



Invoice report and Cancel invoice within reservation folios Business Processes – Operations September 2025



Invoice report and Cancel invoice within reservation folios

The purpose of the *Invoice Report* and *Cancel Invoice* functionalities is to enable users to efficiently manage billing operations directly from reservation folios.

These functionalities streamline invoice handling by integrating billing actions into the reservation workflow, reducing manual effort and minimizing errors.





MINOR
HOTELS

Invoice report

Invoice report

New access icon in folios to view the historical Invoices report:

ESMA.VILPA. Modify items of all folios

Folio 1Folio 2Folio 3Folio 4All foliosCurrent dateCharges until todayInvoices Report

Reservation135554248StatusCancelledArrival03.08.2024Departur10.08.2024

Main ClientDIRECT, GUESTVoucher

Main guestAhmadi, AbdullaTypeFAMINTFamily Interconnecting

FOLIOS: F110.659,12EURAhmadi, Abdulla-0076137212F20,00EURAhmadi, Abdulla-0076137212

(tax incl.) F30,00EURAhmadi, Abdulla-0076137212F40,00EURAhmadi, Abdulla-0076137212

Status	Revenue date	Folio	Concept identifier	Description	Quantity	Price	Disc. (net)	Amount	CRS Commission Base	Commi.Am.	LC amount	Service date
Room cancellation...	03.08.2024	1	RCLX	Room cancellation...	1	12,96	0,00	12,96	0,00	0,00	12,96	03.08.2024
Room cancellation...	03.08.2024	1	RCLX	Room cancellation...	1	12,96	0,00	12,96	0,00	0,00	12,96	03.08.2024
Room cancellation...	03.08.2024	1	RCLX	Room cancellation...	1	25,91	0,00	25,91	0,00	0,00	25,91	03.08.2024
Room cancellation...	03.08.2024	1	RCLX	Room cancellation...	1	25,91	0,00	25,91	0,00	0,00	25,91	03.08.2024
Room cancellation...	03.08.2024	1	RCLX	Room cancellation...	1	25,91	0,00	25,91	0,00	0,00	25,91	03.08.2024

The option will be available for:

- All types of reservations: groups, events, individual and DGB.
- All reservations statuses (Confirmed, Cancelled, Check in, Check out..)

ESMA.VILPA. Outgoing invoices report

ESMA.VILPA TEST SPA – EY - NO UTILIZAR ESTE HOTEL *****

Reservation135554248to

Dateyto

Client (Resp.folio)to

Invoice No.to

Payment methodto

Fiscal clientto

☒ Show Voucher

☒ Show additional information

Here you can check the filter that system runs internally (you won't see it).

ESMA.VILPA. Outgoing invoices report

Date	Status	Invoice No	Bill Time	Cancel inv	Reserv.	CFDI usage	INV	TAX regime	Payment	Holder	Client Name	»Taxable base
26.06.2024		EVI1057533	13:44:28		135554248				On-desk payment	6000000040	CPD CUSTOMER	10.659,16
03.08.2024		EVI1059694	09:30:11		135554248				On-desk payment	76137212	Ahmadi, Abdulla	0,04
09.08.2024		EVI6007544	09:02:26	EVI1059694	135554248				On-desk payment	76137212	Ahmadi, Abdulla	0,04
		EVI6007545	09:11:28	EVI1057533	135554248				On-desk payment	6000000040	CPD CUSTOMER	10.659,16
		EVI8004836	09:12:12		135554248				On-desk payment	76137212	Ahmadi, Abdulla	10.659,12
												10.659,12

The results will appear immediately



MINOR
HOTELS





Cancel invoice



Cancel invoices

Possibility of canceling all invoices related to the reservation from the folios, even those issued in the past, without accessing the Invoice cancellation options.

ESMA.VILPA. Modify items of all folios

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

Reservation: 132093560 Status: Check in Arrival: 09.08.2024 Departur: 11.08.2024
Main Client: DISCOVERY, NH Voucher:
Main guest: Gomez Fernandez, Maria Trinidad Type: DLUDBR Deluxe Terrace Room

FOLIOS: F1 1.347,00 F3 1,00

(tax incl.) F3 1,00

Select invoices

Sel	Invoice No	Folio	Invoice date
<input type="checkbox"/>	EVI1059929	03	10.08.2024
<input type="checkbox"/>	EVI1059909	02	09.08.2024

Am. LC amount Service date

Am.	LC amount	Service date
0,00	336,75	09.08.2024
0,00	336,75	09.08.2024
0,00	0,00	09.08.2024
0,00	11,00	09.08.2024
0,00	336,75	10.08.2024
0,00	336,75	10.08.2024
0,00	0,00	10.08.2024
0,00	1.500,00	10.08.2024
0,00	1.500,00	10.08.2024
0,00	1,10	10.08.2024
0,00	0,00	11.08.2024
0,00	0,00	11.08.2024

1.235,56

The option will be available for:

- All kind of reservations: groups, events, individual and DGB.
- All reservations statuses (Confirmed, Cancelled, Check in, Check out..)



MINOR
HOTELS

FAQ and Best Practices

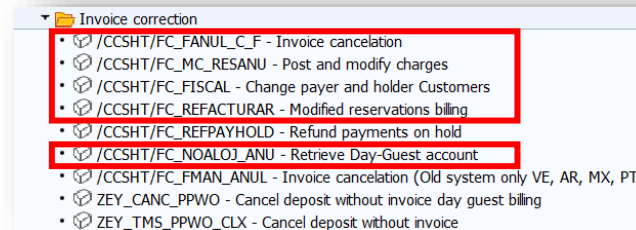
FAQ and Best Practices

- ▶ What happens in countries with Prepayment without invoice, Caparras or Ricevuta fiscale?

These are not final invoices, so:

- They will not appear in the *Invoices report*.
- They can't be canceled from the folios, transaction *ZEY_TMS_PPWO_CLX - Cancel deposit without invoice* or */CCSHT/FC_LETTRA_CRE - Lettera di Accredito (Italy)* must be used.

- ▶ Previous transactions remain available and may still be used when more suitable:



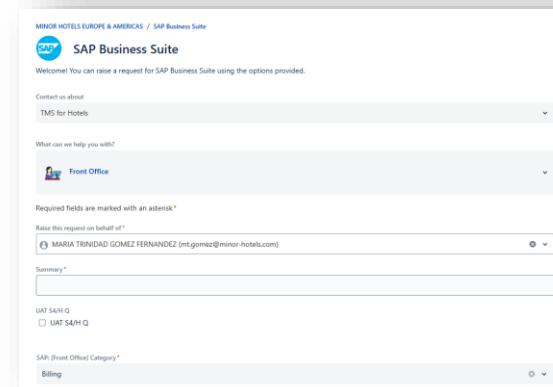
- ▶ How to report issues:

Create and track your requests via the Support Portal ([JIRA Service Desk](#))



Use the right path:

SAP Business Suite – TMS for Hotels - Front office – Billing



MINOR
HOTELS

Thank You

MINORHOTELS.COM