

TITLE PAGE

COMPUTERIZATION OF BILLING SYSTEM IN HOTEL OPERATION, A CASE STUDY OF DOKO INTERNATIONAL HOTELS LIMITED, MINNA.

BY

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PGD/MCS/032/96

A Project Submitted to the Department of Maths/Computer Science
Federal University of Technology, Minna, in partial fulfillment of the
requirement for the award of Post-Graduate Diploma in Computer Science.

MARCH, 1998

CERTIFICATION

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ACKNOWLEDGEMENT

The success story of this project would be incomplete, if I fail to appreciate and mention the contributions and assistance of certain individuals and organisations.

The contribution of my Supervisor, MR L. N. EZEAKO (a senior lecturer in the Department of Mathematics and Computer Science, Federal University of Technology Minna, is worthy of note. Not minding his tight schedule, he was able to read between the lines of the manuscript, made useful corrections and suggestions. For this I sincerely thank him.

My sincere appreciation goes to the following persons; Dr. K.R. ADEBOYE - Head of the Department of Mathematics and Computer Science, Federal University of Technology, Minna; Prince Badmos, the Co-ordinator of PGD Computer Science Programme; Dr. Reju, Dr. Yomi Aiyesimi, Mallam Audu, Mr Adewale, all of the Department of Mathematics and Computer Science, Federal University of Technology, Minna.

The management and staff of DOKO INTERNATIONAL HOTELS LIMITED, MINNA have immensely contributed to the success of this project. They were very understanding and provided comprehensive information required in the design and development of this project. I cannot but thank them for their co-operation, most especially, the Director, the Hotel Manager, and the Financial /Administrative Manager.

I also seize this opportunity to express my appreciation to the management of Federal Polytechnic, Bida that made available for my use, their Computer Centre. The staff of the

Centre were accommodating and made some tremendous contributions, especially in providing the right facilities and making observations and suggestions where necessary.

Let me quickly acknowledge the patience of my wife and her ability to keep the family front going during the period.

My sincere appreciation goes to all my friends and Course mates for their individual contributions by way of advice, criticism and encouragement.

DEDICATION

This work is dedicated to my Son (Abdulumuni Ahmed) and my wife (Mrs Comfort Ahmed), who missed my presence greatly during the period of my sojourn for knowledge.

ABSTRACT

This study, Computerization of Billing System in Hotel Operation, a Case Study of DOKO INTERNATIONAL HOTEL MINNA, is set out to survey and develop how best to record transactions between hotels and their guests effectively and expeditiously. Hotels transact business with their clients through the provision of services such as rooms (accommodation), food, drinks, and entertainment and in exchange take money in form of cash or cheque from clients.

The transactions are recorded and comprehensively communicated to the guests (clients) through presentation of bills. This recording and communication of transactions is to be computerised in a way that information concerning guests history such as guest name, address, nationality, date of arrival/departure, room number, room type, room rate, amount of money deposited are fed into the computer to create Database File. As transactions take place between the guests and hotel at different sales outlets, data as they relate to food (breakfast, Lunch, Dinner) drinks, laundry, etc are collected and keyed into the computer as inputs. Using the Database file, the input data are processed to generate output that would be reported and printed as Guest Bill.

To achieve the transput (input/output) processing, Indexed Sequential File arrangement or organisation would be applied using transaction date and room number as key fields for addition, modification, deletion, viewing and reporting of records.

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CHAPTER ONE

INTRODUCTION

1.1 Background Information

Hotels are traditionally held out to serve as home away from home by providing food, drinks, sleeping accommodation and comfort for their patrons. The patron (guests) in most cases wait endlessly to be attended to and when services are eventually provided, some of them are forced to queue up to pay their bills especially at peak periods. All this resulted from the fact that the method of billing in operation is accomplished manually and involves a lot of document duplications too. Transactions initially are entered into a SALES DAY BOOK (Visitors' Tabular Ledger), transferred to a guest bill and finally payment receipt is issued. This method does not only waste time and labour but requires a great storage space for bill filing.

The visitors Tabular Ledger (manual billing system) better known as the TAB has for many years been accepted throughout the world as the most satisfactory method of keeping the accounts of hotel guests. It has now been replaced in many establishments by machines but that does not mean that the 'tab' is no longer used. Smaller hotels unable to afford billing machine still use this method.

The main advantage of machine billing is that it eliminates duplication of work and a little bit faster than manual billing. However, the problem of storage still exists with machine billing as guests bills are in form of booklet and stored in ledger trays according to the number of rooms available in an hotel. For instance, a hotel of one thousand (1000) bedrooms would require enormous ledger trays for its guest bills.

The need for electronic machine like Computer therefore cannot be overemphasized. Computer would enhance a higher speed of accomplishing the task of billing and eliminates the need for large storage space in the form of office cabinets for ledger trays and reduces the use of bulky stationery.

1.2 The objectives of the study

Computerisation of billing in hotel operations is a study designed to achieve the following:

(i) Improved record

Neater and more legible bills be prepared which would be more helpful to the staff and more pleasing to the customer.

(ii) Increased speed

Time and labour should be saved by using the hard copy to simultaneously serve as guest bill and payment receipt which would be produced in one operation.

(iii) Elimination of tedious repetitive work

Operations such as costing and balancing usually carried out in manual and machine billing should be a thing of the past as the computer has the ability to perform repetitive tasks.

(iv) Greater accuracy

Some of the human errors should be reduced especially in calculation as error-free computations can be accomplished by the use of computer no matter the volume of data and calculations involved.

(v) Management Information system

To provide information for management as quickly as the need arises. For instance, customer's statement of account at a given period or the sales volume of the hotel at a point in time.

(vi) Elimination of wastage

Elimination of wastage in storage space and use of large quantity of stationery.

1.3 The convention hotel billing systems

Hotel billing entails the recording of the hotel daily sales and charges on the guests' bills. Billing machines and visitors tabular ledger are the conventional methods used in the preparation of guests' accounts and the work must always be up to minute as it should be possible to produce a guest's bill immediately on request.

1.3.1 The visitor's tabular ledger

This method of billing can be referred to as manual billing system. As the name implies, this is a ledger in tabular form usually loose-leaf sheets recording the daily transactions the hotel has with its guests. Each sheet represents each day which has numerous analysis columns and the headings of these will depend on the requirements of the hotel in terms of services offered.

The entries are made from dockets (checks) or vouchers sent from the various departments (Sales outlets), and they should be recorded as soon as received. This is to avoid error of omission and to ensure that visitors accounts are always kept up-to-the minute. It is from these entries on the tabular ledger that the personal bill is prepared for presentation to the guests, to be produced upon demand with minimum delay.

(i) The layout of the visitor's tabular ledger

There are different layouts in which visitor's tabular ledger sheets are designed. The layouts depend upon the arrangement of the headings of the analysis columns. The headings (analysis of charges or services offered by the hotel) can be arranged vertically or horizontally hence the existence of VERTICAL VISITOR'S TABULAR LEDGER and HORIZONTAL VISITOR'S TABULAR LEDGER. However, all layouts revolve around the basic principles as explained thus:

At the centre top of the sheet is the name of the establishment and at the right top corner comes the date the transactions refer. On the extreme left of the sheet below the name of the organisation is a column for entering the numbers of the rooms occupied by guests, followed by a wider column in which are entered the names of guests, the number of occupants of a room (sleepers) and the rate being charged. Next is the MONEY COLUMNS or SALES COLUMNS into which all charges incurred by the guests are entered. The first of these columns headed APARTMENTS is for the daily room charge, followed by a column headed PENSION OR BOARD. This column is only necessary if inclusive terms or rates are part of the hotel tariffs, i.e. where rooms and foods are priced together. In addition to recording the daily charges of guests, the sheet shows the daily sales of the hotel analysed under the respective headings. These headings are grouped together in such a way that sales from same outlet are entered side by side.

For instance, sales originating from the Kitchen are grouped together in order of service and consumption such as early morning tea, breakfast, luncheons, afternoon teas, dinners. After these columns dealing with Kitchen sales there are columns for drinks such as wines, spirits, liqueurs, beers, and ciders and minerals. Following the column of minerals is the column for tobacco in which all sales of smokers requisites are recorded. The remaining

columns on the sheet take care of other services the hotel has to offer such as Laundry, Valet, Telephone Calls, Newspaper charges and disbursements.

These columns are followed by a daily total column in which the total of all the charges recorded is entered. The next column is for totals brought forward from previous day. Between these two total columns could be columns for service charge and value added Tax (VAT). These totals when added to the totals in the daily total column will show the amount owed by the guests to date.

Chance trade column

Chance Trade refers to all cash business made from customers who are not resident in the hotel. All cash business such as meals, drinks, beverages and other provisions are entered near the bottom on the Tabular Ledger so that they do not get intermingled with room numbers and guests' names.

(ii) Making entries into the ledger

At the beginning of a particular day, there should already be entered on the ledger the Room Numbers (listed in correct numerical order) with the names of the occupants, the number of sleepers or visitors in each room and the terms to be charged. Throughout the day, as the guests incur charges, the checks or vouchers from the different departments come to the bill office clerk who enters the amount against the room number of the guest concerned in the appropriate service or sales column. This process is referred to as POSTING. To prevent the expenses being posted a second time, it is advisable for the bill clerk to either tick, initial or draw a line through the checks or vouchers of these transactions as soon as they are posted.

(iii) Cash entries

These are made from the cash received book. By making this book the only source of information for posting cash to tabular ledge, the bill clerk ensures that the different amount of cash received agree with the corresponding amounts of cash that were due to each guest's record on the tabular ledger. It should be noted that DEPOSIT made in advance is reflected at this point.

(iv) Recording a new arrival

On receiving an arrival notification slip from the reception office, the bill clerk should enter the room number, the name of the guest, the number of sleepers and room rate to be charged. In some cases, the ledger is so designed to allow two or more columns for each room number and in some cases, it is possible to record arrivals in numerical order, if only one column provision is made, the entries are made on the next empty line of the sheet. The room numbers in this case would be out of logical sequence.

(v) Making adjustment

When a posting error or omission is discovered, it is necessary to correct it by means of an adjustment. When the error is caused by an omission or the under-charge, the amount of omission or undercharge is entered against the room number in the service column concerned and back-dated where applicable. Back-dating is carried out when a charge has been incurred by a guest on a different date from that of the sheet on which it is recorded. The entry is made against the room number concerned under the relevant service column and the date in which the charge was incurred is then inserted in small figures and circled.

Some times a double adjustment has to be made, for instance, when posting has been made to a wrong room, say, a charge of ₦ 200.00 for breakfast being posted to room 10

instead of room 11. In this case it will be necessary to make an allowance of ₦ 200.00 in the allowance column of room 10 and to add ₦ 200.00 to the breakfast column of room 11.

(vi) Checking out a guest/settlement of accounts

When a guest who is leaving the hotel wishes to settle his bill and the bill clerk is sure that there are no further charges to be posted to the room being vacated, separate lines are drawn diagonally through room number, the name of the guest and the number of sleepers. And all the day's charges are transferred to the guest's bill ensuring that both the tabular ledger and the bill are then added and the totals agree. The bill is then ready for presentation to the guests.

(vii) Balancing of the tabular ledger

Balancing is carried out each day at a set time, usually twice in a day (late afternoon or early evening) when all charges recorded are transferred to individual guest's bill. These charges are then added on both the bill and the ledger and the totals should agree. Any cash and allowances entries on the tabular ledger must be transferred to the bill and subtracted from the total charges and the difference is the amount now owed by the guest and the balance to be carried out to the next day if the guest is not checking out.

On the Tabular Ledger which is being balanced, all the different services are totaled. These totals are added together and must agree with the sum of the daily total column. The total of the brought forward column added to the total of the daily total column should equal the sum of the grand total column. The cash column when added can be checked against the cash received book for accuracy. This amount is then added to the total of allowances and the balance carried forward which must equal to grand total column. Once

this adding and cross-checking have been completed correctly, the tabular ledger is said to be balanced.

1.3.2 Machine billing

In many hotels today, the tabular ledger has been replaced by a machine, which is capable of recording and storing all charges incurred by guests producing individual bills for presentation to the guests and maintaining daily summary total.

This machine is equipped with analysis keys as a part of the key board. These keys accumulated separate totals in respect of charges posted. As charges are posted to the guests bill they are automatically added so that at all times the guest's bill is totaled up to date. This means that it is always ready for presentation, provided that no charges remain to be posted. In the same manner, the machine posts credits and cash payments automatically, subtracting these from the outstanding balance. A duplicate bill is printed at the same time and this is known as LEDGER COPY. The ledger copy is the equivalent of the visitor's tabular ledger in the manual system of billing and is the hotel's record of the guest's bill.

Operating procedure of billing machine

When a guest arrives at the hotel, the machine operator types the guest's name, room number and room rate on the top of a bill which is then filed in room number order. The checks (vouchers) from the various departments (sales outlets) on reaching the bill office are filed in room number order, periodically throughout the day. These checks are posted en bloc to the individual bills of the guests. To do this, the room number and previous balance (if any) are put into the machine by pressing the appropriate keys, causing the machine to pick up this balance and record it together with the room number on the audit roll.

NOTE: The Audit roll serves as the only storage medium of the billing machine unlike electronic machine (computer) that has Memory for storage.

The guest's bill with its duplicate is placed on the platen of the machine and the amount of the charge is indexed on the keyboard. The check or voucher from which the charge has been made is also placed on a platen on the machine and the appropriate analysis key is pressed. The charge is now recorded on the bill, the duplicate bill and the voucher. Further charges may be added by pressing the appropriate keys and placing the corresponding voucher on the platen in lieu of the one just posted.

"Balance Carried Forward Key" is depressed thus recording the "BALANCE" on the bill before its removal. The bill is then removed from the machine and returned to its file.

When a guest leaves and pays cash, the amount of the cash received is put on the machine, and the CASH KEY is depressed and if the account is to be settled later, CREDIT KEY is used in place of the CASH KEY. All these should be done before using the BALANCE KEY. It should however be emphasized that operation of billing machines varies from one make of machine to another, though, the basic posting routine is the same.

1.4 Computer and the hotel Industry

Basically, a Computer stores information to which additional data may be added or subtracted. It is the speed with which this operation is done, coupled with the lack of mental stress for the operator that makes a computer invaluable to hotel front office staff.

The advancement of computer technology has caught up with the hotel industry just like any other areas of human endeavour. Electronic machines are being used for communication and computing in the hotel industry. Amongst such new innovations are:

1.4.1 Prestel

Prestel is a new kind of information service used by customers where an adapted television set and an ordinary telephone line link the prestel customer to an enormous range of computer-held information. By pressing numbered buttons on a small key pad a page of information appears on the television screen. British Telecom have launched "ROOM SERVICE" which is an electronic booking system linking all prestel users with more than 1000 hotels throughout the world (No Nigerian hotel is known to have benefited from this technology yet). It lists rooms and amenities available at each hotel.

To use "ROOM SERVICE" customers specify the area in which they intend to stay. An index showing hotels and rates in that area appears on the screen. Having decided on the hotel the customer is then able to fill in the requirement on a booking page which is then transmitted to the hotel.

1.4.2 THE NCR QUICKSILVER

This electronic machine was introduced to improve upon the system of machine billing. It has the following special features:

- (a) A simplified programmable keyboard with a ten-key numerical arrangement, multiple departmental keys, settlement keys, and an assortment of special function keys.
- (b) Departmental keys which enable separate totals for guests services, room charge, restaurant and bar services, valet, laundry, garage, and others.
- (c) Cashiers' keys which identify the cashier or shift which is printed on the folios (bills) vouchers and audit journals.

- (d) Room rates are stored in the computer's memory and when the cashier enters the room rate code and presses the room rate look-up key; the terminal locates the rate in its memory, print it on the folio and updates the totals.
- (e) Room number and balance can be verified. An automatic check digit is generated every time a new balance is printed. When the room number and balance pick up check digits are entered they are verified electronically and if incorrect the terminal will reject the entire entry as invalid thus eliminating a common error in posting to guest's folio.
- (f) There is correction or void key to correct posting errors.
- (g) Using the TRANSFER DEBIT AND CREDIT KEYS, advance payments can be transferred to an advance reservation deposit.
- (h) PACKAGE RATES - when special rates are offered to travel agents or tour operators, the computer can distribute the charges to their respective departments. This information is printed on the audit journal but only the total package prints on the guest's folio.
- (i) The trial balance feature provides the automatic accumulation of debit and credit balance in separate totals.

1.4.3 SWEDAL-45-30

The Swedal is an electronic hotel posting machine and cash register which has been specially tailored for the hotel industry. It produces clear legible bills for the guest, fast accurate operations for reception and security and information for the management. Its special features are:

- (a) The departmental digits cover all the services such as laundry, telephone, valet, restaurant, bar, coffee shops, newspapers.

- (b) The keys cover eleven types of payment and eight miscellaneous keys cover the major credit cards, all with programmable limitations to alert the operator when management authorisation must be given to accept vouchers over a certain limit.
- (c) Up to 512 room balances may be stored, including "Split Rooms" where two individuals in a room want separate bills.
- (d) Currency conversions on ten rates of exchange.
- (e) Debit and credit balances.
- (f) VAT system where VAT can be added and extracted.
- (g) Folio printer with four columns: reference, debit, credit, balancing for easy reference.
- (h) Alphabetical display to alert cashier when to insert vouchers.
- (i) Trial balance to facilitate hotel accounting.
- (j) A training mode for cashier training.

1.4.4 Micro computer system

Apart from the custom-built computers that have been discussed earlier, which can only serve or suit a particular purpose, the general purpose micro-computer with wide range of software is being used extensively in hotels. Advance reservation details can be keyed into the computer, amended if necessary and recalled when required. Registration details, guests' records and guests' accounts are all kept in a computer and when one is altered for any reason, all other related records in the computer are at the same time updated. Some computers are programmed to give guidance to the operator by asking such questions as: type of room? start date? end date? guest name?, room number?, etc.

By inserting the appropriate code, the computer will print out all arrivals and departures for the day in question thus an arrivals and departures list is prepared. A visual display unit and keyboard of a computer system in the housekeeper's office enables her to be kept informed of arrivals and departures and the state of the reception office. At the same time, she can feed into the computer which room is vacant, ready for letting thus keeping computer up-to-date with Room Status. It is possible to have the computer linked to the telephone system so that all charges for outgoing calls can be recorded, in some cases the number dialed and the length of the call can also be registered. Telephone in each hotel bedroom can also be programmed so that the chambermaid can dial into the computer "room cleaned" and the housekeeper can also dial into the computer "room inspected and ready for letting". The Computer according to how it is programmed, can produce a volume of statistics including the total rooms occupied, multiplied by the rate for apartment income. Some statistics are confidential and available only to the management. Unless the correct code, known only to those entitled to this knowledge is keyed in, the computer will not divulge this information. Hotel menus, notices, guests' history cards, tariffs and a variety of material for all areas of hotel operations can be presented often with variety of typefaces with word processing packages or facilities available in computer system. With all these computer incursions into the hotel industry it is discouraging to note that only few hotels in Nigeria are computer operated and they are mostly the classified Five Star Hotels that are managed by international hotel management companies like HILTON, SHERATON AND SONOTEL.

CHAPTER TWO

2.0 THE EXISTING SYSTEM.

2.1 Brief history of the case study

The system under study is the billing system of Doko International Hotels Limited Minna. The hotel established on the 9th of April 1997 is a modest hotel of seventeen (17) Bedrooms with a projected plan of additional twenty (20) Bedrooms.

The hotel located opposite the city gate, Suleja Road, Minna is easily accessible by potential customers travelling along the axis of Abuja - Minna - Lagos. Doko International hotels Limited Minna though not a large establishment it provides modern facilities that compare favourably with facilities found in some large luxurious hotels. Such facilities include in-house video; attractive large parking space with beautiful, well trimmed flowers, in addition to wide range of variety of rooms, well stocked bar and cosy deluxe restaurant offering both local and international dishes.

2.2 Divisions/Departments in the hotel

The hotel is divided into the following departments:-

1. Reception

Guest are welcomed, received, checked into or out of the hotel rooms. The department is responsible for the sale of hotel rooms, preparation and presentation of guests bills; receiving payments for bills and issuing receipts in respect of payments by guests.

2. Food and Beverage department

This division comprises of units like;

- (a) KITCHEN - a unit that prepares all dishes (both local and Continental) and snacks.

(b) **RESTUARANT** - This unit sits and serves guest with all dishes and beverages offered by the hotel.

(c) **BAR** - Provides assorted alcoholic and non-alcoholic drinks for both resident and non-resident guests.

3. **Housekeeping Department**

The department undertakes the care and cleaning of all Bedrooms and ensures that all the facilities in the rooms are functioning properly. It also undertakes the cleaning of public areas and the hotel environment generally.

The laundry unit is also under this department carrying out the laundering and dry cleaning of guests clothing and hotel linens.

4. **Security**

This unit ensures the safety of life and property of guests and the hotel.

5. **Administration**

This department is headed by the Director (the proprietor) of the establishment with a team of management including the Hotel manager and Administrative/Financial manager.

The division is the think-tank of the hotel, formulating policies planning strategies, organizing and controlling resources, directing and co-ordinating operational activities.

2.3 **List of services/facilities offered by the hotel**

1. **Bedrooms**

- (a) Single rooms -----> ₦ 800.00 per night.
- (b) Superior single rooms ---> ₦ 1000.00 per night.
- (c) Double rooms -----> ₦ 1,200.00 per night
- (d) Suites -----> ₦ 2,500.00 per night

2. Food & Beverages

- (a) Early morning tea ---> ₦ 120.00 per cover
- (b) Breakfast -----> depending on choice
- (c) Lunch -----> depending on choice
- (d) Dinner -----> depending on choice
- (e) Snacks -----> depending on choice

3. Drinks

- (a) Mineral -----> ₦ 20.00
- (b) Maltina -----> ₦ 40.00
- (c) Wine -----> ₦ 200.00
- (d) Beer -----> ₦ 60.00
- (e) Big Stout ----> ₦ 100.00
- (f) Small stout ---> ₦ 60.00 per bottle
- (g) Fruit juices ---> ₦ 150.00 per PKT (1 litre)

4. Other services

- (a) Laundry ----> depending on type of linen
- (b) Telephone ----> depending on duration and destination of calls.

2.4 Current billing system in the case study

2.4.1 The hotel billing procedure

To give critical study and analysis of the billing system in the case study, questionnaire was designed, distributed amongst management staff. On-the-spot interviewing of the operating staff was also carried out by the researcher.

The responses to the questionnaire and the interview revealed that the billing system in Doko International Hotels Limited Minna was neither computerized nor mechanized instead its operation is purely manual, supported with the use of calculator and adding machines.

2.4.2 Restaurant billing

As soon as a guest is seated in the Restaurant (Dinning room) the menu (list of dishes available) is presented to him or her to make the required choice. The guest's requests or choices are recorded in vouchers called Dockets. A docket will be in triplicate (i.e three copies)

The original copy of the docket goes to the kitchen to enable the waiter/waitress collects the ordered food.

The second copy is sent to the cashier immediately to enable him/her (cashier) prepares and gets the customer's bill ready or updated, while the third copy is retained by the restaurant waiter/waitress for references. This type of billing is referred to as triplicate checking system.

2.4.3 Bar billing

The bar which offers alcoholic and non-alcoholic beverages uses triplicate checking system. Unlike the Restaurant that sends all the dockets immediately guests are seated to the Reception cashier for posting, the bartender though enters the beverages sold in triplicate, the first copy is given out as a temporary bill to the guest and sends the second copy to the cashier at the end of his shift to be entered or posted into the guest bill; the third copy like that of restaurant is retained in the bar.

2.4.4 Billing for snacks and other services (i.e Telephone and laundry).

Variety of snacks with different prices are offered. When a particular snack or other miscellaneous services are rendered, the sales are recorded with guest's room number indicated on the voucher and forwarded to the cashier at the Reception desk to post into the guest account or bill.

At the end of his/her (guest) stay in the hotel, the bill is presented reflecting all the transactions from the sales outlets.

If the total expenditure of the guest is greater than the initial deposit made by him/her, the balance is considered debit and the amount involved is paid by the guest while a credit balance denotes less expenditure by the guest than initial deposit and the amount involved is refunded to the guest.

The bill usually is hand written and produced in two copies. The original for the guest and the ledger copy for the hotel.

CHAPTER THREE

SYSTEM ANALYSIS AND DESIGN

3.1 Statement of problem and advantages of the new system.

The review of the current method of billing in Doko International Hotel Minna showed that manual system of billing is in operation with the following defects and bottlenecks.

(i) Too slow a method to get bills ready for guests and compile necessary management reports especially at peak period or period of urgency.

(ii) Inaccuracy and unreliability

As a result of mental stress involved in recording and calculating guest bills manually, the method is prone to incessant errors and does not provide a reliable result.

(iii) Illegibility and untidiness of Records

Sometimes more than one handwriting are used in bill recording which are not easily understood by the clients and hotel staff. As a result of varied hand writings the record (Guest bill) becomes untidy and unattractive in appearance.

(iv) Uneconomical in the use of human resources

The method involves a lot of clerical work requiring the employment of more labour than would have been needed by computerized method.

(v) Bulky use of stationery inform of guest's bills and hotel ledgers that are kept room by room and sometimes need to be kept for some period of time (months) for references. This has led to the use of extensively large physical equipment like ledger trays/files and cabinets.

(vi) Difficulty in retrieval of records

As records increase and storage becomes bulkier with time locating and accessing of records become difficult to accomplish.

The proposed system of billing computerization in hotel operations has the following advantages:

(i) SPEED - Computer can perform in a second, task which would take a person several days to accomplish hence the proposed system can get guest bills ready when due or required.

(ii) ACCURACY AND RELIABILITY

Accuracy of computer cannot be overemphasised once the computer is programmed using the adequate software the whole job is done with ease free of errors. Under all operating condition, computers provide the same result without showing any sign of tiredness. The ability of the computer to perform repetitive tasks makes things easier.

(iii) IMPROVED RECORD

Neater and more legible bills would be prepared with the computerized system which is easier for staff to comprehend and more pleasing in appearance to the clients.

(iv) ECONOMY - Computer processing is cost effective. Human and financial resources are conserved if hotel operations are computerized. Man hour requirement will be cut down considerably. The new system is therefore highly economical most especially at long-run.

(v) STORAGE - The new system will eliminate the need for physical storage like trays/files and cabinets. The hotel ledger of the guests' bills usually stored physically in

cabinets will have their information stored by the computer. Computer is capable of storing large quantities of data and information.

(vi) RETRIEVAL OF RECORDS

The computerized system has the ability to access records or information directly from remote locations with less effort and make information available within seconds.

3.2 THE LANGUAGE OF THE PROPOSED SYSTEM

The Language of the new system is DBASE, specifically DBASE IV.

DBASE IV offers a Programming Language that enables you to construct your own database file made up of records. A large number of built-in functions are provided including Mathematical functions, string manipulation functions and the programming language includes commands to perform conditional branching looping, calculations sort records, format input screens and output reports.

A screen design facility is provided to custom design input and output screens and to perform error checking and editing on input. DbaseIV has been described as one of the most popular and powerful DATABASE MANAGEMENT SYSTEM (DBMS) available for personal computers.

Generally the objectives of DATABASE SYSTEM are:

(a) Data Integration

In a database, information from several files is co-ordinated, accessed and operated upon as though it is in a single file. Logically the information is centralized but physically the data may be located on different devices.

(b) Elimination or reducing data redundancy

Data redundancy occurs in file processing system when the data cannot be arranged to suit all the application programs accessing these data. This leads to the same data

appearing in more than one file consequently resulting in wastage of storage space and duplication of efforts during data entry.

(c) Data Independence

Data independence is the insulation of application programs from the physical or logical storage of data. This objective seeks to allow for changes in the content and organisation of physical data without re-programming of applications and to allow modification to application program without re-organizing the physical data.

(d) Data Integrity

Data redundancy can lead to lack of data integrity and resulting in inconsistent information. In an environment where there is duplication of data, updating and deletion of data becomes difficult as changes in any of the duplicated data necessitate changes in every file that contains the same data, otherwise inconsistency will result. In database this problem is avoided by recording data once.

One update would be sufficient to achieve a new record status for all applications using the data there by creating data integrity.

(e) Data are centrally controlled

In database, data and operations on data are centrally controlled and this can lead to better management of data by enforcing standards for all the database users on how information would be released out.

3.3 Output and Input specifications

3.3.1 Out specification

The ultimate of every effort or process is the output. It is important to consider what is required from a system before deciding how to set about producing it. For a computerized billing, considerations such as these are of necessity.

- (a) How often are the outputs required ?
- (b) Who needs them and in what form ?
- (c) Are multiple copies needed for circulation within and outside the organisation ?

The contents of the output for guest bill would include:-

- (i) Guest name
- (ii) Date
- (iii) Room number
- (iv) Room rate
- (v) Room type
- (vi) Accommodation
- (vii) Early morning tea
- (viii) Break fast
- (ix) Lunch
- (x) Afternoon tea
- (xi) Dinner
- (xii) Drinks
- (xiii) Laundry
- (xiv) Telephone
- (xv) Snacks
- (xvii) Guests' paid out
- (xviii) Value added tax (VAT)
- (xiv) Service charge
- (xx) Daily total
- (xxi) Brought forward

(xxii) Grand total

(xxiii) Deposit

(xxiv) Balance

3.3.2 Input specification

This is influenced by the needs of output. These are necessary ingredients fed into the computer to get the required output.

On guests' arrival at the hotel, information concerning guest history such as guest's names, addresses, Nationalities, date of arrival/departure, amount of money deposited are collected. As transactions take place between the guest and hotel at different sales outlets, data as they relate to food drinks and other services are recorded on vouchers or dockets. These vouchers or dockets are passed to a central place (Bill office) for the data to be fed into the computer as input for individual guests bill.

The input for Guest's bill would include

- (i) Guest's name
- (ii) Guest's address
- (iii) Nationality
- (iv) Date of arrival
- (v) Date of Departure
- (vi) Room number
- (vii) Room rate
- (viii) Room type
- (ix) Amount deposited
- (x) Early morning tea
- (xi) Breakfast

- (xii) Lunch
- (xiii) Afternoon tea
- (xiv) Dinner
- (xv) Drinks
- (xvi) Laundry
- (xvii) Telephone
- (xviii) Snacks
- (xix) Guest's paid out.
- (xx) Value added tax
- (xxi) Service charge
- (xxii) Daily total
- (xxiii) Grand total
- (xxvi) Balance

3.4 FILE ORGANIZATION

A file could be regarded as a collection of items of data organised into records in such a way that specific items of data (information) or records can be retrieved into the main storage when required for processing.

In developing a computerized billing for Doko International Hotels Limited Minna, three (3) database files would be created i.e:-

1. A file to be tagged REG.DBF to store data concerning the hotel guest's history.
2. BILL.DBF, a file to store daily transactions of the guests throughout their stay in the hotel.
3. DOKO.DBF to contain updated records.

These files would be accessed using Room Number and Transaction date as key fields to enhance addition, modification, deletion, viewing and reporting of data or information.

3.5 FLOW CHART

Flow chart describes the path that data will follow as they processed. It is a pictorial representation of all the operations that are performed during the processing of data. A Flow chart also serves as an efficient means of communication, an analytic tool and a concise form of documentation.

In designing a system for hotel billing a number of activities came into focus. These activities range from Data entry, modification, viewing, deleting to reporting. The logical steps within each of these activities are concisely represented by flow charts as shown in appendix.

CHAPTER FOUR

4.0 SYSTEM/PROGRAM DEVELOPMENT AND IMPLEMENTATION

4.1 System Documentation

In designing a system package for billing in Doko International Hotels Limited Minna, seven levels of activity came into focus. They are registration of guests, recording of guests transactions while in the hotel, modification of guest's records as the need arises, deletion in case removal of record is required, viewing and displaying of existing records, reporting of information concerning guests history of stay or transactions and finally quitting the application environment.

In line with these levels of activity a main menu was design to have the following components;

1. GUEST REGISTRATION
2. GUEST TRANSACTION
3. MODIFICATION OF RECORDS
4. DELETION (REMOVAL) OF RECORDS
5. VIEWNG OF RECORDS
6. REPORTING OF RECORDS (PRINT GUEST BILL)
7. QUIT (To exit the application environment)

The screen format of this main menu is shown in appendix

4.1.1 - Guest registration

Guests on arrival into the hotel are registered. To adequately and effectively record their transactions, computer has to be fed with the guest's history such as guests name, address, Nationality, room number, room type, room rate, date of registration, date of arrival, date of departure and amount of deposit made in advance.

When GUEST REGISTRATION is selected as a choice on the main menu, it prompts the user for guests history to be entered.(the screen format is shown in appendix).

4.1.2 - Guest transactions

Data entry concerning guest's charges are made when GUEST TRANSACTION is a selected choice. This option provides the user with the opportunity of entering individual guests transactions. The transactions relate to the facilities and services of the hotel enjoyed by the guests. They include charges for accommodation, food, drinks and miscellaneous expenses. (The screen format is shown in appendix).

4.1.3 - Modification of records

The user of the package may wish to modify (change the content of a record as the need arises), the modification option should be selected. This option takes you to a submenu consisting of three (3) choices such as;

1. - modification of Guest's registration
2. - modification of Guest's transaction
3. - Exiting the modification menu

In either of the modification requirements i.e. registration or transaction, the record for modification would be displayed to the user to aid him/her do the correct re-entry (Appendix show the screen format of modification menu and modifications of transactions and registration respectively).

4.1.4 Deletion

This option enables the user to remove a particular record from a file. This may be necessary where a particular record is no longer needed especially if the record is

wrongly entered into the database file or when a guest has checked out of the hotel and there is need to create space for other records.

When DELETION is selected it takes the user to a sub-menu named DELETING MENU with the following options:

1. RT-----Remove transaction record
2. RD-----Remove updated record
3. RG-----Remove registration record
4. Q -----Exit deleting menu

RT option enables the user to delete a particular transaction record while RD option gives room for the removal of any updated record that is no longer required. Similarly RG option allows guest already registered to have information relating to his/her history erased.

Screen formats of deletion are shown in appendix.

4.1.5 - Viewing of records

This component of the main menu permits individual guest's records to be displayed.

It has a sub-menu with three options:-

1. GR -----VIEW GUESTS IN RESIDENCE
2. GT -----VIEW GUEST'S TRANSACTIONS
3. UP -----VIEW UPDATED RECORDS
4. Q -----Exit Viewing MENU

"GR" when selected from the sub-menu displays information concerning individual registered guests or guests in Residence. This option is important to the user especially the billing cashier who uses it to confirm whether a particular room is occupied and who occupied it before billing.

"GT" - This option displays information concerning individual guests' transaction record. It aids the user in providing information concerning guests expenditure on a particular day, while "UP" option displays the updated expenses of a guest.

(screen formats are shown in Appendix.)

4.1.6 - Reporting of records (PRINT GUEST BILL)

This main menu option enables information concerning individual guest's record throughout his stay in the hotel to be produced into a hard copy which consequently serve as the GUEST BILL.

Appendix show the hard copies produced by the REPORTING OF RECORDS OPTION.

4.2. Data Structure

The data structure of the system is that of dbase showing the field number, field name, field type, width of field, decimal point and index.

4.2.1 Data Structure of REG.DBF

FIELD NO	NAME	TYPE	WIDTH	DEC	INDEX
1	RDATE	DATE	8		NO
2	GUESTNAME	CHARACTER	20		NO
3	ROOMNUMBER	CHARACTER	3		YES
4	ARR_DATE	DATE	8		NO
5	DEPARTDATE	DATE	8		NO
6	NATIONALTY	CHARACTER	12		NO
7	ADDRESS	CHARACTER	30		NO
8	ROOMTYPE	CHARACTER	18		NO
9	ROOMRATE	NUMERIC	7	2	NO
10	DEPOSIT	NUMERIC	16	2	NO

4.2.2 Database Structure of Bill .DBF

FIELD NO	NAME	TYPE	WIDTH	DEC	INDEX
1	TDATE	DATE	8		YES
2	ROOMNUMBER	CHARACTER	3		YES
3	ACCOMMO	NUMERIC	12	2	NO
4	EMTEA	NUMERIC	12	2	NO
5	BREAKFAST	NUMERIC	12	2	NO
6	LUNCH	NUMERIC	12	2	NO
7	DINNER	NUMERIC	12	2	NO
8	SNACKS	NUMERIC	12	2	NO
9	DRINKS	NUMERIC	12	2	NO
10	TELEPHONE	NUMERIC	12	2	NO
11	LAUNDRY	NUMERIC	12	2	NO
12	G_PAIDOUT	NUMERIC	12	2	NO
13	VAT	NUMERIC	12	2	NO
14	S_CHARGE	NUMERIC	12	2	NO
15	DAILYTOTAL	NUMERIC	16	2	NO
16	BFORWARD	NUMERIC	16	2	NO
17	GRANDTOTAL	NUMERIC	16	2	NO
18	BALANCE	NUMERIC	16	2	NO

4.2.3 Database Structure of Doko.DBF

FIELD NO	NAME	TYPE	WIDTH	DEC	INDEX
1	ROOMNUMBER	CHARACTER	3	2	YES
2	TDATE	DATE	8	2	NO
3	GRANDTOTAL	NUMERIC	16	2	NO

4.3 - System requirements

The requirements for installation and operation of the new system can be grouped into two, namely:-

- (i) Manpower requirement
- (ii) Material requirement

4.3.1 - Manpower requirement

Doko International Hotels Limited Minna does not use computer for any of its operations, therefore the introduction of the new system means the introduction of computer into the hotel.

The hotel would require the service of a trained computer operator to carry out data entry. This requirement could be met either by employing a competent qualified computer operator or train an existing employee in computer operation.

4.3.2 - Material requirement

This relates to the type or nature of computer needed for the new system. The new system involves storing a large number of data and information and reporting such information. For a start, a micro computer with high speed and large storage capacity would be required. This electronic machine would be assembled with monitor, keyboard and a standard printer to enhance the production of hard copy.

In addition to the hardware requirement Dbase package especially DBASEIV would have to be acquired by the hotel.

4.4 System testing

It is important to be sure that the new system is working efficiently before installation and usage. This can be done by using some data on the new system. This was however carried out by the researcher. The new system was tested using some data on all program modules of the system.

The various programs produced in the appendix and the output screen formats displayed by different figures are the results of this testing.

4.5 Limitation

The package limits its coverage to resident guest. It should be noted that some guests patronise the hotel for other services without necessarily residing in the hotel. This type of transaction often referred to as CHANCE TRADE could not be incorporated in the computerized billing system as a result of time constraint since the study had to be completed within a specific period.

4.6 Possible cost analysis

Micro computers of varied sizes, capacities and prices exist in the market with different brand names.

However the capacity and accessories of a computer are the key factors of influence on the market price.

The electronic machine can be procured as a complete system or its individual components purchased separately and assembled.

Individual components acquisition may be cheaper but require a very competent hand for their assemblage into a system.

4.6.1 Current market price of micro computers (Pcs)

- (a) BRAND NAME:- COMPAQ
- 1 - PROCESSOR:- Pentium 133mhz
 - 2 - Memory:- 16MB RAM
 - 3 - HARD DISK :- 2 GB
 - 4 - FLOPPY DISK DRIVE:- 3.5"
 - 5 - 1 MB Pc1 VGA CARD
 - 6 - EIGHT SPEED CD ROM
 - 7 - 28.8 KBPS/14.4 KBPS DATA/FAX MODEM
 - 8 - 14" MONITOR
 - 9 - COMPAQ KEYBOARD AND MOUSE
 - 10 - PRE INSTALLED SOFTWARE including internet/on-line software.
 - 11 - PRICE:- ₦ 171,000

(b) BRAND NAME:- HENLETT PACKARD (HP)

- | | |
|----------------------------|----------------|
| 1 - PROCESSOR:- | Pentium 166mhz |
| 2 - MEMORY:- | 32MB RAM |
| 3 - HARD DISK:- | 1.6GB |
| 4 - FLOPPY DISK DRIVE:- | 3.5" |
| 5 - 1 MB PC1 VGA CARD | |
| 6 - EIGHT SEED CDROM DRIVE | |
| 7 - HP WINDOW 95 | |
| 8 - HP KEYBOARD AND MOUSE | |
| 9 - HP 15" SVGA MONITOR | |
| 10 - PRICE:- | ₦ 186,000 |

SOURCE OF INFORMATION:- THE GUARDIAN NEWSPAPER OF 10TH SEPT 1997.

4.6.2 INDIVIDUAL COMPONENTS ACQUISITION

PROCESSORS

- | | |
|-------------------------|----------|
| 1. Pentium 120MHz | ₦ 19,000 |
| 2. Intel Pentium 133MHz | ₦ 54,500 |
| 3. AMD K5 133MHz | ₦ 22,000 |
| 4. AMD K5 166MHz | ₦ 32,000 |

MEMORY

- | | |
|-------------|----------|
| 1. 8MB RAM | ₦ 3,100 |
| 2. 16MB RAM | ₦ 6,500 |
| 3. 32MB RAM | ₦ 15,000 |

HARD DISK

1. 170 MB	₦ 8,500
2. 270 MB	₦ 9,000
3. 728 MB	₦ 14,000
4. 850 MB	₦ 14,000
5. 1.08 GB	₦ 15,000
6. 1.28 GB	₦ 15,000
7. 1.6 GB	₦ 16,500
8. 2.0 GB	₦ 19,000
9. 2.5 GB	₦ 23,000
10 3.2 GB	₦ 29,500
11 2.0 GB SCSI	₦ 38,000

PRINTERS

1. HP LASER JET 6L	₦ 51,000
2. CANNON BJ30	₦ 28,000
3. CANNON BJ70	₦ 36,000
4. HP DESKJET 400L	₦ 29,000
5. EPSON STYLUS 200C	₦ 31,000

CARTRIDGES

1. 5L TONNER CARTRIDGE	₦ 7,500
2. INK CARTRIDGE SERIES(BLACK)	₦ 3,000
3. INK CARTRIDGES SERIES (COLOUR)	₦ 3,200

CARDS

- | | |
|----------------------|----------|
| 1. 1MB Pc1 CARD | ₦ 2,600 |
| 2. 2MB Pc1 CARD | ₦ 3,600 |
| 3. ADPTECH SCS1 1542 | ₦ 25,000 |
| 4. ADPTECH SCS1 2940 | ₦ 25,000 |

FLOPPY DRIVE

- | | |
|-------------------|---------|
| 3.5" FLOPPY DRIVE | ₦ 2,300 |
|-------------------|---------|

KEYBOARD

- | | |
|---------------------|---------|
| WINDOW '95 KEYBOARD | ₦ 1,400 |
|---------------------|---------|

MOUSE

- | | |
|---------------------------|---------|
| 1. MICROSOFT PS2 STANDARD | ₦ 1,700 |
| 2. MICROSOFT PS2 ENHANCED | ₦ 3,000 |

POWER SUPPLY

- | | |
|--------------|---------|
| POWER SUPPLY | ₦ 3,200 |
|--------------|---------|

CASING

- | | |
|---------------|---------|
| 1. MINI TOWER | ₦ 3,800 |
| 2. DESKTOP | ₦ 3,900 |

MONITOR

- | | |
|---------------------------|-----------------|
| 1. SVGA COLOR MONITOR 14" | ₦ 18,800/19,200 |
| 2. SVGA COLOR MONITOR 15" | ₦ 28,500 |
| 3. SVGA COLOR MONITOR 17" | ₦ 58,000 |

ANTIVIRUS

- | | |
|-----------|----------|
| 1. MCAFEE | ₦ 12,500 |
| 2. NORTON | ₦ 13,000 |

3. DR. SOLOMON ₦ 17,000
4. DR. SOLOMON NT WITH LICENCE PACK ₦ 65,000
5. MCAFEE NT NETSHILLED WITH VIRUS SCAN ₦ 65,000

PRINTER CABLES ₦ 350

SOURCE:- THE GUARDIAN NEWSPAPER OF SEPT. 29, 1997.

SOFTWARE

DBASE IV SOFTWARE PACKAGE ₦ 50,000/60,00

CHAPTER FIVE

5.1 CONCLUSION AND RECOMMENDATIONS

As a result of bottlenecks inherent in the existing system i.e. inaccuracy and unreliability of the system, illegibility and untidiness of records, slow speed in getting Job done coupled with the fact that electronic data processing (computer processing) ease data storage and processing and produce qualitative, quantitative and faster information, hotels generally, and the case study specifically stand to gain from this package (the new system).

The system is therefore highly recommended for hotels as it reduces the time guests are kept waiting to be registered or get their bills ready especially at peak periods, as records can easily and speedily be retrieved and reported.

Some measure of control has also been introduced with the use of system date and time. This measure can check any likely fraudulent practice of preparing fake backdated bills and enhances strict adherence to management policy on check out time of the guest.

Neater and more legible bills would be produced with the use of this system which is easier for staff and guests to comprehend and more pleasing in appearance to guests.

Human and financial resources are conserved if the new system is adopted as man hour requirement will be cut down considerably especially at long-run.

The hotels would not need physically large storage facilities like trays/files and cabinets to house their billing records like the hotel ledger copy of the guest bill.

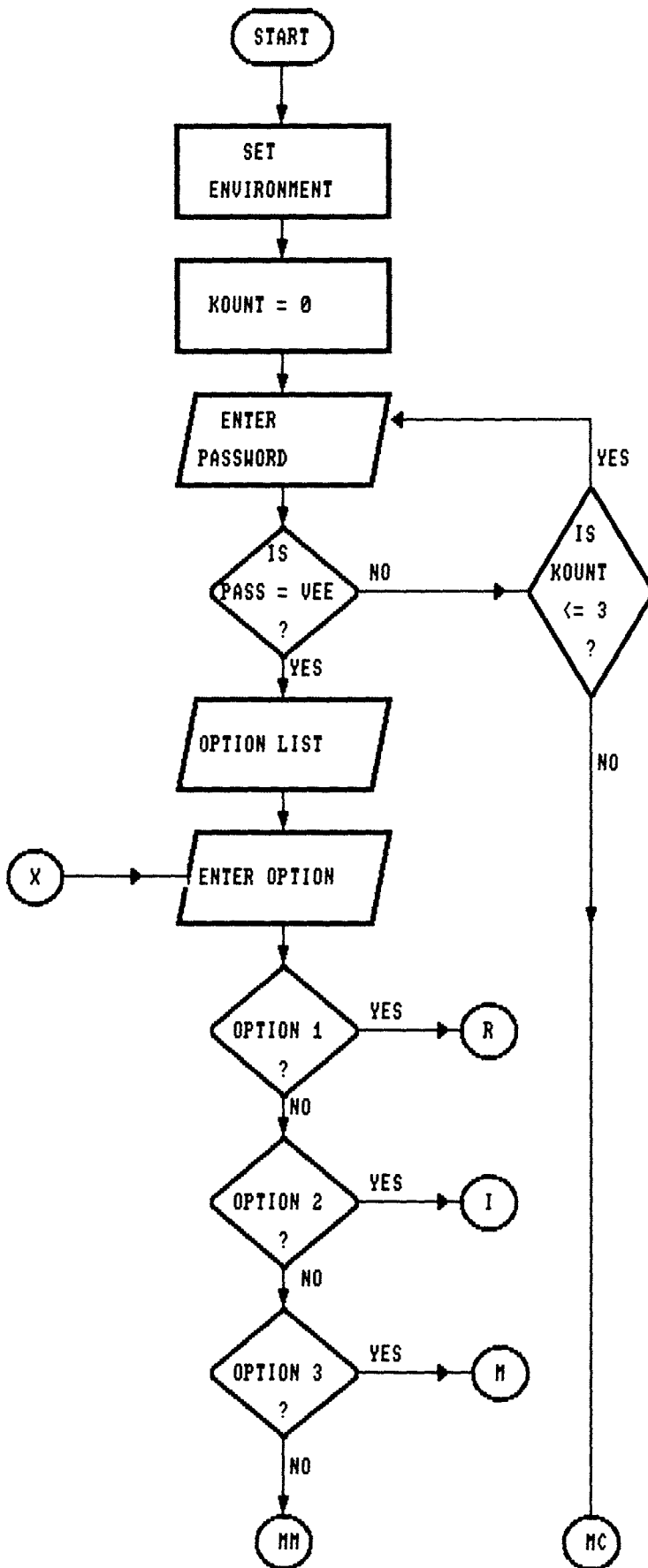
5.2 SUGGESTED AREAS FOR FURTHER STUDY

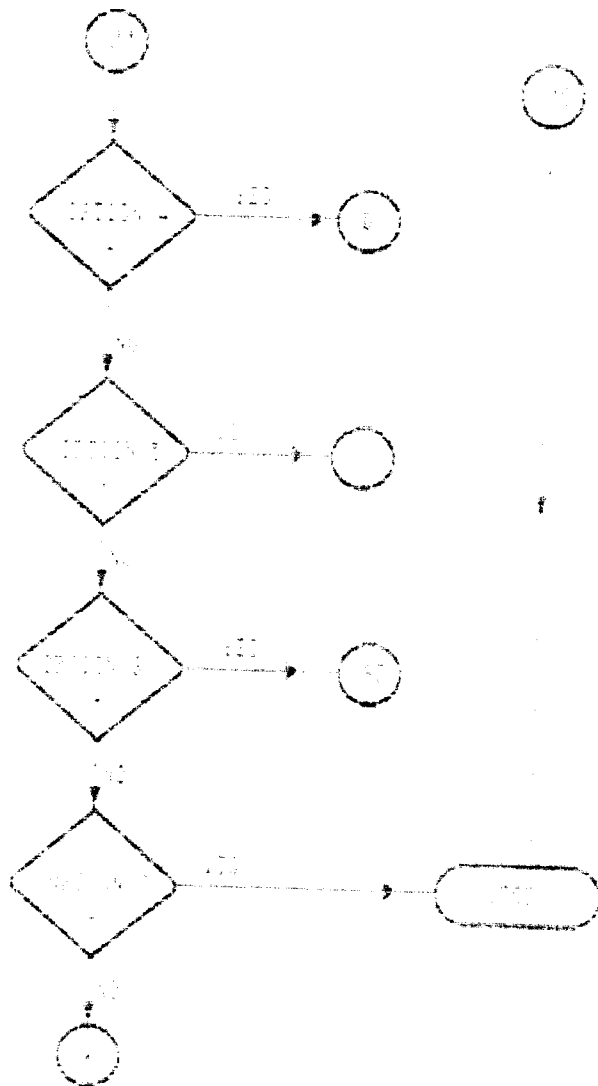
The system could be networked to take care of larger hotel establishments and could also be modified to incorporate the expenditures of non-resident guests. Future study on net working is recommended for effective use of this new system in large hotel

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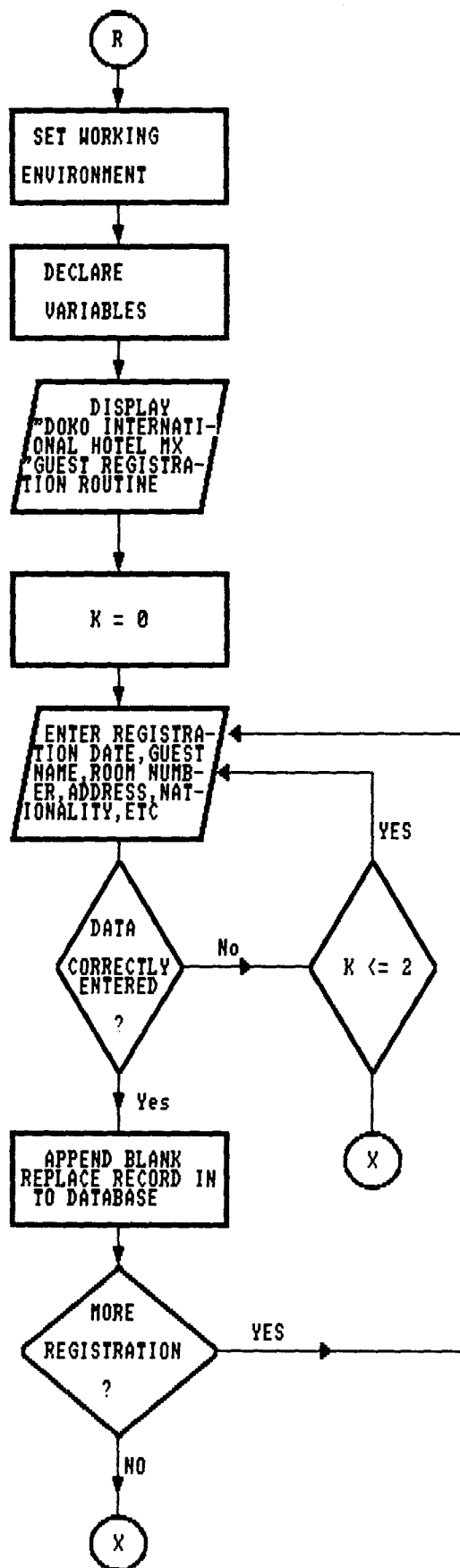
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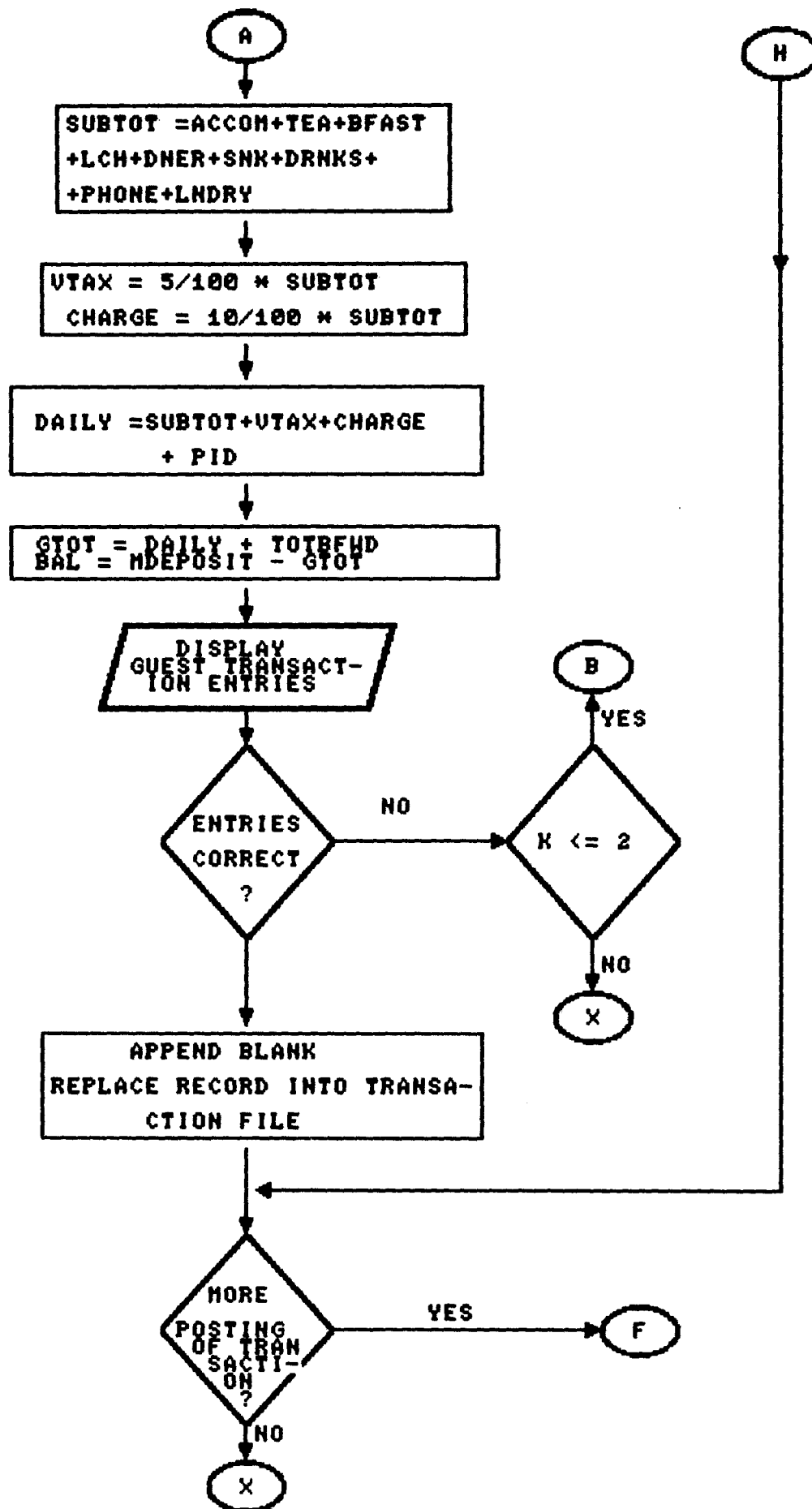
MAIN MENU FLOWCHART



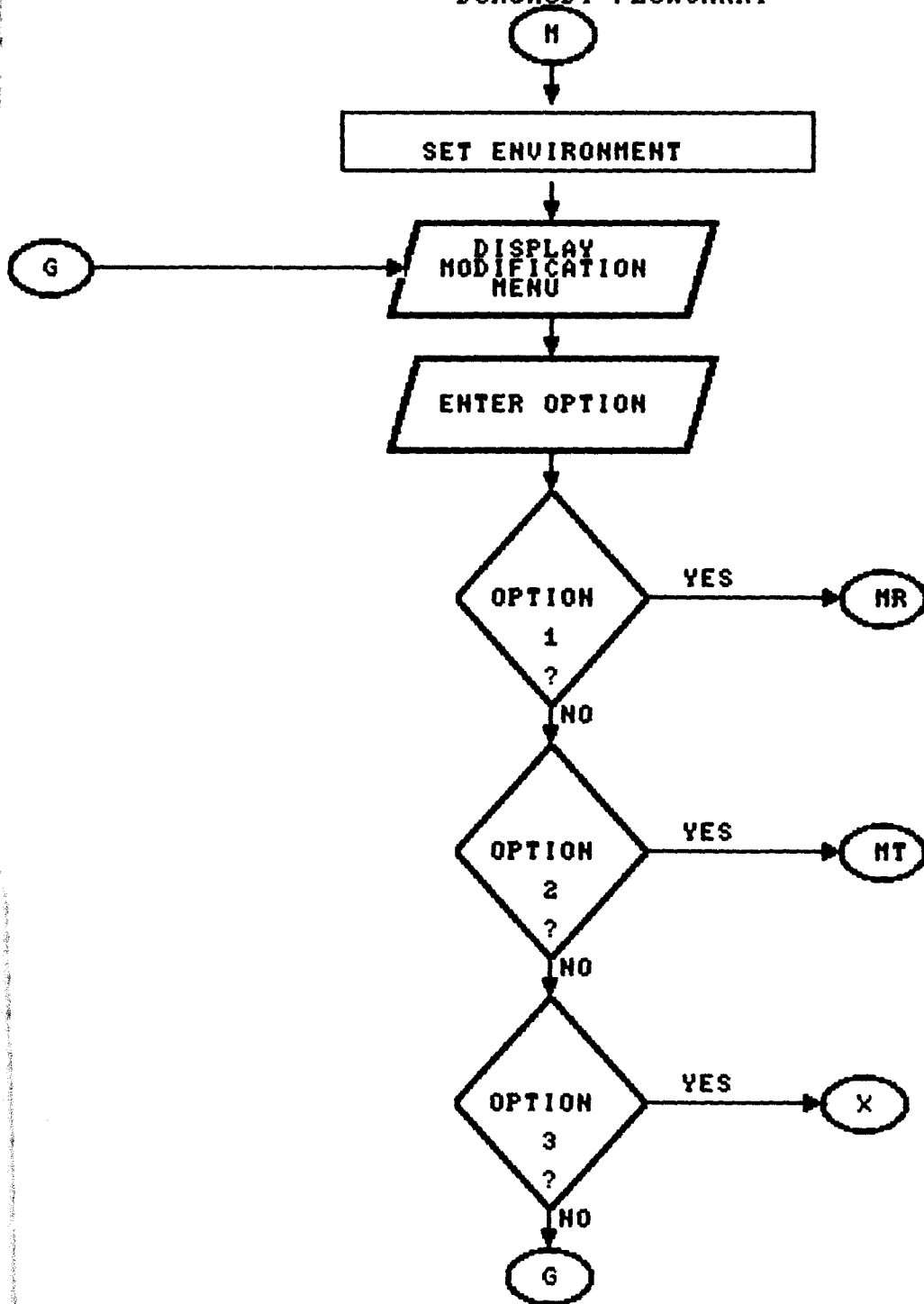


DOKOREG. FLOWCHART

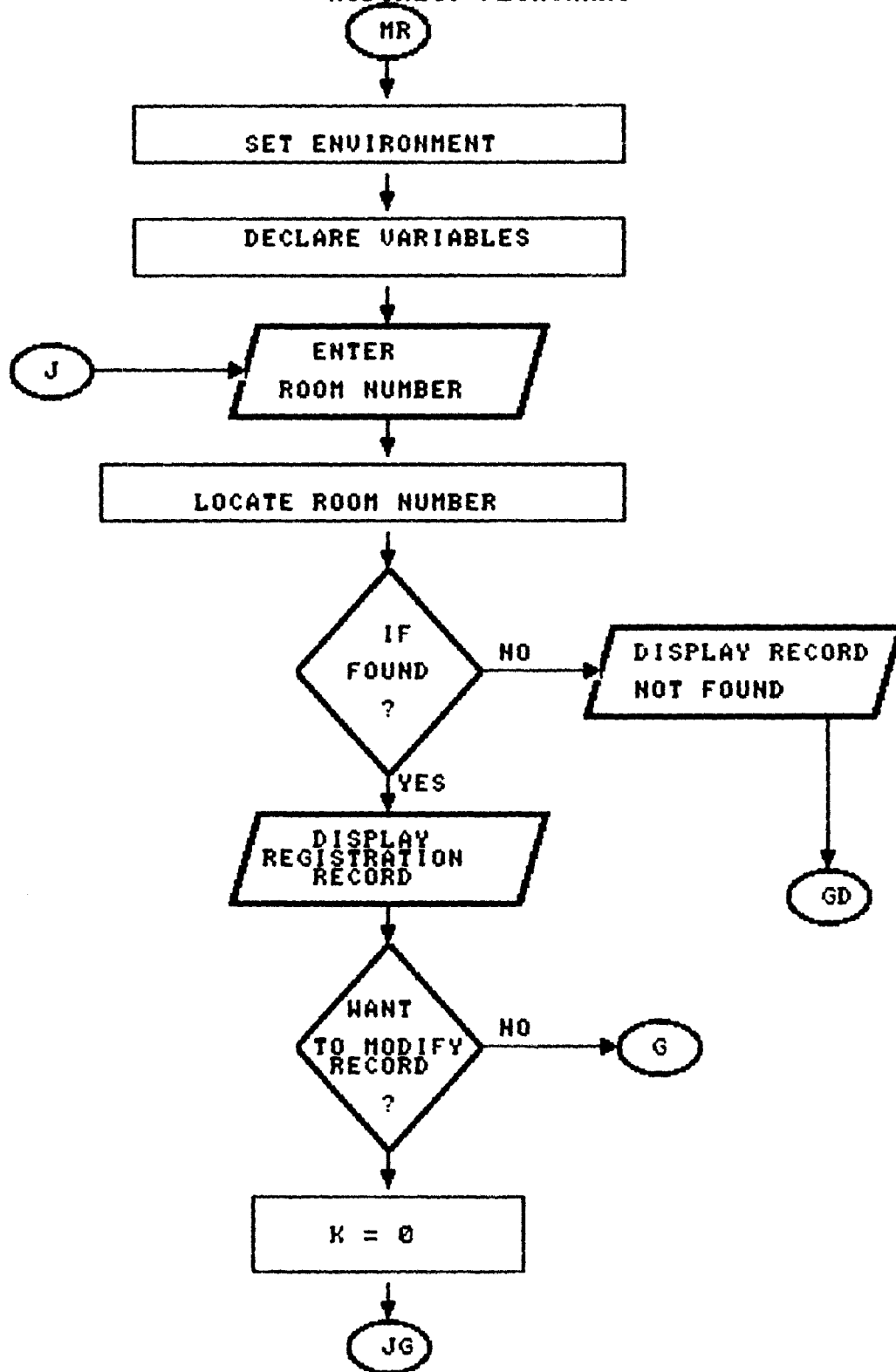


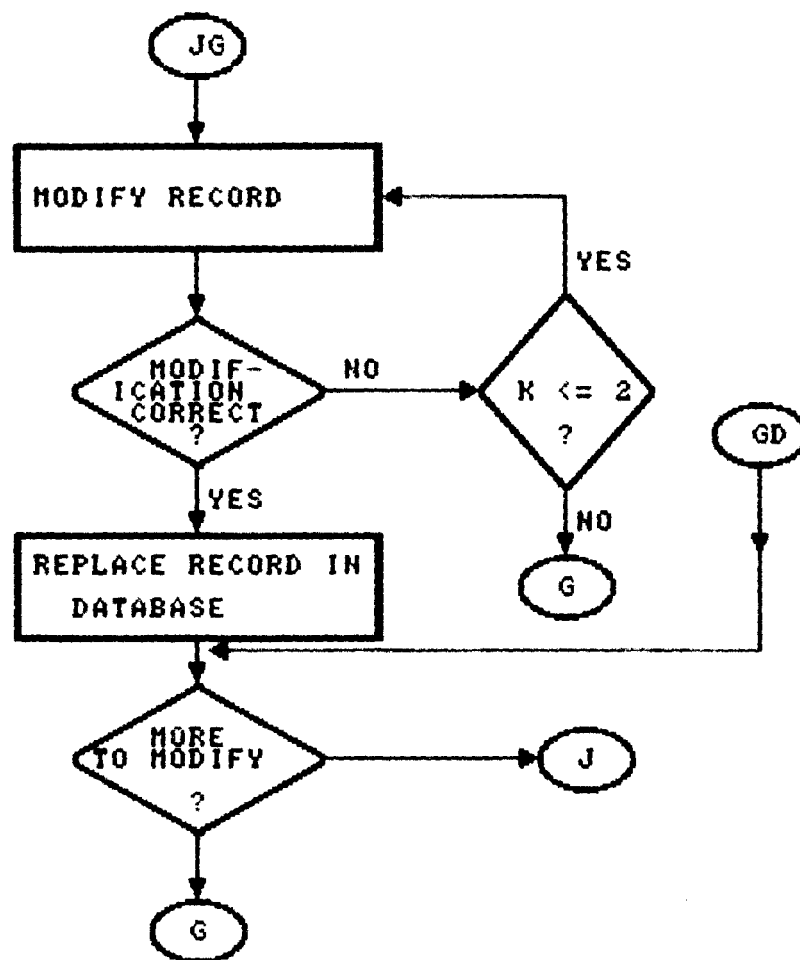


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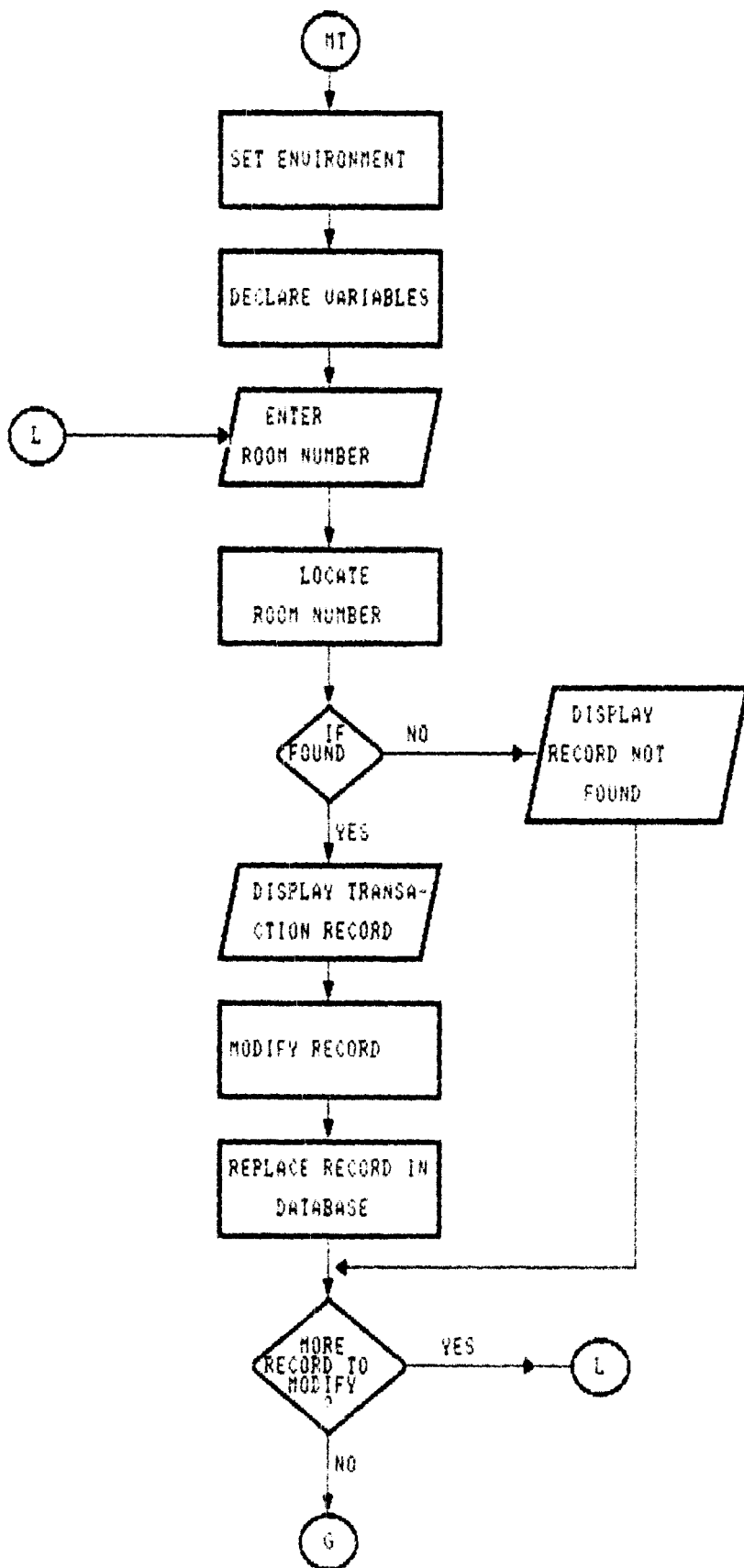


MODIREG. FLOWCHART

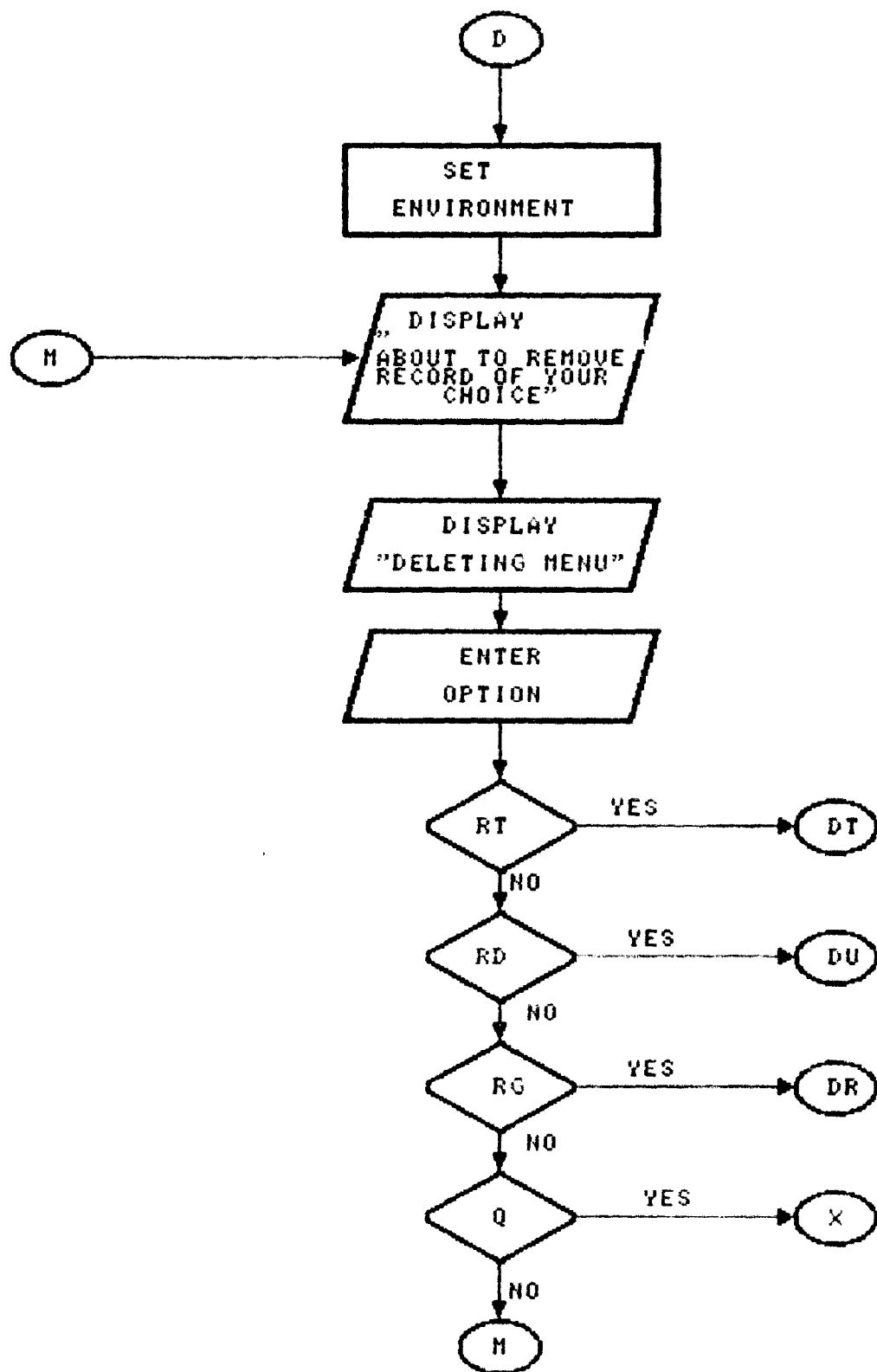




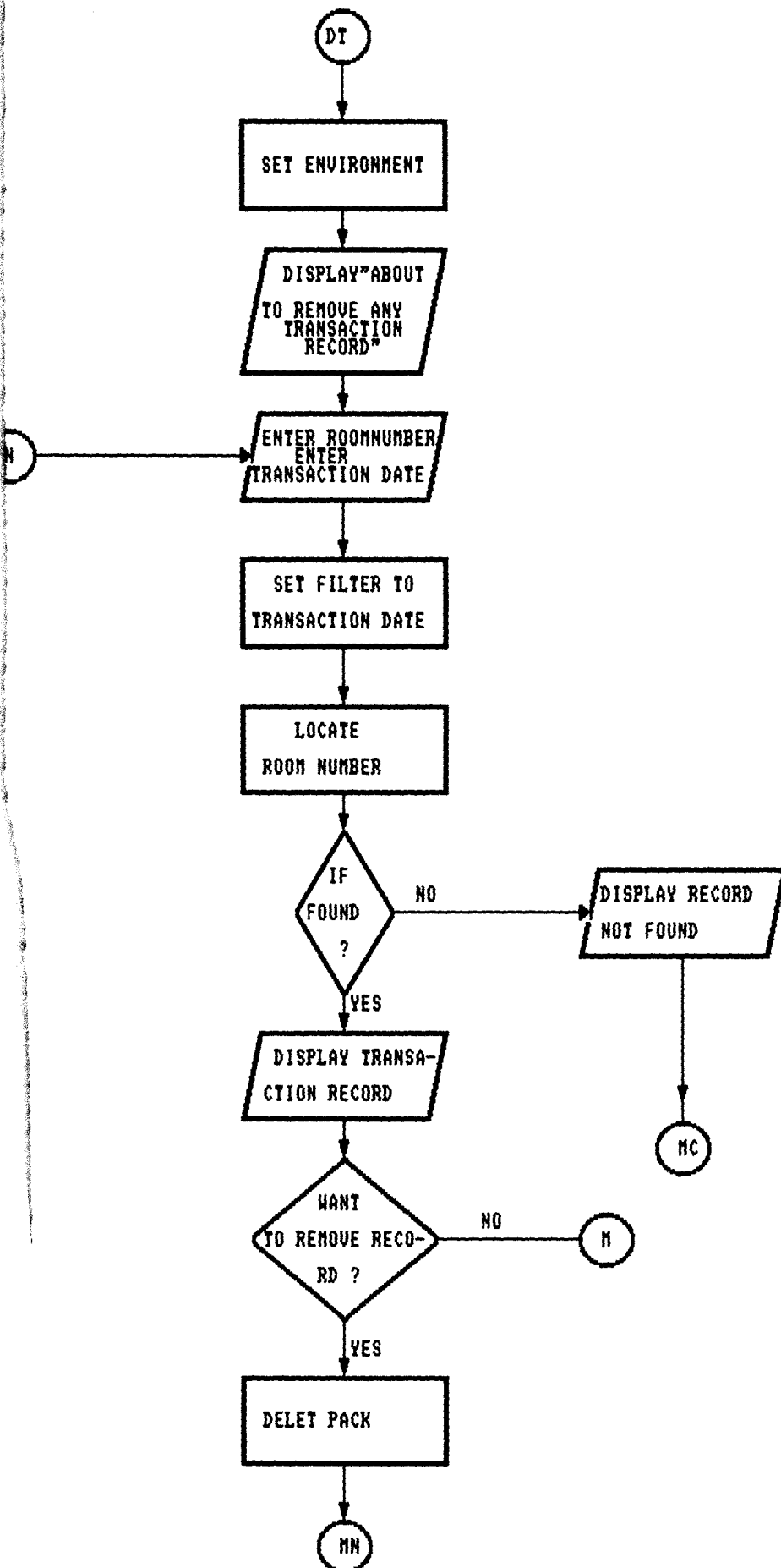
MODITRAN FLOWCHART

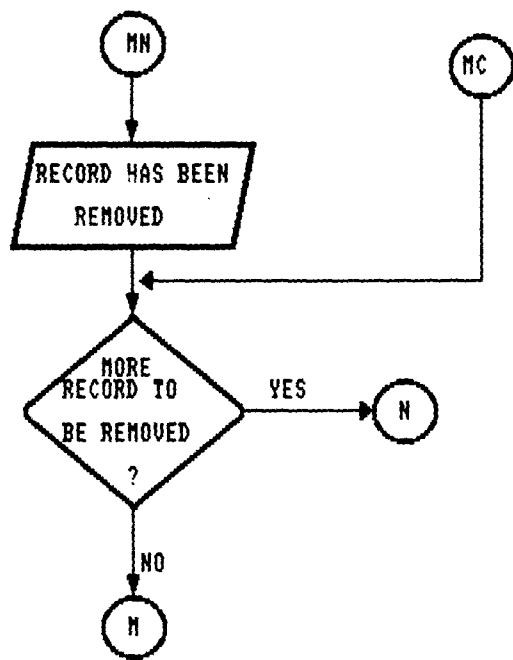


DONO DEL FLOWCHART

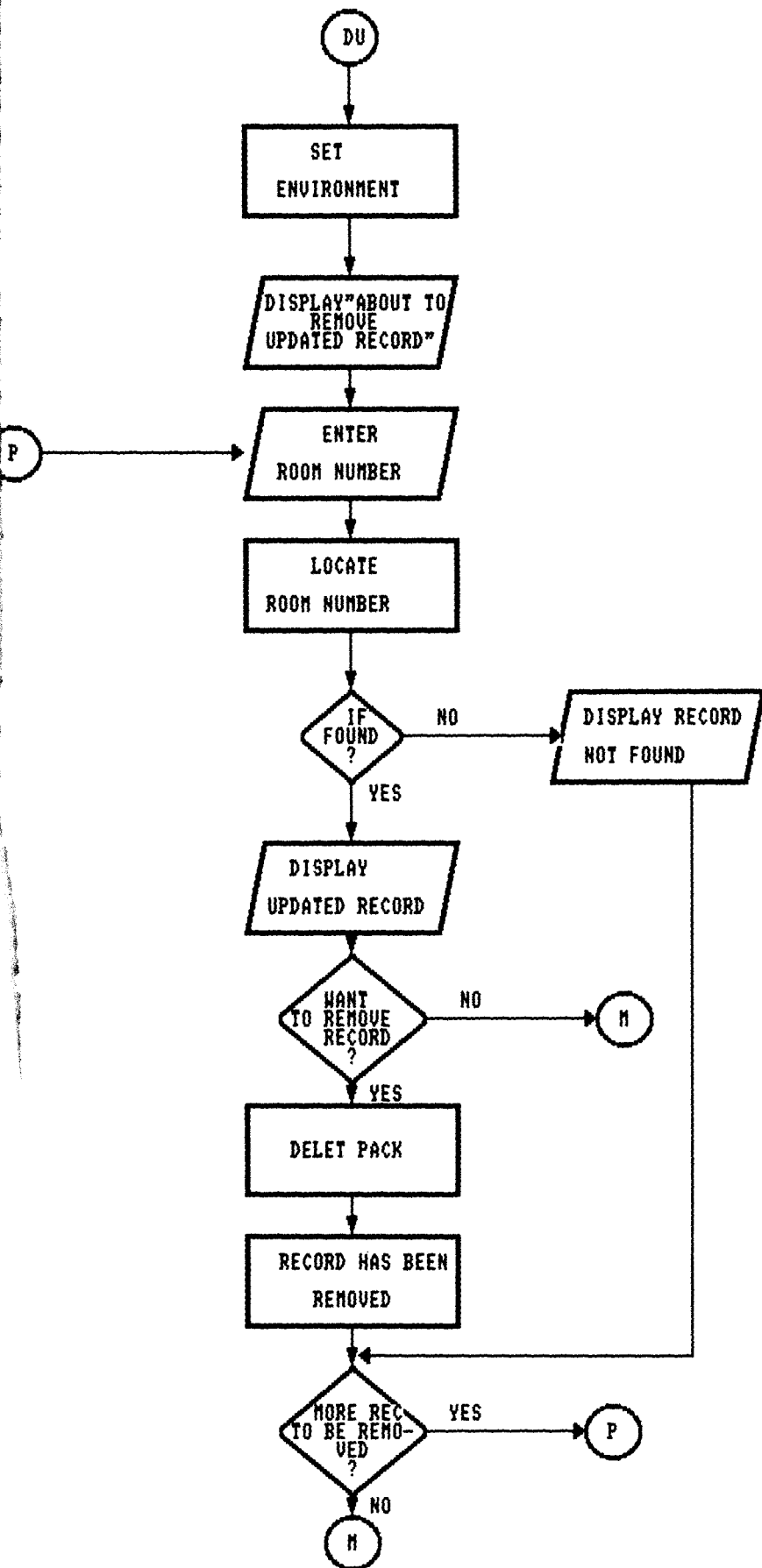


DELTRAN FLOWCHART

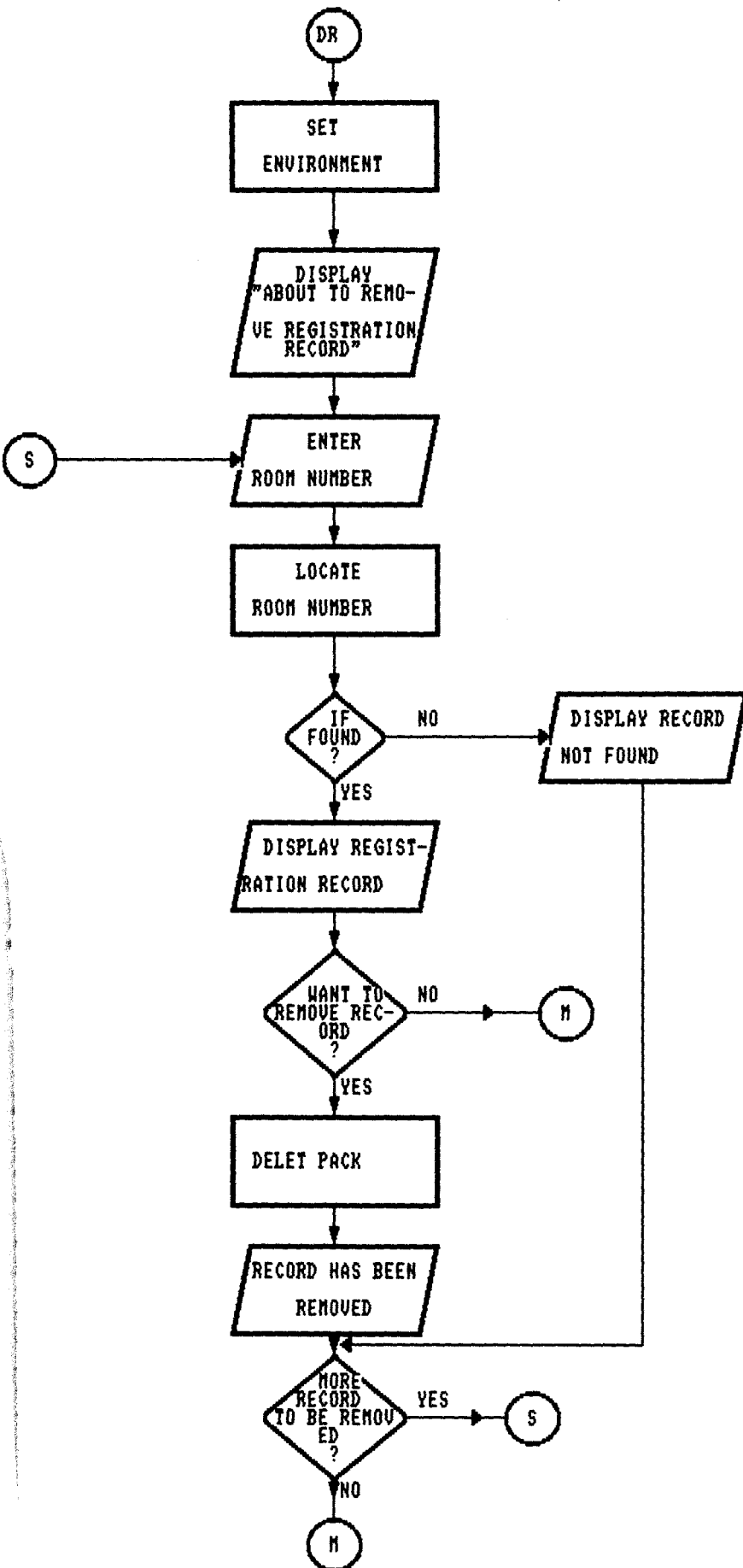


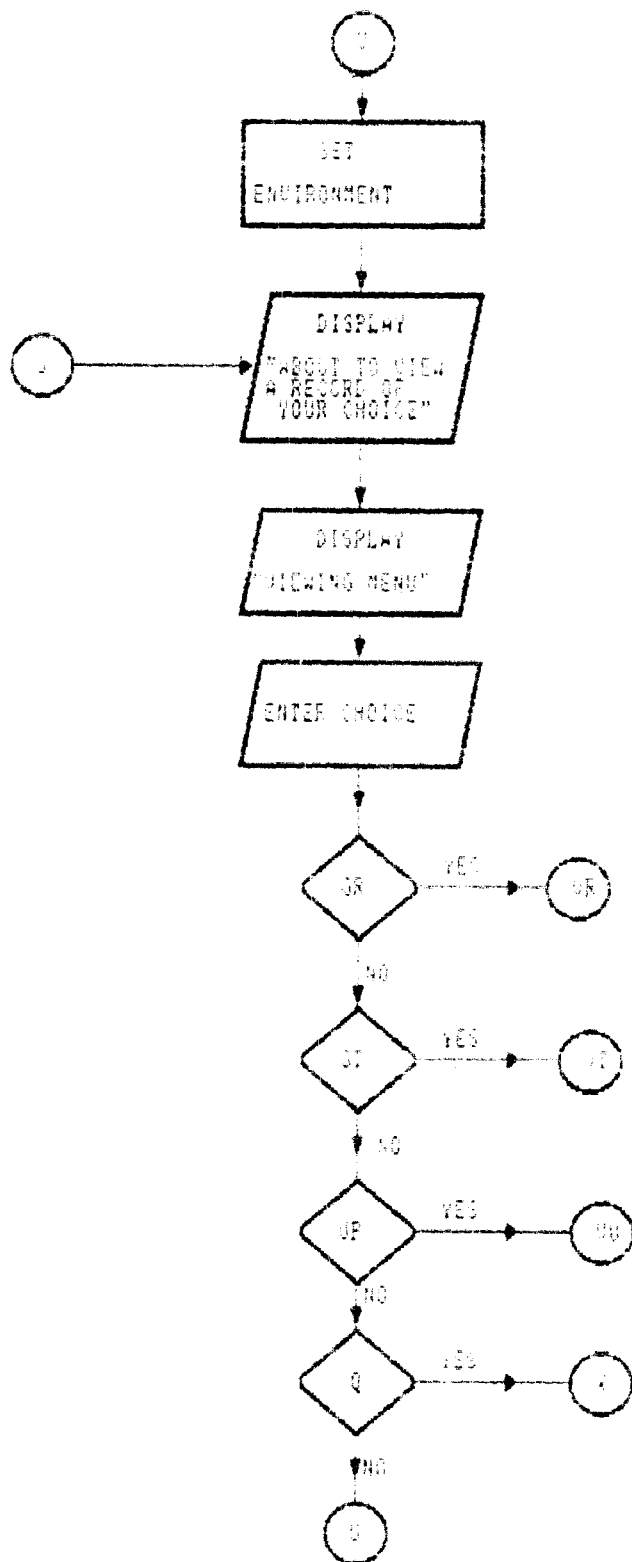


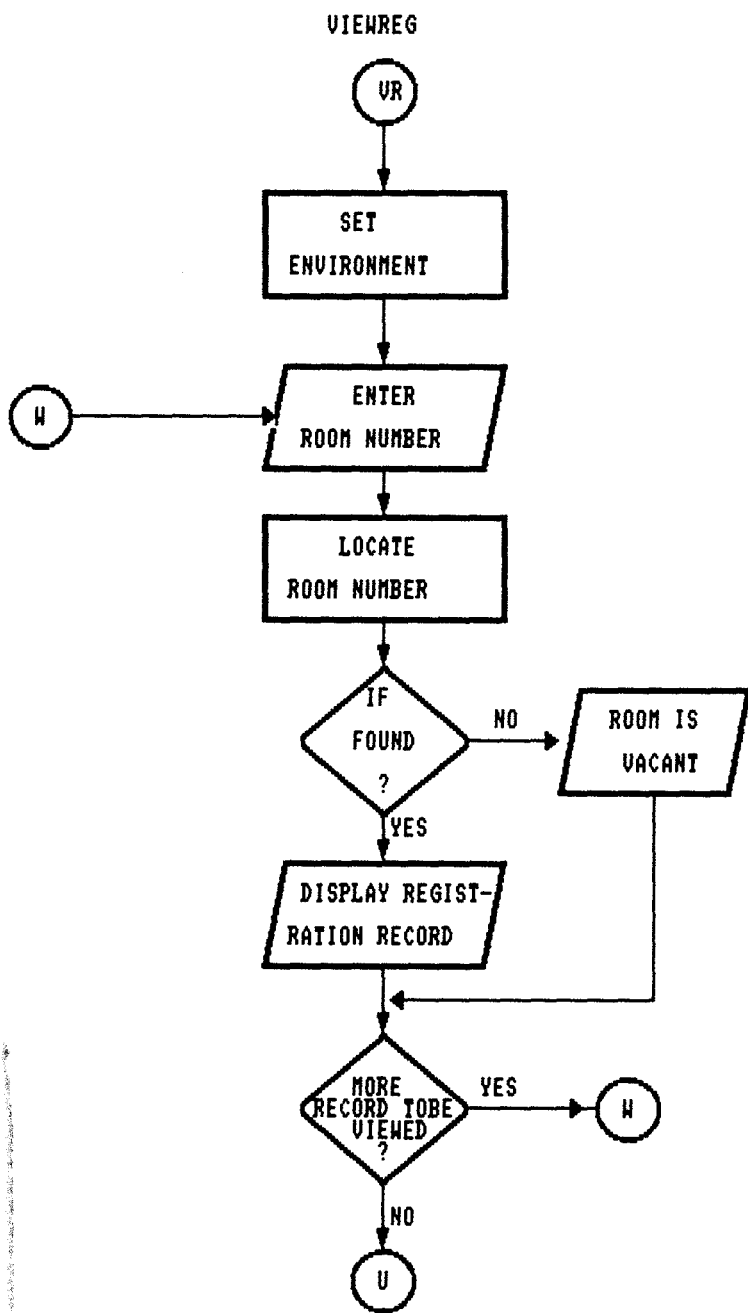
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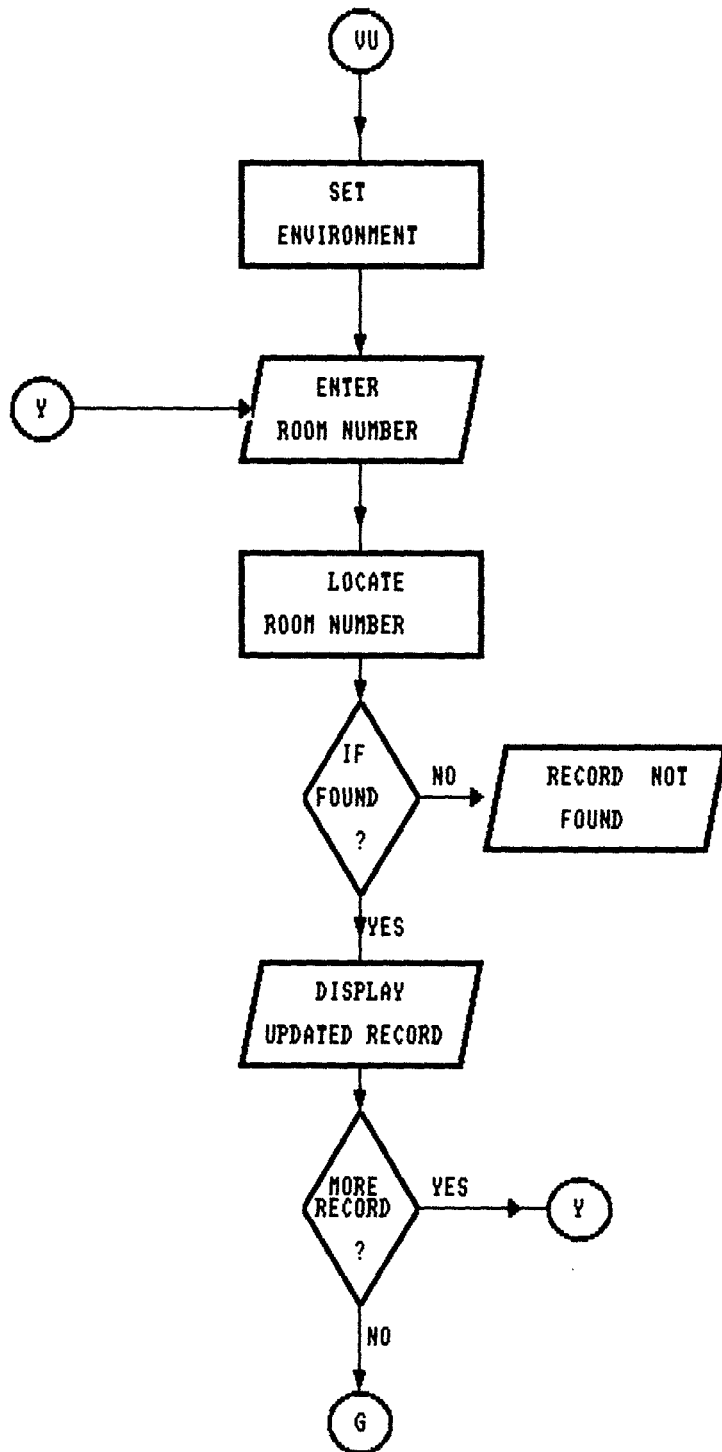
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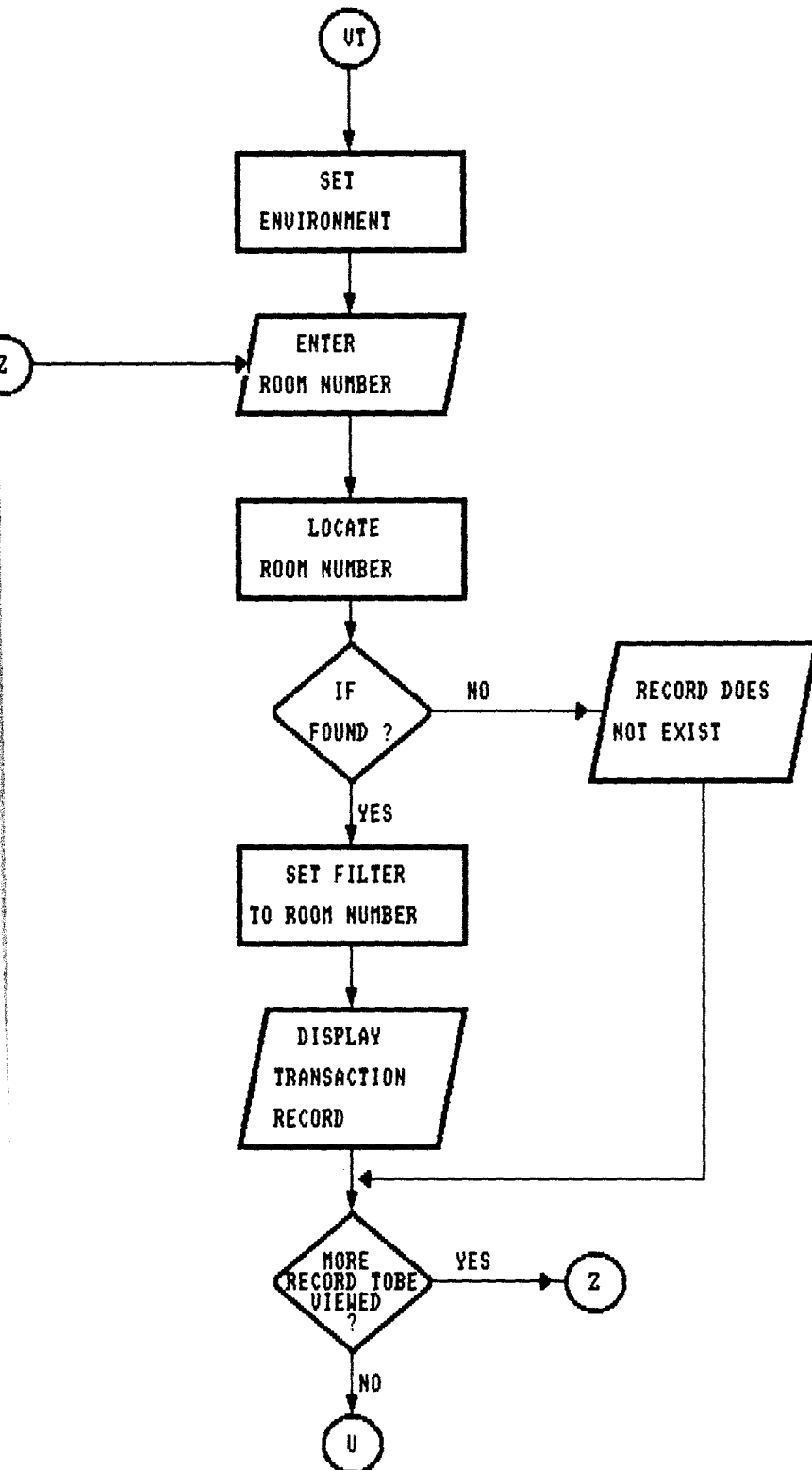


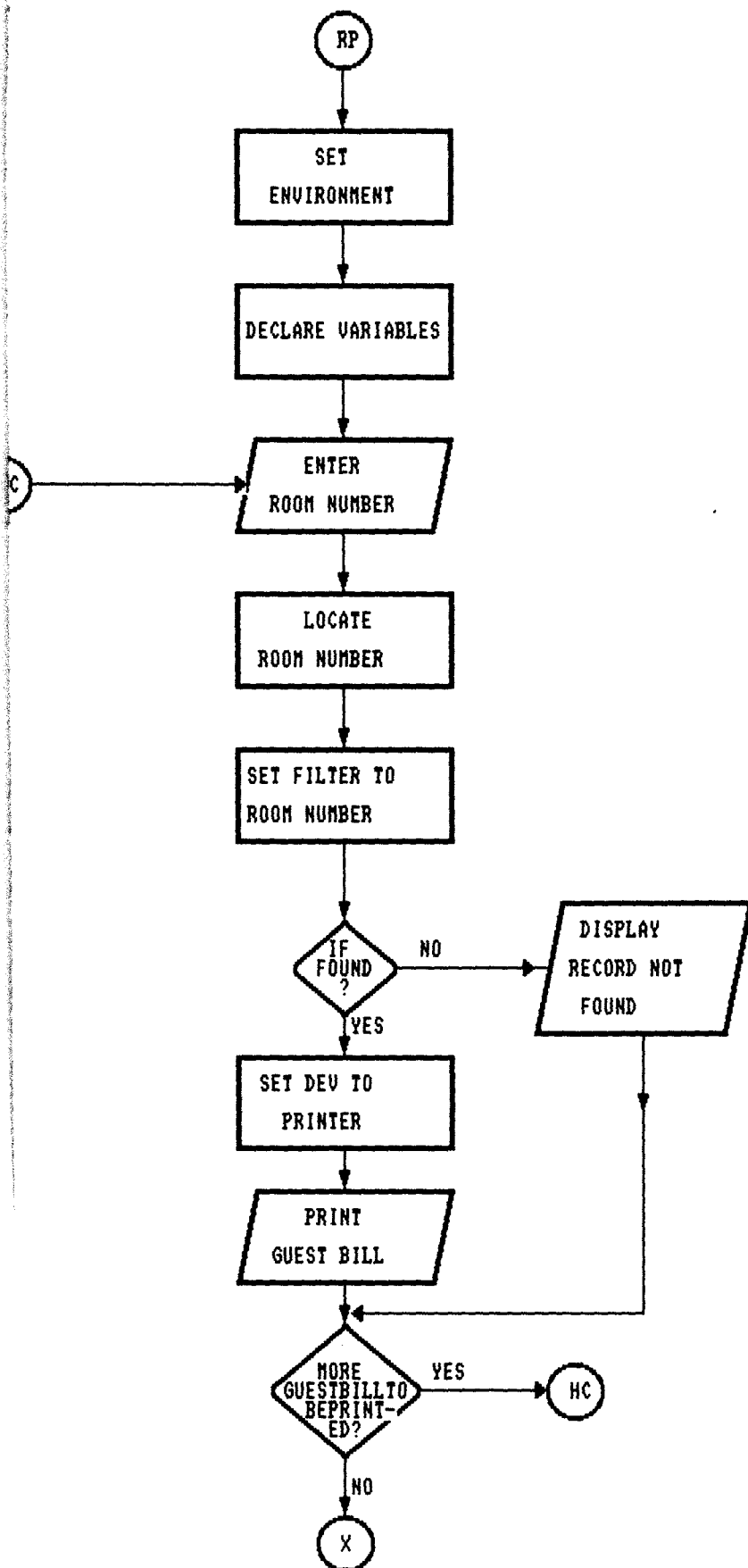


VIEW UPDATE



VIEWTRAN





*****DOKOMENU*****

```
SET TALK OFF
SET ECHO OFF
SET CONSOLE OFF
SET CONFIRM ON
SET STATUS OFF
SET SCOREBOARD OFF
KOUNT = 0
DO WHILE KOUNT <= 2
  CLEA
  PAS = SPACE (3)
  SET COLO TO RB*
  @ 9,9 TO 11,30 DOUBLE
  SET COLO TO
  @ 10,10 SAY "ENTER YOUR PASSWORD"
  SET COLO TO N/N
  ACCEPT TO PAS
  SET COLO TO W+
  IF UPPER(PAS) = "VEE"
  CLEA
  @ 1,10 SAY "THIS PROJECT WORK ON COMPUTERIZATION OF BILLING SYSTEM"
  @ 2,10 SAY "IN DOKO INTERNATIONAL HOTELS LIMITED, MINNA WAS CARRIED OUT"
  @ 3,20 SAY "BY: MALLAM AHMADU NASIR OHIZE"
  @ 4,20 SAY "FOR THE AWARD OF POSTGRADUATE DIPLOMA"
  @ 5,35 SAY "IN"
  @ 6,26 SAY "COMPUTER SCIENCE"
  @ 7,35 SAY "BY"
  @ 8,20 SAY "FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA"
  @ 9,26 SAY "UNDER THE SUPERVISION"
  @ 10,35 SAY "OF"
  @ 11,30 SAY "MR. L. N.EZEAKO"
  @ 12,20 SAY "A SENIOR LECTURER IN THE DEPARTMENT OF MATHS."
  @ 13,20 SAY "AND COMPUTER SCIENCE,"
  @ 14,20 SAY "FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA."
  @ 16,40 SAY "ALL RIGHTS RESERVED @ 1997"
  SET COLO TO G*
  @ 18,20 SAY "PRESS ANY KEY TO USE THE PACKAGE"
  WAIT
  SET COLO TO
  EXIT
ELSE
  CLEA
  KOUNT = KOUNT + 1
  DO CASE
    CASE KOUNT = 1
      @ 11,10 SAY "YOU HAVE ENTERED THE WRONG PASSWORD "
      SET COLO TO W*
      @ 11,50 SAY PAS
      SET COLO TO
      @ 12,10 SAY "PRESS ANY KEY TO CONTINUE"
      WAIT
      CASE KOUNT = 2
        @ 10,10 SAY "ARE YOU SURE YOU ARE THE AUTHORIZED USER"
        @ 11,10 SAY "OF THIS PACKAGE ? THEN TRY AGAIN"
        WAIT
        CASE KOUNT > 2
          SET COLO TO R*
          @ 10,10 SAY "SORRY IF YOU DO NOT HAVE THE PASSWORD"
          @ 11,10 SAY "YOU CAN NOT USE THE PACKAGE"
          WAIT
          SET COLO TO
```

```

QUIT
ENDCASE
ENDDO
DO WHILE .T.
CLEA
SET COLO TO B+
@ 4,10 TO 18,70 DOUBLE
@ 6,30 SAY "MAIN MENU HIGHLIGHTS"
SET COLO TO
SET COLO TO W+
@ 7,15 TO 17,65 DOUBLE
@ 8,20 SAY "CODE"
@ 8,40 SAY "HIGHLIGHTS"
@ 9,20 TO 9,23
@ 9,40 TO 9,49
@ 10,21 SAY "1" + SPACE (18) + "GUEST REGISTRATION"
@ 11,21 SAY "2" + SPACE (18) + "GUEST TRANSACTIONS"
@ 12,21 SAY "3" + SPACE (18) + "MODIFICATION"
@ 13,21 SAY "4" + SPACE (18) + "DELETION"
@ 14,21 SAY "5" + SPACE (18) + "VIEW"
@ 15,21 SAY "6" + SPACE (18) + "REPORT - PRINT GUEST BILL"
@ 16,21 SAY "7" + SPACE (18) + "QUIT OR EXIT"
CHOICE = 0
@ 22,15 SAY "ENTER A CODE FROM THE MENU TO SELECT HIGHLIGHT:" GET ☐
CHOICE PICTURE "9" ☐
RANGE 1,7
READ
DO CASE
CASE CHOICE = 1
DO DOKOREG
CASE CHOICE = 2
DO DOKOTRAN
CASE CHOICE = 3
DO DOKOMODI
CASE CHOICE = 4
DO DOKODEL
CASE CHOICE = 5
DO DOKOVIEW
CASE CHOICE = 6
DO DOKOREPORT
CASE CHOICE = 7
@ 22,14 CLEAR TO 22,79
CH = " "
@ 23,15 SAY "CHOOSE E TO EXIT THE MENU OR Q TO QUIT THE ENVIRONMENT" ☐
GET CH PICTURE "!"
SET COLO TO G*
@ 23,22 SAY "E"
@ 23,44 SAY "Q"
READ
SET COLO TO
IF UPPER(CH) = "E"
EXIT
ENDIF
IF UPPER(CH) = "Q"
QUIT
ENDIF
CLEA
ENDCASE
ENDDO
ENDIF
CLOSE ALL

```

SET TALK ON
SET ECHO ON
SET CONSOLE ON
CLEA
RETURN□

*****DOKOTRAN*****

```
SET TALK OFF
SET SCOREBOARD OFF
SET STATUS OFF
SET DATE BRITISH
PUBLIC MTIME, ACCOM, TEA, BFAST, LCH, DNER, SNK, BER, STOU, SPR, WNE, MALT, MN,
CHAPN, DRNKS, PHONE, LNDRY, VTAX, CHARGE
SELECT 1
USE DOKO
SELECT 2
USE BILL
SELECT 3
USE REG
CLEAR
ACCOMMO = 0
EMTEA = 0
BREAKFAST = 0
LUNCH = 0
DINNER = 0
SNACKS = 0
DRINKS = 0
TELEPHONE = 0
LAUNDRY = 0
VAT = 0
S_CHARGE = 0
DAILYTOTALL = 0
GRANDTOTAL = 0
BALANCE = 0
ROOMRATE = 0
DEPOSIT = 0
G_PAIDOUT = 0
@ 9,2 TO 12,70 DOUBLE
@ 10,3 SAY "YOU ARE ABOUT TO ENTER GUEST'S TRANSACTIONS"
@ 11,3 SAY "PRESS ENTER KEY TO CONTINUE"
WAIT" "
CLEAR
DO WHILE .T.
CLEAR
SELECT 3
NUMBER = SPACE(3)
@ 12,12 SAY "ENTER ROOM NUMBER" GET NUMBER
READ
LOCATE FOR ROOMNUMBER = NUMBER
IF FOUND()
CLEAR
NAME = GUESTNAME
DATE = DATE()
NATION = NATIONALTY
ADDRESS = ADDRESS
ARRIVAL = ARR_DATE
DEPARTURE = DEPARTDATE
ROOMTYPE = ROOMTYPE
ROOMNUMBER = ROOMNUMBER
ROOMRATE = ROOMRATE
DEPOSIT = DEPOSIT
DEPOSIT = 0
DO WHILE .T.
0,2 SAY "DOKO INTERNATIONAL HOTEL, MINNA."
0,40 SAY "POSTING GUEST'S TRANSACTIONS ROUTINE"
1,1 TO 22,79 DOUBLE
```

```

@ 2,2 SAY "TODAY'S DATE:"
@ 2,14 SAY MDATE
@ 2,24 SAY "GUEST NAME:"
@ 2,35 SAY NAME
@ 2,55 SAY "ROOM NUMBER:"
@ 2,67 SAY NUMBER
@ 3,2 SAY "ADDRESS:"
@ 3,10 SAY G_ADDRESS
@ 3,40 SAY "NATIONALITY:"
@ 3,52 SAY NATION
@ 4,2 SAY "ARRIVAL DATE:"
@ 4,15 SAY ARRIVAL
@ 4,29 SAY "DEPARTURE DATE:"
@ 4,44 SAY DEPARTURE
@ 5,2 SAY "ROOM TYPE:"
@ 5,12 SAY RTYPE
@ 5,30 SAY "ROOM RATE:"
@ 5,40 SAY RRATE
@ 6,2 SAY "ADVANCE DEPOSIT:"
@ 6,18 SAY MDEPOSIT
DO DOKOACCOM WITH MTIME, ACCOM
SET COLO TO W+
DO DOKOMEAL WITH TEA, BFAST, LCH, DNER, SNK
SET COLO TO
DO DOKODRIN WITH BER, STOU, SPR, WNE, MALT, MN, CHAPN, DRNKS
DO DOKOTHERS WITH PHONE, LNDRY, VTAX, CHARGE
PID = 0
@ 19,45 SAY "ENTER PAID OUT:" GET PID
READ
SELECT 1
TOTBFWD = 0
@ 20,20 GET NUMBER
CLEAR GET
GO TOP
LOCATE FOR ROOMNUMBER = NUMBER
IF FOUND()
    @ 20,20 CLEAR TO 20,22
    TOTBFWD = GRANDTOTAL
ENDIF
DAILY = 0
DAILY = ACCOM + TEA + BFAST + LCH + DNER + SNK + DRNKS + PHONE + LNDRY + VTAX
+ CHARGE + PID
@ 20,2 SAY "DAILY TOTAL:" GET DAILY
READ SAVE
@ 20,35 SAY "AMOUNT B/F:" GET TOTBFWD
READ SAVE
GTOT = 0
GTOT = DAILY + TOTBFWD
@ 21,2 SAY "GRAND TOTAL:" GET GTOT
READ SAVE
@ 21,35 SAY "DEPOSIT:" GET MDEPOSIT
READ
@ 21,34 CLEAR TO 21,64
BAL = 0
BAL = MDEPOSIT - GTOT
IF BAL > 0.00
    21,35 SAY "CREDIT BALANCE:" GET BAL
EAD
ENDIF
IF BAL < 0.00
    21,35 SAY "DEBIT BALANCE:" GET BAL

```



```

READ
ENDIF
IF BAL = 0.00
@ 21,35 SAY "BALANCE:" GET BAL
READ
ENDIF
CH = SPACE (1)
@ 23,20 SAY "ARE THE CHARGES CORRECTLY POSTED? (Y/N)" GET CH PICTURE □
"! "
READ
IF UPPER(CH) = "N"
  CLEAR
  K = K + 1
  DO CASE
    CASE K = 1
      @ 10,10 SAY "PRESS ENTER KEY TO POST CORRECT CHARGES"
      WAIT
      CLEA
      LOOP
    CASE K = 2
      @ 10,10 SAY "PRESS ANY KEY TO TRY AGAIN"
      WAIT
      CLEA
      LOOP
    CASE K > 2
      EXIT
  ENDDOCASE
ENDIF
IF UPPER(CH) = "Y"
  CLEAR
  REPL ROOMNUMBER WITH NUMBER
  REPL TDATE WITH MDATE
  REPL GRANDTOTAL WITH GTOT
SELECT 2
  APPEND BLANK
  REPL ROOMNUMBER WITH NUMBER
  REPL TDATE WITH MDATE
  REPL ACCOMMO WITH ACCOM
  REPL EMTEA WITH TEA
  REPL BREAKFAST WITH BFEST
  REPL LUNCH WITH LCH
  REPL DINNER WITH DNER
  REPL SNACKS WITH SNK
  REPL DRINKS WITH DRNKS
  REPL TELEPHONE WITH PHONE
  REPL LAUNDRY WITH LNDRY
  REPL G_PAIDOUT WITH PID
  REPL VAT WITH VTAX
  REPL S_CHARGE WITH CHARGE
  REPL DAILYTOTAL WITH DAILY
  REPL BFORWARD WITH TOTBFWD
  REPL GRANDTOTAL WITH GTOT
  REPL BALANCE WITH BAL
ENDIF
EXIT
NDDO
LSE
LEA
  15,15 SAY "YOU ENTERED ROOM NUMBER " + NUMBER
  16,15 SAY "THE RECORD DOES NOT EXIST - PRESS ANY KEY TO
CONTINUE"

```

```
WAIT
ENDIF
CLEAR
SET COLO TO RB*
CH =SPACE (1)
@ 15,10 SAY "WANT TO POST ANOTHER GUEST'S TRANSACTIONS ? (Y/N)" GET CH PICTURE
"! "
READ
SET COLO TO
IF UPPER(CH) = "Y"
  CLEAR
  LOOP
ENDIF
IF UPPER(CH) = "N"
  CLEAR
  EXIT
ENDIF
ENDDO
CLOSE DATABASES
SET TALK ON
CLEAR
RETURN
```

```

*****DOKOREG*****
SET TALK OFF
SET SCOREBOARD OFF
SET STATUS OFF
SET ECHO OFF
SET DATE BRITISH
SELECT 1
USE DOKO
SELECT 2
USE BILL
SELECT 3
USE REG
DO WHILE .T.
  CLEA
  SELECT 3
  TODAY = DATE()
  NAME = SPACE (20)
  G_ADDRESS = SPACE (30)
  NATION = SPACE (12)
  ARRIVAL = CTOD(" / / ")
  DEPARTURE = CTOD(" / / ")
  RTYPE = SPACE (18)
  NUMBER = SPACE (3)
  RRATE = 0
  MDEPOSIT = 0
  K = 0
  DO WHILE .T.
    @ 5,20 SAY "DOKO INTERNATIONAL HOTEL, MINNA"
    @ 6,25 SAY "GUESTS REGISTRATION"
    @ 7,1 TO 14,77 DOUBLE
    @ 8,2 SAY "TODAY'S DATE: " GET TODAY
    @ 9,2 SAY "GUEST NAME: " GET NAME
    @ 9,40 SAY "ROOM NUMBER: " GET NUMBER
    @ 10,2 SAY "GUEST ADDRESS: " GET G_ADDRESS
    @ 10,51 SAY "NATIONALITY: " GET NATION
    @ 11,2 SAY "ARRIVAL DATE: " GET ARRIVAL PICTURE "AE"
    @ 11,40 SAY "DEPARTURE DATE: " GET DEPARTURE PICTURE "AE"
    @ 12,2 SAY "ROOM TYPE: " GET RTYPE
  READ
    IF UPPER(RTYPE) = "SINGLE"
      RRATE = 800.00
    ENDIF
    IF UPPER(RTYPE) = "SUPERIOR"
      RRATE = 1000.00
    ENDIF
    IF UPPER(RTYPE) = "DOUBLE"
      RRATE = 1200.00
    ENDIF
    IF UPPER(RTYPE) = "SUITE"
      RRATE = 2500.00
    ENDIF
    @ 12,40 SAY "ROOM RATE: " GET RRATE
    @ 13,2 SAY "ADVANCE DEPOSIT: " GET MDEPOSIT
  READ
  CH = " "
  @ 16,2 SAY "ARE THE INFORMATION CORRECTLY RECORDED? (Y/N)" GET CH
  PICTURE "!"
  READ
  IF UPPER(CH) = "N"
    LEAR
    = K + 1

```

```

DO CASE
  CASE K = 1
    @ 15,15 SAY "PRESS ANY KEY TO ENTER THE CORRECT INFORMATION"
    WAIT
    CLEA
    LOOP
  CASE K = 2
    @ 15,15 SAY "PRESS LETTER T TO TRY AGAIN"
    WAIT
    CLEA
    LOOP
  CASE K > 2
    EXIT
ENDCASE
ENDIF
IF UPPER(CH) = "Y"
  CLEAR
  APPEND BLANK
  REPL RDATE WITH TODAY
  REPL GUESTNAME WITH NAME
  REPL ROOMNUMBER WITH NUMBER
  REPL ADDRESS WITH G_ADDRESS
  REPL NATIONALTY WITH NATION
  REPL ARR_DATE WITH ARRIVAL
  REPL DEPARTDATE WITH DEPARTURE
  REPL ROOMTYPE WITH RTYPE
  REPL ROOMRATE WITH RRATE
  REPL DEPOSIT WITH MDEPOSIT
  SELECT 1
  APPEND BLANK
  REPL ROOMNUMBER WITH NUMBER
ENDIF
EXIT
ENDDO
RESP = " "
@ 8,10 SAY "MORE GUEST TO BE REGISTERED? (Y/N)" GET RESP PICTURE "!"
READ
  IF UPPER(RES) = "Y"
    CLEAR
    LOOP
  ENDIF
  IF UPPER(RES) = "N"
    CLEAR
    EXIT
  ENDIF
ENDDO
SET TALK ON
SET ECHO ON
CLEAR
CLOSE DATABASES
CLEAR
RETURN

```

]

```

*****DOKOMODI*****
SET TALK OFF
SET SCOREBOARD OFF
SET STATUS OFF
SET DATE BRITISH
DO WHILE .T.
CLEA
@ 2,20 TO 5,64 DOUBLE
@ 3,21 SAY "THIS MODIFICATION AREA ASSISTS YOU TO ENTER"
@ 4,21 SAY "NEW INFORMATION TO YOUR EXSISTING RECORDS"
@ 6,10 TO 14,70 DOUBLE
@ 7,25 SAY "MODIFICATION MENU"
@ 8,11 TO 8,69 DOUBLE
@ 9,20 SAY "CODE"
@ 9,35 SAY "ACTIVITIES"
@ 11,20 SAY "1" + SPACE(10) + "MODIFYING GUEST REGISTRATION"
@ 12,20 SAY "2" + SPACE(10) + "MODIFYING GUEST TRANSACTION"
@ 13,20 SAY "3" + SPACE(10) + "EXIT MODIFICATION"
CHOICE = 0
@ 15, 20 SAY "ENTER A CODE FOR THE DESIRED ACTIVITY" GET CHOICE □
PICTURE "9" RANGE 1,3
READ
DO CASE
    CASE CHOICE = 1
        DO MODIREG
    CASE CHOICE = 2
        DO MODITRAN
    CASE CHOICE = 3
        EXIT
ENDCASE
ENDDO
SET TALK ON
CLOSE ALL
CLEA
RETURN□

```

*****MODITRAN*****

```
SET TALK OFF
SET STATUS OFF
SET SCOREBOARD OFF
SET DATE BRITISH
SELECT 1
USE DOKO
SELECT 2
USE BILL
SELECT 3
USE REG
DO WHILE .T.
CLEAR
SELECT 2
NUMBER1 = SPACE(3)
CDATE = CTOD("  /  / ")
@ 10,10 SAY "ENTER ROOM NUMBER:" GET NUMBER1
@ 11,10 SAY "ENTER TRANSACTION DATE:" GET CDATE
READ
LOCATE FOR ROOMNUMBER = NUMBER1
IF FOUND()
SET FILTER TO TDATE = CDATE
CLEA
MDATE = TDATE
NUMBER = ROOMNUMBER
ACCOM = ACCOMMO
TEA = EMTEA
BEAST = BREAKFAST
LCH = LUNCH
DNER = DINNER
SNK = SNACKS
DRNKS = DRINKS
PHONE = TELEPHONE
LNDY = LAUNDRY
PID = G_PAIDOUT
VTAX = VAT
CHARGE = S_CHARGE
DAILY = DAILYTOTAL
TOTBFW = BFORWARD
GTOT = GRANDTOTAL
BAL = BALANCE
DO WHILE .T.
SELECT 3
@ 10,10 GET NUMBER1
CLEAR GET
GO TOP
LOCATE FOR ROOMNUMBER = NUMBER
IF FOUND()
ODAY = RDATE
UMBER = ROOMNUMBER
AME = GUESTNAME
RRIVAL = ARR_DATE
EPARTURE = DEPARTDATE
TYPE = ROOMTYPE
RATE = ROOMRATE
MDEPOSIT = DEPOSIT
ATION = NATIONALTY
DDRESS = ADDRESS
NDIF
<IT
```

```

ENDDO
@ 0,1 TO 24,79 DOUBLE
SET COLO TO RB*
@ 1,25 SAY "MODIFICATION OF GUEST'S TRANSACTIONS"
SET COLO TO
@ 2,2 SAY "GUEST NAME:" GET NAME
@ 2,40 SAY "ROOM NUMBER:" GET NUMBER
@ 3,2 SAY "ARRIVAL DATE: " GET ARRIVAL
@ 3,33 SAY "DEPARTURE DATE:" GET DEPARTURE
@ 4,2 SAY "ROOM TYPE:" GET RTYPE
@ 4,40 SAY "ROOM RATE:" GET RRATE
@ 5,2 SAY "ADVANCE DEPOSIT:" GET MDEPOSIT
@ 5,40 SAY "NATIONALITY:" GET NATION
@ 6,2 SAY "ADDRESS:" GET ADDRESS
@ 6,42 SAY "REGISTRATION DATE:" GET TODAY
CLEAR GET
C = 2
@ 7,C SAY "TRANSACTION DATE:"
@ 8,C SAY "ACCOMMODATION:"
@ 9,C SAY "EARLY MORNING TEA:"
@ 10,C SAY "BREAK FAST:"
@ 11,C SAY "LUNCH:"
@ 12,C SAY "DINNER:"
@ 13,C SAY "SNACKS:"
@ 14,C SAY "DRINKS:"
@ 15,C SAY "TELEPHONE:"
@ 16,C SAY "LAUNDRY:"
@ 17,C SAY "PAIDOUT:"
@ 18,C SAY "VALUE ADDED TAX:"
@ 19,C SAY "SERVICE CHARGE:"
@ 20,C SAY "DAILY TOTAL:"
@ 21,2 SAY "BROUGHT FORWARD:"
@ 22,2 SAY "GRAND TOTAL:"
@ 23,2 SAY "BALANCE:"
C = 26
@ 2,52 GET NUMBER
@ 7,C GET MDATE
@ 8,C GET ACCOM
@ 9,C GET TEA
@ 10,C GET BFAST
@ 11,C GET LCH
@ 12,C GET DNER
@ 13,C GET SNK
@ 14,C GET DRNKS
@ 15,C GET PHONE
@ 16,C GET LNDRY
@ 17,C GET PID
READ
SUBTOT = 0
SUBTOT = ACCOM + TEA + BFAST + LCH + DNER + SNK + DRNKS + PHONE + □
LNDRY
VTAX = SUBTOT * 5/100
CHARGE = SUBTOT * 10/100
DAILYTOT = SUBTOT + PID + VTAX + CHARGE
@ 18,C GET VTAX
@ 19,C GET CHARGE
@ 20,C GET DAILYTOT
READ
@ 21,C GET TOTBFWD
READ
TOT = DAILYTOT + TOTBFWD

```

```

BAL = MDEPOSIT - GTOT
@ 22,C GET GTOT
@ 23,C GET BAL
READ
DO WHILE .T.
SELECT 1
@ 23,10 GET NUMBER1
CLEAR GET
GO TOP
@ 23,9 CLEAR TO 23,14
LOCATE FOR ROOMNUMBER = NUMBER1
IF FOUND()
REPL ROOMNUMBER WITH NUMBER
REPL TDATE WITH MDATE
REPL GRANDTOTAL WITH GTOT
ENDIF
EXIT
ENDDO
DO WHILE .T.
SELECT 2
@ 23,10 GET NUMBER1
CLEAR GET
@ 23,9 CLEAR TO 23,14
LOCATE FOR ROOMNUMBER = NUMBER1
IF FOUND()
REPL TDATE WITH MDATE
REPL ROOMNUMBER WITH NUMBER
REPL ACCOMMO WITH ACCOM
REPL EMTEA WITH TEA
REPL BREAKFAST WITH BFAST
REPL LUNCH WITH LCH
REPL DINNER WITH DNER
REPL SNACKS WITH SNK
REPL DRINKS WITH DRNKs
REPL TELEPHONE WITH PHONE
REPL LAUNDRY WITH LNDRY
REPL G_PAIDOUT WITH PID
REPL VAT WITH VTAX
REPL S_CHARGE WITH CHARGE
REPL DAILYTOTAL WITH DAILYTOT
REPL BFORWARD WITH TOTBFWd
REPL GRANDTOTAL WITH GTOT
REPL BALANCE WITH BAL
ENDIF
EXIT
ENDDO
ELSE
CLEAR
@ 15,15 SAY "YOU ENTERED NUMBER " + NUMBER1
@ 16,15 SAY "RECORD DOES NOT EXIST"
@ 17,15 SAY "PRESS ANY KEY TO CONTINUE"
WAIT
ENDIF
CLEA
CH = " "
@ 10,10 SAY "WANT TO MODIFY ANY OTHER GUEST'S TRANSACTIONS ?(Y/N)" GET □
CH PICTURE "!"
LEAD
F UPPER(CH) = "N"
LEA
XIT

```



```
ENDIF
IF UPPER(CH) = "Y"
CLEA
LOOP
ENDIF
ENDDO
SET TALK ON
CLOSE DATABASES
CLEA
RETURN□
```

```

*****MODIREG*****
SET SCOREBOARD OFF
SET TALK OFF
SET STATUS OFF
SET DATE BRITISH
SELECT 1
USE DOKO
SELECT 2
USE BILL
SELECT 3
USE REG
DO WHILE .T.
SELECT 3
CLEA
NUMBER1 = SPACE(3)
@ 10,10 SAY "ENTER ROOM NUMBER:" GET NUMBER1
READ
LOCATE FOR ROOMNUMBER = NUMBER1
IF FOUND()
    CLEA
    RRATE = 0
    MDEPOSIT = 0
    ADEPOSIT = 0
    @ 10,1 TO 17,79
    @ 11,2 SAY "DATE OF REGISTRATION:"
    @ 11,25 SAY RDATE
    @ 12,2 SAY "GUEST NAME:"
    @ 12,14 SAY GUESTNAME
    @ 12,36 SAY "ROOM NUMBER:"
    @ 12,48 SAY ROOMNUMBER
    @ 13,2 SAY "ADDRESS:"
    @ 13,13 SAY ADDRESS
    @ 13,43 SAY "NATIONALITY:"
    @ 13,55 SAY NATIONALTY
    @ 14,2 SAY "ARRIVAL DATE:"
    @ 14,18 SAY ARR_DATE
    @ 14,27 SAY "DEPARTURE DATE:"
    @ 14,42 SAY DEPARTDATE
    @ 15,2 SAY "ROOM TYPE:"
    @ 15,15 SAY ROOMTYPE
    @ 15,33 SAY "ROOM RATE:"
    @ 15,43 SAY ROOMRATE
    @ 16,2 SAY "ADVANCE DEPOSIT:"
    @ 16,21 SAY DEPOSIT
    SET COLO TO G*
    NAS = " "
    @ 18,10 SAY "WANT TO MODIFY THIS RECORD? (Y/N)" GET NAS PICTURE □
    "!"
    READ
    SET COLO TO
    IF UPPER(NAS) = "N"
        CLEAR
        EXIT
    ENDIF
    IF UPPER(NAS) = "Y"
        CLEA
        @ 18,10 SAY "PRESS ENTER KEY TO START MODIFICATION"
        WAIT
        CLEA
    ENDIF
    @ 10,1 TO 17,79 DOUBLE

```

```

@ 8,20 SAY "DOKO INTERNATIONAL HOTEL, MINNA"
@ 9,25 SAY "MODIFICATION OF GUESTS REGISTRATION"
@ 11,2 SAY "DATE OF REGISTRATION DATE" GET RDATE
@ 12,2 SAY "GUEST NAME:" GET GUESTNAME
@ 12,36 SAY "ROOM NUMBER:" GET ROOMNUMBER
@ 13,2 SAY "ADDRESS:" GET ADDRESS
@ 13,43 SAY "NATOINALITY:" GET NATIONALTY
@ 14,2 SAY "ARRIVAL DATE:" GET ARR_DATE
@ 14,27 SAY "DEPARTURE DATE:" GET DEPARTDATE
@ 15,2 SAY "TYPE:" GET ROOMTYPE
READ
IF UPPER(ROOMTYPE) = "SINGLE"
    RRATE = 800.00
ENDIF
IF UPPER(ROOMTYPE) = "SUPERIOR"
    RRATE = 1000.00
ENDIF
IF UPPER(ROOMTYPE) = "DOUBLE"
    RRATE = 1200.00
ENDIF
IF UPPER(ROOMTYPE) = "SUITE"
    RRATE = 2500.00
ENDIF
@ 15,35 SAY "ROOM RATE:" GET RRATE
READ
@ 16,2 SAY "ADDITIONAL DEPOSIT:" GET ADEPOSIT
READ
MDEPOSIT = ADEPOSIT + DEPOSIT
@ 16,45 SAY "DEPOSIT:" GET MDEPOSIT
READ
REPL RDATE WITH RDATE, GUESTNAME WITH GUESTNAME, ROOMNUMBER WITH ☐
ROOMNUMBER
REPL ADDRESS WITH ADDRESS, NATIONALTY WITH NATIONALTY, ARR_DATE ☐
WITH ARR_DATE, DEPARTDATE WITH DEPARTDATE, ROOMTYPE WITH ROOMTYPE, ☐
ROOMRATE WITH RRATE, DEPOSIT WITH MDEPOSIT
SELECT 1
@ 17,10 GET NUMBER1
CLEAR GET
GO TOP
@ 17,8 CLEAR TO 17,14
LOCATE FOR ROOMNUMBER = NUMBER1
IF FOUND()
    REPL ROOMNUMBER WITH ROOMNUMBER
ENDIF
ELSE
    CLEA
    @ 15,15 SAY "YOU ENTERED NUMBER " + NUMBER1
    @ 16,15 SAY "RECORD DOES NOT EXIST"
    @ 17,15 SAY "PRESS ANY KEY TO CONTINUE"
    WAIT
ENDIF
CLEA
SET COLO TO B*
RESP = " "
@ 10,10 SAY "MORE RECORDS TO BE MODIFIED ? (Y/N)" GET RESP PICTURE ☐
"!"
SET COLO TO
READ
IF UPPER(RESP) = "Y"
    LEA
LOOP

```

```
ENDIF  
IF UPPER(Resp) = "N"  
  CLEA  
  EXIT  
ENDIF  
ENDDO  
SET TALK ON  
CLOSE DATABASES  
CLEAR  
RETURN
```

```

*****DOKODEL*****
SET TALK OFF
SET SCOREBOARD OFF
SET STATUS OFF
DO WHILE .T.
@ 0,4 TO 2,55
@ 1,5 SAY "YOU ARE ABOUT TO REMOVE A RECORD OF YOUR CHOICE"
@ 3,10 TO 12,50 DOUBLE
@ 4,24 SAY "DELETING MENU"
@ 5,11 TO 5,49 DOUBLE
@ 6,27 SAY "OPTIONS"
@ 7,27 TO 7,33
@ 8,12 SAY "RT*****REMOVE TRANSACTION RECORD"
@ 9,12 SAY "RD*****REMOVE UPDATED RECORD"
@ 10,12 SAY "RG*****REMOVE REGISTRATION RECORD"
@ 11,12 SAY "Q*****EXIT DELET MENU"
CHOICE = " "
@ 14,20 SAY "PRESS THE APPROPRIATE LETTERS FOR THE DESIRED OPTION" □
GET CHOICE PICTURE "!"
READ
DO CASE
CASE CHOICE = "RT"
DO DELTRAN
CASE CHOICE = "RD"
DO DELUPDATE
CASE CHOICE = "RG"
DO DELREG
CASE CHOICE = "Q"
EXIT
ENDCASE
ENDDO
SET TALK ON
CLEAR
RETURN
□

```

```

*****DELTRAN*****
SET TALK OFF
SET STATUS OFF
SET DATE BRITISH
SELECT 1
USE DOKO
SELECT 2
USE BILL
SELECT 3
USE REG
@ 12,15 SAY "YOU ARE ABOUT TO REMOVE A RECORD OF YOUR CHOICE"
WAIT
DO WHILE .T.
CLEAR
SELECT 2
NUMBER = SPACE(3)
MDATE = CTOD (" / / ")
@ 10,10 SAY "ENTER ROOM NUMBER" GET NUMBER
@ 11,10 SAY "ENTER TRANSACTION DATE" GET MDATE
READ
SET FILTER TO TDATE = MDATE
LOCATE FOR ROOMNUMBER = NUMBER
IF FOUND()
CLEAR
NUMBER = ROOMNUMBER
MDATE = TDATE
ACCOM = ACCOMMO
TEA = EMTEA
BFAST = BREAKFAST
LCH = LUNCH
DNER = DINNER
SNK = SNACKS
DRNKS = DRINKS
PHONE = TELEPHONE
LNDRY = LAUNDRY
PID = G_PAIDOUT
VTAX = VAT
CHARGE = S_CHARGE
DAILY = DAILYTOTAL
TOTBFWD = BFORWARD
GTOT = GRANDTOTAL
BAL = BALANCE
SELECT 3
@ 10,11 GET NUMBER
CLEAR GET
GO TOP
@ 10,10 CLEAR TO 10,14
LOCATE FOR ROOMNUMBER = NUMBER
IF FOUND()
NAME = GUESTNAME
G_ADDRESS = ADDRESS
ARRIVAL = ARR_DATE
DEPARTURE = DEPARTDATE
RTYPE = ROOMTYPE
RRATE = ROOMRATE
MDEPOSIT = DEPOSIT
@ 0,1 TO 24,71
@ 1,20 SAY "DOKO INTERNATIONAL HOTEL, MINNA."
@ 2,2 SAY "GUEST NAME:"
@ 2,14 SAY NAME
@ 2,33 SAY "ROOM NUMBER:"

```

```

@ 2,49 SAY NUMBER
@ 3,2 SAY "ADDRESS:"
@ 3,10 SAY G ADDRESS
@ 4,2 SAY "ARRIVAL DATE:"
@ 4,18 SAY ARRIVAL
@ 4,33 SAY "DEPARTURE DATE:"
@ 4,51 SAY DEPARTURE
@ 5,2 SAY "ROOM TYPE:"
@ 5,15 SAY RTYPE
@ 5,33 SAY "ROOM RATE:"
@ 5,49 SAY RRATE
@ 6,2 TO 6,70
C = 2
@ 7,C SAY "TRANSACTION DATE:"
@ 8,C SAY "ACCOMMODATION:"
@ 9,C SAY "EARLY MORNING TEA:"
@ 10,C SAY "BREAKFAST:"
@ 11,C SAY "LUNCH:"
@ 12,C SAY "DINNER:"
@ 13,C SAY "SNACKS:"
@ 14,C SAY "DRINKS:"
@ 15,C SAY "TELEPHONE:"
@ 16,C SAY "LAUNDRY:"
@ 17,C SAY "PAID OUT:"
@ 18,C SAY "VALUE ADDED TAX:"
@ 19,C SAY "SERVICE CHARGE:"
@ 20,C SAY "DAILY TOTAL:"
@ 21,C SAY "GRAND TOTAL:"
@ 22,C SAY "BALANCE:"
C = 26
@ 7,C SAY MDATE
@ 8,C SAY ACCOM
@ 9,C SAY TEA
@ 10,C SAY BFEST
@ 11,C SAY LCH
@ 12,C SAY DNER
@ 13,C SAY SNK
@ 14,C SAY DRNKS
@ 15,C SAY PHONE
@ 16,C SAY LNDRY
@ 17,C SAY PID
@ 18,C SAY VTAX
@ 19,C SAY CHARGE
@ 20,C SAY DAILY
@ 21,C SAY GTOT
@ 22,C SAY BAL
CH = " "
@ 23,C SAY "DO YOU WANT TO DELET THIS RECORD? (Y/N)" GET CH ☐
PICTURE "!"
READ
IF UPPER(CH) = "Y"
CLEA
SELECT 2
DELET
PACK
SELECT 1
@ 23,3 GET NUMBER
CLEAR GET
GO TOP
@ 23,2 CLEAR TO 23,7
LOCATE FOR ROOMNUMBER = NUMBER

```

```

IF FOUND()
GTOT1 = GRANDTOTAL
GTOT2 = GTOT1 - DAILY
REPL GRANDTOTAL WITH GTOT2
ENDIF
ENDIF
IF UPPER(CH) = "N"
CLEA
EXIT
ENDIF
SET COLO TO G*
CLEA
@ 15,40 SAY "THE RECORD HAS BEEN REMOVED"
  SET COLO TO
  @ 16,40 SAY "PRESS ANY KEY TO CONTINUE"
  WAIT
CLEA
ENDIF
ELSE
CLEA
@ 10,40 SAY "RECORD DOES NOT EXIST"
@ 11,40 SAY "PRESS ANY KEY TO CONTINUE"
WAIT
ENDIF
CLEA
RESP = " "
@ 10,10 SAY "WANT MORE TRANSCATION RECORDS REMOVED? (Y/N)" GET □
RESP PICTURE "!"
READ
  IF UPPER(RES) = "Y"
    CLEAR
    LOOP
  ENDIF
  IF UPPER(RES) = "N"
    CLEAR
    EXIT
  ENDIF
ENDDO
CLOSE DATABASES
SET TALK ON
CLEAR
RETURN
□

```



```

*****DELREG*****
□
SET TALK OFF
SET STATUS OFF
SET DATE BRITISH
USE REG
CLEAR
DO WHILE .T.
NUMBER = SPACE(3)
@ 15,40 SAY "ENTER ROOM NUMBER" GET NUMBER
READ
LOCATE FOR ROOMNUMBER = NUMBER
IF FOUND()
CLEAR
MDATE = RDATE
NAME = GUESTNAME
NUMBER = ROOMNUMBER
G_ADDRESS = ADDRESS
NATION = NATIONALITY
ARRIVAL = ARR_DATE
DEPARTURE = DEPARTDATE
RTYPE = ROOMTYPE
RRATE = ROOMRATE
MDEPOSIT = DEPOSIT
@ 10,1 TO 17,78
@ 11,2 SAY "DATE OF REGISTRATION:"
@ 11,24 SAY MDATE
@ 12,2 SAY "GUEST NAME:"
@ 12,13 SAY NAME
@ 12,36 SAY "ROOM NUMBER:"
@ 12,48 SAY NUMBER
@ 13,2 SAY "ADDRESS:"
@ 13,10 SAY G_ADDRESS
@ 13,45 SAY "NATONALITY:"
@ 13,57 SAY NATION
@ 14,2 SAY "ARRIVAL DATE:"
@ 14,15 SAY ARRIVAL
@ 14,36 SAY "DEPARTURE DATE:"
@ 14,53 SAY DEPARTURE
@ 15,2 SAY "ROOM TYPE:"
@ 15,13 SAY RTYPE
@ 15,36 SAY "ROOM RATE:"
@ 15,46 SAY RRATE
@ 16,2 SAY "ADVANCE DEPOSIT:"
@ 16,18 SAY MDEPOSIT
CH = " "
@ 20,20 SAY "DO YOU WANT TO REMOVE THIS REGISRATION RECORD? □
(Y/N)" GET CH PICTURE "!"
READ
IF UPPER(CH) = "N"
CLEAR
EXIT
ENDIF
IF UPPER(CH) = "Y"
CLEAR
DELET
PACK
SET COLO TO G*
@ 15,30 SAY "THE RECORD HAS BEEN REMOVED"
SET COLO TO
@ 16,30 SAY "PRESS ANY KEY TO CONTINUE"

```

```

    WAIT
  ENDIF
  CLEAR
  NAS = " "
  @ 11,11 SAY "WANT MORE REGISTRATION RECORDS REMOVED? (Y/N)" GET ☐
  NAS PICTURE "!"
  READ
  IF UPPER(NAS) = "Y"
    CLEAR
    LOOP
  ENDIF
  IF UPPER(NAS) = "N"
    CLEAR
    EXIT
  ENDIF
ELSE
  CLEAR
  @ 10,10 SAY "RECORD DOES NOT EXSIST"
  @ 11,10 SAY "PRESS ANY KEY TO CONTINUE"
  WAIT
  CLEAR
  EXIT
ENDIF
ENDDO
CLOSE DATABASE
SET TALK ON
CLEAR
RETURN
☐

```

```

*****DOKOVIEW*****
SET TALK OFF
SET STATUS OFF
SET SCOREBOARD OFF
SET DATE BRITISH
DO WHILE .T.
@ 3,15 TO 6,64
@ 4,16 SAY "YOU ARE ABOUT TO VIEW A RECORD OF YOUR CHOICE"
@ 7,10 TO 16,70 DOUBLE
@ 8,25 SAY "VIEWING MENU"
@ 9,11 TO 9,69 DOUBLE
@ 10,20 SAY "SYMBOLS"
@ 10,35 SAY "OPTIONS"
@ 12,20 SAY "GR-----VIEW GUESTS IN RESIDENCE"
@ 13,20 SAY "GT-----VIEW GUESTS' TRANSACTIONS"
@ 14,20 SAY "UP-----VIEW UPDATED RECORDS"
@ 15,20 SAY "Q-----EXIT VIEW MENU"
CHOICE = " "
@ 17,16 SAY "PRESS THE LETTER(S) OF SELECTED SYMBOL FOR YOUR 
OPTIONS" GET CHOICE PICTURE "!!"
READ
DO CASE
CASE CHOICE = "GR"
DO VIEWREG
CASE CHOICE = "GT"
DO VIEWTRAN
CASE CHOICE = "UP"
DO VIEWUPDATE
CASE CHOICE = "Q"
EXIT
ENDCASE
ENDDO
SET TALK ON
RETURN

```

*****VIEWTRAN*****□

```
SET STATUS OFF
SET SCOREBOARD OFF
SET TALK OFF
SELECT 2
USE BILL
SELECT 3
USE REG
CLEAR
DO WHILE .T.
SELECT 2
NUMBER = SPACE(3)
@ 10,10 SAY "ENTER ROOM NUMBER" GET NUMBER
READ
  LOCATE FOR ROOMNUMBER = NUMBER
  IF FOUND()
SET FILTER TO ROOMNUMBER = NUMBER
CLEAR
MDATE = TDATE
ACCOM = ACCOMMO
TEA = EMTEA
BFAST = BREAKFAST
LCH = LUNCH
DNER = DINNER
SNK = SNACKS
DRNKS = DRINKS
PHONE = TELEPHONE
LNDRY = LAUNDRY
PID = G_PAIDOUT
VTAX = VAT
CHARGE = S_CHARGE
DAILY = DAILYTOTAL
TOTBFW = BFORWARD
GTOT = GRANDTOTAL
BAL = BALANCE
SELECT 3
@ 11,10 GET NUMBER
CLEAR GET
GO TOP
@ 11,9 CLEAR TO 11,14
LOCATE FOR ROOMNUMBER = NUMBER
IF FOUND()
NAME = GUESTNAME
ARRIVAL = ARR_DATE
DEPARTURE = DEPARTDATE
RRATE = ROOMRATE
RTYPE = ROOMTYPE
MDEPOSIT = DEPOSIT
ENDIF
@ 0,1 TO 24,71 DOUBLE
@ 1, 20 SAY "DOKO INTERNATIONAL HOTEL, MINNA."
@ 2,2 SAY "GUEST NAME:"
@ 2,14 SAY NAME
@ 2,33 SAY "ROOM NUMBER:"
@ 2,49 SAY NUMBER
@ 3,2 SAY "ARRIVAL DATE:"
@ 3,18 SAY ARRIVAL
@ 3,33 SAY "DEPARTURE DATE:"
@ 3,49 SAY DEPARTURE
@ 4,2 SAY "ROOM TYPE:"
@ 4,15 SAY RTYPE
```

```

@ 4,33 SAY "ROOM RATE:"
@ 4,49 SAY RRATE
@ 5,2 SAY "ADVANCE DEPOSIT:"
@ 5,18 SAY MDEPOSIT
@ 6,2 TO 6,70
C = 2
@ 7,C SAY "TRANSACTION DATE:"
@ 8,C SAY "ACCOMMODATION:"
@ 9,C SAY "EARLY MORNING TEA:"
@ 10,C SAY "BREAKFAST:"
@ 11,C SAY "LUNCH:"
@ 12,C SAY "DINNER:"
@ 13,C SAY "SNACKS:"
@ 14,C SAY "DRINKS:"
@ 15,C SAY "TELEPHONE:"
@ 16,C SAY "LAUNDRY:"
@ 17,C SAY "PAID OUT:"
@ 18,C SAY "VALUE ADDED TAX:"
@ 19,C SAY "SERVICE CHARGE:"
@ 20,C SAY "DAILY TOTAL:"
@ 21,C SAY "BROUGHT FORWARD:"
@ 22,C SAY "GRAND TOTAL:"
@ 23,C SAY "BALANCE:"
SELECT 2
@ 24,22 GET NUMBER
CLEAR GET
GO TOP
@ 24,21 CLEAR TO 24,25
LOCATE FOR ROOMNUMBER = NUMBER
IF FOUND()
SET FILTER TO ROOMNUMBER = NUMBER
C = 26
DO WHILE .NOT. EOF()
@ 7,C SAY MDATE
SKIP
C = C + 14
MDATE = TDATE
ENDDO
C = 20
GO TOP
DO WHILE .NOT. EOF()
@ 8,C SAY ACCOM
@ 9,C SAY TEA
@ 10,C SAY BFAST
@ 11,C SAY LCH
@ 12,C SAY DNER
@ 13,C SAY SNK
@ 14,C SAY DRNKS
@ 15,C SAY PHONE
@ 16,C SAY LNDRY
@ 17,C SAY PID
@ 18,C SAY VTAX
@ 19,C SAY CHARGE
@ 20,C SAY DAILY
@ 21,C SAY TOTBFW
@ 22,C SAY GTOT
@ 23,C SAY BAL
SKIP
C = C + 14
ACCOM = ACCOMMO
TEA = EMTEA

```

```

BFAST = BREAKFAST
LCH = LUNCH
DNER = DINNER
SNK = SNACKS
DRNKS = DRINKS
PHONE = TELEPHONE
LNDRY = LAUNDRY
PID = G PAIDOUT
VTAX = VAT
CHARGE = S CHARGE
DAILY = DAILYTOTAL
TOTBFWD = BFORWARD
GTOT = GRANDTOTAL
BAL = BALANCE
ENDDO
ENDIF
ELSE
CLEA
@ 15,15 SAY "RECORD DOES NOT EXIST"
@ 16,15 SAY "PRESS ANY KEY TO CONTINUE"
WAIT
CLEA
ENDIF
CH = " "
@ 24, 20 SAY "MORE TRANSACTION RECORDS TO BE VIEWED? (Y/N)" GET CH
PICTURE □
"! "
READ
IF UPPER(CH) = "Y"
CLEAR
LOOP
ENDIF
IF UPPER(CH) = "N"
CLEA
EXIT
ENDIF
ENDDO
SET TALK ON
CLOSE DATABASE
CLEAR
RETURN□

```

```

*****VIEWREG*****
SET TALK OFF
SET STATUS OFF
DO WHILE .T.
USE REG
CLEAR
NUMBER = SPACE(3)
@ 10,10 SAY "ROOM NUMBER" GET NUMBER
READ
GO TOP
LOCATE FOR ROOMNUMBER = NUMBER
IF FOUND()
CLEAR
MDATE = RDATE
NAME = GUESTNAME
NUMBER = ROOMNUMBER
G_ADDRESS = ADDRESS
NATION = NATIONALITY
ARRIVAL = ARR_DATE
DEPARTURE = DEPARTDATE
RTYPE = ROOMTYPE
RRATE = ROOMRATE
MDEPOSIT = DEPOSIT
@ 1,20 SAY "DOKO INTERNATIONAL HOTEL, MINNA."
@ 2,25 SAY "GUESTS IN RESIDENCE"
@ 3,5 TO 10,78 DOUBLE
@ 4,6 SAY "REGISTRATION DATE:"
@ 5,6 SAY "GUEST NAME:"
@ 5,50 SAY "ROOM NUMBER:"
@ 6,6 SAY "ADDRESS:"
@ 6,50 SAY "NATIONALITY:"
@ 7,6 SAY "ARRIVAL DATE:"
@ 7,50 SAY "DEPARTURE DATE:"
@ 8,6 SAY "ROOM TYPE:"
@ 8,50 SAY "ROOM RATE:"
@ 9,6 SAY "ADVANCE DEPOSIT:"
@ 4,26 SAY MDATE
@ 5,20 SAY NAME
@ 5,65 SAY NUMBER
@ 6,17 SAY G_ADDRESS
@ 6,63 SAY NATION
@ 7,22 SAY ARRIVAL
@ 7,68 SAY DEPARTURE
@ 8,19 SAY RTYPE
@ 8,65 SAY RRATE
@ 9,22 SAY MDEPOSIT
ELSE
CLEA
@ 13,40 SAY "THE ROOM IS VACANT"
@ 14,40 SAY "PRESS ANY KEY TO CONTINUE"
WAIT
CLEA
ENDIF
RESP = " "
@ 11,11 SAY "MORE GUESTS IN RESIDENCE TO BE VIEWED? (Y/N)" GET
RESP PICTURE □
"! "
READ
IF UPPER(RESP) = "Y"
CLEAR
LOOP

```

```
ENDIF
IF UPPER(Resp) = "N"
  CLEAR
EXIT
ENDIF
ENDDO
SET TALK ON
CLOSE DATABASE
CLEAR
RETURN
□
```



```

*****VIEWUPDATE*****
SET TALK OFF
SET DATE BRITISH
SELECT 1
USE DOKO
SELECT 3
USE REG
DO WHILE .T.
SELECT 1
CLEAR
NUMBER = SPACE(3)
@ 10,10 SAY "ENTER ROOM NUMBER" GET NUMBER
READ
LOCATE FOR ROOMNUMBER = NUMBER
IF FOUND()
CLEAR
NUMBER = ROOMNUMBER
MDATE = TDATE
GTOT = GRANDTOTAL
SELECT 3
@ 11,10 GET NUMBER
CLEAR GET
GO TOP
@ 11,9 CLEAR TO 11,14
LOCATE FOR ROOMNUMBER = NUMBER
IF FOUND()
NAME = GUESTNAME
NUMBER = ROOMNUMBER
G_ADDRESS = ADDRESS
ARRIVAL = ARR_DATE
DEPARTURE = DEPARTDATE
RTYPE = ROOMTYPE
RRATE = ROOMRATE
MDEPOSIT = DEPOSIT
@ 1,25 SAY "GUEST'S UPDATED RECORD AS AT:"
@ 1,54 SAY MDATE
@ 2,2 TO 10,77 DOUBLE
@ 3,3 SAY "GUEST NAME:"
@ 3,14 SAY NAME
@ 3,36 SAY "ROOM NUMBER:"
@ 3,48 SAY NUMBER
@ 5,3 SAY "ARRIVAL DATE:"
@ 5,16 SAY ARRIVAL
@ 5,36 SAY "DEPARTURE DATE:"
@ 5,51 SAY DEPARTURE
@ 6,3 SAY "ROOM TYPE:"
@ 6,13 SAY RTYPE
@ 6,36 SAY "ROOM RATE:"
@ 6,46 SAY RRATE
@ 7,3 SAY "ADVANCE DEPOSIT:"
@ 7,19 SAY MDEPOSIT
@ 8,35 SAY "GRAND TOTAL:"
@ 8,51 SAY GTOT
ENDIF
ELSE
CLEA
@ 15,30 SAY "RECORD DOES NOT EXIST"
@ 16,30 SAY "PRES ANY KEY TO CONTINUE"
WAIT
CLEA
ENDIF

```

```
CH = " "  
@ 14,20 SAY "MORE UPDATED RECORDS TO BE VIEWED? (Y/N)" GET CH ☐  
PICTURE "!"  
READ  
    IF UPPER(CH) = "Y"  
        CLEAR  
        LOOP  
    ENDIF  
    IF UPPER(CH) = "N"  
        CLEAR  
        EXIT  
    ENDIF  
ENDDO  
SET TALK ON  
CLOSE DATABASES  
CLEAR  
RETURN  
☐
```

*****DOKOREPORT*****

```
SET TALK OFF
SET CONSOLE OFF
SET SCOREBOARD OFF
SET DATE BRITISH
SET STATUS OFF
PUBLIC TODAY, NAME, NUMBER, G_ADDRESS, ARRIVAL, RTYPE,
RRATE,MDEPOSIT, MDATE, TEA, BFAST, LCH, DNER, SNK, DRNKS, PHONE,
LNDRY, PID, VTAX, CHARGE, DAILY, TOTBFWD, GTOT, BAL
SELECT 2
USE BILL
SELECT 3
USE REG
DO WHILE .T.
SELECT 3
NUMBER = SPACE(3)
@ 9,10 SAY "ENTER ROOM NUMBER" GET NUMBER
READ
LOCATE FOR ROOMNUMBER = NUMBER
TODAY = DATE()
NAME = GUESTNAME
NUMBER = ROOMNUMBER
ARRIVAL = ARR_DATE
G_ADDRESS = ADDRESS
RTYPE = ROOMTYPE
RRATE = ROOMRATE
MDEPOSIT = DEPOSIT
SELECT 2
@ 10,10 GET NUMBER
CLEAR GET
GO TOP
@ 10,9 CLEAR TO 10,14
LOCATE FOR ROOMNUMBER = NUMBER
IF FOUND()
SET FILTER TO ROOMNUMBER = NUMBER
CLEAR
MDATE = TDATE
ACCOM = ACCOMMO
TEA = EMTEA
BFAST = BREAKFAST
LCH = LUNCH
DNER = DINNER
SNK = SNACKS
DRNKS = DRINKS
PHONE = TELEPHONE
LNDRY = LAUNDRY
PID = G_PAIDOUT
VTAX = VAT
CHARGE = S_CHARGE
DAILY = DAILYTOTAL
TOTBFWD = BFORWARD
GTOT = GRANDTOTAL
BAL = BALANCE
ENDIF
SET DEVI TO PRINTER
DO DOKOREP5 WITH TODAY, NAME, NUMBER, G_ADDRESS, ARRIVAL,
RTYPE,RRATE,
MDEPOSIT, MDATE, TEA, BFAST, LCH, DNER, SNK, DRNKS, PHONE, LNDRY,
PID, VTAX,
CHARGE, DAILY, TOTBFWD, GTOT, BAL
SET FILTER TO
```

```

@ 27,4 SAY "|"
@ 27,78 SAY "|"
@ 28,4 SAY "|"
@ 28,78 SAY "|"
@ 29,4 SAY "|"
@ 29,30 SAY "GUEST SIGNATURE"
@ 29,78 SAY "|"
@ 30,4 SAY "|"
@ 30,78 SAY "|"
@ 31,4 SAY "|"
@ 31,30 SAY "DATE"
@ 31,78 SAY "|"
@ 32,4 SAY "|"
@ 32,78 SAY "|"
@ 33,5 SAY REPL("-",73)
EJECT
CLEAR
SET DEVI TO SCREEN
PAS = " "
@ 20,25 SAY "YOU WANT TO PRINT MORE BILLS? (Y/N)" GET PAS PICTURE
"! "
READ
IF UPPER(PAS) = "Y"
  CLEAR
  LOOP
ENDIF
IF UPPER(PAS) = "N"
  CLEAR
  EXIT
ENDIF
ELSE
  CLEAR
@ 13,30 SAY "RECORD DOES NOT EXIST - NO BILL CAN BE PRINTED"
WAIT
CLEAR
EXIT
ENDIF
ENDDO
CLOSE ALL
SET TALK ON
RETURN

```

*****DOKOREPORT5*****

SET TALK OFF

PROCEDURE DOKOREP5

PARAMETERS TODAY, NAME, NUMBER, G_ADDRESS, ARRIVAL, RTYPE, RRATE, ☐
MDEPOSIT, MDATE, TEA, BFEST, LCH, DNER, SNK, DRNKS, ☐

PHONE, LNDRY, PID, VTAX, CHARGE, DAILY, TOTBFWD, GTOT, BAL

@ 0,4 SAY REPL("-",75)

@ 1,4 SAY "|"

@ 1,25 SAY "DOKO INTERNATIONAL HOTELS LIMITED, MINNA."

@ 1,78 SAY "|"

@ 2,4 SAY "|"

@ 2,35 SAY "GUEST BILL"

@ 2,78 SAY "|"

@ 3,4 SAY "|"

@ 3,25 SAY REPL("-",39)

@ 3,78 SAY "|"

@ 4,4 SAY "|"

@ 4,50 SAY "DATE:"

@ 4,56 SAY TODAY

@ 4,78 SAY "|"

@ 5,4 SAY "|"

@ 5,50 SAY "ROOM NUMBER:"

@ 5,63 SAY NUMBER

@ 5,78 SAY "|"

@ 6,4 SAY "|"

@ 6,50 SAY "ROOM TYPE:"

@ 6,61 SAY RTYPE

@ 6,78 SAY "|"

@ 7,4 SAY "|"

@ 7,6 SAY "GUEST NAME:"

@ 7,18 SAY NAME

@ 7,50 SAY "ROOM RATE:"

@ 7,61 SAY RRATE

@ 7,78 SAY "|"

@ 8,4 SAY "|"

@ 8,6 SAY "ADDRESS:"

@ 8,15 SAY G_ADDRESS

@ 8,50 SAY "DEPOSIT:"

@ 8,58 SAY MDEPOSIT

@ 8,78 SAY "|"

@ 9,4 SAY "|"

@ 9,5 SAY REPL("-",72)

@ 9,78 SAY "|"

@ 10,4 SAY "|"

C = 6

@ 10,C SAY "TRANSACTION DATE"

C = 30

GO TOP

DO WHILE .NOT. EOF()

@ 10,C SAY MDATE

@ 10,78 SAY "|"

SKIP

C = C + 18

MDATE = TDATE

ENDDO WHILE EOF()

@ 11,4 SAY "|"

C = 6

@ 11,C SAY "ACCOMMODATION"

C = 20

GO TOP

DO WHILE .NOT. EOF()

```

@ 11,C SAY ACCOM
@ 11,78 SAY "|"
  SKIP
C = C + 18
ACCOM = ACCOMMO
ENDDO WHILE EOF()
@ 12,4 SAY "|"
C = 6
@ 12,C SAY "EARLY MORNING TEA"
C = 20
GO TOP
DO WHILE .NOT. EOF()
  @ 12,C SAY TEA
  @ 12,78 SAY "|"
  SKIP
C = C + 18
TEA = EMTEA
ENDDO WHILE EOF()
@ 13,4 SAY "|"
C = 6
@ 13,C SAY "BREAKFAST"
C = 20
GO TOP
DO WHILE .NOT. EOF()
  @ 13,C SAY BFAST
  @ 13,78 SAY "|"
  SKIP
C = C + 18
BFAST = BREAKFAST
ENDDO WHILE EOF()
@ 14,4 SAY "|"
C = 6
@ 14,C SAY "LUNCH"
C = 20
GO TOP
DO WHILE .NOT. EOF()
  @ 14,C SAY LCH
  @ 14, 78 SAY "|"
  SKIP
C = C + 18
LCH = LUNCH
ENDDO WHILE EOF()
@ 15,4 SAY "|"
C = 6
@ 15,C SAY "DINNER"
C = 20
GO TOP
DO WHILE .NOT. EOF()
  @ 15,C SAY DNER
  @ 15,78 SAY "|"
  SKIP
C = C + 18
DNER = DINNER
ENDDO WHILE EOF()
@ 16,4 SAY "|"
C = 6
@ 16,C SAY "SNACKS"
C = 20
GO TOP
DO WHILE .NOT. EOF()
  @ 16,C SAY SNK

```

```

@ 16,78 SAY "|"
SKIP
C = C + 18
SNK = SNACKS
ENDDO WHILE EOF()
@ 17,4 SAY "|"
C = 6
@ 17,C SAY "DRINKS"
C = 20
GO TOP
DO WHILE .NOT. EOF()
@ 17,C SAY DRNKS
@ 17,78 SAY "|"
SKIP
C = C + 18
DRNKS = DRINKS
ENDDO WHILE EOF()
@ 18,4 SAY "|"
C = 6
@ 18,C SAY "TELEPHONE"
C = 20
GO TOP
DO WHILE .NOT. EOF()
@ 18,C SAY PHONE
@ 18,78 SAY "|"
SKIP
C = C + 18
PHONE = TELEPHONE
ENDDO WHILE EOF()
@ 19,4 SAY "|"
C = 6
@ 19,C SAY "LAUNDRY"
C = 20
GO TOP
DO WHILE .NOT. EOF()
@ 19,C SAY LNDRY
@ 19,78 SAY "|"
SKIP
C = C + 18
LNDRY = LAUNDRY
ENDDO WHILE EOF()
@ 20,4 SAY "|"
C = 6
@ 20,C SAY "PAID OUT"
C = 20
GO TOP
DO WHILE .NOT. EOF()
@ 20,C SAY PID
@ 20,78 SAY "|"
SKIP
C = C + 18
PID = G_PAIDOUT
ENDDO WHILE EOF()
@ 21,4 SAY "|"
C = 6
@ 21,C SAY "VALUE ADDED TAX"
C = 20
GO TOP
DO WHILE .NOT. EOF()
@ 21,C SAY VTAX
@ 21,78 SAY "|"

```

```

SKIP
C = C + 18
VTAX = VAT
ENDDO WHILE EOF()
@ 22,4 SAY "|"
C = 6
@ 22,C SAY "SERVICE CHARGE"
C = 20
GO TOP
DO WHILE .NOT. EOF()
@ 22,C SAY CHARGE
@ 22,78 SAY "|"
SKIP
C = C + 18
CHARGE = S_CHARGE
ENDDO WHILE EOF()
@ 23,4 SAY "|"
C = 6
@ 23,C SAY "DAILY TOTAL"
C = 20
GO TOP
DO WHILE .NOT. EOF()
@ 23,C SAY DAILY
@ 23,78 SAY "|"
SKIP
C = C + 18
DAILY = DAILYTOTAL
ENDDO WHILE EOF()
@ 24,4 SAY "|"
C = 6
@ 24,C SAY "BROUGHT FORWARD"
C = 20
GO TOP
DO WHILE .NOT. EOF()
@ 24,C SAY TOTBFWD
@ 24,78 SAY "|"
SKIP
C = C + 18
TOTBFWD = BFORWARD
ENDDO WHILE EOF()
@ 25,4 SAY "|"
C = 6
@ 25,C SAY "GRAND TOTAL"
C = 20
GO TOP
DO WHILE .NOT. EOF()
@ 25,C SAY GTOT
@ 25,78 SAY "|"
SKIP
C = C + 18
GTOT = GRANDTOTAL
ENDDO WHILE EOF()
@ 26,4 SAY "|"
C = 6
@ 26,C SAY "BALANCE"
C = 20
GO TOP
DO WHILE .NOT. EOF()
@ 26,C SAY BAL
@ 26,78 SAY "|"
SKIP

```



```
C = C + 18  
BAL = BALANCE  
ENDDO WHILE EOF()  
RETURN
```

□

*****DOKOACCOM*****□

SET TALK OFF

PROCEDURE DOKOACCOM

PARAMETERS MTIME, ACCOM

MTIME = TIME()

ACCOM = 0

@ 6,35 SAY "ENTER DEPARTURE TIME" GET MTIME

READ SAVE

DO CASE

CASE MTIME > "12:00:00" .AND. MTIME <= "18:00:00"

ACCOM = RRATE * 150/100

CASE MTIME > "18:00:00"

ACCOM = RRATE * 200/100

CASE MTIME <= "12:00:00"

ACCOM = RRATE

ENDCASE

@ 7,35 SAY "ACCOMMODATION" GET ACCOM

SET TALK ON

RETURN□

*****DOKOTHERS*****

PROCEDURE DOKOTHERS

PARAMETERS PHONE, LNDRY, VTAX, CHARGE

PHONE = 0

@ 16,45 SAY "ENTER TELEPHONE:" GET PHONE

READ SAVE

LNDRY = 0

@ 17,45 SAY "ENTER LAUNDRY:" GET LNDRY

READ SAVE

VTAX = 0

VTAX = (5/100) * (ACCOM + TEA + BFAST + LCH + DNER + SNK + DRNKS + PHONE □
+ LNDRY)

@ 18,45 SAY "VALUE ADDED TAX:" GET VTAX

READ SAVE

CHARGE = 0

CHARGE = (10/100) * (ACCOM + TEA + BFAST + LCH + DNER + SNK + DRNKS + PHONE + □
LNDRY)

@ 19,2 SAY "SERVICE CHARGE:" GET CHARGE

READ SAVE

RETURN

□

*****DOKOMEAL*****

SET TALK OFF

PROCEDURE DOKOMEAL

PARAMETERS TEA, BFAST, LCH, DNER, SNK

TEA = 0

BFAST = 0

LCH = 0

DNER = 0

SNK = 0

COVER = 0

@ 7,2 SAY "EARLY MORNING TEA COVER:" GET COVER PICT "9999"

READ

TEA = COVER * 120.00

@ 8,2 SAY "EARLY MORNING TEA:" GET TEA

READ

COVER = 0

PRICE = 0

@ 9,2 SAY "BREAKFAST COVER:" GET COVER PICT "9999"

@ 10,2 SAY "BREAKFAST PRICE:" GET PRICE PICT "9999.99"

READ

BFAST = COVER * PRICE

@ 11,2 SAY "BREAKFAST:" GET BFAST

READ

COVER = 0

PRICE = 0

@ 12,2 SAY "LUNCH COVER:" GET COVER PICT "9999"

@ 13,2 SAY "LUNCH PRICE:" GET PRICE PICT "9999.99"

READ

LCH = COVER * PRICE

@ 14,2 SAY "LUNCH:" GET LCH

READ

COVER = 0

PRICE = 0

@ 15,2 SAY "DINNER COVER:" GET COVER PICT "9999"

@ 15,22 SAY "DINNER PRICE:" GET PRICE PICT "9999.99"

READ

DNER = COVER * PRICE

@ 16,2 SAY "DINNER:" GET DNER

READ

COVER = 0

PRICE = 0

@ 17,2 SAY "SNACK COVER:" GET COVER PICT "9999"

@ 17,22 SAY "SNACK PRICE:" GET PRICE PICT "9999.99"

READ

SNK = COVER * PRICE

@ 18,2 SAY "SNACKS:" GET SNK

READ

SET TALK ON

RETURN

□

*****DOKODRIN***** □

```
SET TALK OFF
PROCEDURE DOKODRIN
PARAMETERS BER, STOU, SPR, WNE, MALT, MN, CHAPN, DRNKS
SET COLO TO W+
BOTTLE = 0
BOTL = 0
BOTLE = 0
BOTT = 0
BOT = 0
TOT = 0
PKT = 0
BER = 0
STOU = 0
SPR = 0
WNE = 0
MALT = 0
MN = 0
JUICE = 0
DRNKS = 0
@ 8,35 SAY "BOTTLES(BEER):" GET BOTTLE PICT "99"
READ
BER = BOTTLE * 60.00
@ 8,55 SAY "BEER:" GET BER
READ
@ 9,35 SAY "BOTTLES(STOUT):" GET BOTT PICT "99"
READ
STOU = BOTT * 100.00
@ 9,55 SAY "STOUT:" GET STOU
READ
@ 10,35 SAY "TOTS(SPIRIT):" GET TOT PICT "99"
READ
SPR = TOT * 50.00
@ 10,55 SAY "SPIRIT:" GET SPR
READ
@ 11,35 SAY "BOTTLES(WINE):" GET BOT PICT "99"
READ
WNE = BOT * 200.00
@ 11,55 SAY "WINE:" GET WNE
READ
@ 12,35 SAY " BOTTLES(MINERAL):" GET BOTL PICT "99"
READ
MN = BOTL * 20.00
@ 12,55 SAY "MINERAL:" GET MN
READ
@ 13,35 SAY "BOTTLES(MALTINA):" GET BOTLE PICT "99"
READ
MALT = BOTLE * 40.00
@ 13,55 SAY "MALTINA:" GET MALT
READ
@ 14,35 SAY "PKTS(JUICE):" GET PKT PICT "99"
READ
JUICE = PKT * 150.00
@ 14,55 SAY "JUICE:" GET JUICE
READ
DRNKS = BER + STOU + SPR + WNE + MALT + MN + JUICE
@ 15,45 SAY "DRINKS:" GET DRNKS
READ
SET TALK ON
RETURN
□
```

PROGRAM OUTPUTS

ENTER YOUR PASSWORD

THIS PROJECT WORK ON COMPUTERIZATION OF BILLING SYSTEM
IN DOKO INTERNATIONAL HOTELS LIMITED, MINNA WAS CARRIED OUT

BY: MALLAM AHMADU NASIR OHIZE
FOR THE AWARD OF POSTGRADUATE DIPLOMA

IN
COMPUTER SCIENCE
BY

FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA
UNDER THE SUPERVISION
OF

MR. L. N.EZEAKO
A SENIOR LECTURER IN THE DEPARTMENT OF MATHS.
AND COMPUTER SCIENCE,
FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA.

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PRESS ANY KEY TO USE THE PACKAGE

MAIN MENU HIGHLIGHTS

<u>CODE</u>	<u>HIGHLIGHTS</u>
1	GUEST REGISTRATION
2	GUEST TRANSACTIONS
3	MODIFICATION
4	DELETION
5	VIEW
6	REPORT - PRINT GUEST BILL
7	QUIT OR EXIT

ENTER A CODE FROM THE MENU TO SELECT HIGHLIGHT: 1

DOKO INTERNATIONAL HOTEL, MINNA
GUESTS REGISTRATION

TODAY'S DATE: 02/03/98	
GUEST NAME: MRS COMFORT AHMED	ROOM NUMBER: 10
GUEST ADDRESS: DEPT OF CATERING FED.POLY.BIDA	NATIONALITY: NIGERIAN
ARRIVAL DATE: 02/03/98	DEPARTURE DATE: 05/03/98
ROOM TYPE: SUPERIOR	ROOM RATE: 1000.00
ADVANCE DEPOSIT: 5000	

ARE THE INFORMATION CORRECTLY RECORDED? (Y/N) Y

TODAY'S DATE: 02/03/98		GUEST NAME: AHMED NASIR OHIZE		ROOM NUMBER: 1	
ADDRESS: FED. POLY		NATIONALITY: NIGERIAN			
ARRIVAL DATE: 28/02/98		DEPARTURE DATE: 02/03/98			
ROOM TYPE: DOUBLE		ROOM RATE:		1200.00	
ADVANCE DEPOSIT: 10000.00		ENTER DEPARTURE TIME 18:03:38			
EARLY MORNING TEA COVER: 1		ACCOMMODATION		2400.00	
EARLY MORNING TEA: 120.00		BOTTLES(BEER): 1		BEER: 60.00	
BREAKFAST COVER: 1		BOTTLES(STOUT): 1		STOUT: 100.00	
BREAKFAST PRICE: 300.00		TOTS(SPIRIT): 1		SPIRIT: 50.00	
BREAKFAST: 300.00		BOTTLES(WINE): 1		WINE: 200.00	
LUNCH COVER: 1		BOTTLES(MINERAL):		MINERAL: 20.00	
LUNCH PRICE: 400.00		BOTTLES(MALTINA): 1		MALTINA: 40.00	
LUNCH: 400.00		PKTS(JUICE): 1		JUICE: 150.00	
DINNER COVER: 0		DINNER PRICE: 0.00		DRINKS: 620.00	
DINNER: 0				ENTER TELEPHONE: 0	
SNACK COVER: 0		SNACK PRICE: 0.00		ENTER LAUNDRY: 0	
SNACKS: 0				VALUE ADDED TAX: 192.0000	
SERVICE CHARGE: 384.0000				ENTER PAID OUT: 1000	
DAILY TOTAL: 5416.0000		AMOUNT B/F:		2783.00	
GRAND TOTAL: 8199.0000		CREDIT BALANCE:		1801.0000	

ARE THE CHARGES CORRECTLY POSTED? (Y/N) Y

THIS MODIFICATION AREA ASSISTS YOU TO ENTER
NEW INFORMATION TO YOUR EXSISTING RECORDS

MODIFICATION MENU

CODE	ACTIVITIES
1	MODIFYING GUEST REGISTRATION
2	MODIFYING GUEST TRANSACTION
3	EXIT MODIFICATION

ENTER A CODE FOR THE DESIRED ACTIVITY 1

DATE OF REGISTRATION: 28/02/98
GUEST NAME: AHMED NASIR ROOM NUMBER: 1
ADDRESS: FED.POLY BIDA NATIONALITY: NIGERIAN
ARRIVAL DATE: 28/02/98 DEPARTURE DATE: 02/03/98
ROOM TYPE: DOUBLE ROOM RATE: 1200.00
ADVANCE DEPOSIT: 5000.00

WANT TO MODIFY THIS RECORD? (Y/N)

**DOKO INTERNATIONAL HOTEL, MINNA
MODIFICATION OF GUESTS REGISTRATION**

DATE OF REGISTRATION DATE 02/03/98			
GUEST NAME: AHMED NASIR OHIZE		ROOM NUMBER: 1	
ADDRESS: FED.POLY BIDA		NATOINALITY: NIGERIAN	
ARRIVAL DATE: 28/02/98		DEPARTURE DATE: 02/03/98	
TYPE: DOUBLE		ROOM RATE: 1200.00	
ADDITIONAL DEPOSIT: 5000		DEPOSIT: 10000.00	

MODIFICATION OF GUEST'S TRANSACTIONS

GUEST NAME: AHMED NASIR OHIZE	ROOM NUMBER: 1
ARRIVAL DATE: 28/02/98	DEPARTURE DATE: 02/03/98
ROOM TYPE: DOUBLE	ROOM RATE: 1200.00
ADVANCE DEPOSIT: 10000.00	NATIONALITY: NIGERIAN
ADDRESS: FED.POLY	REGISTRATION DATE: 02/03/98
TRANSACTION DATE: 28/02/98	
ACCOMMODATION:	1200.00
EARLY MORNING TEA:	120.00
BREAK FAST:	300.00
LUNCH:	400.00
DINNER:	0.00
SNACKS:	50.00
DRINKS:	350.00
TELEPHONE:	0.00
LAUNDRY:	0.00
PAIDOUT:	0.00
VALUE ADDED TAX:	121.00
SERVICE CHARGE:	242.00
DAILY TOTAL:	2783.00
BROUGHT FORWARD:	0.00
GRAND TOTAL:	2783.00
BALANCE:	7217.00

YOU ARE ABOUT TO REMOVE A RECORD OF YOUR CHOICE

DELETING MENU

OPTIONS

RT*****REMOVE TRANSACTION RECORD
RD*****REMOVE UPDATED RECORD
RG*****REMOVE REGISTRATION RECORD
Q*****EXIT DELET MENU

PRESS THE APPROPRIATE LETTERS FOR THE DESIRED OPTION

DOKO INTERNATIONAL HOTEL, MINNA.

GUEST NAME: AHMED NASIR OHIZE ROOM NUMBER: 1
ADDRESS: FED. POLY
ARRIVAL DATE: 28/02/98 DEPARTURE DATE: 02/03/98
ROOM TYPE: DOUBLE ROOM RATE: 1200.00

TRANSACTION DATE: 28/02/98
ACCOMMODATION: 1200.00
EARLY MORNING TEA: 120.00
BREAKFAST: 300.00
LUNCH: 400.00
DINNER: 0.00
SNACKS: 50.00
DRINKS: 350.00
TELEPHONE: 0.00
LAUNDRY: 0.00
PAID OUT: 0.00
VALUE ADDED TAX: 121.00
SERVICE CHARGE: 242.00
DAILY TOTAL: 2783.00
GRAND TOTAL: 2783.00
BALANCE: 7217.00

DO YOU WANT TO DELET THIS RECORD? (Y/N)

DATE OF REGISTRATION: 02/03/98

GUEST NAME: AHMED NASIR OHIZE

ADDRESS: FED. POLY

ARRIVAL DATE: 28/02/98

ROOM TYPE: DOUBLE

ADVANCE DEPOSIT: 10000.00

ROOM NUMBER: 1

NATONALITY: NIGERIAN

DEPARTURE DATE: 02/03/98

ROOM RATE: 1200.00

DO YOU WANT TO REMOVE THIS REGISRATION RECORD? (Y/N)

YOU ARE ABOUT TO VIEW A RECORD OF YOUR CHOICE

VIEWING MENU

SYMBOLS

OPTIONS

GR-----VIEW GUESTS IN RESIDENCE
GT-----VIEW GUESTS' TRANSACTIONS
UP-----VIEW UPDATED RECORDS
Q-----EXIT VIEW MENU

PRESS THE LETTER(S) OF SELECTED SYMBOL FOR YOUR OPTIONS GT

DOKO INTERNATIONAL HOTEL, MINNA.

GUEST NAME: AHMED NASIR OHIZE ROOM NUMBER: 1
ARRIVAL DATE: 28/02/98 DEPARTURE DATE: 02/03/98
ROOM TYPE: DOUBLE ROOM RATE: 1200.00
ADVANCE DEPOSIT: 10000.00

TRANSACTION DATE:	28/02/98	02/03/98
ACCOMMODATION:	1200.00	2400.00
EARLY MORNING TEA:	120.00	120.00
BREAKFAST:	300.00	300.00
LUNCH:	400.00	400.00
DINNER:	0.00	0.00
SNACKS:	50.00	0.00
DRINKS:	350.00	620.00
TELEPHONE:	0.00	0.00
LAUNDRY:	0.00	0.00
PAID OUT:	0.00	1000.00
VALUE ADDED TAX:	121.00	192.00
SERVICE CHARGE:	242.00	324.00
DAILY TOTAL:	2783.00	5416.00
BROUGHT FORWARD:	0.00	2783.00
GRAND TOTAL:	2783.00	8199.00
BALANCE:	7217.00	1801.00

MORE TRANSACTION RECORDS TO BE VIEWED? (Y/N)

DOKO INTERNATIONAL HOTELS LIMITED, MINNA.
GUEST BILL

GUEST NAME: AHMED NASIR OHIZE
ADDRESS: FED.POLY

DATE: 02/03/98
ROOM NUMBER: 1
ROOM TYPE: DOUBLE
ROOM RATE: 1200.00
DEPOSIT: 10000.00

TRANSACTION DATE	28/02/98	02/03/98
ACCOMMODATION	1200.00	2400.00
EARLY MORNING TEA	120.00	120.00
BREAKFAST	300.00	300.00
LUNCH	400.00	400.00
DINNER	0.00	0.00
SNACKS	50.00	0.00
DRINKS	350.00	620.00
TELEPHONE	0.00	0.00
LAUNDRY	0.00	0.00
PAID OUT	0.00	1000.00
VALUE ADDED TAX	121.00	192.00
SERVICE CHARGE	242.00	384.00
DAILY TOTAL	2783.00	5416.00
BROUGHT FORWARD	0.00	2783.00
GRAND TOTAL	2783.00	8199.00
BALANCE	7217.00	1801.00

GUEST SIGNATURE _____

DATE _____