



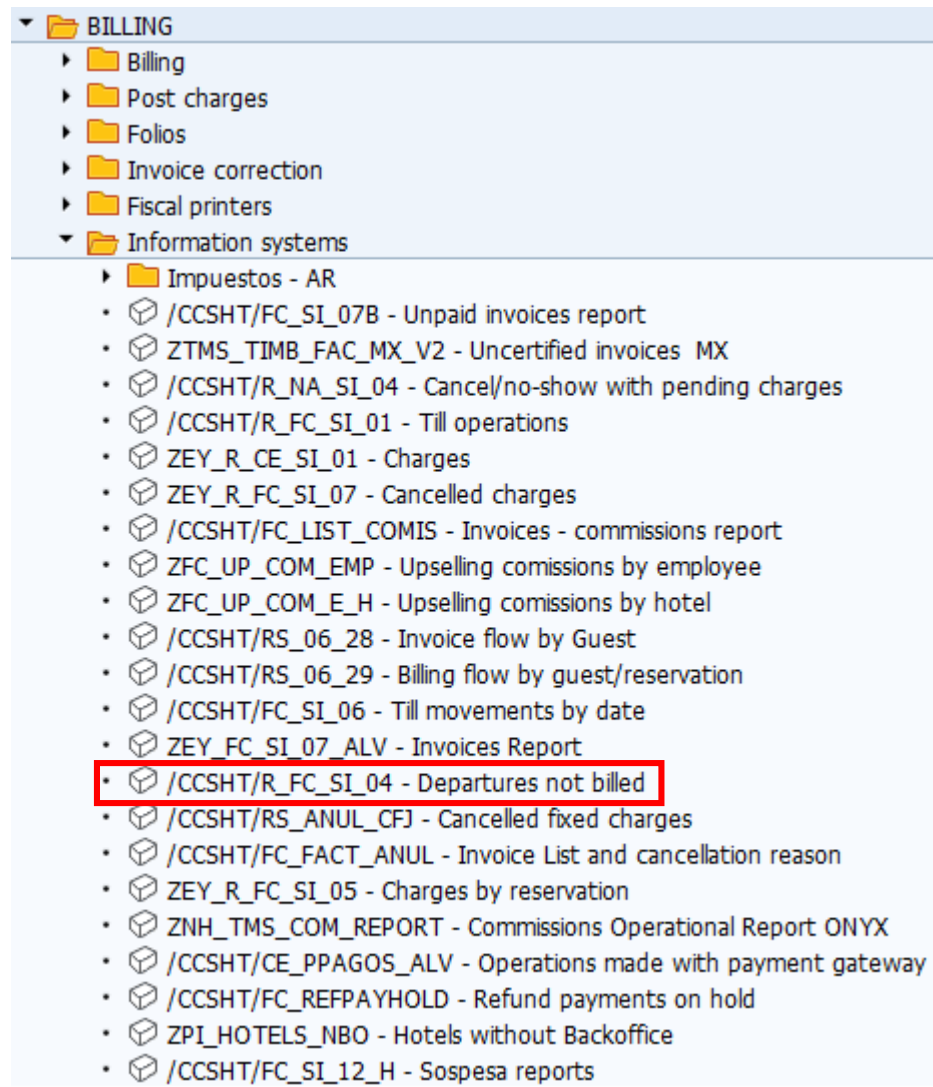
nh | HOTEL GROUP PART OF **MINOR**
HOTELS



DEPARTURES NOT BILLED
REVIEW OF THE OUTSTANDING DEBT OF THE HOTEL

ORGANIZATION
BUSINESS TRANSFORMATION
JUNE 2016

You can find the transaction in the folder “Information Systems” in the “Billing” menu.



Departure date field: introduce an approximate period, two months later from the consultation period. By doing this, the report will show the virtual and day-guest billing reservations with departure date after this day of consultation.

If a later date is indicated, the report will show in-house and future reservations that will have to be deleted from the report when it is exported to Excel.

Departures to be billed

ESOU.OUREN NH Ourense *****

Departure date <=

Market segment	<input type="text"/>	to	<input type="text"/>	
Market subsegment	<input type="text"/>	to	<input type="text"/>	
Channel	<input type="text"/>	to	<input type="text"/>	

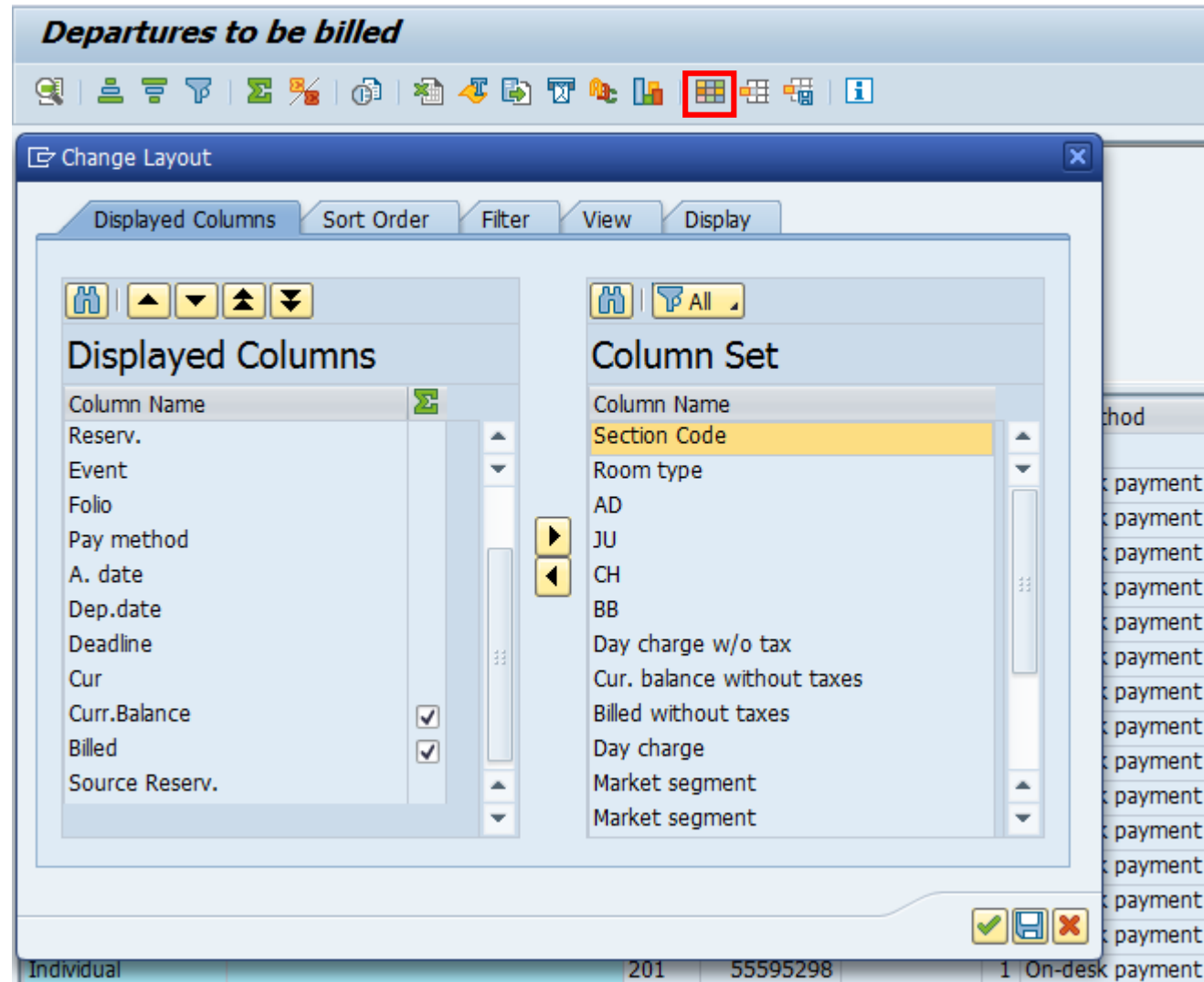
☒ Show individual reservations
☒ Show group/events reservations
☒ Display day-guest invoices
☒ Display all

DEPARTURES NOT BILLED

Order the report from the oldest to the newest reservation by the arrival date column.

Departures to be billed

Modify the layout to remove the columns that do not provide relevant information: Room type , AD, JU, CH, BB, Day charge (no tax), Current balance (no tax), billed (no tax), Day charge, Market segment, Market subsegment and Channel.



RELEVANT INFORMATION

Type: individual, group or day-guest billing reservation.

Room: to check if the original reservation has been moved to a virtual reservation.


Deadline: if the line is **red**, the departure date of this reservation is the same than the day you execute the report, so it will warn you before you run the night audit process if this date is not modified. If it is **green**, the departure date is after the day you execute the report.

Current balance: pending billing amount with taxes included.

Billed: billed amount with taxes included.

Source reservation: original reservation for group reservations.

Departures to be billed



Departures not billed

Hotel: ESOU. OUREN NH Ourense
User: E00000089381 · User 27.03.19 / 10:54

Type	Folio's holder	Room	Reserv.	Event	F...	Pay method	A. date	Dep.date	Deadline	Cur	Σ	Curr.Balance	Σ	Billed	Source R
Individual	1000061542 VIAJES EL CORTE ING	405	53830519		2	Credit	02.07.2018	11.08.2018	11.08.2018	EUR		3.294,00		0,00	
Individual	0051198233 JUSTO FERNANDEZ, AN	401	49628887		1	On-desk payment	15.07.2018	28.07.2018	28.07.2018	EUR		957,08		0,00	
Individual	0051266999 MCDONALD, STEPHANIE	605	54990144		1	On-desk payment		27.07.2018	27.07.2018	EUR		47,60		0,00	
Individual		204	52075823		1	On-desk payment	19.07.2018	23.07.2018	23.07.2018	EUR		0,00		346,16	
Individual		204	52075823		2	On-desk payment		23.07.2018	23.07.2018	EUR		28,50		0,00	
Individual	0055620672 BLANCO RUIZ, CARLOS	803	52075764		1	On-desk payment		23.07.2018	23.07.2018	EUR		0,00		346,16	
Individual		705	55382737		1	On-desk payment	20.07.2018	23.07.2018	23.07.2018	EUR		19,00		0,00	
Individual		705	55382737		2	On-desk payment		23.07.2018	23.07.2018	EUR		0,00		257,27	
Individual	0055585006 DUMA, RAMONA-VICTOR	802	54141389		1	On-desk payment		25.07.2018	25.07.2018	EUR		471,71		0,00	
Individual		306	51319908		1	On-desk payment	21.07.2018	23.07.2018	23.07.2018	EUR		23,80		0,00	
Individual		306	51319908		2	On-desk payment		23.07.2018	23.07.2018	EUR		194,46		0,00	
Individual	0024791632 GERMAIN, ANNE ELIZA	706	55382468		2	On-desk payment		23.07.2018	23.07.2018	EUR		0,00		165,61	
Individual	1016882287 EXPEDIA INTERNACION	406	51224675		2	On-desk payment		23.07.2018	23.07.2018	EUR		0,00		235,70	
Event	2200228273 ANNE GERMAIN LTD		51967642	EV00822698	2	On-desk payment		22.07.2018	29.07.2018	EUR		0,00		532,40	
Individual		101	55718272		1	On-desk payment	22.07.2018	23.07.2018	23.07.2018	EUR		85,00		0,00	
Individual		201	55595298		1	On-desk payment		23.07.2018	23.07.2018	EUR		22,80		0,00	
Individual		102	44642264		1	On-desk payment		23.07.2018	23.07.2018	EUR		5,00		0,00	
Individual		102	44642264		2	Credit		23.07.2018	23.07.2018	EUR		54,00		0,00	
Individual		201	55595298		2	Credit		23.07.2018	23.07.2018	EUR		104,80		0,00	
Individual	ROBERTO MORADO GARCIA	105	55629458		2	On-desk payment		25.07.2018	25.07.2018	EUR		0,00		238,05	
Individual	STJN HANSSEN	301	55394658		2	On-desk payment		23.07.2018	23.07.2018	EUR		94,90		0,00	
Individual	XIAOJIE WANG	205	55490947		2	On-desk payment		24.07.2018	24.07.2018	EUR		0,00		183,56	
Individual	XIAOJIE WANG	505	55490948		2	On-desk payment		24.07.2018	24.07.2018	EUR		0,00		183,56	
Individual	0016073273 RILO PONTORIERO, RO	506	54944787		1	On-desk payment		23.07.2018	23.07.2018	EUR		113,75		0,00	
Individual	0040440068 NABOKIKH, SERGEY	804	55657429		1	On-desk payment		24.07.2018	24.07.2018	EUR		203,89		0,00	
Individual	1003205006 KUONI GLOBAL TRAVEL	404	49826182		2	Credit		25.07.2018	25.07.2018	EUR		263,37		0,00	
Individual	1003205006 KUONI GLOBAL TRAVEL	805	49826181		2	Credit		25.07.2018	25.07.2018	EUR		263,37		0,00	
Individual	1016882287 EXPEDIA INTERNACION	103	55684150		2	On-desk payment		27.07.2018	27.07.2018	EUR		418,89		0,00	

Export the report to Excel to work on it and make appropriate changes or entries.

Departures to be billed

Hotel: ESOU, OUREN NH Ourense
User: E00000089381 · User 27.03.19 / 11:20

File

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Type	Folio's holder	Room	Reserv.	Event	Fo	Pay method	A. date	Dep. date	Deadline	Cur	Curr. Balance	Billed	Source Reserv.
1	Individual	1000061542 VIAJES EL CORTE	405	53830519		2	Credit	02/07/2018	11/08/2018	11/08/2018	EUR	3.294,00	0	
2	Individual	0051198233 JUSTO FERNANDE	401	49628887		1	On-desk payment	15/07/2018	28/07/2018	28/07/2018	EUR	957,08	0	
3	Individual	0051266999 MCDONALD, STEPH	605	54990144		1	On-desk payment	15/07/2018	27/07/2018	27/07/2018	EUR	47,6	0	
4	Individual		204	52075823		1	On-desk payment	19/07/2018	23/07/2018	23/07/2018	EUR	0	346,16	
5	Individual		204	52075823		2	On-desk payment		23/07/2018	23/07/2018	EUR	28,5	0	
6	Individual	0055620672 BLANCO RUIZ, CAR	803	52075764		1	On-desk payment	19/07/2018	23/07/2018	23/07/2018	EUR	0	346,16	
7	Individual		705	55382737		1	On-desk payment	20/07/2018	23/07/2018	23/07/2018	EUR	19	0	
8	Individual		705	55382737		2	On-desk payment		23/07/2018	23/07/2018	EUR	0	257,27	
9	Individual	0055585006 DUMA, RAMONA-VI	802	54141389		1	On-desk payment	20/07/2018	25/07/2018	25/07/2018	EUR	471,71	0	
10	Individual		306	51319908		1	On-desk payment	21/07/2018	23/07/2018	23/07/2018	EUR	23,8	0	
11	Individual		306	51319908		2	On-desk payment		23/07/2018	23/07/2018	EUR	194,46	0	
12	Individual	0024791632 GERMAIN, ANNE E	706	55382468		2	On-desk payment		23/07/2018	23/07/2018	EUR	0	165,61	
13	Individual	1016882287 EXPEDIA INTERNAC	406	51224675		2	On-desk payment		23/07/2018	23/07/2018	EUR	0	235,7	
14	Event	2200228273 ANNE GERMAIN LT		51967642	EV00822696	2	On-desk payment	21/07/2018	22/07/2018	29/07/2018	EUR	0	532,4	
15	Individual		101	55718272		1	On-desk payment	22/07/2018	23/07/2018	23/07/2018	EUR	85	0	
16	Individual		201	55595298		1	On-desk payment		23/07/2018	23/07/2018	EUR	22,8	0	
17	Individual		102	44642264		1	On-desk payment		23/07/2018	23/07/2018	EUR	5	0	

Since outstanding invoices can not remain in the system more than 7 days, remove all reservations with arrival date after 7 days prior to the execution of the report.



2	Individual		204	52075823		1	On-desk payment	19/07/2018	23/07/2018	23/07/2018	EUR	0	346,16	
3	Individual		204	52075823		2	On-desk payment		23/07/2018	23/07/2018	EUR	28,5	0	
4	Individual	0055620672 BLANCO RUIZ, CARLOS	803	52075764		1	On-desk payment	19/07/2018	23/07/2018	23/07/2018	EUR	0	346,16	
5	Individual		705	55382737		1	On-desk payment	20/07/2018	23/07/2018	23/07/2018	EUR	19	0	
6	Individual		705	55382737		2	On-desk payment		23/07/2018	23/07/2018	EUR	0	257,27	
7	Individual	0055585006 DUMA, RAMONA-VICTOR	802	54141389		1	On-desk payment	20/07/2018	25/07/2018	25/07/2018	EUR	471,71	0	
8	Individual		306	51319908		1	On-desk payment	21/07/2018	23/07/2018	23/07/2018	EUR	23,8	0	
9	Individual		306	51319908		2	On-desk payment		23/07/2018	23/07/2018	EUR	194,46	0	
10	Individual	0024791632 GERMAIN, ANNE ELIZA	706	55382468		2	On-desk payment		23/07/2018	23/07/2018	EUR	0	165,61	
11	Individual	1016882287 EXPEDIA INTERNACION	406	51224675		2	On-desk payment		23/07/2018	23/07/2018	EUR	0	235,7	
12	Event	2200228273 ANNE GERMAIN LTD		51967642	EV00822698	2	On-desk payment	21/07/2018	22/07/2018	29/07/2018	EUR	0	532,4	
13	Individual		101	55718272		1	On-desk payment	22/07/2018	23/07/2018	23/07/2018	EUR	85	0	
14	Individual		201	55595298		1	On-desk payment		23/07/2018	23/07/2018	EUR	22,8	0	
15	Individual		102	44642264		1	On-desk payment		23/07/2018	23/07/2018	EUR	5	0	
16	Individual		102	44642264		2	Credit		23/07/2018	23/07/2018	EUR	54	0	
17	Individual		201	55595298		2	Credit		23/07/2018	23/07/2018	EUR	104,8	0	
18	Individual	ROBERTO MORADO GARCIA	105	55629458		2	On-desk payment		25/07/2018	25/07/2018	EUR	0	238,05	
19	Individual	STIJN HANSSEN	301	55394658		2	On-desk payment		23/07/2018	23/07/2018	EUR	94,9	0	
20	Individual	XIAOJIE WANG	205	55490947		2	On-desk payment		24/07/2018	24/07/2018	EUR	0	183,56	
21	Individual	XIAOJIE WANG	505	55490948		2	On-desk payment		24/07/2018	24/07/2018	EUR	0	183,56	
22	Individual	0016073273 RILO PONTORIERO, RO	506	54944787		1	On-desk payment		23/07/2018	23/07/2018	EUR	113,75	0	
23	Individual	0040440068 NABOKIKH, SERGEY	804	55657429		1	On-desk payment		24/07/2018	24/07/2018	EUR	203,89	0	
24	Individual	1003205006 KUONI GLOBAL TRAVEL	404	49826182		2	Credit		25/07/2018	25/07/2018	EUR	263,37	0	
25	Individual	1003205006 KUONI GLOBAL TRAVEL	805	49826181		2	Credit		25/07/2018	25/07/2018	EUR	263,37	0	

THANKS!

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