Property Management Integration

Integrated Partners

MicroSale integrates to four property management software solutions:

- ✔ **Guestmate**
- ✔ **Inn Time**
- ✔ **LandMark**
- ✔ **OPERA**

There is a onetime integration fee to connect the MicroSale POS system to the PMS system. Please contact MicroSale or your dealer for pricing and options.

Integration Capabilities

The Property Management Software Interface is used to post Room Charges and Corporate Accounts. The interface is Serial between POS Server and PMS Server.

There are two types of postings:

- ✔ **Post All**
- ✔ **Post Room**

Post All

Post All posts all transactions from the POS System.

> ⚠️ **With Post All, you must use all of the following INI files**
> Since all sales are posted, this will require use of <u>all ini files shown below</u>.

PMS.INI	1 KB	Configuration Settings	8/20/2(
PMS_DepartmentSales.INI	1 KB	Configuration Settings	8/26/2(
PMS_PostAll.INI	1 KB	Configuration Settings	8/20/2(
PMS_PostTenders.INI	1 KB	Configuration Settings	8/20/2(
PMS_RevenueCenters.INI	1 KB	Configuration Settings	8/20/2(
PMS_Tenders.INI	1 KB	Configuration Settings	9/2/20
PMS_VoidChargeInq.INI	1 KB	Configuration Settings	8/30/2(

PMS_PostAll.INI

Allows you to turn the option on or off for posting <u>all transactions</u> to Property Management. This line must be set to "**On**".

```
PMS_PostAll.INI - Notepad
File  Edit  Format  View  Help
Post all Transactions To Property Management =On
```

PMS_ DepartmentSales.INI

The Interface only supports <u>four departments</u>.

1. Enter POS Department names.
   - Department numbers will be provided by PMS
   - These Department names must <u>match</u> with the Department names in POS

```
PMS_DepartmentSales.INI - Notepad
File  Edit  Format  View  Help
** Enter the Departments from the POS and Match with Numbers from PMS **
Food=1
Drinks=2
Liquor=3
Beer/Wine=4
```

PMS_PostTenders.INI

Only two accounts are supported: *"Room Charges"* and *"A/R Charges"*.

1. Enter tender names from POS for each post. The account numbers are provided by PMS. These Post Tender names must <u>match</u> with Post Tender names in POS.

```
PMS_PostTenders.INI - Notepad
File  Edit  Format  View  Help
** Enter the Room charge Tender Number Linked with PMS ** Enter The Name of the Tender
** A/R Tender must also be added to PMS_Tenders.INI with a PMS Tender Number Assigned.
** In Postion 2 Enter the Name of the A/R Tender Name From POS after the equal Enter t
Room Charge      =104
Corporate Account =105
```

PMS_Tenders.INI

1. Enter all Tender Names from the POS. Do <u>not</u> use the words "Credit Card" here.
2. Enter the name for each type of card. Enter the Tender Number provided by PMS.
3. Do <u>not</u> include Post Tender Names: *Room Charge* or *A/R Charge*. These Tender names must <u>match</u> with Tender names in POS.
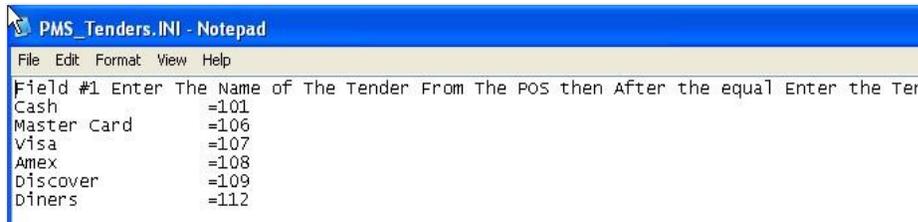

```
PMS_Tenders.INI - Notepad
File  Edit  Format  View  Help
Field #1 Enter The Name of The Tender From The POS then After the equal Enter the Ter
Cash            =101
Master Card     =106
Visa            =107
Amex            =108
Discover        =109
Diners          =112
```

PMS_RevenueCenters.INI

1. Enter the names for <u>Register Groups</u> in use by the POS, such as *Restaurant* and *Bar*
   - The account number of the Revenue Centers will be provided by PMS
   - There is no limit to the number of Revenue Centers/Register Groups used
   - These Revenue Center names must <u>match</u> with Register Group names in POS
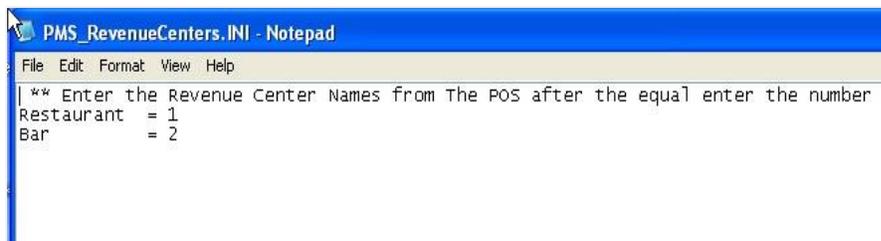

```
PMS_RevenueCenters.INI - Notepad
File  Edit  Format  View  Help
| ** Enter the Revenue Center Names from The POS after the equal enter the number
Restaurant  = 1
Bar         = 2
```

To setup Register Groups in MicroSale:

1. Go to *Managers Menu*, *Register Setup*, *Terminal Configuration, Register Options, Misc.*
2. Select *Revenue Center Setup* on top of the screen.
3. Type Register Group Names in the box beside *Revenue Centers/Groups.* Click *Save* and *Exit*.

To Assign Terminals To Register Groups in MicroSale:

1. Go to *Managers Menu*, *Register Setup*, *Terminal Configuration*
2. Select the drop-down beside *Register Group Name* and select the appropriate Register Group for that specific terminal.
3. Select *Save* and *Exit*
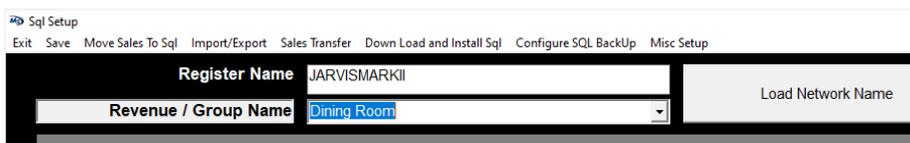
PMS_VoidChargeInq.INI

This option is required to be <u>ON</u> for Opera PMS systems.
It retrieves room confirmation before a void can be performed.
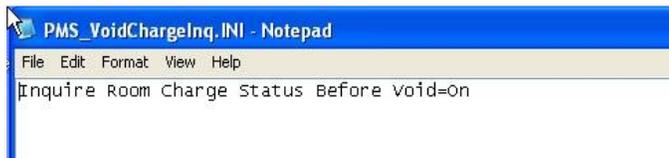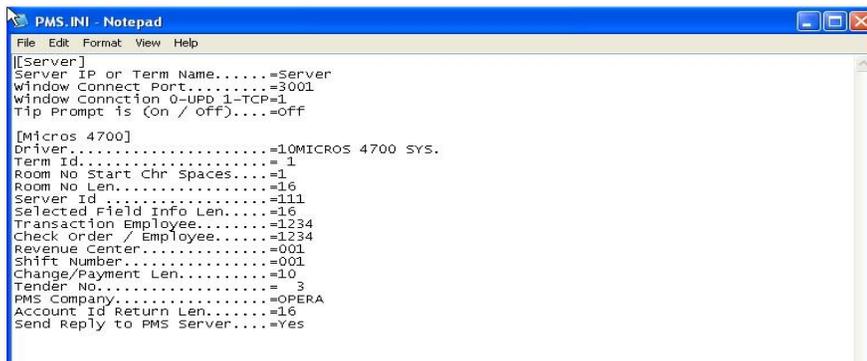

"Post Room / AR Charges Only"

This type only requires PMS_PostTender.INI. (See *PMS_PostTender.INI* setup above.) Make sure that
PMS_PostAll.INI is set to **Off**.

PMS.INI

PMS.INI is a connection between MicroSale's Server and the PMS Server. It is the same as Opera setup file. (Some
PMS systems require different settings. Current PMS systems we integrate to are <u>OPERA,</u> <u>Inn Time</u>, <u>LandMark</u>, and
<u>GuestMate</u>.) This file is required on <u>each terminal</u>.

> ⚠️ It is critical that each terminal have a unique terminal ID#. Each line must have the proper site-specific
> information filled in.

Line 1 - Server Line……..Name of the POS Station that is the server for PMS interface. *Line 2 -* Windows
Port….Network connection port for the network between POS Station and POS Server. (Default should be OK.) *Line 3*
- Windows Connection….Typical is TCP *Line 4 -* Option to prompt for Tip at end of sale.
Line 5 – Driver Line…….First two characters are the terminal number.
Example shows 10MICROS 4700 SYS.   (10 is the terminal number.)
PMS requires a different number for each station. MicroSale only supports #'s 01 – 99. The rest of the PMS.INI file is
left as default.

Charging to a Room

Creating the tender option to charge to a room

If allowing room charges, create a tender and make sure that the box is checked for PMS (Property Management).

1. Go to Managers Menu > Register Setup > Terminal Configuration > **Tenders-Paid Outs-Customer Request-More**
2. Select **Tender Setup** (selected by default)
3. Type in the tender name, such as **Room Charge**
4. Tick the option, PMS (Property Management)
5. Save then Exit.

How to charge a room

1. When the guest is ready to close out the bill, select **Pay Order/Tender** from the POS system
2. Select **Room Charge**, or your other custom tender name (created in the above section)

Room Charge payment window (on payment/tender screen)

Validating a guest's room and checking the room balance

Before charging to a room number, you can validate the guest's room and check the room balance by using the function, Room Inquiry on the order screen.

- Managers Menu > Register Setup > Terminal Configuration > Edit Order Screen Buttons > Add **Room Inquiry** to a button and Save

PMS Server

> ⚠ The Property Management Server must be <u>version 5.0.163 or higher</u>.

The PMS Server is only required on the POS to PMS machine.

You can see the traffic between the two systems in the "Logging Window", located under Remote Register

PMS Server Com Port Setup

1. Enter the Com Port, Data Rate and POS Network Port. Do not enter anything in "Server IP" or "Server IP Port" fields. Click *Save*.

2. You must use a Null Modem Cable for the connection: 9 pin male to 9 pin female. Check with your PMS vendor to be sure you have the correct pin-outs.

3. The box beside "Server Connected To" will show as red if not yet connected, or green if connection is good.

MicroSale POS Systems
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