

Motel Coach Template: Motel Property Management System (PMS) Shortcodes

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This cheatsheet provides a quick reference guide to commonly used PMS (Property Management System) short codes used in hotels and motels for front desk, housekeeping, and operations. These codes help streamline communication and task tracking.

Common PMS Short Codes

Code	Meaning
DND	Do Not Disturb
POA	Pay on Arrival
POA	Pay own account (Some properties use this).
RO to CC	Room only (RO) to Credit Card (CC)
VCC	Virtual Credit Card
OOO	Out of Order
OOS	Out of Service
VD	Vacant Dirty
VC	Vacant Clean
OC	Occupied Clean
OD	Occupied Dirty
SD	Stayover Dirty
SC	Stayover Clean
INS	Inspected
RES	Reservation
CXL	Cancelled
NS	No-Show
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
ADR	Average Daily Rate
BAR	Best Available Rate
F&B	Food and Beverage
POS	Point of Sale
TA	Travel Agent
GDS	Global Distribution System
PAX	Number of Guests



MOTEL COACH

PMS	Property Management System
OTA	Online Travel Agency
FO	Front Office
HK	Housekeeping
MNT	Maintenance
NL	Near Lift (Mobility requirement)
AL	Away from Lift (Quiet room preference)
NS	Near Stairs
LF, HF	Low Floor, High Floor