



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



BILLING FLOW REPORT

HOW TO CHECK ALL INVOICES ASSOCIATED WITH A RESERVATION

ORGANIZATION
BUSINESS TRANSFORMATION

MAY 2017

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 ****

Main Client	<input checked="" type="checkbox"/>	to	<input type="text"/>
Reserv.	<input type="text"/>	to	<input type="text"/>
Arrivals	<input type="text"/>	to	<input type="text"/>

☐ Include proformas

MANDATORY**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.

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
4094608562	1 Habitación	1	PC	112,80	EUR
4094608562	2 Alojamiento y desayuno	1	PC	10,20	EUR
Total bill	4094608562			123,00	EUR
4094807643	1 Habitación	1	PC	112,80	EUR
4094807643	2 Alojamiento y desayuno	1	PC	10,20	EUR
Total bill	4094807643			123,00	EUR
Total reserv.	16685218			123,00	EUR
Total client	1000061542			123,00	EUR
Total				123,00	EUR

← Original invoice

← Invoice cancellation

← Revised invoice

← Resulting balance

Double-click to display invoice

Double-click to display reservation.

Double-click to display client's CRM file.



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

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

Check-in	<input checked="" type="checkbox"/>	Until	<input type="text" value="10.06.2017"/>
Reserv.	<input checked="" type="checkbox"/>	From	<input type="text" value="01.01.2016"/>
Depart.	<input checked="" type="checkbox"/>		

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.

Invoice flow by Guest

🖨️ 🗨️ 📄 Display invoice flow

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Invoice flow by Guest

Time 12:22:46 Date 11.05.2017
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Name to search PONTORIERO
Selecting :
- Check-in
- Reserv. until 10.06.2017
- Depart. From 01.01.2016

Arrival	Depar.	Room	Code	Guest Name	Reserv.	Current status	Rate	Main Client
25.01.16	27.01.16	619	16073273	RILO PONTORIERO, ROCIO BELEN	10867534	Check-out	NH HOUSE_2	ES01CS CORPORATE
16.02.16	17.02.16	618	16073273	RILO PONTORIERO, ROCIO BELEN				ES01CS CORPORATE
26.09.16	29.09.16	615	16073273	RILO PONTORIERO, ROCIO BELEN				ES01CS CORPORATE

Guests found : 3

Billing flow

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ESMD.NACIO NH Nacional ****
Billing flow

Date 11.05.2017
Page 1

Main Client : 9900009039
Reserv. : 0010867534

Invoice No	Item	Description	Quantity	uni	Item net value	Cur
Main Client	9900009039	ES01CS CORPORATE				
Reserv.	10867534	Arrival 25.01.16 Depar. 27.01.16 Room-> 619				
Guests	16073273	RILO PONTORIERO, ROCIO BELEN		Adult		
4019037228	1	Habitación	1	PC	44,00	EUR
4019037228	2	Alojamiento y desayuno	1	PC	6,00	EUR
4019037228	6	Habitación	1	PC	44,00	EUR
4019037228	7	Alojamiento y desayuno	1	PC	6,00	EUR
4019037228	14	AGUA C/G MONTEPINOS NO	1	PC	2,35	EUR
4019037228	15	Restaurant Ticket 0019001	1	PC	9,97	EUR
4019037228	16	Restaurant Ticket 0019001	1	PC	20,14	EUR
Total bill	4019037228				132,46	EUR
Total reserv.	10867534				132,46	EUR
Total client	9900009039				132,46	EUR
Total					132,46	EUR



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

THANKS!

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