slow / fast / non moving stock analysis
- ABC analysis
- Low / High balances of inventory
- Product & group wise stock & sales statistics

Synchronization Module

- Integrated with F&B, Stores etc