



Microsoft Dynamics for the Hotel Industry  
One Solution, One Database, All Microsoft

## Cenium Hotel Operations – Back Office

The Cenium Hotel Management System has been designed to simplify the operation of both the front desk and the back office. Both the front desk and back office functionality can be accessed from the same 'operational menu'.

### The key hotel operational menu 'options' are:

- Front desk (Reception)
- Booking
- Conference
- Housekeeping
- Maintenance
- Concierge
- Back Office
- Administration

### Housekeeping and Maintenance

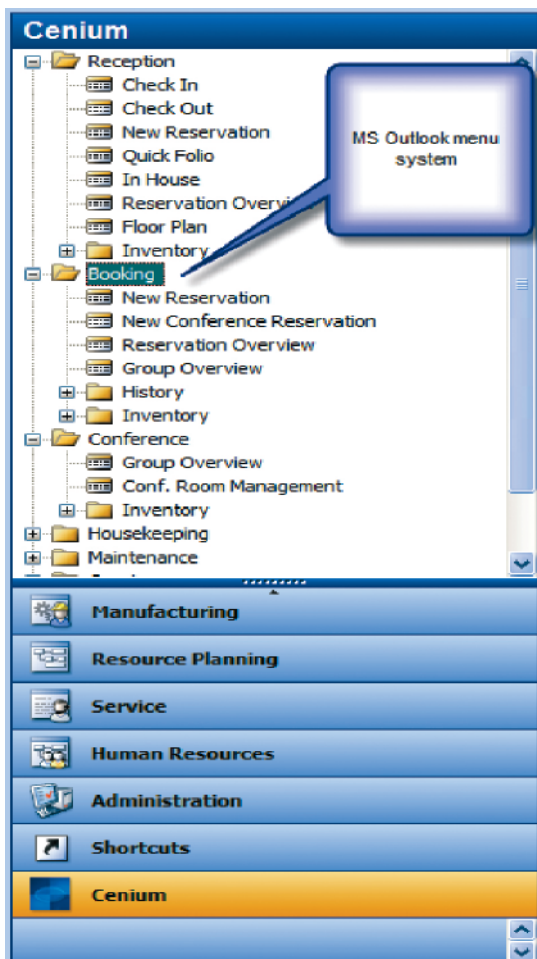
The following housekeeping and maintenance routines are supported:

- Resource planning
- Cleaning loop
- Change management
- Status reporting via TV/Phone system
- Maintenance to do list
- Blocking
- Scheduling of tasks

### Back Office

The following back office routines are supported:

- Statements – day-end statement per shift, cash control, corrections, multiple open statements.
- Shifts – unlimited number of shifts per department





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## Back Office

The following back office routines are supported:

- Statements – day-end statement per shift, cash control, corrections, multiple open statements.
- Shifts – unlimited number of shifts per department
- Contracts
- Rate exchange calculator
- Immigration statistics
- Inventory control
- Statistics
- Management overview
- Customer
- Guest
- Contact
- Promotion code
- Rate code
- Guest type
- Market segment
- Target group
- Service type
- Room type
- Booking status
- Pick-up
- Reporting
- History
- Reservation overview

- Group overview
- Cancellation overview
- No show overview
- Checked out overview
- Queries
- Deleted reservation
- Deleted group reservation

## Inventory

Including:

- Room overview
- Top 10 reports

