



TMS_Minibar Charges procedure

IT& Organization Department
June 2016

To post minibar charges in any reservation, one specific transaction exists in TMS to add minibar charges to a reservation, per Item. **This is the transaction you must use always to post any minibar charge.**

The screenshot displays the TMS (Travel Management System) interface. The 'Process' menu is open, and the 'Minibar charge' option is highlighted. The background shows a reservation for Roberto Alois Lautenschlager R... with arrival on 31.05.2016 and departure on 05.06.2016. The reservation details include a voucher 'CRO DO NOT BOOK', room 212, and a superior double type. A table at the bottom lists charges for Bed & Breakfast and Room.

Status	Invoice nu	Revenue date	Folio	Concept	Description	Quantity	Price	Disc.(net)	Amount	Tax incl.	Service date
		31.05.2016	1	BB	Bed & Breakfast	1	11,00	0,00	11,00	✓	31.05.2016
		31.05.2016	1	ROOM	Room	1	138,00	0,00	138,00	✓	31.05.2016
		01.06.2016	1	BB	Bed & Breakfast	1	11,00	0,00	11,00	✓	01.06.2016
		01.06.2016	1	ROOM	Room	1	138,00	0,00	138,00	✓	01.06.2016
		02.06.2016	1	BB	Bed & Breakfast	1	11,00	0,00	11,00	✓	02.06.2016

**In case an article is not available in TMS open a ticket in NH Service Desk to request the item creation*

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In case the item is not available in the list, you can add the charge manually, through the transaction Add Charges, and choosing the Minibar concept.

The screenshot shows the 'Process' menu with 'Add charges' selected. The 'Add charges' menu is open, showing options like 'Modify header', 'Cancel charges', 'Move charges', 'Move to header', 'Split charges', 'Apply discount', 'Collect invoice', 'Go to reservation', 'Minibar charge', 'Modify description', 'Statistics set up', 'Clients', and 'Mod. Arrangement Code'. The 'Minibar charge' option is highlighted.

The main window displays the 'All folios' section with the following details:

- Check in:** 31.05.2016, **Departur:** 05.06.2016
- Voucher:** CRO DO NOT BOOK
- Room:** 212
- Type:** SUPDBL, Superior Double
- Guests:** ROBERTO ALOIS LAUTENSCHLAGER R...

The 'Charges until today' table shows the following data:

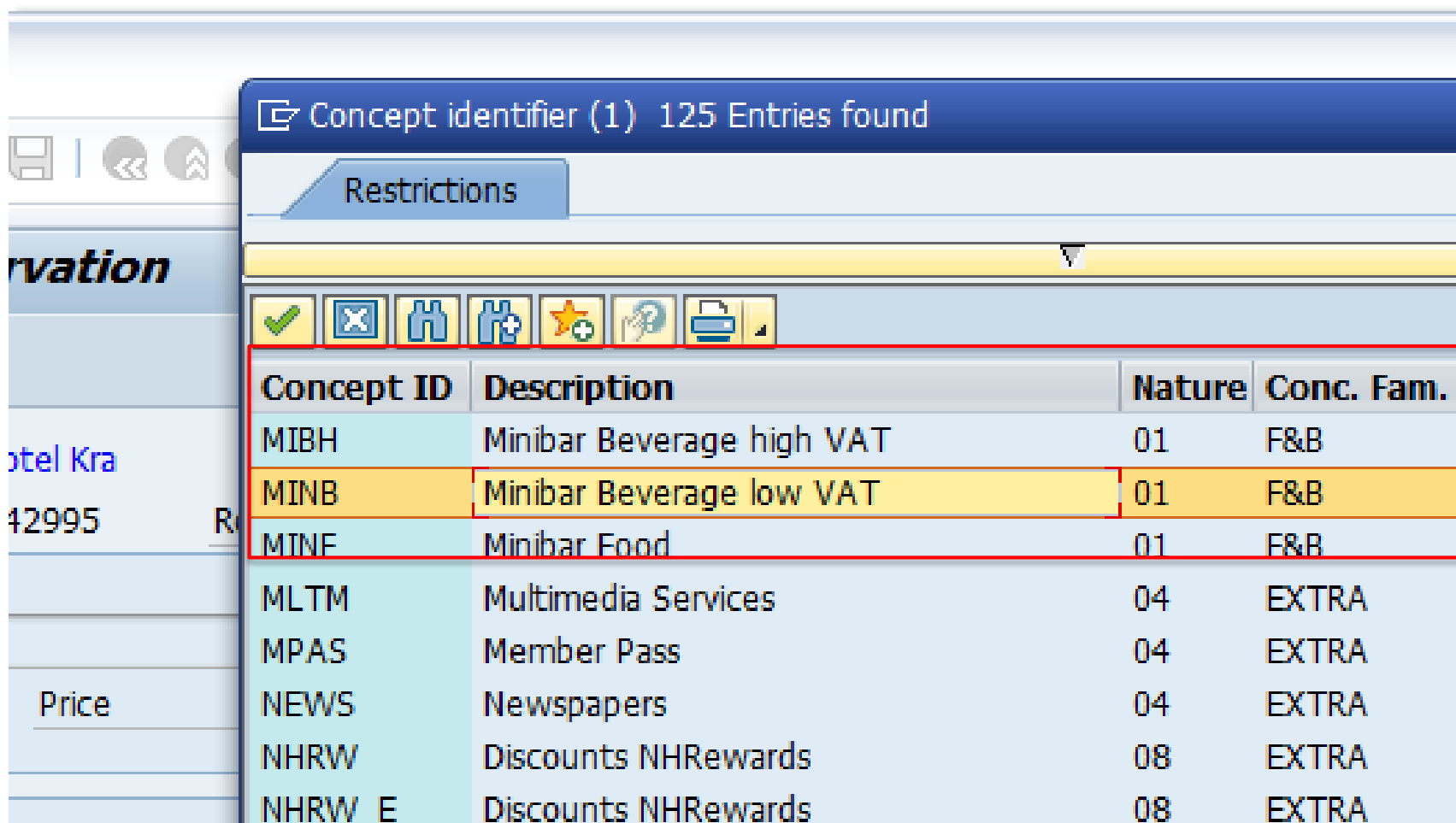
Status	Invoice nu	Revenue date	Folio	Concept	Description	Quantity	Price	Disc.(net)	Amount	Tax in...	Service date
OO		31.05.2016	1	BB	Bed & Breakfast	1	11,00	0,00	11,00	✓	31.05.2016
OO		31.05.2016	1	ROOM	Room	1	138,00	0,00	138,00	✓	31.05.2016
OO		01.06.2016	1	BB	Bed & Breakfast	1	11,00	0,00	11,00	✓	01.06.2016
OO		01.06.2016	1	ROOM	Room	1	138,00	0,00	138,00	✓	01.06.2016
OO		02.06.2016	1	BB	Bed & Breakfast	1	11,00	0,00	11,00	✓	02.06.2016
OO		02.06.2016	1	ROOM	Room	1	138,00	0,00	138,00	✓	02.06.2016
OO		03.06.2016	1	BB	Bed & Breakfast	1	11,00	0,00	11,00	✓	03.06.2016
OO		03.06.2016	1	ROOM	Room	1	138,00	0,00	138,00	✓	03.06.2016
OO		04.06.2016	1	BB	Bed & Breakfast	1	11,00	0,00	11,00	✓	04.06.2016
OO		04.06.2016	1	ROOM	Room	1	138,00	0,00	138,00	✓	04.06.2016

The bottom section shows the 'Amount Billed' and 'Amount Pending' summary:

	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	0,00	0,00	691,08	745,00	691,08	745,00
Pending Reservati	0,00	0,00	691,08	0,00	691,08	745,00

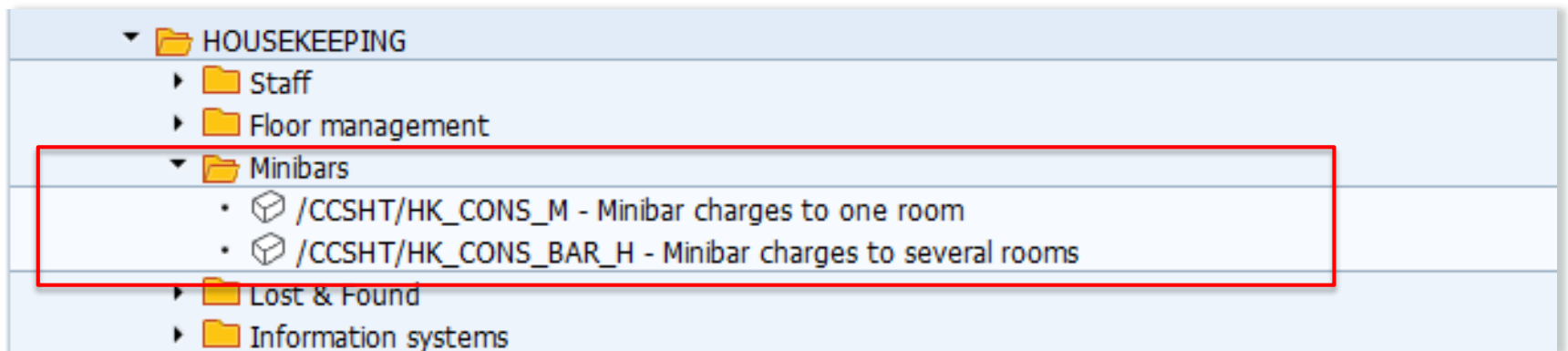
The 'Remarks' section shows the text: 'Text: , IdBKFile: 18025212, Ref ENG: 249226882, Tarifa ...' and the 'Exch. Rate Type' is set to 'M'.

Choose the defined production code for food and/or beverage (MINF/MINB. Depending on the country tax law, in case of a different VAT apply for alcoholic drinks choose the right one. **Choose always the correct concept accordingly with the item consumed.**



Concept ID	Description	Nature	Conc. Fam.
MIBH	Minibar Beverage high VAT	01	F&B
MINB	Minibar Beverage low VAT	01	F&B
MINF	Minibar Food	01	F&B
MLTM	Multimedia Services	04	EXTRA
MPAS	Member Pass	04	EXTRA
NEWS	Newspapers	04	EXTRA
NHRW	Discounts NHRewards	08	EXTRA
NHRW_E	Discounts NHRewards	08	EXTRA

Also you can use following transactions in TMS4H menu to post minibar charges



THANKS!

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