



**nh** | HOTEL GROUP PART OF MINOR  
HOTELS



## Free Half Board Summer 2021 Resorts BUSE - Corrections Manual

July 2021

# Free Half Board Summer 2021 Resorts BUSE - Correction Manual

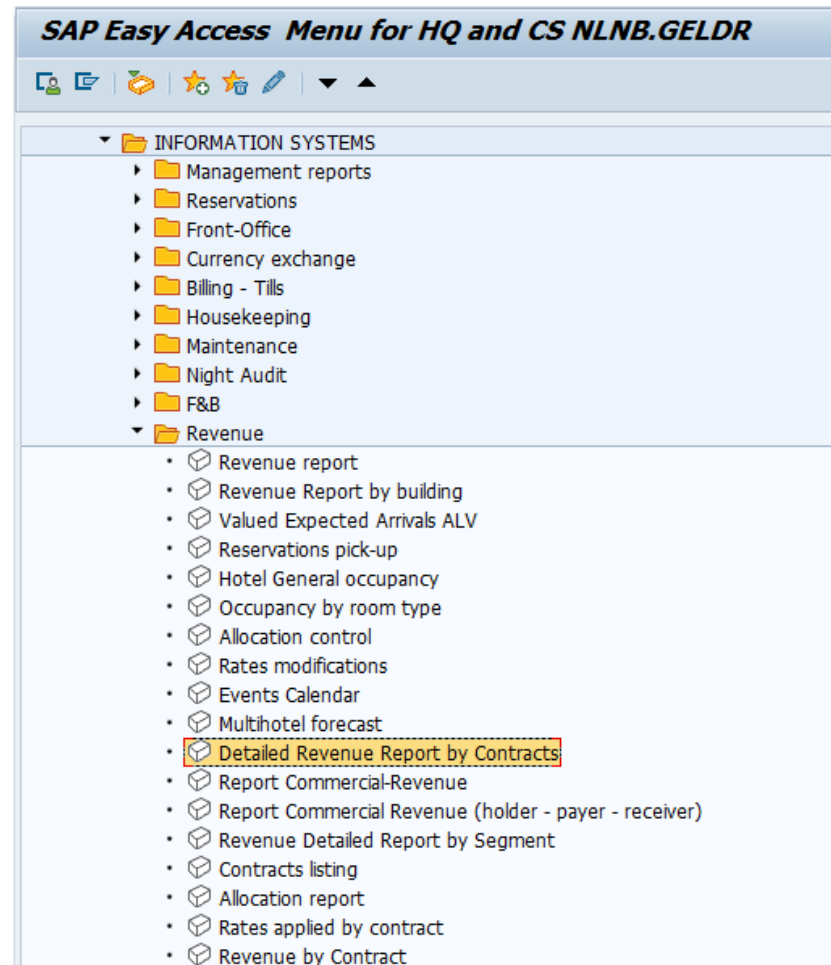
1. Monthly correction
2. Daily modification of the reservations (only if the hotel has the possibility and resources)

# 1. Monthly correction

## Free Half Board Corrections – 1. Monthly correction

The first step is to go to:

**TMSforHOTELS / Information Systems / Revenue/  
Detailed Revenue Report by Contracts - /CCSHT/ZFOR0019**



## Free Half Board Corrections – 1. Monthly correction

Example: Affected dates of April 2021 – Hotel Tivoli Carvoeiro Algarve Resort

**Hotel:** PT08.CARVO

**Date:** Full month dates (in the example, only affected dates of April 2021 -> 14.04.2021 – 30.04.2021)


**Rate:** PRO\_HB\_FRE, NHR\_PRO\_HB, MIN\_PBF\_HB, WS\_PRBF\_HB, PRBF\_C20HB (**Select Single Values**)

**Price Code:** BLANK. For this promotion, Manual Prices are also included

**Detailed Revenue Report by Contracts**

Sel. Hotels by hierarchy

Hotel	PT08.CARVO	to	
Date	14.04.2021	to	30.04.2021
Start Date comparison			
Segment		to	
Subsegment		to	
Source of business		to	
Channel		to	
SubChannel identifier		to	
Main client		to	
CRS		to	
Company		to	
Contract		to	
Rate	PRO HB FRE	to	
Price Code		to	
Reservation status	3		
Currency			

Select  for add or exclude any code:

Multiple Selection for Rate

Select Single Values (5) | Select Ranges | Exclude Single Values | Exclude Ra

Single value	
PRO_HB_FRE	<input checked="" type="checkbox"/>
NHR_PRO_HB	<input type="checkbox"/>
MIN_PBF_HB	<input type="checkbox"/>
WS_PRBF_HB	<input type="checkbox"/>
PRBF_C20HB	<input type="checkbox"/>

List of Half  
Board Rates:

Promo Free HB Rates		
Public	PRO_HB_FRE	Promotion Free HB
Rewards	NHR_PRO_HB	NHR Promotion Free HB
Discovery	MIN_PBF_HB	Discovery Minor Promotion Free HB
WS	WS_PRBF_HB	WS Promotion Free Breakfast HB
	PRBF_C20HB	Promotion Free Breakfast COM 20 HB

## Free Half Board Corrections – 1. Monthly correction

Revenue

☒ Room revenue
☐ Room+meal plan revenue

Break-down by:

☐ Section
☐ Reservation status
☐ Segment
☐ Subsegment
☐ Source of business
☐ Channel
☐ SubChannel
☐ Main client
☐ Break down hierarchy of client
☐ Grouping hierarchy production
☐ CRS
☐ Company
☐ Contract
☐ Price Code
☐ Rate
☒ Contract, rate & price code

Click on “contract, rate & price code” (“Break-down by” subdivision)

## Free Half Board Corrections – 1. Monthly correction

**Detailed Revenue Report by Contracts**


Selection Date 14.04.2021 - 30.04.2021  
Production type Financial

PT08.C

Choose Layout

Layout setting All

Layout	Layout description	Default setting
/OOB_2019	OTB 2019	
/ARIEL SPLIT		
/BKFS SPLIT	BKFS SPLIT	✓
/BKFS SPLIT	/BKFS SPLIT	
<b>/HB PROMO</b>	<b>/HB PROMO SPLIT</b>	
/OTB DEFAULT	OTB DEFAULT REPORT	
/OTB_2019	OTB 2019	

Choose “/HB  
PROMO- /HB  
PROMO SPLIT”  
layout. Use the button  to select it

**Detailed Revenue Report by Contracts**

Selection Date 14.04.2021 - 30.04.2021  
Production type Financial  
Revenue Funct.Room  
Room extras to extra rev.

PT08.CARVO: Tivoli Carvoeiro  
ADR Room 131 56

Hotel	Hierarchy Hotel 3	Rate	Price code	Revenue room	Meal Plan rev	Extras Rev.	Total rev.	Room Nights	In-House
		PRO_HB_FRE	MANUAL	526,25	332,40	0,00	858,65	4	8
		PRO_HB_FRE		526,25	332,40	0,00	858,65	4	8
				526,25	<b>332,40</b>	0,00	858,65	4	<b>8</b>

**Total Guests 14.04.2021 – 30.04.2021 = 8**  
**Total Meal Plan revenue = 332,40**

## Free Half Board Corrections – 1. Monthly correction

### Half Board Split per hotel WITHOUT VAT

Anantara Villa Padierna				Anantara Vilamoura				Tivoli Carvoeiro			
		EUR	%			EUR	%			EUR	%
HB	BKFS	15,54	33%	HB	BKFS	11,37	30%	HB	BKFS	9,22	26%
HB	DINF	31,82	67%	HB	DINF	26,55	70%	HB	DINF	26,55	74%
HB	TOTAL	47,36	100%	HB	TOTAL	37,92	100%	HB	TOTAL	35,77	100%

Tivoli Marina VilaMoura				Tivoli Marina Portimao				Tivoli Lagos			
		EUR	%			EUR	%			EUR	%
HB	BKFS	8,50	24%	HB	BKFS	5,81	28%	HB	BKFS	5,81	28%
HB	DINF	26,55	76%	HB	DINF	15,04	72%	HB	DINF	15,04	72%
HB	TOTAL	35,05	100%	HB	TOTAL	20,86	100%	HB	TOTAL	20,86	100%

### Important:

**Since Manual Prices are included in the calculation of the correction, it may be a negative adjustment. This means a negative amount for BKFS and DINF and a positive amount for ROOM**



To calculate the monthly adjustment, you can use the tab **Monthly correction calculation of the excel template**. You only need to select the hotel, the corresponding month, fill out the Total Guests and the Total Meal Plan Revenue obtained in the previous report and the correction and the data for the creation of the adjustment in TMS is automatically calculated:

Always find the latest version of this document and all the related ones in the Business Processes section of the NH Digital Knowledge Workplace [www.nhorganization.com](http://www.nhorganization.com)

**Bear in mind all grey fields will be fulfilled automatically - Do not insert any value!**

Data for correction			
Hotel	Tivoli Carvoeiro Algarve Resort		
Month	April 21		
HB-Split BKFS		26%	
HB-Split DINF		74%	
Half Board Total Split	Without Taxes	35,77	EUR
In House - Total Guests		8	PAX
Total Meal Plan Revenue		332,40	EUR
Total Correction Amount	Without Taxes	-46,24	EUR

Data to fill-out in TMS Day Guest Billing Reservation					
Internal Main Client	9900000853		PT07 TIV CARVOEIRO ALGARVE RES		
Concept	Service Date	Quantity	Price		
BKFS	30/04/2021	1	-11,92	EUR	WITHOUT TAX INCLUDED
DINF	30/04/2021	1	-34,32	EUR	WITHOUT TAX INCLUDED
ROOM	30/04/2021	1	46,24	EUR	WITHOUT TAX INCLUDED
TOTAL AMOUNT TMS INVOICE			0,00	EUR	

Click on the link to access to the template

FO\_FREE HALF BOARD SUMMER 2021 RESORTS BUSE - CORRECTION  
CALCULATION TEMPLATE

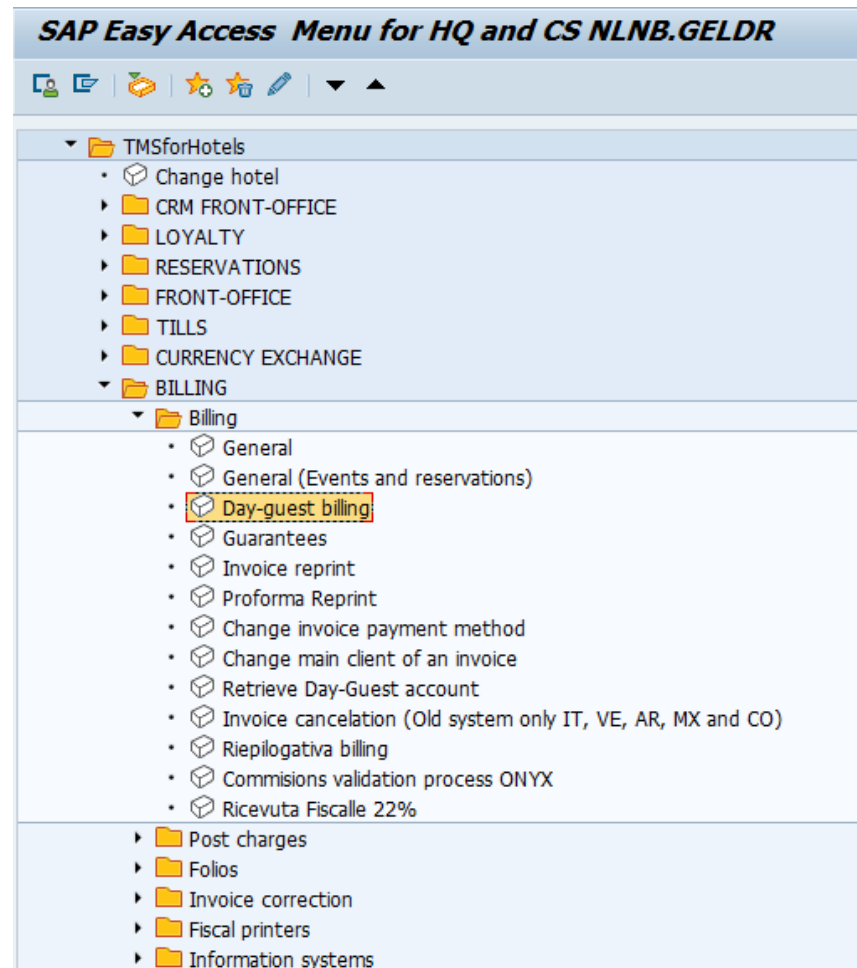




## Free Half Board Corrections – 1. Monthly correction

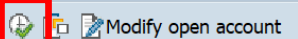
**Open a new day guest billing:**

TMSforHOTELS / Biling / Billing /  
**Day-guest billing - /CCSHT/FC\_FMAN**



## Free Half Board Corrections – 1. Monthly correction

**PT08.CARVO. New day-guest invoice**

 Modify open account Display closed account

PT08.CARVO Tivoli Carvoeiro \*\*\*\*\*

**Day-guest invoice**

Client	9900000853	PT07 TIVOLI CARVOEIRO ALGARVE RESORT
Branch of main c.		
<input type="checkbox"/> Tax included ('X' = Yes)		
Currency	EUR	
Payment type	2 Credit	
Invoice format	IND	

**Statistics**

Country	Portugal
Region	50
Market Segment	TNCD
Market subsegment	NHC2
Source of business	01
Channel	
Travel Reason	HF

**Client inform.**

Receiver	
----------	--

### How to fill in a new day guest billing:

Fill ill in main client (by default 990000XXXX).  
The last 4 numbers at your hotel code.

Because we have calculated the adjustment without VAT, the check-box Tax included must be deselected

Payment type: 2 Credit

Invoice Format = IND Individual

Market Segment = TNCD Transient Discounted

Market Subsegment = NHC2 NH Campaigns (11-20%)

Source of Business = 01 IC – Front Office

Travel Reason = HF HouseUseFree

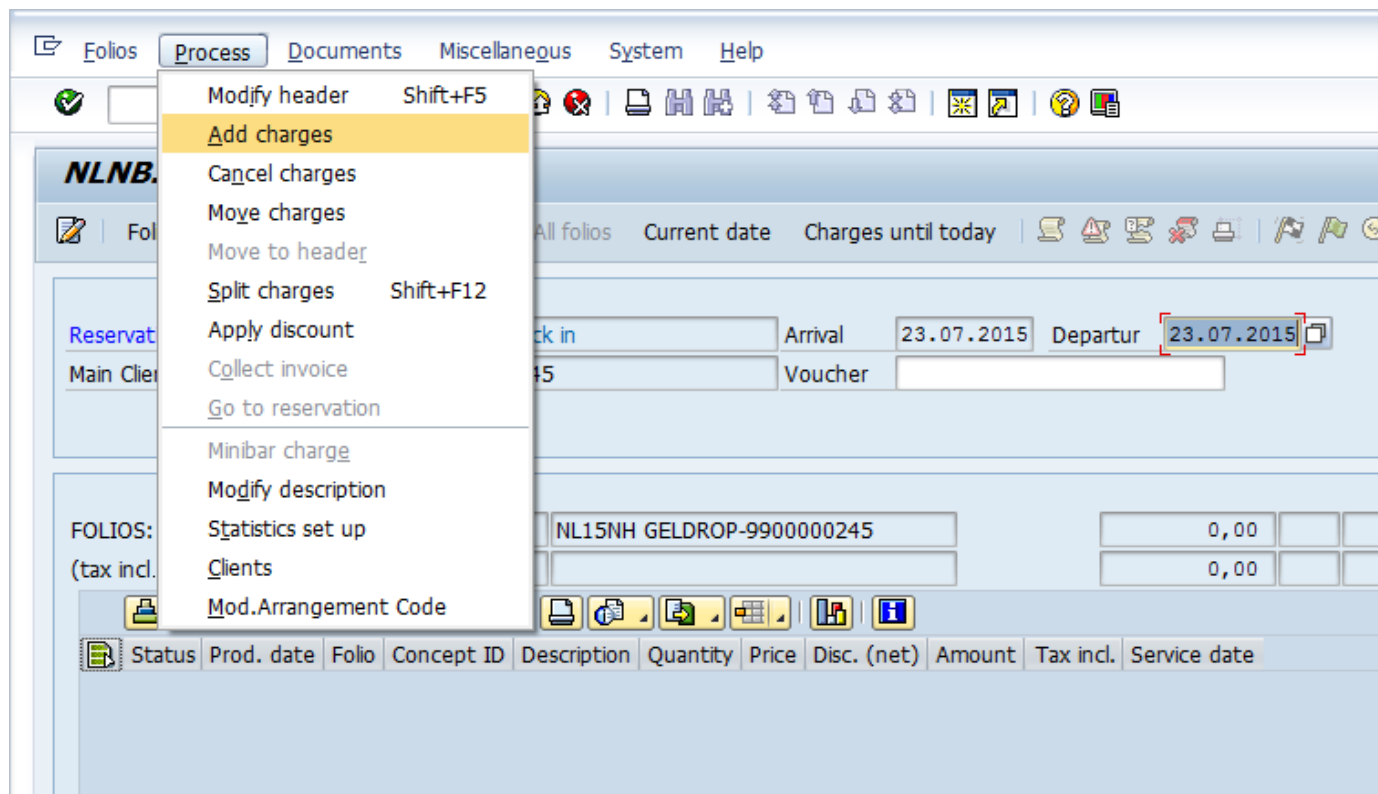
When creating the day guest invoice to make the breakfast adjustment, you must indicate the TNCD segmentation to avoid segmentation to NO MAP.

So segment and subsegment are important to fill in, otherwise the correction will be charged in a different rate.



## Free Half Board Corrections – 1. Monthly correction

Go to process / Add charges




## Free Half Board Corrections – 1. Monthly correction

Following the example, make the corresponding charges in order to make the adjustment:

- The room charge will be generated with the concept “ROOM”, quantity 1 or -1 (positive or negative based on the result of the correction) and the price will be the total amount calculated before (**always without taxes**) and with service date the last day of the month.

**Enter charges in a reservation**

 Insert item

PT08.CARVO Tivoli Carvoeiro \*\*\*\*\*

Reservation : 89596809 Room Main guest PT07 TIVOLI CARVOEIRO ALGARVE RESOR

Concept	ROOM		Service date	30.04.2021
Quantity	1	Price 46,26 EUR	Target folio 1	<input type="checkbox"/> Tax included

- The breakfast charge will be generated with the concept “BKFS”, quantity 1 or -1 (positive or negative based on the result of the correction) and the price will be the BKFS amount calculated before (with taxes in Portugal or without taxes in Spain) and with service date the last day of the month.

**Enter charges in a reservation**

 Insert item

PT08.CARVO Tivoli Carvoeiro \*\*\*\*\*

Reservation : 85661332 Room Main guest PT07 TIVOLI CARVOEIRO ALGARVE RESOR

Concept	BKFS	Pequeno-Almoço / Breakfast	Service date	30.04.2021
Quantity	1-	Price 11,92 EUR	Target folio 1	<input type="checkbox"/> Tax included

**This adjustment is always calculated WITHOUT VAT**



## Free Half Board Corrections – 1. Monthly correction

- The dinner charge will be generated with the concept “DINF”, quantity 1 or -1 (positive or negative based on the result of the correction) and the price will be the DINF amount calculated before (with taxes in Portugal or without taxes in Spain) and with service date the last day of the month.

**Enter charges in a reservation**

Insert item

PT08.CARVO Tivoli Carvoeiro \*\*\*\*\*

Reservation : 85661332 Room Main guest PT07 TIVOLI CARVOEIRO ALGARVE RESOR

Concept  Service date

Quantity  Price  EUR Target folio  ☐ Tax included

Don't forget to click save to finish

**PT08.CARVO. Process folio 1**

Folio 1 Folio 2 Folio 3 Folio 4 All folios Current date Charges until today

Reservation  Status  Arrival  Departur

Main Client  Voucher

FOLIOS: F1  EUR

(tax incl.)

Status	Revenue date	Folio Concept ID	Description	Quantity	Price	Disc. (net)	Amount	Tax incl.	Service date	Sourc...	Guest Name	CRS
	10.08.2020	1 BKFS	Pequeno-Almoço / Breakfast	1-	11,92	0,00	11,92-	<input type="checkbox"/>	30.04.2021		PT07 TIVOLI CARVOEIRO AL...	
	10.08.2020	1 DINF	Alantar Comida/Dinner Food	1-	34,32	0,00	34,32-	<input type="checkbox"/>	30.04.2021		PT07 TIVOLI CARVOEIRO AL...	
	10.08.2020	1 ROOM	Quarto / Room	1	46,24	0,00	46,24	<input type="checkbox"/>	30.04.2021		PT07 TIVOLI CARVOEIRO AL...	
							0,00					

Close the invoice to 0.

Bear in mind that there will never be a total amount different to 0€

## 2. Daily modification of the reservations

## Free Half Board Corrections – 2. Daily modification of the reservations

Review daily the arrivals of reservations affected by the promotion. Pay attention to the reservations received in the same day.

### Reservations/Information systems/Valued Expected Arrivals ALV (select dates)

**Expected Arrivals**

Icons: [Icons] Show all guest

Arrival Da	Rooms	AD	JU	Tot. guest	Reserv.	Main client	Guest or Group's name	Meal Plan	Nights	Day with t	Amount wit	Prepay Pen	Depart	Rate	All	Remark	Main Rem.
04.06.2021	SUPDBV	2	0	2	89712981	BOOKING.COM B.V.							11.06.2021	PRO_HB_FRE			25/05 2AD 1658
	SUPDBV	2	0	2	89755034	AGODA							12.06.2021	PRO_HB_FRE			25/05 2AD 1663
	DLUDBV	2	0	2	89877646	REWARDS, NH							11.06.2021	NHR_PRO_HB			25/05 2AD 2449
	STEDBV	2	0	3	89448502	REWARDS, NH							07.06.2021	NHR_PRO_HB			25/05 2AD 188
05.06.2021	SUPDBV	2	0	2	89795238	EXSUS TRAVEL LTD							15.06.2021	PRO_HB_FRE			#4849100] tarif
	DLUDBV	2	0	2	90392140	BOOKING.COM B.V.							10.06.2021	PRO_HB_FRE			02/06 - 2AD 211
	SUPDBL	2	0	2	90369187	EXPEDIA INTERNACIO							08.06.2021	PRO_HB_FRE			01/06 2AD 852.
	DLUDBV	2	0	2	89884710	REWARDS, NH							11.06.2021	NHR_PRO_HB			26/05 2AD 2071
	DLUDBL	2	0	2	90399115	EXSUS TRAVEL LTD							10.06.2021	PRO_HB_FRE			20 % DE COMIS
	PREDBV	2	0	2	89612406	BOOKING.COM B.V.							12.06.2021	PRO_HB_FRE			26/05 2AD 2332
06.06.2021	SUPDBL	2	0	2	89679320	BOOKING.COM B.V.							13.06.2021	PRO_HB_FRE			26/5 2AD 1626.
	FAMDBV	4	0	4	89964008	HOTELBEDS PRODUCT							13.06.2021	WS_PRBF_HB			26/05 4AD 3135
	SUPDBL	2	0	2	90265778	LASTMINUTE NETWO							10.06.2021	PRO_HB_FRE			28/05 2AD 1251
Σ 28 = 0 = 29																	

**Choose Layout**

Layout setting: All

Layout	Layout description	Default setting
/COVID		
/CRO UBT		
/HB PROMO	HB Promo	
/LLEGADAS		
/MM	Anreisencheck	
/NHROTAS	NHR - OTAs (BOOKING.COM)	
/NVK CHECK	Arr Check NVK	
/PROMOVOU	PROMO VOUCHER	
/TMVI	CHECK INS	
/VI.DESAYU		
/VIPS	RB	

Use the layout /HB PROMO-HB Promo to **select only the reservations with rates codes included in the HB promotion!!!**

O. Single value

☐ PRO\_HB\_FRE

☐ NHR\_PRO\_H..

☐ MIN\_PBF\_HB

☐ WS\_PRBF\_H..

☐ PRBF\_C20HB

If you double click on the reservations, you can access to modify each reservation following the next steps

## Free Half Board Corrections – 2. Daily modification of the reservations

1

Register in the REMARKS field the total price per day, the pax number and the person who is doing the changes.

To do this, you must go to the folios, select the layout /HB PROMO-HB Promo and see the total amount per day (in green)

**PT08.CARVO. Modify items of all folios**

Folio 1 Folio 2 Folio 3 Folio 4 All folios Current date Charges until today

Reservation: 88251631 Status: Confirmed Arrival: 05.07.2021 Departur: 12.07.2021  
Main Client: BOOKING.COM B.V.  
Main guest: Christine Finigan Type: DLUBV Deluxe Room Sea

FOLIOS: F1 0,00 EUR Main Guest F2 2.660,00 EUR Main Guest  
(tax incl.) F3 0,00 EUR Main Guest F4 0,00 EUR Main Guest

**Choose Layout**

Layout setting: All

Layout	Layout description	Default setting
/DAVIDCE	DAVIDCEE	
/DAVIDCEMANI	DAVID CEE MAN INV	
/DESCUENTO		
/GIAN	GIANCREW	
/HB PROMO	HB Promo	
/HUF	/HUF	
/ITALY INV	Invoicing info BU ITALY	
/LAY COM	/lay com	✓
/NAMEN	Barbiz	
/TAX CLASS	/ Tax Classification	
/TEST FOLIO	TEST FOLIO	
/ZGUESTI EDGE		

Status	Prod. date	Folio	Concept ID	Quantity	Description	Price	Disc. (net)	Amou...	Tax incl.	Service date
00	05.07.2021	2	HB	1	Jantar Comida/Dinner Food	45,48	0,00	45,48	✓	05.07.2021
00	05.07.2021	2	HB	1	Jantar Comida/Dinner Food	45,48	0,00	45,48	✓	05.07.2021
00	05.07.2021	2	ROOM	1	Quarto / Room	330,95	0,00	330,95	✓	05.07.2021
	05.07.2021							<b>370,91</b>		
00	06.07.2021	2	HB	1	Jantar Comida/Dinner Food	45,48	0,00	45,48	✓	06.07.2021
00	06.07.2021	2	HB	1	Jantar Comida/Dinner Food	45,48	0,00	45,48	✓	06.07.2021
00	06.07.2021	2	ROOM	1	Quarto / Room	303,95	0,00	303,95	✓	06.07.2021
	06.07.2021							<b>394,91</b>		
00	07.07.2021	2	HB	1	Jantar Comida/Dinner Food	45,48	0,00	45,48	✓	07.07.2021
00	07.07.2021	2	HB	1	Jantar Comida/Dinner Food	45,48	0,00	45,48	✓	07.07.2021
00	07.07.2021	2	ROOM	1	Quarto / Room	303,95	0,00	303,95	✓	07.07.2021

	Credit no tax.	Credit with tax	Cash no tax.	Cash with tax
Amount Billed	0,00	0,00	0,00	0,00
Amount Pending	0,00	0,00	2.480,45	2.660,37

2.480,45 2.660,37





## Free Half Board Corrections – 2. Daily modification of the reservations



To calculate the new daily prices of the reservation, you can use the tab **Daily amounts in reservation** of the excel template



Data for correction				Data to fill-out in TMS Reservation				
Hotel	Anantara Vilamoura Algarve Resort			Fixed charges			Prices and commissions tab Manual price per day	
	Total AD	Total CH		Concept	Price	Pax		
	2	1		VAT INCLUDED			VAT INCLUDED	
Day 1	360,60	VAT INCLUDED		DINF AD	30,00	2	Day 1	255,46
Day 2	315,34			BKFS AD	12,06	2	Day 2	210,20
Day 3	320,43			DINF CH	15,00	1	Day 3	215,29
Day 4	300,00			BKFS CH	6,03	1	Day 4	194,86
Day 5	315,34						Day 5	210,20
Day 6	240,00						Day 6	134,86
Day 7	223,69						Day 7	118,55
Day 8							Day 8	
Day 9							Day 9	
Day 10							Day 10	
Day 11							Day 11	
Day 12							Day 12	
Day 13							Day 13	

Select your hotel, indicate total pax and copy the original prices by day (step 1)

1

And copy in the *Price and commissions* tab the new manual prices per day calculated (step 5)

5

And copy in the *Price and commissions* tab the new manual prices per day calculated (step 5) ⑤

Detail of F&B services price is available in this excel sheet, both for Adults and Children (also in [slide 19](#))  
Prices are VAT INCLUDED for hotels in Portugal and WITHOUT VAT for hotels in Spain.

FO\_FREE HALF BOARD SUMMER 2021 RESORST BUSE - CORRECTION  
CALCULATION TEMPLATE



## Free Half Board Corrections – 2. Daily modification of the reservations

2

Change to RO the meal plan in the header of the reservation.

Arrival: 12.06.2021 Saturday	RoomType: Superior Double Marina Vi... <input type="checkbox"/> Show Subtypes	Meal Plan RO
Nights: 4	Guests: AD 2 JU 0 CH 0 BB 0	First service:
Depart.: 16.06.2021 Wednesd...	Room <input type="checkbox"/> No move	Last service:
	Currency EUR	

3

Go to ADDITIONAL DATA tab of the reservation and add HB meal plan in UPGRADING section. The first and last F&B services will be distributed according.

**PT08.MAVIL. Individual Res. - Adeoye Ojo**

PT08.MAVIL Tivoli Marina Vilamoura Reservation 89690591 Client: 1000211361 BOOKING.COM B.V. Amount 872.94 EUR

Arrival: 12.06.2021 Saturday	RoomType: Superior Double Marina Vi... <input type="checkbox"/> Show Subtypes	Meal Plan Upgra HB RO
Nights: 4	Guests: AD 2 JU 0 CH 0 BB 0	First service: DINF
Depart.: 16.06.2021 Wednesd...	Room <input type="checkbox"/> No move	Last service: BKFS
	Currency EUR	

General Data \*Billing Information **\*Additional data** \*Statistics Deposits Guarantees \*Routing charges \*Fixed charges Actions Loaned items Notices for Reception Mess...

<b>Time &amp; flight</b> Arrival: 15:00:00 Departure: 12:00:00	<b>Restaurant management</b> Restaurant Shift Table	<b>External Information</b> External Reference 2707147314/810 Ext channel rate IATA number 0
--	--	---

**Upgrading**

Room type:	Reason:
Meal plan: HB	Reason:

Acknowledgement ☐ SMS ☐ Email ☐ Fax ☐ Phone Confirmation Date 31.05.2021 Monday  
Branch and agents management Confirmation letter's options

This step is also very important because it affects the reporting for F&B outlets (forecast, purchases...).

## Free Half Board Corrections – 2. Daily modification of the reservations

4

In the FIXED CHARGES tab of the reservation, fill in the values for the F&B services.

If there are children in the reservation, we need to add 2 more lines of the F&B concepts with the specific values and mark the option CH.

**PT08.MAVIL. Individual Res. - Adeoye Ojo**

PT08.MAVIL Tivoli Marina Vilamoura Reservation 89690591 Client: 1000211361 BOOKING.COM B.V. Amount 872.94 EUR

Arrival: 12.06.2021 Saturday RoomType: Superior Double Marina Vi... Show Subtypes  
Nights: 4 Guests: AD 2 JU 0 CH 0 BB 0 Currency EUR  
Depart.: 16.06.2021 Wednesd... Room: No move

Meal Plan Upgra HB RO  
First service: DINF  
Last service: BKFS

RF GDPR MOTO

General Data \*Billing Information \*Additional data \*Statistics Deposits Guarantees \*Routing charges **\*Fixed charges** Actions Loaned items Notices for Reception Mess...

Concept	Description	Quan...	Price	Cur	Tax inc	Rmk	C	Cadence	Per person (...)	Order	AD	JU	CH	BB	D	Start date	End date	Mo	Tu	We	Th	Fr	Sa	Su
BKFS	Pequeno-Almoço / Break...	1	9,35	EUR	<input checked="" type="checkbox"/>			Everyday except depart...	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DINF	Jantar Comida/Dinner Fo...	1	30,00	EUR	<input checked="" type="checkbox"/>			Everyday except depart...	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pay attention if it is an agency reservation and ROUTE the charges to the folio 2 because they always are charged by default in the folio 1.

General Data \*Billing Information \*Additional data \*Statistics Deposits Guarantees **\*Routing charges** \*Fixed charges Actions Loaned items Notices for Reception

Routing  Apply

Routing	Routing type	Group/Conc	Description	C	Cadence	F	Start dat	End date	Ext.	Folio	Reserv.	Room	Percentage	Limit
	Concept	BKFS	Pequeno-Almoço / Br...		Everyday except departure...	<input type="radio"/>			No	Folio... 0			100,00	
	Concept	DINF	Jantar Comida/Dinne...		Everyday except departure...	<input type="radio"/>			No	Folio... 0			100,00	

**Always use the correct split based on pax type (Adult or Child) and select the option Tax included in Portugal hotels and leave the option in blank (without VAT) in Spain.**



Anantara Villa Padierna				Anantara Vilamoura			
PRICES WITHOUT VAT				PRICES VAT INCLUDED			
	ADULT	CHILD	VAT %		ADULT	CHILD	VAT %
HB BKFS	15,54	7,77	10%	HB BKFS	12,06	6,03	6%
HB DINF	31,82	15,91	10%	HB DINF	30,00	15,00	13%
HB TOTAL	47,36	23,68		HB TOTAL	42,06	21,03	

Tivoli Marina Vilamoura				Tivoli Marina Portimao			
PRICES VAT INCLUDED				PRICES VAT INCLUDED			
	ADULT	CHILD	VAT %		ADULT	CHILD	VAT %
HB BKFS	9,01	4,51	6%	HB BKFS	6,16	3,08	6%
HB DINF	30,00	15,00	13%	HB DINF	17,00	8,50	13%
HB TOTAL	39,01	19,51		HB TOTAL	23,16	11,58	

Tivoli Carvoeiro				Tivoli Lagos			
PRICES VAT INCLUDED				PRICES VAT INCLUDED			
	ADULT	CHILD	VAT %		ADULT	CHILD	VAT %
HB BKFS	9,78	4,89	6%	HB BKFS	6,16	3,08	6%
HB DINF	30,00	15,00	13%	HB DINF	17,00	8,50	13%
HB TOTAL	39,78	19,89		HB TOTAL	23,16	11,58	

## Free Half Board Corrections – 2. Daily modification of the reservations

5

Fill in the manual total price per day in the tab PRICES and COMMISSIONS following this calculation:  
Total day price (it may be different per day, obtained in step 1). Subtract per night the amount that was placed in fixed charges by the number of people in the reservation. Use the tab **Daily amounts in reservation** of the excel to obtain correct prices per day

For example, Rv 88251631 PT08.CARVO

5.07.2021 → 370,91€ - 60 (30x2) – 18,70 (9.78x2) = 292.21€

6.07.2021 → 394,91 – 60 (30x2) – 18,70 (9.78x2) = 316,21€



Date	Price code	Bas...	%	+/- Amount	%NetP	NetP	Manual price	%
05.07.2021		0,00	85,00	0,00	85,00	,00	291,21	PR
06.07.2021		0,00	85,00	0,00	85,00	,00	316,21	PR
07.07.2021		0,00	85,00	0,00	85,00	,00	211,25	PR
08.07.2021		0,00	85,00	0,00	85,00	,00	211,25	PR
09.07.2021		0,00	85,00	0,00	85,00	,00	211,25	PR
10.07.2021		0,00	85,00	0,00	85,00	,00	211,25	PR
11.07.2021		0,00	85,00	0,00	85,00	,00	211,25	PR

Prices are VAT INCLUDED for hotels in Portugal and WITHOUT VAT for hotels in Spain.

## Free Half Board Corrections – 2. Daily modification of the reservations

Do not use the MANUAL PRICE option in the BILLING INFORMATION tab because rate and contract of the reservation will be deleted, and it cannot be checked as part of the HB promo reservations.

General Data \*Billing Information \*Additional data \*Statistics Deposits Guarantees \*Routing charges \*Fixed charges Actions Loaned Items Notices for Reception

Unexpected check-out Billing Central Reservation Office

☒ Reservation dates CRS N°  CRS:

☐ Actual dates

Client information

Receiver:  Holder:  Payer:  Company Resp.:

Payment cond.

☒ Contract EXPEDIA\_EC 1 EXPEDIA COLLECT – PUBLIC RATES

☐ Rate PRO\_HB\_FRE Promotion Free HB

Allotment

Expense code CXL\_7DAYS CXL\_7DAYS

☐ Manual price 0,00 Recalculate daily price

☒ Tax included (Only manual price)

☐ FREE reservation

After all the changes, we can find some errors saving the reservation:

Errors found in this reservation

Type Message Text

- 0089965383 Rate closed day 19.05.2021
- 0089965383 Rate closed day 20.05.2021
- 0089965383 Rate closed day 21.05.2021
- 0089965383 Rate closed day 22.05.2021
- 0089965383 Rate closed day 23.05.2021
- 0089965383 Exceeded max num Rooms 150 ( Pend. 0 ) ( Done 151 )

Technical Information Help

We need to go to CONDITIONS and mark the option DO NOT APPLY CONDITIONS/RESTRICTIONS

Messages Special meal plans Packages and stay option \*Commissionable charges Preferences \*Conditions Guest notifications \*Prices and Commissions Discount

☒ Do not apply conditions/restrictions User: 0000013605 Reason: CGEXCO Guest exception 31.05.2021 05:57:09

☐ No validate defined overbooking User: Reason: 00:00:00

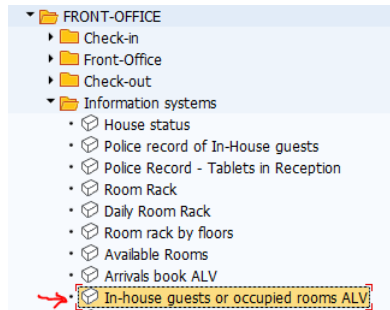
Date	Closed To ...	Min Length...	Max Length...	Closed	Min Length...	Closed if N°room...	Hurdle	Closed To ...
10.06.2021	<input type="checkbox"/>	0	0	<input checked="" type="checkbox"/>	0	40	0,00	<input type="checkbox"/>
11.06.2021	<input type="checkbox"/>	0	0	<input checked="" type="checkbox"/>	0	40	0,00	<input type="checkbox"/>
12.06.2021	<input type="checkbox"/>	0	0	<input checked="" type="checkbox"/>	0	40	0,00	<input type="checkbox"/>
13.06.2021	<input type="checkbox"/>	0	0	<input type="checkbox"/>	0	0	0,00	<input type="checkbox"/>

**After this step, the reservations with the changes can be save; now with the correct split revenue**

The customer may have doubts because the total value of the reservation is shown divided by concepts. But keep in mind the total value of the invoice matches with the value of the reservation confirmation

## Free Half Board Corrections – 2. Daily modification of the reservations

Check daily that all reservations are updated



And use the new layout to filtered by affected rates: /HB PROMO-HB Promo

Promo Free HB Rates		
Public	PRO_HB_FRE	Promotion Free HB
Rewards	NHR_PRO_HB	NHR Promotion Free HB
Discovery	MIN_PBF_HB	Discovery Minor Promotion Free HB
WS	WS_PRBF_HB	WS Promotion Free Breakfast HB
	PRBF_C20HB	Promotion Free Breakfast COM 20 HB

**All in-house reservations must be in RO with HB upgrade**

**Housed guests**

Hotels: PT08.MAVIL Tivoli Marina Vilamoura \*\*\*\*\*  
 Arrival Date: [ 04 / 06 / 2021 - 06 / 06 / 2021 ]  
 E00000050726 - 04. June 2021 - 10:19:22

Hotel	Room	Ocup.room	Hired room	Upg.room	T	Room id	Guest	Arrival	Dep.Date	Booking	Main Customer	Rate	Mplan/pack	Upg.meal p	AD	JU
PT08.MAVIL			SUPDBL				Keelia Hastie	06.06.2021	13.06.2021	89679320	BOOKING.COM B.V.	PRO_HB_FRE	RO	HB	1	0
PT08.MAVIL			SUPDBL									PRO_HB_FRE	RO	HB	1	0
PT08.MAVIL			FAMDBV				step					WS_PRBF_HB	RO	HB	1	0
PT08.MAVIL			FAMDBV				step					WS_PRBF_HB	RO	HB	1	0
PT08.MAVIL			FAMDBV				step					WS_PRBF_HB	RO	HB	1	0
PT08.MAVIL			FAMDBV				step					WS_PRBF_HB	RO	HB	1	0
PT08.MAVIL			SUPDBL				Craig					PRO_HB_FRE	RO	HB	1	0
PT08.MAVIL			SUPDBL				Craig					PRO_HB_FRE	RO	HB	1	0
PT08.MAVIL	111	SUPDBVT	SUPDBV				Allan					PRO_HB_FRE	RO	HB	1	0
PT08.MAVIL		SUPDBVT	SUPDBV									PRO_HB_FRE	RO	HB	1	0

**Choose Layout**

Layout setting: All

Layout	Layout description	Default setting
/HB PROMO	HB Promo	
/IHGDCOR	InHouseGuestsDCOR	
/INMIGREPORT		
/KCD	Key Contact Data - Bruno	
/KPI IDENT	KPI Identified Consumption	

Two red arrows point to the 'Rate' and 'Mplan/pack' columns in the table above.

# THANKS!

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