



nh
HOTELS


NH COLLECTION

nhow

Hesperia
RESORTS

TMS4H_FIXED CHARGES

What to do to program charges for the future

IT & ORGANIZATION
ORGANIZATION

April 2017

QUESTION: What should we do if we want to program charges for the future (it means from now on)?

ANSWER: we must always use the option of “fixed charges”



NLNH.SCHIL. Individual Res. -

Reservation: 19246620 Client: 1016882287 EXPEDIA INTERNACIONAL Amount: 870,63 EUR

Arrival: 17.09.2016 Saturday Nights: 6 Depart.: 23.09.2016 Friday

RoomType: Standard Double Show Subtypes Guests: AD 2 JU 0 CH 0 BB 0 Room: 105 No move

Currency: EUR Meal Plan: RO First service: Last service:

General Data *Billing Information *Additional data *Statistics Deposits Guarantees Routing charges **Fixed charges** Actions Loaned items Notices for Reception Me...

Concept	Description	Quan...	Price	Cur	Tax inc	Rmk	C	Cadence	Per person (...)	Order	AD	JU	CH	BB	D	Start date	End date	Mo	Tu	We	Th	Fr	Sa	Su
		0	0,00		✓		○		0	0	0	0	0	0	0									
		0	0,00		✓		○		0	0	0	0	0	0	0									
		0	0,00		✓		○		0	0	0	0	0	0	0									
		0	0,00		✓		○		0	0	0	0	0	0	0									
		0	0,00		✓		○		0	0	0	0	0	0	0									
		0	0,00		✓		○		0	0	0	0	0	0	0									
		0	0,00		✓		○		0	0	0	0	0	0	0									
		0	0,00		✓		○		0	0	0	0	0	0	0									
		0	0,00		✓		○		0	0	0	0	0	0	0									
		0	0,00		✓		○		0	0	0	0	0	0	0									
		0	0,00		✓		○		0	0	0	0	0	0	0									

Modifications history

CHECKIN Guest: 17.09.2016 21:21 Created RFC_TMS4C 21.07.2016 04:10 Credit pending to Bill 0,00

Gr: 0 Transferred Check out 00:00 Modif.: HNLSCHILRE 18.09.2016 06:22 Cash pending to Bill 820,63

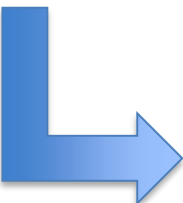
Select the service (“concept”), quantity of services and price per unit

	Concept	Description	Quan...	Price	Cur
	BICY	Bicycles	2	10 EUR	


Select the “cadence” when the service has to be charged (posted)

Cadence

Arrival date
Departure date
Everyday including departure date
Everyday except arrival date
Everyday except departure date
Everyday except arrival and departure date
Booking date



Or select the specific “dates” or days of the week



D	Start date	End date	Mo	Tu	We	Th	Fr	Sa	Su	Time
<input checked="" type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00:00:00

For example, our Guest ask for 2 bicycles to be used next Monday, Wednesday and Thursday

Concept	Description	Quan...	Price	Cur	Tax inc	Rmk	C	Cadence	Per person (...)	Order	AD	JU	CH	BB	D	Start date	End date	Mo	Tu	We	Th	Fr	Sa	Su
BICY	Bicycles	2	10,00	EUR	<input checked="" type="checkbox"/>		<input type="radio"/>		<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	18.09.2016	23.09.2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This fixed charge will be displayed in folios as follows:

Statu	Revenue date	Folio	Concept	Description	Quantity	Price	Disc.(net)	Amount	Tax in.	Service date	Sour...
	17.09.2016	1	PPWI	Invoice No 4210032498	1	50,00	0,00	50,00	<input checked="" type="checkbox"/>	17.09.2016	105
	17.09.2016	1	PPWI	4210032498	1-	50,00	0,00	50,00-	<input checked="" type="checkbox"/>	17.09.2016	105
	17.09.2016	1	TTAX	City Tax	1	8,10	0,00	8,10	<input checked="" type="checkbox"/>	17.09.2016	105
	18.09.2016	1	TTAX	City Tax	1	6,22	0,00	6,22	<input checked="" type="checkbox"/>	18.09.2016	105
M	19.09.2016	1	BICY	Bicycles	2	10,00	0,00	20,00	<input checked="" type="checkbox"/>	19.09.2016	105
	19.09.2016	1	TTAX	City Tax	1	6,22	0,00	6,22	<input checked="" type="checkbox"/>	19.09.2016	105
	20.09.2016	1	TTAX	City Tax	1	6,22	0,00	6,22	<input checked="" type="checkbox"/>	20.09.2016	105
W	21.09.2016	1	BICY	Bicycles	2	10,00	0,00	20,00	<input checked="" type="checkbox"/>	21.09.2016	105
	21.09.2016	1	TTAX	City Tax	1	6,22	0,00	6,22	<input checked="" type="checkbox"/>	21.09.2016	105
T	22.09.2016	1	BICY	Bicycles	2	10,00	0,00	20,00	<input checked="" type="checkbox"/>	22.09.2016	105
	22.09.2016	1	TTAX	City Tax	1	6,22	0,00	6,22	<input checked="" type="checkbox"/>	22.09.2016	105

As you can see, every service will be posted in the correct revenue date



- QUESTION: Why don't we have to use the option "add charges" if it is a future service?
- ANSWER: Because when using "add charges" the revenue date will always be today, even if we change the "service date". The functionality for "service date" is to be showed correctly in the invoice

For example, we forgot to charge the "bicycles" used by the guest the day of the arrival. We add the charges adapting the service date as follows:



Enter charges in a reservation

Insert item

NL NH.SCHIL NH Schiller ****

Reservation : 19246620 Room 105 Main guest

Concept ☐ bicycles

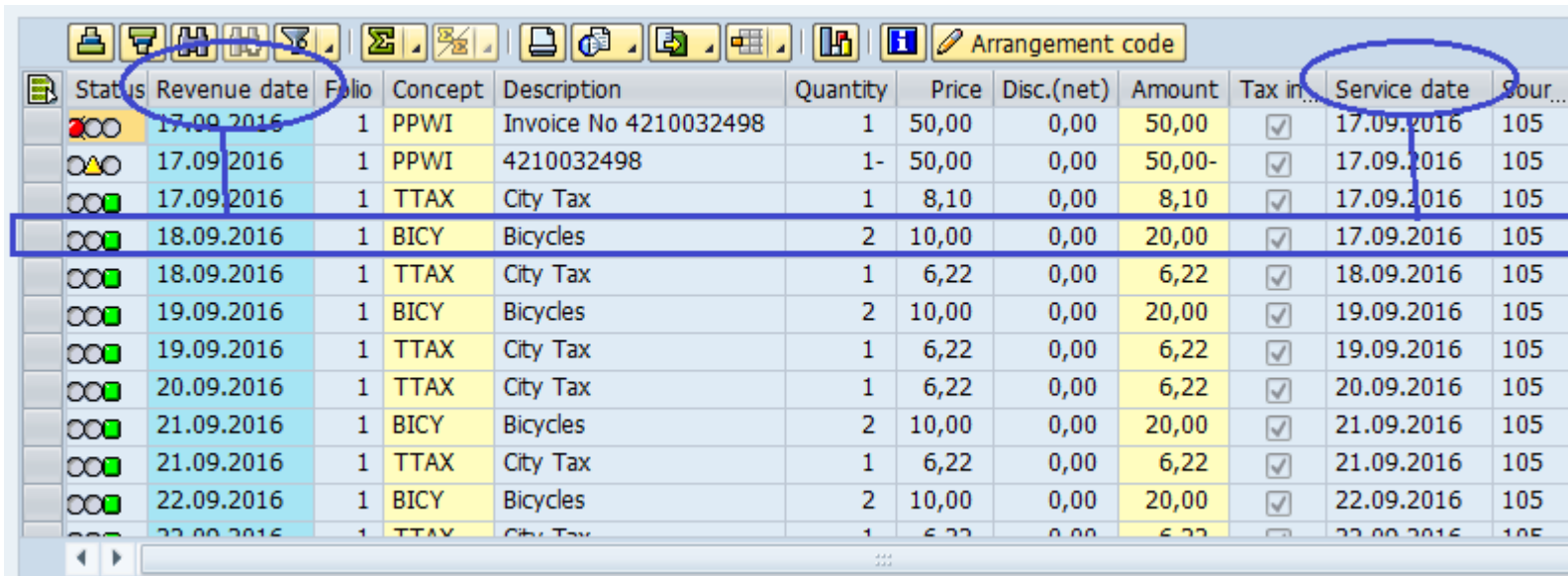
Quantity Price EUR Target folio ☐ ☒ Tax included

Service date

Concept remarks

Concept	Description	Quan...	Price	Curre...	Folio	Amount	Service	Tax...
BICY	Bicycles	2	10,00	EUR	1	20,00	17.09.2016	<input checked="" type="checkbox"/>

The folios will display:



Status	Revenue date	Folio	Concept	Description	Quantity	Price	Disc.(net)	Amount	Tax in	Service date	Sour...
000	17.09.2016	1	PPWI	Invoice No 4210032498	1	50,00	0,00	50,00	✓	17.09.2016	105
000	17.09.2016	1	PPWI	4210032498	1-	50,00	0,00	50,00-	✓	17.09.2016	105
000	17.09.2016	1	TTAX	City Tax	1	8,10	0,00	8,10	✓	17.09.2016	105
000	18.09.2016	1	BICY	Bicycles	2	10,00	0,00	20,00	✓	17.09.2016	105
000	18.09.2016	1	TTAX	City Tax	1	6,22	0,00	6,22	✓	18.09.2016	105
000	19.09.2016	1	BICY	Bicycles	2	10,00	0,00	20,00	✓	19.09.2016	105
000	19.09.2016	1	TTAX	City Tax	1	6,22	0,00	6,22	✓	19.09.2016	105
000	20.09.2016	1	TTAX	City Tax	1	6,22	0,00	6,22	✓	20.09.2016	105
000	21.09.2016	1	BICY	Bicycles	2	10,00	0,00	20,00	✓	21.09.2016	105
000	21.09.2016	1	TTAX	City Tax	1	6,22	0,00	6,22	✓	21.09.2016	105
000	22.09.2016	1	BICY	Bicycles	2	10,00	0,00	20,00	✓	22.09.2016	105
000	22.09.2016	1	TTAX	City Tax	1	6,22	0,00	6,22	✓	22.09.2016	105

And the invoice will be printed in an understandable way to our Guest:

17.09.2016	2	Bicycles		20,00
17.09.2016	1	City Tax		8,10
17.09.2016	1	Prepayment	4210032498	-50,00
18.09.2016	1	City Tax		6,22
19.09.2016	2	Bicycles		20,00
19.09.2016	1	City Tax		6,22
20.09.2016	1	City Tax		6,22
21.09.2016	2	Bicycles		20,00
21.09.2016	1	City Tax		6,22
22.09.2016	2	Bicycles		20,00
22.09.2016	1	City Tax		6,22



THANKS!

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