nh | HOTEL GROUP PART OF MINOR HOTELS

nh HOTELS   nh COLLECTION HOTELS   nhow HOTELS   TIVOLI HOTELS & RESORTS   ANANTARA HOTELS·RESORTS·SPAS   AVANI Hotels & Resorts   elewana COLLECTION   OAKS HOTELS & RESORTS

BILLING FLOW REPORT

HOW TO CHECK ALL INVOICES ASSOCIATED WITH A RESERVATION
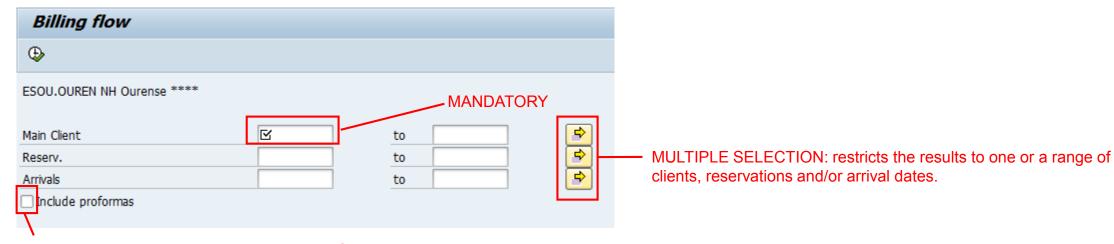
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BILLING FLOW BY MAIN CLIENT/RESERVATION

TRANSACTION ▶ /CCSHT/RS_06_29 - Billing flow by guest/reservation

HOW TO ACCESS ▶ SAP Menu → BILLING → Information systems → Billing flow by guest/reservation

PURPOSE ▶ To see all the invoices, both credit and on-desk payment, associated with a TMS reservation (individual, groups & events): proformas, advanced payments, invoices, cancelled and revised invoices.

Billing flow

ESOU.OUREN NH Ourense ****

MANDATORY

Main Client	☑	to	
Reserv.		to	
Arrivals		to	

☐ Include proformas

MULTIPLE SELECTION: restricts the results to one or a range of clients, reservations and/or arrival dates.

By checking this box, you will also see pro forma invoices.

If you do not know the Main Client's code, you can search from the client 1000 to the 9999999999.

2

BILLING FLOW BY MAIN CLIENT/RESERVATION

DATA SHOWN ▷ All the invoices associated with the reservation are displayed.

Billing flow

```
NH HOTELES ESPAÑA, S.A. ESMD.EUROB NH Collection Eurobuilding C Date  10.05.2017
MADRID                             Billing flow              Page           1


Main Client       : 1000061542
Reserv.  : 0016685218


Invoice No Item Description            Quantity uni Item net value      Cur

Main Client        1000061542 VIAJES EL CORTE INGLES SA
Reserv.    16685218 Arrival 31.05.16 Depar. 01.06.16 Room-> 1451
Guests                                                         Adult


4094066875     1 Habitación                    1  PC           112,80 EUR
4094066875     2 Alojamiento y desayuno         1  PC            10,20 EUR
Total bill     4094066875                                       123,00 EUR     ← Original invoice
4094608562     1 Habitación                    1  PC           112,80-EUR
4094608562     2 Alojamiento y desayuno         1  PC            10,20-EUR
Total bill     4094608562                                       123,00-EUR     ← Invoice cancellation
4094807643     1 Habitación                    1  PC           112,80 EUR
4094807643     2 Alojamiento y desayuno         1  PC            10,20 EUR
Total bill     4094807643                                       123,00 EUR     ← Revised invoice
Total reserv.  16685218                                         123,00 EUR
Total client   1000061542                                       123,00 EUR


Total                                                           123,00 EUR     ← Resulting balance
```

Double-click to display invoice

Double-click to display reservation.

Double-click to display client's CRM file.

<u>Please note:</u> the amounts in this transaction do not have VAT nor taxes included.

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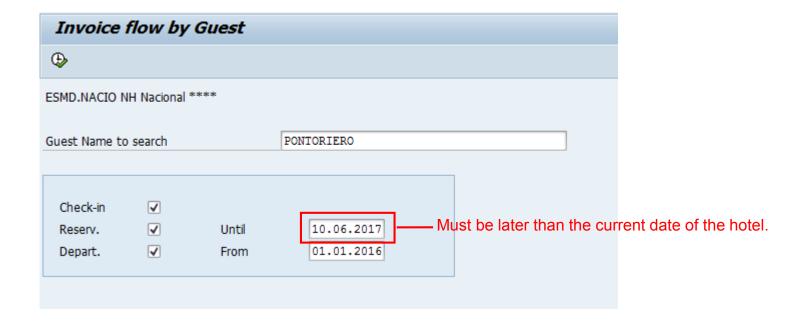### PART OF MINOR HOTELS

BILLING FLOW BY GUEST

TRANSACTION /CCSHT/RS_06_28 - Invoice flow by Guest

HOW TO ACCESS SAP Menu → BILLING → Information systems → Invoice flow by Guest

PURPOSE To know the billing history of a guest, by displaying all the invoices associated with him/her.

Invoice flow by Guest

ESMD.NACIO NH Nacional ****

Guest Name to search   PONTORIERO

Check-in	✓		
Reserv.	✓	Until	10.06.2017
Depart.	✓	From	01.01.2016

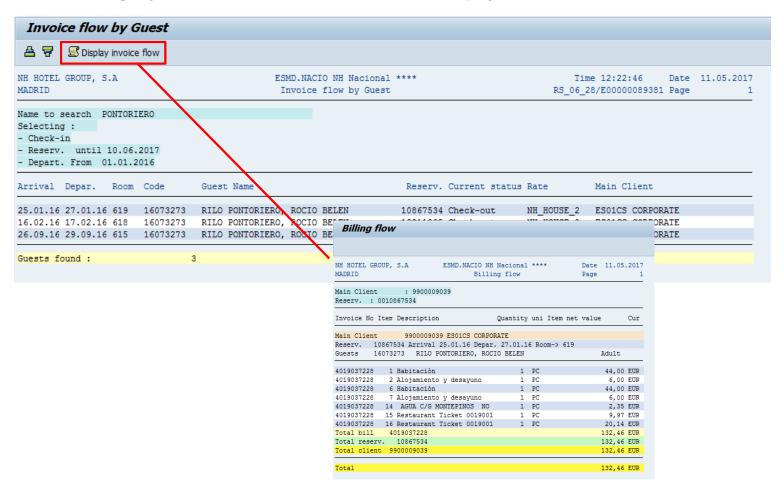— Must be later than the current date of the hotel.

BILLING FLOW BY MAIN CLIENT/RESERVATION

DATA SHOWN

All the invoices associated with the guest are displayed.

Double-clicking anywhere on the line, the reservation will be displayed.

Please note: the amounts in this transaction do not have VAT nor taxes included.

THANKS!