



INVOICE CORRECTION

Old system & entity change invoices



Reinvoicing Old-System Invoices

This manual outlines the process for correcting invoices that were originally issued before the system cut-off using the old billing system, only if the cut-off did not involve a change in the hotel's legal business entity.

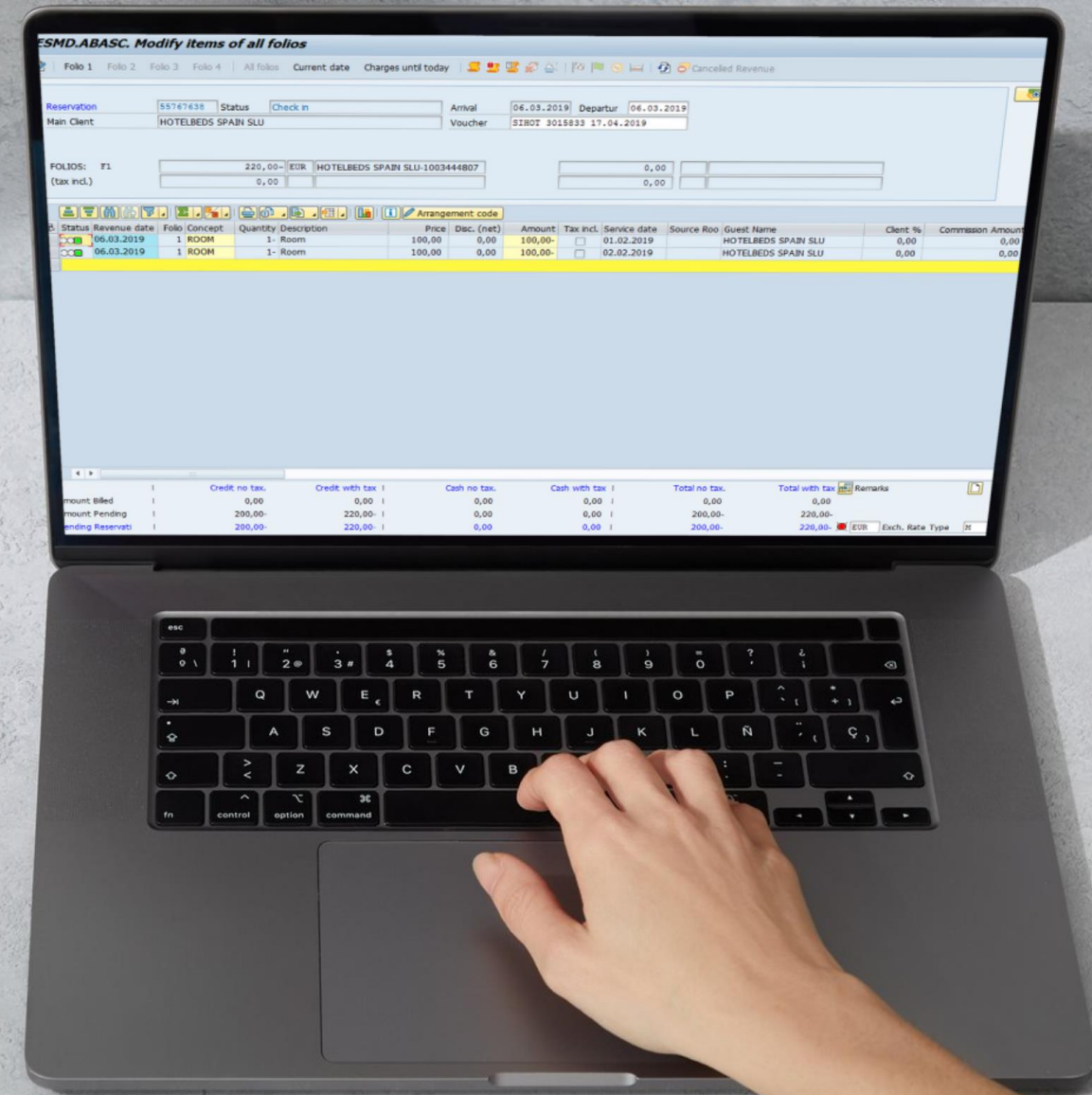
These invoices created before the system change must be reinvoiced following the steps detailed in the subsequent slides:

1. Cancel the original invoice

Use transaction: */CCSHT/FC_FMAN_ANUL – Invoice Cancellation*
(Applicable only for IT, VE, AR, MX, PT, and CO)

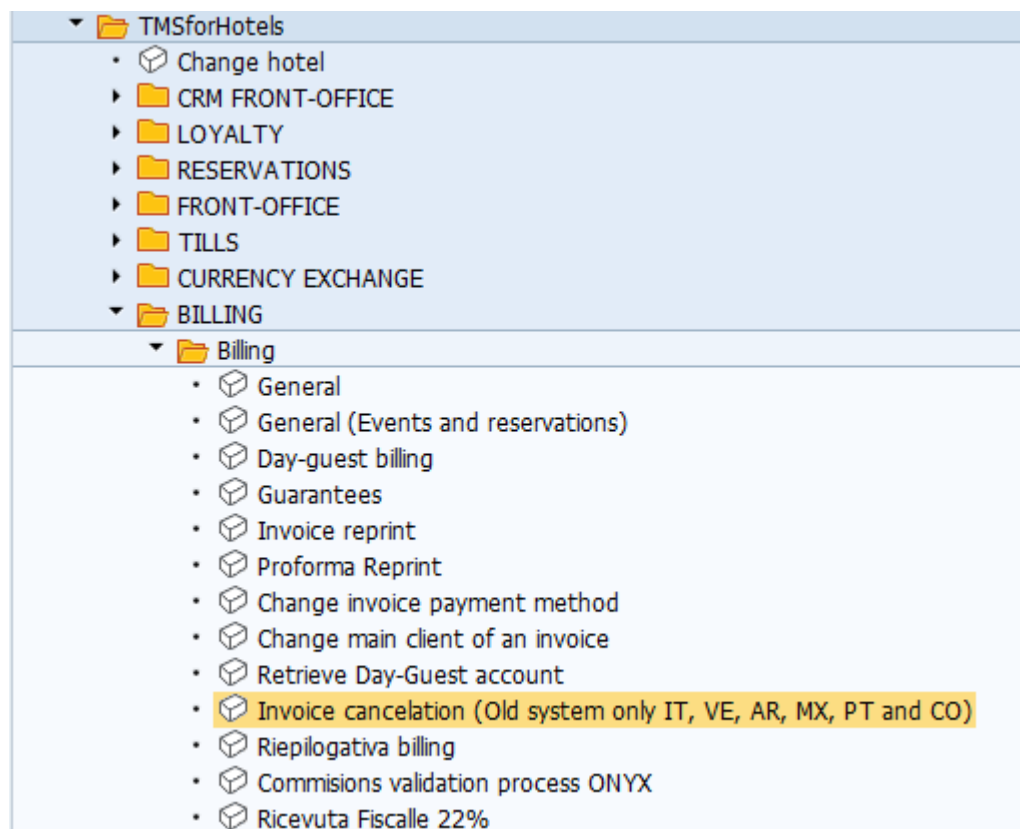
2. Issue the corrected invoice in the new system

Use transaction: */CCSHT/FC_FMAN – Day-Guest Billing*







To cancel the invoice originally issued in the old system, open the TMS transaction:
/CCSHT/FC_FMAN_ANUL -Invoice cancelation (Old system only IT, VE, AR, MX, PT and CO)

The screen displayed will be identical to the one used in **the Day-Guest Billing** transaction. ►



NO TMS Invoice Cancelation

   Modify open account  Display closed account

Day-guest invoice

Client	<input type="text"/>
Branch of main c.	<input type="text"/>
<input type="checkbox"/> Tax included ('X' = Yes)	
Currency	<input type="text" value="EUR"/>
Payment type	<input type="text" value="1"/> On-desk payment
Invoice format	<input type="text"/>

Statistics

Country	<input type="text"/>
Region	<input type="text"/>
Market Segment	<input type="text"/>
Market subsegment	<input type="text"/>
Source of business	<input type="text"/>
Channel	<input type="text"/>
Travel Reason	<input type="text"/>

Client inform.




Receiver	<input type="text"/>
Branch of rec c.	<input type="text"/>
Holder	<input type="text"/>
Payer	<input type="text"/>

Complete all mandatory fields exactly as they appear on the original invoice from the old system (this includes Client, Branch, Payment Type,...).

Click on the *Execute* icon 

 **Important: this action is final and cannot be modified later.**

NO TMS Invoice Cancellation

  Modify open account  Display closed account

ESMD.ABASC NH Collection Abascal COLLECTION

Day-guest invoice

Client	1003444807	HOTELBEDS SPAIN SLU
Branch of main c.	0000895135	HOTELBEDS SPAIN SLU
<input type="checkbox"/> Tax included ('X' = Yes)		
Currency	EUR	
Payment type	2 Credit	
Invoice format	IND	






Statistics

Country	Spain
Region	07
Market Segment	
Market subsegment	
Source of business	
Channel	
Travel Reason	

Client inform.

Receiver	
Branch of rec c.	
Holder	
Payer	

ESMD.ABASC. Modify items of all folios















Folio 1 Folio 2 Folio 3 Folio 4 All folios Current date Charges until today      Cancelled Revenue

Reservation 69392107 Status Check in Arrival 06.05.2019 Departur 06.05.2019

Main Client HOTELBEDS SPAIN SLU Voucher SIHOT 3015833 17.04.2019

FOLIOS: F1 0,00 EUR HOTELBEDS SPAIN SLU-1003444807 0,00

(tax incl.) 0,00 0,00

Status	Prod. date	Charge date	Split charge by	Time	Folio	Concept ID	Quantity	Description	Price	Disc. (net)	Amount	Tax incl.	Service date
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In the **Voucher** field, enter the following information:

- The **name of the old system**
- The **reference or number** of the original invoice
- The **issue date** of the invoice you are canceling

Click on **Process** in the top bar menu.

Add the same number of charges as those listed on the original invoice from the old system.

For each charge:

- **Select the same *Concept*** used in the original invoice.
- **Enter the same *Price*** as shown on the old invoice.
- **Set the *Service Date*** to the **same date as the issue date** of the original invoice.




Remember:
this is a cancellation, so the amounts must match exactly.

The screenshot shows the ESSE folios software interface. The 'Process' menu is open, with 'Add charges' highlighted. A large blue arrow points from the 'Add charges' menu item to the 'Enter charges in a reservation' dialog box. In this dialog, the 'Insert item' button is highlighted. The 'Reservation' field contains '69394820', 'Room' is empty, and 'Main guest' is 'HOTELBEDS SPAIN SLU'. The 'Concept' field has a dropdown arrow and is highlighted, with a checkmark icon next to it. The 'Quantity' field contains '1' and is highlighted. The 'Price' field is empty and highlighted. The 'Service date' field contains '06.05.2019' and is highlighted. The 'Target folio' field contains '1'. The 'Tax included' checkbox is unchecked. Below the dialog, there is a table with columns: Concept, Description, Quan..., Price, Curre..., Folio, Amount, Service, Tax... The table is currently empty.

Once all the mandatory fields mentioned earlier have been completed, click on the **Insert Item** button.

The amount entered will be transferred to the table below as **a negative value**.

Repeat this step for **each charge** listed on the original invoice, ensuring each line matches the original invoice exactly (the **Quantity** field is negative by default).

After all lines have been inserted, click **Save** to return to the folio. 

Enter charges in a reservation

Insert item

2

Reservation : 55767638 Room Main guest HOTELBEDS SPAIN SLU

Concept ROOM Room

Quantity 1

Price

EUR

Target folio 1

☐ Tax included

Service date 02.02.2019

Concept remarks

Concept	Description	Quan...	Price	Curre...	Folio	Amount	Service	Tax...
ROOM	Room	1-	100,00	EUR	1	100,00-01.02.2019		<input type="checkbox"/>
ROOM	Room	1-	100,00	EUR	1	100,00-02.02.2019		<input type="checkbox"/>

Arrival date 06.03.2019 Departure 06.03.2019 Inserted lines 2

Accrued amount 200,00-

EUR

After saving, you will return to the folio, which should now reflect the following:

- **Same header** as the original invoice (Main Client)
- **Same Concepts** as listed on the original invoice
- **Same Service Date** as the original invoice
- **Same total amount**, but shown as a **NEGATIVE** value

 **Important:** all details must exactly match the original invoice you need to cancel.

ESMD.ABASC. Modify items of all folios

Folio 1

Folio 2


Folio 3


Folio 4


All folios


Current date


Charges until today




















Reservation

55767638

Status

Check in

Arrival

06.03.2019

Departur

06.03.2019

Main Client

HOTELBEDS SPAIN SLU

Voucher

SIHOT 3015833 17.04.2019

FOLIOS:

F1

220,00-

EUR

HOTELBEDS SPAIN SLU-1003444807

0,00



0,00

(tax incl.)

0,00

0,00

Arrangement code


EP	Status	Revenue date	Folio	Concept	Quantity	Description	Price	Disc. (net)	Amount	Tax incl.	Service date	Source	Roo	Guest Name
	06.03.2019	1	ROOM	1-	Room	100,00	0,00	100,00-		01.02.2019		HOTELBEDS SPAIN SLU		
	06.03.2019	1	ROOM	1-	Room	100,00	0,00	100,00-		02.02.2019		HOTELBEDS SPAIN SLU		

Client %

Commission Amount

	Credit no tax.	Credit with tax	Cash no tax.	Cash with tax	Total no tax.	Total with tax
Amount Billed	0,00	0,00	0,00	0,00	0,00	0,00
Amount Pending	200,00-	220,00-	0,00	0,00	200,00-	220,00-
Pending Reservati	200,00-	220,00-	0,00	0,00	200,00-	220,00-



Once confirmed, click on the **Create Invoice** button to generate and print the **credit note**, ensuring you use the **same payment method** as the original invoice. 

ESMD.ABASC. Process folio 1

Folio 1

Folio 2


Folio 3


Folio 4


All folios


Current date


Charges until today




















Reservation

55767638

Status

Check in

Arrival

06.03.2019

Departur

06.03.2019

Main Client

HOTELBEDS SPAIN SLU

Voucher

SIHOT 3015833 17.04.2019

FOLIOS:

F1

220,00-

EUR

HOTELBEDS SPAIN SLU-1003444807

0,00



0,00

(tax incl.)

0,00

0,00

Arrangement code

EP	Status	Revenue date	Folio	Concept	Quantity	Description	Price	Disc. (net)	Amount	Tax incl.	Service date	Source
	06.03.2019	1	ROOM	1-	Room	100,00	0,00	100,00-		01.02.2019		
	06.03.2019	1	ROOM	1-	Room	100,00	0,00	100,00-		02.02.2019		

Now that the original invoice has been successfully canceled, you can proceed to issue a **new invoice** with the **correct data**.

Open the TMS transaction: */CCSHT/FC_FMAN – Day-Guest Billing*

Update the fiscal data, if necessary, to reflect the correct information.

If the correction is due to reasons such as an **error in amount, commission, concept**, or similar issues, you must fill in all **mandatory fields** in the *Day-Guest Billing* transaction **exactly as they appeared in the original invoice** from the old system.





Click on the *Execute* icon to proceed. 

*In the **Voucher** field, enter the number of the original invoice from the old system.*

SAP Menu

- /CCSHT/ENTRA_HOTEL - Change hotel
- CRM FRONT-OFFICE
- LOYALTY
- RESERVATIONS
- FRONT-OFFICE
- TILLS
- CURRENCY EXCHANGE
- BILLING
 - Billing
 - /CCSHT/FC_FNOR - General
 - /CCSHT/FC_FNOR_RS_EV - General (Events and reservations)
 - /CCSHT/FC_FMAN - Day-guest billing**
 - /CCSHT/FC_FGAR - Guarantees
 - /CCSHT/FC_FIMP - Invoice reprint
 - ZEY_PROFORMA_REPRINT - Proforma Reprint
 - /CCSHT/FC_CHINV - Change invoice payment method
 - /CCSHT/FC_CHGCLNTFAC - Change main client of an invoice
 - /CCSHT/FC_NOALOI_ANU - Retrieve Day-Guest account
 - /CCSHT/FC_FMAN_ANUL - Invoice cancelation (Old system only IT, VE, AR, MX, PT and CO)
 - /CCSHT/FC_FNOR_REIP - Riepilogativa billing
 - ZNH_TMS_COM_WPS - Commissions validation process ONYX
 - ZEY_RICEVUTA22 - Ricevuta Fiscale 22%

ESMD.ABASC. New day-guest invoice

 Modify open account  Display closed account

ESMD.ABASC NH Collection Abascal COLLECTION

Day-guest invoice

Client	1003444807	HOTELBEDS SPAIN SLU
Branch of main c.	0000895135	HOTELBEDS SPAIN SLU
<input type="checkbox"/> Tax included ('X' = Yes)		
Currency	EUR	
Payment type	2 Credit	
Invoice format	IND	

Statistics










Country	Spain
Region	07
Market Segment	
Market subsegment	
Source of business	
Channel	
Travel Reason	

Client inform.

Receiver	
Branch of rec c.	
Holder	
Payer	

ESMD.ABASC. Modify items of all folios

Folio 1Folio 2Folio 3Folio 4All foliosCurrent dateCharges until today



Reservation	55767883	Status	Check in	Arrival	06.03.2019	Departur	06.03.2019
Main Client	HOTELBEDS SPAIN SLU	Voucher	59-1493228				

Click on **Process** in the top bar menu and add the charges using the **correct concept(s)** and/or **updated amount(s)**.

 **Important:** use the same *Service Date* as the original invoice.

Once all lines have been added, click **Save** to return to the folio. 

Then, click on **Create Invoice** to generate the corrected invoice. 

Enter charges in a reservation

Insert item

2

ESMD.ABASC NH Collection Abascal COLLECT

Reservation : 55767883 Room Main guest HOTELBEDS SPAIN SLU

Concept ROOM Room

Quantity 1

Price

EUR

Service date 02.02.2019

Target folio 1

☐ Tax included

Concept remarks

Concept	Description	Quan...	Price	Curre...	Folio	Amount	Service	Tax...
ROOM	Room	1	90,00	EUR	1	90,00	01.02.2019	<input type="checkbox"/>
ROOM	Room	1	90,00	EUR	1	90,00	02.02.2019	<input type="checkbox"/>

Arrival date 06.03.2019 Departure 06.03.2019 Inserted lines 2

Accrued amount 180,00 EUR

Payment Method Guidelines

- ▶ If the total amount has not changed (correction is due to incorrect fiscal data): use the **same payment method** as the canceled invoice.
- ▶ If the total amount has changed and a refund is required: use the **SAME payment method** as the canceled invoice. If the refund must be processed via **credit card**, it must be done using the **same payment terminal** where the original transaction was made.

ESMD.ABASC. Modify items of all folios

Folio 1 Folio 2 Folio 3 Folio 4 All folios Current date Charges until today

Reservation 55767883 Status Check in Arrival 06.03.2019 Departur 06.03.2019

Main Client HOTELBEDS SPAIN SLU Voucher 59-1493228

FOLIOS: F1 198,00 EUR HOTELBEDS SPAIN SLU-1003444807 0,00

(tax incl.) 0,00 0,00

St	Status	Revenue date	Folio	Concept	Quantity	Description	Price	Disc. (net)	Amount	Tax incl.	Service date	Source
00	06.03.2019	1	ROOM	1	Room	90,00	0,00	90,00	<input type="checkbox"/>	01.02.2019		
00	06.03.2019	1	ROOM	1	Room	90,00	0,00	90,00	<input type="checkbox"/>	02.02.2019		

MINOR

HOTELS

[MINORHOTELS.COM](https://minorhotels.com)