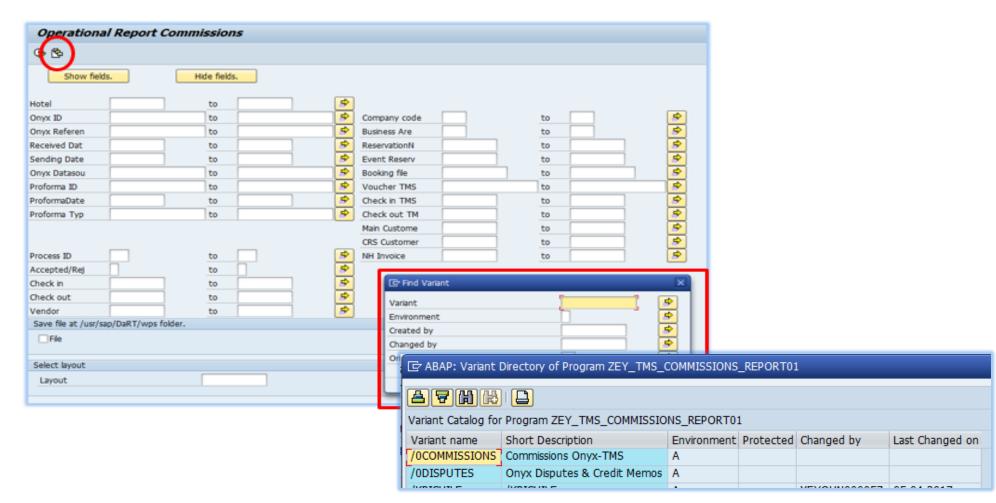**MINOR** HOTELS

Purpose ▼

The Operational Commissions Report gathers all information of your hotel concerning commissions' claims managed through the Onyx model, including accounting information, accruals, accepted amounts and differences.

It is an important and useful way to follow the state of your hotel regarding commissions' payment and disputes.

Selection Criteria ▼

There are two different variants you can visualize with different data (predefined layouts for each variant)

- **/oCOMMISSIONS variant (Commissions ONYX-TMS):** commissions validated through TMS transaction ZNH_TMS_COM_WPS.

- **/oDISPUTES variant (Onyx Disputes & Credit Notes):** disputes and credit notes included in Onyx proformas.

You must run the report with the default values and filling out the following data:

- **Hotel**: TMS hotel code. Users authorized to view more than one hotel have to select hotels to check.

- **Sending Date**: To use with the /oCOMMISSIONS variant. To check commissions of the full month, select from the first day to the last day of the selected month.

- **Proforma Date**: To use with the /oDISPUTES variant. To check disputes and credit notes of the month, select from the first day to the last day of the selected month.
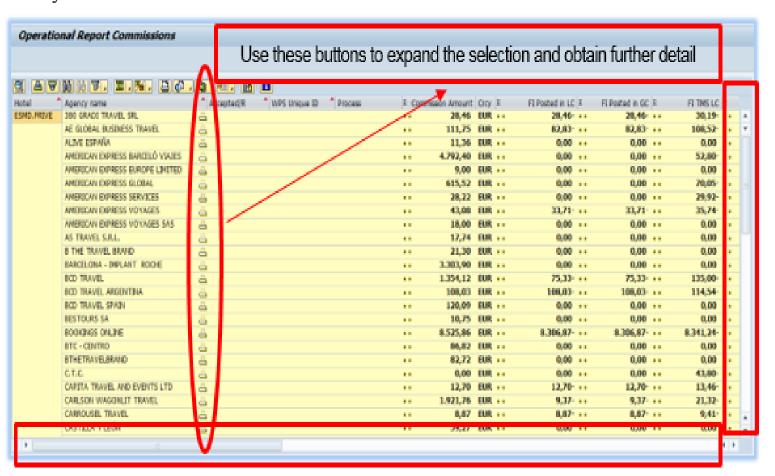
1.Commissions validated through TMS /0COMMISSIONS

The predefined layout for this variant is /oCOMMISSIONS – Onyx Commissions Data.

You can scroll down, move rightwards and leftwards in order to see all the data and you will be able to navigate any TMS reservation.

Field	Description
Agency name	Third party (TTOO, TA, OTA) that may claim commissions to NH. Name of the partner at Onyx systems.
Accepted/Rejected?	Parameter that indicates whether the matching between the ONYX transaction and the TMS reservation is accepted or rejected. • **Auto-Accepted**: All those commissions claims that are automatically approved automatically by the system, because compared data match (amount, voucher, stay dates and guest) so none manual hotel action is required. • **Auto-Accepted by Deadline**: all the commission claims that need a manual hotel validation, have a deadline date assigned, when this date is due the commission claim is automatically accepted. • **Auto-Rejected**: Commissions claims automatically rejected because the related reservation in TMS is not commissionable. • **Auto-Rejected by Deadline**: Specific status for TRS, REC and MICE Datasources, when the deadline date is due, the commission claim is automatically rejected. • **Accepted, Rejected**: manual approval or rejected status, this commission requires manual actions by the hotel.
WPS Unique ID	Onyx unique transaction ID number (it's unique for each commission claim received from Onyx).

Field	Description
Process	Commission management phase. • 2 Sent to WPS (the difference between accepted commission amount and accrued commission is posted as expense since this moment). • 3 Pro-forma received from WPS • 6 Pro-forma payed to WPS (the proforma file is posted and cleared with open items in accrual account 40091006) • 7 Invoice payed to WPS (vendor invoices are posted and cleared)
Commission Amount	Commission amount claimed by the partner through Onyx (without VAT or taxes).
Currency	Currency that corresponds to the amount claimed from Onyx.
FI Posted in LC	Commission amount accepted by the hotel in Local Currency.
FI Posted in GC	Commission amount accepted by the hotel in Group Currency (always EURO).
FI TMS Posted in LC	Accrued amount in NH systems (TMS-SAP) for the commissions claimed in Local Currency. Negative amount posted in the GL account 40091006.
FI TMS Posted in GC	Accrued amount in NH systems (TMS-SAP) for the commissions claimed in Group Currency (always EURO). Negative amount posted in the GL account 40091006.
FI Diff Posted in LC	Expense adjustment accounted in Local Currency once the commission amount is validated, is the difference between the validated commission amount and the accounted accrual. If the commission is greater than the accrual an extra cost is allocated in 62910003 expense account (negative amount), on the contrary, when an accrual is higher than the commission, a cost reduction is accounted in the same account (positive amount).
FI Diff Posted in GC	Expense adjustment accounted in Group Currency (always EURO) once the commission amount is validated, is the difference between the validated commission amount and the accounted accrual. If the commission is greater than the accrual an extra cost is allocated in 62910003 expense account (negative amount), on the contrary, accrual greater than the commission a cost reduction is accounted in the same account (positive amount).
Local Currency	Specific country currency
Group Currency	NH Hotel Group common currency defined as EURO
Onyx Datasource:	Commissions claims are grouped by Onyx in "datasources", depending on the partner, main ones have their own source, like Booking.com (BKG), HRS (HRS), Liberate (LIB) or LateRooms.com (LTR) the rest are grouped, depending on the reservation channel: • TRS for all the GDS reservations or PRE for Preferred reservations when it is used as a GDS. • REC for manual claims in Onyx platform (usually reservations made by direct channels) • MICE for M&E reservations registered in Onyx platform.
Onyx Reservation Reference:	Onyx reservation reference specified by the partner
Sending date	Date in which the file was sent back to Onyx with validated commissions.
Onyx Deadline date	Last day in which the hotel can validate a commission claim.
Received date	Date in which the claim was received in NH systems.
Matching	Icon that shows the matching status of the reservation.

Field	Description
Alert	Icon that shows the keys you can see in the commissions validation process.
Rejection Reason	It is the reason the hotel informs for rejected commissions: • AR: Already discounted • CC: Cancelled • NC: Autorejected • NR: No records< • NS: No show • RS: No commissionable • YP: Already paid • AD: No commissionable
Difference Commission reason	It is the reason the hotel informs when the accepted amount is different from the Onyx claimed amount. • 1: Stay dates • 2: Wrong rate • 3: Wrong % commission • 4: Already discounted • 5: Wrong commissionable charges • 6: Others • 7: Bookout
Reservation N.	Reservation number of TMS, proposed by the automatic process or selected from candidates. Clicking on reservation number you will navigate to the TMS reservation.
Booking File ID:	Booking file number of TMS, proposed by the automatic process or selected from candidates.
Status	It shows the TMS reservation status, confirmed, cancelled or no show.
Invoice ID	Invoice number of TMS where the commission is generated and accrued in SAP FI.
Main Customer	PID of the principal customer in the TMS reservation.
Main Client	Name of the principal customer in the TMS reservation.
Proforma Type	A proforma is the monthly onyx payment report, which is issued the third Tuesday of every month and it includes all the commissions that will be paid. There are different types of proformas: • CPRF - with proforma. • SPRF - without proforma. • NCOMM - non commissionable.
Proforma ID	Proforma identification number.
Proforma Net Commission	It is the NET amount of the proforma, (without VAT).
Proforma Gross Commission	It is the GROSS amount of the proforma (including VAT).
Currency Proforma	The currency corresponding to the Onyx proforma.
Reservation Count:	Number of reservations per WPS Unique ID
Customer Number	Number of the partner at Onyx systems.
Vendor	Vendor number in SAP of the group SH12.
Company code	SAP company code.
Business Area	SAP center code.
Cluster	SAP code of the center that group the Onyx proformas (normally by country). NOTC is for hotels with individual Onyx proforma.

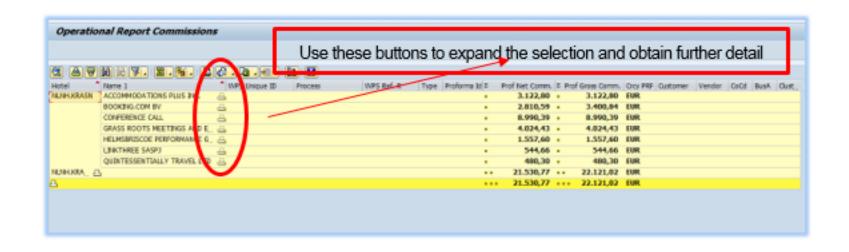## 2.   Disputes and credit notes included in proforma   /ODISPUTES ▼

The predefined layout for this variant is /oDISPUTES – Onyx Disputes & Credit Notes.

You can scroll down, move rightwards and leftwards in order to see all the shown data.

Disputes are discrepancies between the partner and NH once the commission claim has been rejected or partially paid. They always handled through Commissions Care Center (onyx@nh-hotels.com).

Credit notes are always related to previous commissions paid through Onyx.

Both are included in Onyx proforma and are not related in the system with any TMS reservation. They are posted in the expense account 6291004: positive amount for disputes and negative for credit notes.

Field	Description
Name 1	Third party (TTOO, TA, OTA) that may claim commissions to NH. Name of the partner at Onyx systems.
WPS Unique ID	Onyx unique transaction ID number (its unique for each commission claim received from Onyx).
WPS Unique ID	Identification of the original Onyx unique transaction ID number in case of credit notes.
Onyx Reservation Reference:	Onyx reservation reference specified by the partner
Proforma Type	A proforma is the monthly onyx payment report, which is issued the third Tuesday of every month and which includes all the commissions that will be paid. There are different types of proformas: • DDPF - these are the ones that indicate the disputes • ABPF - credit notes
Proforma ID	Proforma identification number.
Proforma Net Commission	It is the NET amount of the proforma, in the case of the disputes it indicates the amount of the dispute (without VAT).
Proforma Gross Commission	It is the GROSS amount of the proforma, in the case of the disputes it indicates the amount of the dispute (including VAT).
Currency Proforma	The currency corresponding to the Onyx proforma.
Customer Number	Number of the partner at Onyx systems.
Vendor	Vendor number in SAP of the group SH12.
Company code	SAP company code.
Business Area	SAP center code.
Cluster	SAP code of the center that groups the Onyx proformas (normally by country). NOTC is for hotels with individual Onyx proforma.