

**Hotel Business Management System
ISPC Planner 2022**

Functionality Checklist

CRM - Comprehensive customer and supplier database:

- ⤴ input customer passport, driving licence, identification card and contact data
- ⤴ compose target audience groups and send e-mail newsletters
- ⤴ use integrated e-mail client, document business conversations, meetings and calls
- ⤴ make a list of employee roles and grant permissions to each role
- ⤴ use reminders to do things before you forget them
- ⤴ retrieve any lithuanian based company data from rekvizitai.lt *)
- ⤴ comprehensive database of world countries, regions and cities *)
- ⤴ GDPR consent management, personal data reports and personal data removal tool *)

Accommodation order administration:

- ⤴ hotel plan, facility and room data
- ⤴ offered service rates by season, service type and room type
- ⤴ input comprehensive order data: reservation status, accommodation period and room
- ⤴ use integrated graphical week or month spanning reservation time-table for visual convenience
- ⤴ print template-based memo for a customer based on order data
- ⤴ print today's plan listing all arrivals and departures ordered by time

Customer billing and performance analysis:

- ⤴ prepare customer invoice in one click based on order data using invoice templates
- ⤴ customize invoices by choosing desirable detalization level and adding notes
- ⤴ send PDF invoice to a customer using integrated e-mail client
- ⤴ fully automate invoice generation and sending using automated billing capability
- ⤴ analize performance and trends using two and three-dimensional analysis tool

Business accounting:

- ⤴ customize SAF-T chart of accounts, use General Ledger and general journal
- ⤴ automatically generate operations based on predefined rules
- ⤴ manage purchases, sales and payments, enjoy automated payment allocation
- ⤴ use wage registry, petty cash vouchers, cash book, cash income and expense orders
- ⤴ calculate depreciation of fixed assets
- ⤴ use month and year close procedures, prepare financial reporting documents
- ⤴ integrate bank payments by exporting/importing ISO 20022 XML files *)

*) Optional add-on modules

Deployment methods: Internet server; On premises server; Standalone Windows PC

End user devices: Windows PC; any PC/tablet/phone with Internet browser

User Interface: English or Lithuanian

+ Customize the system according to your business needs!