Desktop PMS Online Documentation



Welcome to the Online Documentation home for Desktop PMS, our premier desktop property management system for Mac and Windows. Here you will find information on how to setup, configure, manage and optimize your BookingCenter Desktop PMS system as well as Release Notes and a complete User Manual.

Begin with the Desktop PMS Introduction and, for properties just getting started, continue to the Installation and Setup Section. Current users will find useful topics in the Using the Software section with frequently used functions.

For a complete step-by-step guide of the Desktop PMS, go to Desktop PMS User Manual. To see details and instructions on our selection of Interfaces and Modules, go to Interfaces and Modules.

Introduction

- Commands and Conventions
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 - Keyboard Conventions
 - Screen Report
 - Working with Lists
 - Time Entry

INSTALLATION AND SETUP

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Reports

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- Audit Trail Reporting
- **Commissions Report**
- Conference Report

- Custom Reports
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 Financial Summary
 Follow Up Bookings
 Group Bookings _This report generates and groups data as you select on all your Group Bookings.
 Guest Reporting
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 Receipts Report
 Report
 Report0
 Report1
 Room Bookings
 Sales Report