



TMS4M Commissions in MICE Reservations

Business Processes

April 2025



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COMMISSION MANAGEMENT via booking file

COMMISSION MANAGEMENT via booking file



Tab that allows management of the commissions of the reservations belonging to the booking file.

General Info. Customer data **Commissions** Routing Charges Actions Statistics Additional information Deposits Discount

Overall commission

Type

☒ Deduction ☐ Commission ☐ Exempt

Percentage

Deduc. Client10,00

Commission CRS0,00

Concepts restrictions

Commission Type	Concept	Description	% Mai...	CRS %	Destination
Concept group	DDR	Packages			Events
Concept group	F&B MEALP	Mealplan Incl			Events
Concept group	F&B MICE.	F&B MICE			Events
Concept group	MEETING				Events

Commissions detail

Default concepts

See [Corporate commission Policy](#) to know all the details of %, commissionable services and exceptions.

Commission percentage will be normally 10%, although it could exceptionally be raised up to 15%. In case of more commission is granted additional approvals are needed:

Commission rate	Responsible person
=< 10%	GEM – GGT Agent/Hotel
10% - 15%	Segment Leader / BU Commercial Director
> 15%	VP Corporate Sales / VP Distribution

COMMISSION MANAGEMENT via booking file



If you book from Call Center, you will have already charged this information.



Commission Type	Concept	Description	% Mai...	CRS %	Destination
Concept group	DDR	Packages			Events
Concept group	F&B MEALP	Mealplan Incl			Events
Concept group	F&B MICE.	F&B MICE			Events
Concept group	MEETING				Events

- Commission percentage and type (deduction or commission) will be charged according to the customer's profile in CRM.
- All concepts will be automatically charged in "concepts restrictions" too.
- This information is transferred to the event and convention group.

COMMISSION MANAGEMENT via booking file



STEP 1: select the correct type of commission

Overall commission

Type

☒ Deduction ☐ Commission ☐ Exempt

Percentage

Deduc. Client 10,00 Commission CRS 0,00

Commissions detail

Concepts restrictions

Commission Type	Concept	Description	% Mai...	CRS %	Destination
Concept group	DDR	Packages			Events
Concept group	F&B MEALP	Mealplan Incl			Events
Concept group	F&B MICE.	F&B MICE			Events
Concept group	MEETING				Events

Default concepts

If you have any question about commission percentage and type applied. Go customer's profile in CRM → Tab "Hotel parameter" (exceptionally it may be changed if there is a different negotiation).

- Deduction: discounted on the invoice
- Commission: expected commissions
- Exempt: no commission

COMMISSION MANAGEMENT via booking file



STEP 2: enter the overall commission %

General Info. Customer data **Commissions** Routing Charges Actions Statistics Additional information Deposits Discount

Overall commission

Type

☒ Deduction ☐ Commission ☐ Exempt

Percentage

Deduc. Client 10,00 Commission CRS 0,00

Concepts restrictions

Commission Type	Concept	Description	% Mai...	CRS %	Destination
Concept group	▼ DDR	Packages			Events
Concept group	▼ F&B MEALP	Mealplan Incl			Events
Concept group	▼ F&B MICE.	F&B MICE			Events
Concept group	▼ MEETING				Events

Commissions detail

Default concepts

Commission Client: the % of commission informed in this tab will apply to the Main Customer.

In TMS we are allowed to calculate commission for every type of customers, Travel Agencies or Companies and self employees (that's mean Event planners, OPC, etc.).



COMMISSION MANAGEMENT via booking file



STEP 2: enter the overall commission %

General Info.

Customer data

Commissions

Routing Charges

Actions

Statistics

Additional information

Deposits

Discount

Overall commission

Type

☒ Deduction

☐ Commission

☐ Exempt

Percentage

Deduc. Client

10,00

Commission CRS

0,00

Commissions detail

Concepts restrictions

Commission Type	Concept	Description	% Mai...	CRS %	Destination
Concept group	DDR	Packages			Events
Concept group	F&B MEALP	Mealplan Incl			Events
Concept group	F&B MICE.	F&B MICE			Events
Concept group	MEETING				Events

Default concepts

Commission CRS: on some occasions the Main Customer hires the services through a third partner, requesting commission as well. In case of a commission requested by a CRS billing deduction will never apply. (OPC, Event planner, etc.).

To be able to inform Commission CRS, the CRS must be completed in tab customer data (in this example is not informed and for this reason is shadowed).

 If we inform the commission here, it will be charged properly in ONYX as for main client as for CRS customer.

COMMISSION MANAGEMENT via booking file



STEP 3: define the commissionable concepts

General Info. Customer data Commissions Routing Charges Actions Statistics Additional information Deposits Discount

Overall commission

Type

☐ Deduction ☒ Commission ☐ Exempt

Percentage

Commission Client 10,00 Commission CRS 0,00

Concepts restrictions

Commission Type	Concept	Description	% Main...	CRS %	Destination
	<input checked="" type="checkbox"/>				Reservations
Concept					
Concept group					

Commissions detail Different commission types in Res/events (Commissions cannot be modified from BF)

Default concepts

Three options to inform the commissionable concepts:

- Concept: manually select a concept.
- Concept group: concepts part of the group are activated within the commissions tab of the event and/or convention group.
- Default concepts: list of concepts for which it is possible to add/delete.



The commissionable concepts are uploaded by default, just in case you miss anyone , you will need to add it manually.

No concept entered = no commission applied.

COMMISSION MANAGEMENT via booking file



By uploading a concept group, you will activate several concepts within the commission tab of the event and/or the convention group.

Five concept groups are created:

CONCEPT	F&B MEALPLAN
DINB	Dinner Board Beverage
DINF	Dinner Board Food
LNCB	Lunch Board Beverage
LNCF	Lunch Board Food

CONCEPT	ROOM (RO)
2PAX	Room discount 2nd pax
3PAX	Room discount 3rd pax
4PAX	Room discount 4th pax
RO	Room only
ROOM	Room
SUP1	Room supplement 1 pax

CONCEPT	MEETING
FRNT	Function Room Rent
SETUP	Function Room Setup

CONCEPT	DDR**
DDR1	Event Package 1 - DDR 21%
DDR2	Event Package 2 - DDR 10%
DDR4	Event Package 4 - DDR 0%

CONCEPT	F&B MICE
BQBH	Banquet Beverage (VAT high)
BQTB	Banquet Beverage
BQTF	Banquet Food
BQTO	Banquet Others
CFBR	Coffee Break
CKBH	Cocktail Beverage (VAT high)
CKTB	Cocktail Beverage
CKTF	Cocktail Food
CTBH	Catering Beverage (VAT high)
CTGB	Catering Beverage
CTGF	Catering Food
GASTROEV	F&B Events
GASTROEH	F&B Events (VAT high)
MEBH	Menu Beverage (VAT high)
MENB	Menu Beverage
MENF	Menu Food
RCLX	Cancellation charge
WEBH	Wedding Beverage (VAT high)
WEDB	Wedding Beverage
WEDF	Wedding Food



Special importance for countries that apply multiple types of VAT for Beverage services.

Be aware to include the proper concept manually in case your list is not updated.

Later, open a ticket Jira to add them in the list, and save time in future MBs.

COMMISSION MANAGEMENT via booking file



Management of different % of commission



If a concept or a group of concepts have been contracted for another % than the overall commission, you need to enter the % in the box of concepts restrictions.

The concepts for which the overall commission % applies, should remain empty.

Example

- 10% function room and DDR concept group*
- 5% audio-visual

The screenshot shows a software interface for managing commissions. The 'Overall commission' section on the left has a 'Type' field with 'Commission' selected, and a 'Percentage' section with 'Commission Client' set to 10,00 and 'Commission CRS' set to 0,00. The 'Concepts restrictions' table on the right lists three entries: 'Concept group' (DDR, Packages), 'Concept' (FRNT, Function Room Rent), and 'Concept' (AUDV, Audiovisual Services). The '% Main...' column for the 'Concept' (AUDV) row is highlighted with a red box and contains the value 5,00. The 'CRS %' column for the same row is 0,00. The 'Destination' column contains the text '- Both Reservations an'. At the bottom, there is a 'Commissions detail' button and a note: 'Different commission types in Res/events (Commissions cannot be modified from BF)'. A 'Default concepts' button is also present.

Commission Type	Concept	Description	% Main...	CRS %	Destination
Concept group	DDR	Packages			- Both Reservations an
Concept	FRNT	Function Room Rent			- Both Reservations an
Concept	AUDV	Audiovisual Services	5,00	0,00	- Both Reservations an

* according to concept group list

COMMISSION MANAGEMENT via booking file



Inform commission via booking file: the data is transferred to the event and convention group

- Within the event we find the event concepts, excluding convention group concepts.
- Within the convention group we find all concepts.
- If you select a concept group, all concepts related to the event are activated within the tab commission of the event and all the room concepts are activated within the tab commission of the convention group.

If we modify anything in the event or convention group, we will see this warning in the BF

Commission Type	Concept	Description	% Mai...	CRS %	Destination
Concept group	▼ DDR	Packages			Events
Concept group	▼ F&B MEALP	Mealplan Incl			Events
Concept group	▼ F&B MICE.	F&B MICE			Events
Concept group	▼ MEETING				Events

Commissions detail Different commission types in Res/events (Commissions cannot be modified from BF)

Default concepts



If you want to modify the commissions from BF again, you must click here



COMMISSION MANAGEMENT via booking file



Inform commission via booking file: “destination”

When you inform a a concept or concept group, you can define where the commission is applied,:

- Convention
- Event
- Both

Booking File Management - MB0003908020

Booking File: MB0003908020 Mode: Client: 1022046258 G2 TRAVEL LIMITED Currency: EUR

General Info. Customer data **Commissions** Routing Charges Actions Statistics Additional information Deposits Discount

Overall commission

Type
☐ Deduction ☒ Commission ☐ Exempt

Percentage
Commission Client: 0,00 Commission CRS: 0,00

Commissions detail

Concepts restrictions

Concept	Description	% Main...	CRS %	Destination
DDR	Packages			X Events
F&B MEALP	Additional Meal Plans			Reservations
F&B MICE	F&B Meetings			X Events
MEETING	Meetings Room			- Both Reservations and Events

Default concepts



Most the commissionable charges are uploaded by default, use this option just for specific situations and open a Ticket jira to request the charge by default.





COMMISSION MANAGEMENT DDR/PACKAGES

COMMISSION MANAGEMENT DDR



Commission on concepts part of a DDR package can be activated selecting “DDR” concept group too.

Example: 10 % commission for DDR (Netherlands, multiple types of VAT %).

General Info.

Customer data

Commissions

Routing Charges

Actions

Statistics

Additional information

Deposits

Discount

Overall commission

Type

☒ Deduction

☐ Commission

☐ Exempt

Percentage

Deduc. Client10,00

Comission CRS0,00

Concepts restrictions

Comission Type	Concept	Description	% Mai...	CRS %	Destination
Concept group	DDR	Packages			Events
Concept group	F&B MEALP	Mealplan Incl			Events
Concept group	F&B MICE.	F&B MICE			Events
Concept group	MEETING				Events

Commissions detail

Different comission types in Res/events (Commissions cannot be modified from BF)

Default concepts

This concepts group has included all the type of DDR →

Concepts group	DDR	Descripción	Packages
Concept ID	Description		
DDR1	Event Package 1 - DDR 21%		
DDR2	Event Package 2 - DDR 10%		
DDR3	Event Package 3 - DDR 4%		
DDR4	Event Package 4 - DDR 0%		

COMMISSION MANAGEMENT DDR



No commission for DDR's if you do not enter the concept(s) DDR.



Example: concept(s) DDR is not included, so no commission is applied.

Concepts restrictions						
Comission Type	Concept	Description	% Main...	CRS %	Destination	
Concept group	F&B MEALP	Additional Meal Plans			X Events	
Concept group	F&B MICE.	F&B Meetings			X Events	
Concept group	MEETING	Meetings Room			X Events	
Concept	BKFS	Breakfast			Reservations	

Charge loc	Reserv. ...	Folio	Room order	Conc...	Concept description	Revenue date	Amount €	Amount €	Tax amount €	Total item	Cur	I	D/C	% Com	€ Commission	€ Commission	CRS ...
114311568	Events	2		BB	Bed & Breakfast	05.08.2024	1	8,40	1,60	10,00	EUR	X			8,40		
114311568	Events	2			Bed & Breakfast	06.08.2024	1	8,40	1,60	10,00		X			8,40		
114311568	Events	2			Bed & Breakfast	07.08.2024	1	8,40	1,60	10,00		X			8,40		
114311568	Events	2		DDR1	DDR DGUV 2024 with ON halfday	05.08.2024	14	1.104,47	209,85	1.314,32		X			1.104,47		
114311568	Events	2			DDR DGUV 2024 with ON fulday	06.08.2024	14	1.189,76	226,06	1.415,82		X			1.189,76		
114311568	Events	2			DDR DGUV 2024 with ON fulday	07.08.2024	14	1.189,76	226,06	1.415,82		X			1.189,76		
114311568	Events	2			DDR DGUV 2024 w/o ON halfday morning	08.08.2024	14	824,47	156,65	981,12		X			824,47		

COMMISSION MANAGEMENT DDR



When you apply a package in a breakdowns, TMS includes the concept “DDRM” in the folios. . It is a billing concept.

Countries that apply multiple VAT % for MICE, should always select multiple DDRM concepts when they want to apply commission on DDR packages which are to be “applied”.

DDRM1/DDRM2/DDRM3/DDRM4 – the concept includes all concepts part of the DDR with a specific VAT %. The concept commissionable is DDR never DDRM.

- DDR = revenue concept
- DDRM = billing concept

Event Packaged applied

Code EV02416321 DGVU #1242780 - 10007

Order No	Package	Description	Date	Contracted	Final Contracted	Pending	Applied	Applied Canceled
2	1692	DDR DGVU 2024 with ON fullday	06.08.2024	14	14	1	13	0
3	1692	DDR DGVU 2024 with ON fullday	07.08.2024	14	14	1	13	0
1	1693	DDR DGVU 2024 with ON halfday	05.08.2024	14	14	1	13	0
4	1695	DDR DGVU 2024 w/o ON halfday morning	08.08.2024	14	14	1	13	0

Status	Revenue date	Folio	Concept ID	Ch Description	Quantity	Amount
	05.08.2024	2	DDR1	DDR DGVU 2024 with ON halfday	14	1.314,32
	06.08.2024	2	DDR1	DDR DGVU 2024 with ON fullday	14	1.415,82
	07.08.2024	2	DDR1	DDR DGVU 2024 with ON fullday	14	1.415,82
	08.08.2024	2	DDR1	DDR DGVU 2024 w/o ON halfday morning	14	981,12
	05.08.2024	2	DDRM1	DDR DGVU 2024 with ON halfday	1-	93,88-
	05.08.2024	2	DDRM1	DDR DGVU 2024 with ON halfday	1-	93,88-
	05.08.2024	2	DDRM1	DDR DGVU 2024 with ON halfday	1-	93,88-
	05.08.2024	2	DDRM1	DDR DGVU 2024 with ON halfday	1-	93,88-

When applied packages are to be paid directly by the guest (“POA”) the commission type should be “commission”. If you select the type “deduction”, the deducted commission is applied on the direct payment reservations.



COMMISSION MANAGEMENT

examples via Booking File

COMMISSION MANAGEMENT examples via Booking File



Example:

10 % commission client room & breakfast

- Concept BKFS = Breakfast
- Concept ROOM = Room

General Info. Customer data **Commissions** Routing Charges Actions Statistics Additional information Deposits Discount

Overall commission

Type

☐ Deduction ☒ Commission ☐ Exempt

Percentage

Comission Client 10,00 Comission CRS 0,00

Concepts restrictions

Comission Type	Concept	Description	% Main...	CRS %	Destination
Concept	ROOM	Room			- Both Reservations an
Concept	BKFS	Breakfast			- Both Reservations an

Commissions detail Different comission types in Res/events (Commissions cannot be modified from BF)

Default concepts

COMMISSION MANAGEMENT examples via Booking File



Example:

10% commission client function room, F&B MICE, resources

- Concept FRNT = function room rental
- Concept group F&B MICE = all booked F&B MICE*
- Concept AUDV = audio visual

** according to concept group list*

The screenshot shows the 'Commissions' tab in a software interface. The 'Overall commission' section has 'Type' set to 'Commission' and 'Percentage' set to '10,00'. The 'Concepts restrictions' table lists the following concepts:

Comission Type	Concept	Description	% Main...	CRS %	Destination
Concept	FRNT	Function Room Rent			- Both Reservations an
Concept	AUDV	Audiovisual Services			- Both Reservations an
Concept group	F&B MICE.	F&B Meetings			- Both Reservations an

At the bottom, there is a 'Commissions detail' button and a note: 'Different comission types in Res/events (Commissions cannot be modified from BF)'. A 'Default concepts' button is also visible.

COMMISSION MANAGEMENT examples via Booking File



Example:

10% commission client DDR (Germany, multiple types of VAT %)

10% commission client function room, F&B MICE outside of DDR package

- Concept DDR1 Event Package 1 = DDR (high VAT concepts)
- Concept DDR2 Event Package 2 = DDR (low VAT concepts)
- Concept FRNT = Function room rental outside of DDR package
- Concept group F&B MICE* = F&B outside of DDR package

** according to concept group list*

Commission Type	Concept	Description	% Main...	CRS %	Destination
Concept	FRNT	Function Room Rent			- Both Reservations an
Concept	DDR1	Event Package 1 - DDR 19%			- Both Reservations an
Concept	DDR3	Event Package 3 - DDR 7%			- Both Reservations an
Concept group	F&B MICE	F&B Meetings			- Both Reservations an

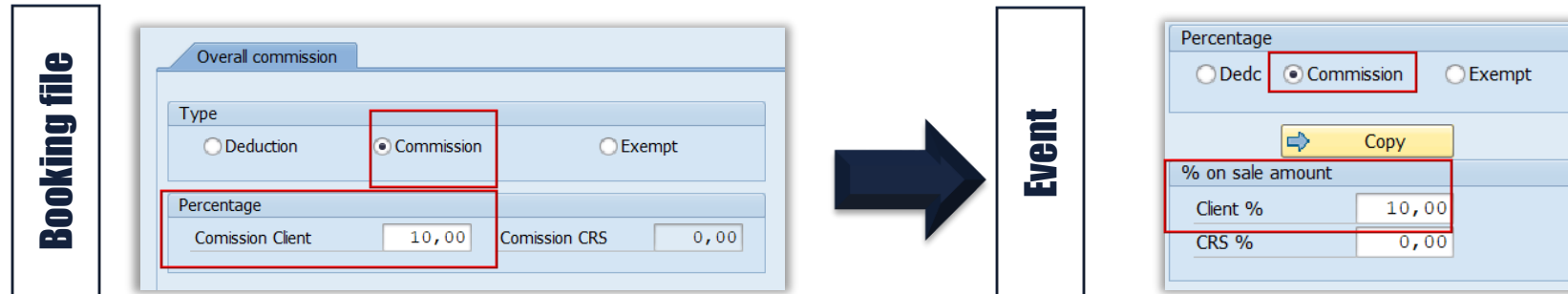


BOOKING FILE → EVENT
the result within the event

FROM BOOKING FILE TO EVENT



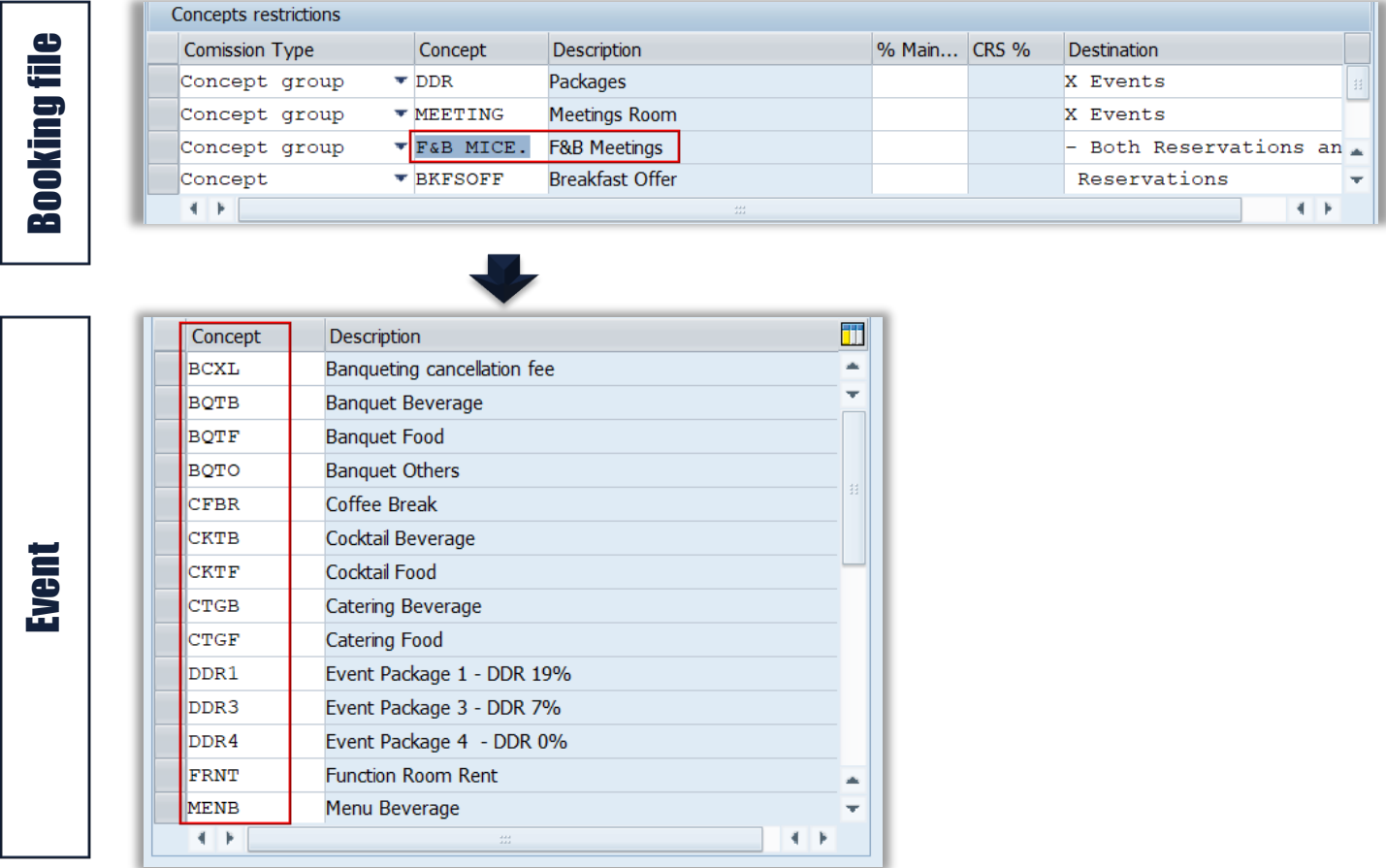
Overall commission entered within the booking file is transferred to the commission tab within the event



FROM BOOKING FILE TO EVENT



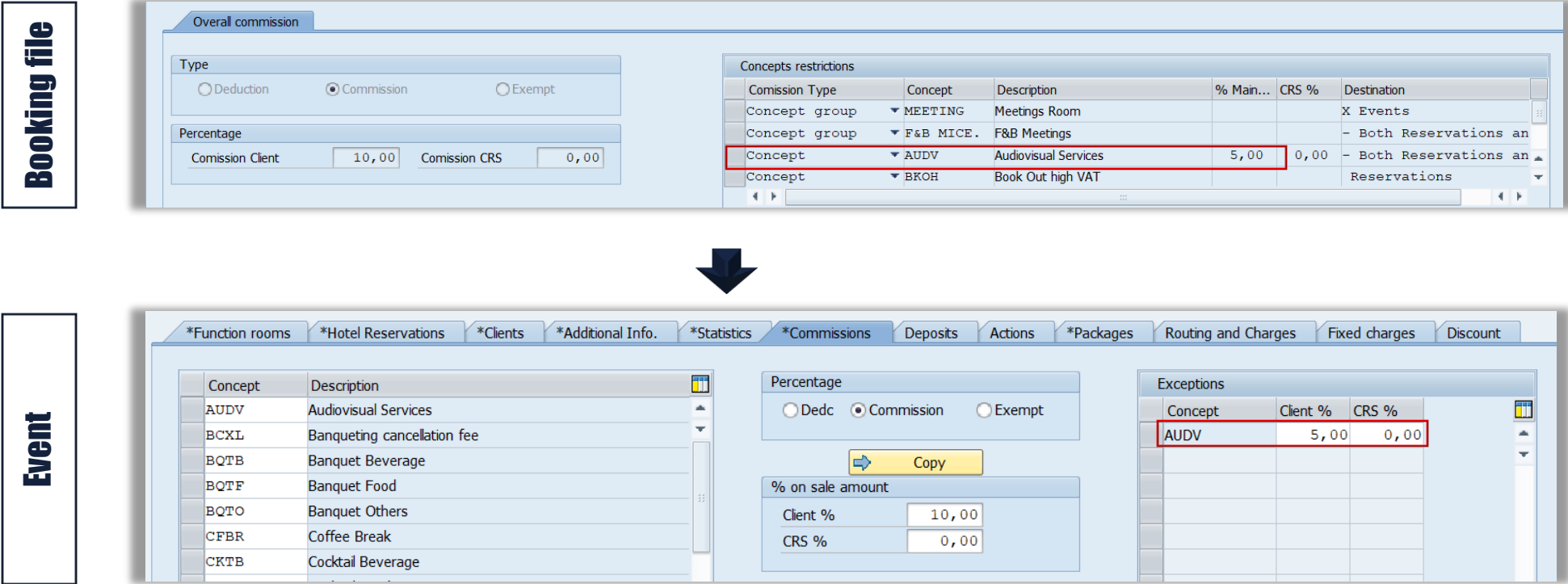
Commissionable concepts are part of a concept group entered within the booking file. They are transferred to the commission tab within the event (event concepts only, in below example the concept Room is transferred to the convention group)



FROM BOOKING FILE TO EVENT



Different % of commission entered within the booking file are transferred to the commission tab within the event.



Event

*Function rooms *Hotel Reservations *Clients *Additional Info. *Statistics *Commissions Deposits Actions *Packages Routing and Charges Fixed charges Discount

Concept	Description
AUDV	Audiovisual Services
BCXL	Banqueting cancellation fee
BQTB	Banquet Beverage
BQTF	Banquet Food
BQTO	Banquet Others
CFBR	Coffee Break
CKTB	Cocktail Beverage

Percentage

☐ Dedc ☒ Commission ☐ Exempt

Copy

% on sale amount

Client % 10,00 CRS % 0,00

Exceptions

Concept	Client %	CRS %
AUDV	5,00	0,00



BOOKING FILE → CONVENTION
the result within the convention

FROM BOOKING FILE TO CONVENTION



Overall commission entered within the booking file is transferred to the *prices and commission tab* within the convention group.

Booking file

General Info. Customer data Commissions Routing Charges Actions Statistics Additional information Deposits Discount

Overall commission

Type
☐ Deduction ☒ Commission ☐ Exempt

Percentage
Commission Client 10,00 Commission CRS 0,00

Concepts restrictions

Comission Type	Concept	Description	% Man...	CRS %	Destination
Concept	NSHO	Room No Show			Reservations
Concept	RCLX	Room cancellation fee			Reservations
Concept	ROOM	Room			- Both Reservations an
Concept	BKFS	Breakfast			- Both Reservations an

Commissions detail Different comission types in Res/events (Commissions cannot be modified from BF) Default concepts



Convention

Percentage by Manual price
Client % 10,00 CRS % 0,00

Commission / Deduct. by day

Date	Concept	Client %	% CRS
05.08.2024		10,00	0,00
06.08.2024		10,00	0,00
07.08.2024		10,00	0,00
08.08.2024		10,00	0,00

Percentage

☐ Dedc ☒ Commiss. ☐ Exempt

Exceptions

Price code	Concept	Client %	% CRS
		0,00	0,00
		0,00	0,00

Percentages by Price code

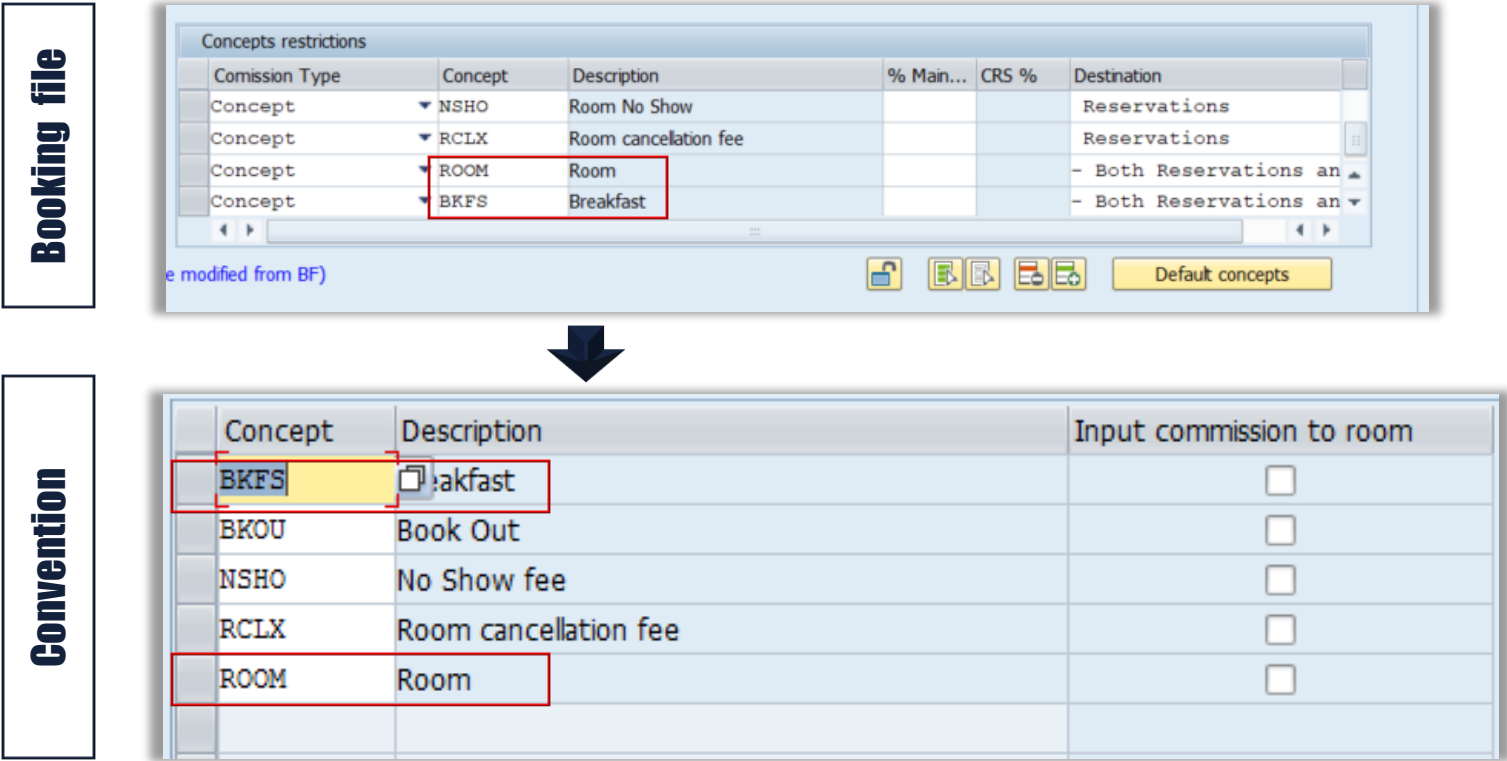


Date is automatically entered

FROM BOOKING FILE TO CONVENTION



Commissionable concepts or part of a concept group entered within the booking file are transferred to the *commissionable charges* tab within the convention group.



FROM BOOKING FILE TO CONVENTION



Different % of commission entered within the booking file are transferred to the prices and commission tab within the convention group.

Booking file

General Info.

Customer data

Commissions

Routing Charges

Actions

Statistics

Additional information

Deposits

Discount

Overall commission

Type

☐ Deduction

☒ Commission

☐ Exempt

Percentage

Commission Client

10,00

Commission CRS

0,00

Concepts restrictions

Comission Type	Concept	Description	% Main...	CRS %	Destination
Concept	▼ RCLX	Room cancelation fee			Reservations
Concept	▼ ROOM	Room			- Both Reservations an
Concept	▼ BKFS	Breakfast	5,00	0,00	- Both Reservations an

Commissions detail

Different comission types in Res/events (Commissions cannot be modified from BF)

Default concepts

Convention

General info.

Billing information

*Additional info.

*Prices and Commissions

*Conditions

Deposits

Discount

*Breakdowns

*Routing Charges

*Fixed charges

Actions

*Commissionable charges

Guarantee

Special me

GO TO

Price Code

Price details

Date	Price code	Amount	Manual price
05.08.2024	DGUV97BA	0,00	
06.08.2024	DGUV97BA	0,00	
07.08.2024	DGUV97BA	0,00	

Percentage by Manual price

Client %

10,00

CRS %

0,00

Add dates

Commission / Deduct. by day

Date	Concept	Client %	% CRS
05.08.2024		10,00	0,00
05.08.2024	BKFS	5,00	0,00
06.08.2024		10,00	0,00
06.08.2024	BKFS	5,00	0,00

Exceptions

Price code	Concept	Client %	% CRS
		0,00	0,00
		0,00	0,00

Percentages by Price code

Billing & revenue

Billing and revenue details

Show revenues items

Show moved charges

Hide individual reservations

Booking

0114311376 DGUV #124

Status

Confirmed

Charge loc	Reserv. type	Folo	Concept	Concept description	Revenue date	Amount	* Amo	*Tax amount	*Total item	Cur	I	D/C	% Com
136275712	Individual reservation	1	ROOM	Room	05.08.2024	1	81,31	5,69	87,00	EUR	X	COM	10,00
136275712	Individual reservation	1	BB	Bed & Breakfast	05.08.2024	1	8,40	1,60	10,00		X	COM	5,00
136275712	Individual reservation	1	ROOM	Room	06.08.2024	1	81,31	5,69	87,00		X	COM	10,00
136275712	Individual reservation	1	BB	Bed & Breakfast	06.08.2024	1	8,40	1,60	10,00		X	COM	5,00



COMMISSION MANAGEMENT
via event and convention group

Within the event you can add or delete concepts

[illegible]

To add a concept, select a concept from the drop-down list



To delete a concept



To bring all the concepts of the event

Concept identifier (1) 110 Entries found

Restrictions

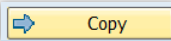
Hotel: ESZZ.SPORT

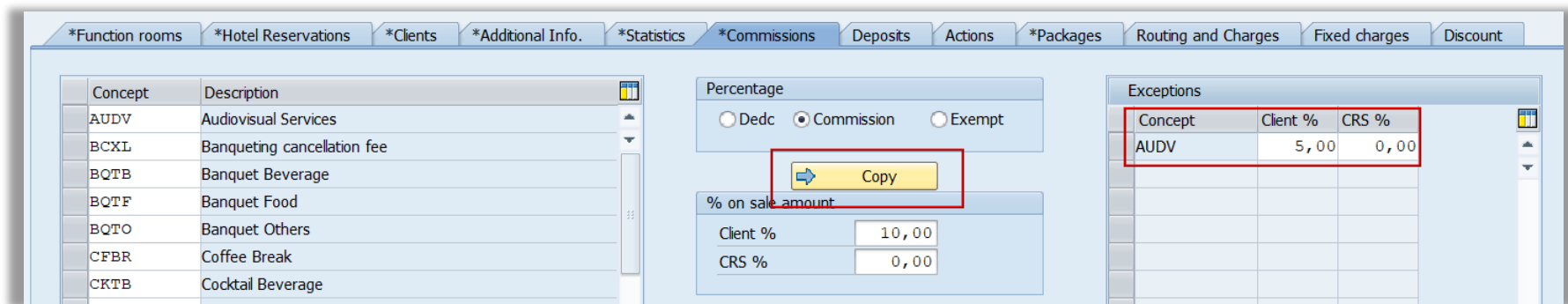
Concept ID	Description	Nature
2PAX	Room discount 2nd pax	05
3PAX	Room discount 3rd pax	05
4PAX	Room discount 4th pax	05
AUDV	Audiovisual Services	04
BARB	Bar Beverage	01
BARF	Bar Food	01
BCEN	Business Center	04
BCXL	Banqueting cancellation fee	04
BKFS	Breakfast	01

COMMISSION MANAGEMENT VIA CONVENTION GROUP



To apply another commission %


- Select the concept
- Press 
- Add the commission % in the box of exceptions



Concept	Description
AUDV	Audiovisual Services
BCXL	Banqueting cancellation fee
BQTB	Banquet Beverage
BQTF	Banquet Food
BQTO	Banquet Others
CFBR	Coffee Break
CKTB	Cocktail Beverage

Percentage

☐ Dedc ☒ Commission ☐ Exempt

 Copy


% on sale amount

Client % 10,00

CRS % 0,00

Concept	Client %	CRS %
AUDV	5,00	0,00



- Select the exception and press  to delete the exception, the concept will remain in the commissionable concepts for which the overall commission % would still apply.
- Don't add room and breakfast in this tab. Just when you must inform manual charges.

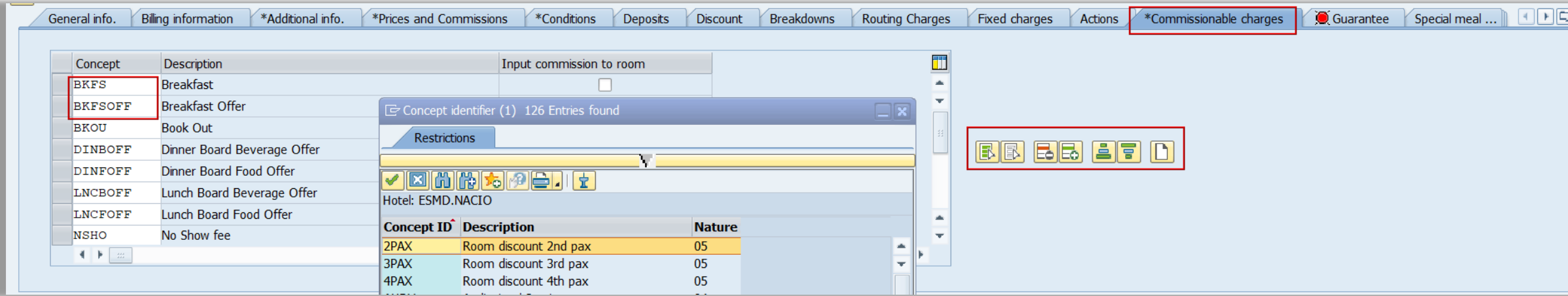
Concepts added on event level are not transferred to the booking file and convention group.

COMMISSION MANAGEMENT VIA CONVENTION GROUP



Within the convention group you can add or delete concepts in the tab commissionable charges. Although the most used are uploaded automatically.

 To add a concept, select a concept from the drop-down list.



The screenshot shows the 'Commissionable charges' tab in the software. The 'Concept' column has a dropdown menu open, showing a list of concepts. The 'Restrictions' dialog box is also visible, showing a list of concepts and their descriptions.

Concept	Description
BKFS	Breakfast
BKFSOFF	Breakfast Offer
BKOU	Book Out
DINBOFF	Dinner Board Beverage Offer
DINFOFF	Dinner Board Food Offer
LNCBOFF	Lunch Board Beverage Offer
LNCFOFF	Lunch Board Food Offer
NSHO	No Show fee

Concept ID	Description	Nature
2PAX	Room discount 2nd pax	05
3PAX	Room discount 3rd pax	05
4PAX	Room discount 4th pax	05

 To delete a concept, if applicable deletes the concept from the tab prices and commission.

 The added concepts apply same rules according to set up in tab *prices and commission*.

COMMISSION MANAGEMENT VIA CONVENTION GROUP



If other rules apply you need to manage 2 steps

- 1. complete the tab commissionable charges
- 2. complete in tab prices and commissions the commission/deduct. by day

Example booking file: 10 % commission client room

General Info. Customer data Commissions Routing Charges Actions Statistics Additional information Deposits Discount

Overall commission

Type

☐ Deduction ☒ Commission ☐ Exempt

Percentage

Commission Client 10,00 Commission CRS 0,00

Concepts restrictions

Commission Type	Concept	Description	% Main...	CRS %	Destination
Concept	RCLX	Room cancellation fee			- Both Reservations an
Concept	ROOM	Room			Reservations

Commissions detail Different comission types in Res/events (Commissions cannot be modified from BF)

Default concepts

Result within the convention group

General info. Billing information *Additional info. *Prices and Commissions *Conditions Deposits Discount Breakdowns Routing Charges Fixed charges Actions *Commissionable charges Guarantee Special meal ...

Price details

Date	Price code	Amount	%	+/- Amount	%boar	+/-board	Manual price
09.05.2025	DU129271	0,00	95,00	0,00	100,00	0,00	
10.05.2025	DU129272	0,00	95,00	0,00	100,00	0,00	

Commission / Deduct. by day

Date	Concept	Client %	% CRS
09.05.2025		10,00	
10.05.2025		10,00	

Exceptions

Price code	Concept	Client %	% CRS
		0,00	0,00
		0,00	0,00

Percentages by Price code

Price code	Client %	% CRS
DU129271	10,00	0,00

COMMISSION MANAGEMENT VIA CONVENTION GROUP



Breakfast is commissionable for 5%

Step 1: add the concept in the tab “commissionable charges”

Concept	Description	Input commission to room
BKFS	Breakfast	<input type="checkbox"/>
BKFSOFF	Breakfast Offer	<input type="checkbox"/>
BKOU	Book Out	<input type="checkbox"/>
DINBOFF	Dinner Board Beverage Offer	<input type="checkbox"/>
DINFOFF	Dinner Board Food Offer	<input type="checkbox"/>

Step 2: open tab “prices and commission”: add the date, concept and %

Date	Price code	Amount	%	+/- Amount	%board	+/-board	Manual price
09.05.2025	DU129271	0,00	95,00	0,00	100,00	0,00	
10.05.2025	DU129272	0,00	95,00	0,00	100,00	0,00	

Date	Concept	Client %	% CRS
09.05.2025	BKFS	5,00	
10.05.2025	BKFS	5,00	



Concepts added within the convention group are not transferred to the booking file and event

COMMISSION MANAGEMENT VIA CONVENTION GROUP



The Percentage by Manual price is by default completed as the % in the booking file was only 10%, no exceptions.

Please note, that the Commission/Deduct. by day will overrule

General info. Billing information *Additional info. *Prices and Commissions *Conditions Deposits Discount Breakdowns Routing Charges Fixed charges Actions *Commissionable charges Guarantee Special meal ...

GO TO Price Code

Percentage by Manual price
Client % 10,00 CRS % 0,00

Percentage
☐ Dedc ☒ Commiss. ☐ Exempt

Price details

Date	Price code	Amount	%	+/- Amount	%board	+/-board	Manual price
09.05.2025	DU129271	0,00	95,00	0,00	100,00	0,00	
10.05.2025	DU129272	0,00	95,00	0,00	100,00	0,00	

Add dates

Commission / Deduct. by day

Date	Concept	Client %	% CRS
09.05.2025		10,00	
09.05.2025	BKFS	5,00	
10.05.2025		10,00	
10.05.2025	BKFS	5,00	

Exceptions

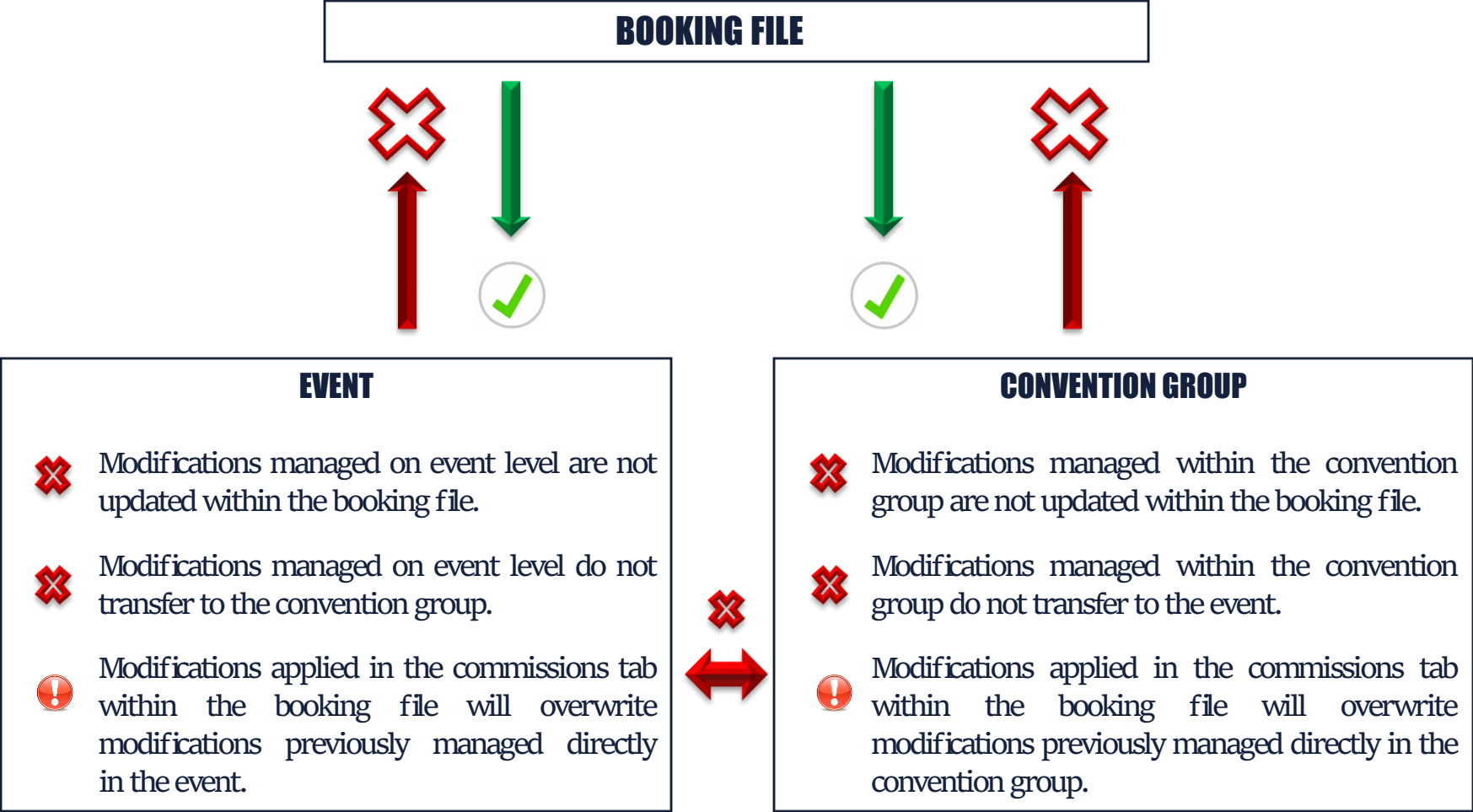
Price code	Concept	Client %	% CRS
		0,00	0,00
		0,00	0,00

Percentages by Price code

You can validate by checking Billing and revenue details


Billing and revenue details														
Show revenues items Hide individual reservations														
Booking 0135494421 AEFI- RAI														
Status Offer														
Charge loc	Reserv. type	Folio	Concept	Concept de	Revenue date	Amount	Amount	Tax amount	Total item	Cur	I	D/C	% Com	Commission
135494421	Group Header	2 BB	Bed & Breakfast		10.05.2025	35	507,50	50,75	558,25	EUR		COM	5,00	507,50
135494421	Group Header	2 ROOM	Room		10.05.2025	35	8.916,95	891,70	9.808,65			COM	10,00	8.916,95
135494421	Group Header	2 BB	Bed & Breakfast		09.05.2025	35	507,50	50,75	558,25			COM	5,00	507,50
135494421	Group Header	2 ROOM	Room		09.05.2025	35	8.916,95	891,70	9.808,65			COM	10,00	8.916,95
						18.848,90	1.884,90		20.733,80	EUR				18.848,90
						18.848,90	1.884,90		20.733,80	EUR				18.848,90
														1.834,16
														18.848,90

COMMISSION MANAGEMENT VIA CONVENTION GROUP



COMMISSION MANAGEMENT VIA CONVENTION GROUP



Within the event and the convention group you can change the type of commission. The fields are open for modification of the type. Once a different type of commission has been selected you can modify by clicking here  via the booking file.

Example: within convention group type “commission” is activated.

Percentage by Manual price

Client % CRS %

Percentage

☐ Dedc ☒ Commiss. ☐ Exempt

Commission / Deduct. by day

Date	Concept	Client %	% CRS
23.07.2017		10,00	
24.07.2017		10,00	

Exceptions

Price code	Concept	Client %	% CRS

Different type “Deduction” in the booking file, as a result the commission tab can be managed and modified via the booking file.

Overall commission

Type

☒ Deduction ☐ Commission ☐ Exempt

Percentage


Deduc. Client Commission CRS

Concepts restrictions

Comission Type	Concept	Description	% Mai...	CRS %	Destination
Concept group	▼ DDR	Packages			Events
Concept group	▼ F&B MEALP	Mealplan Incl			Events
Concept group	▼ F&B MICE.	F&B MICE			Events
Concept group	▼ MEETING				Events

Commissions detail

Different comission types in Res/events (Commissions cannot be modified from BF)



Default concepts



HOW TO CHECK THE RESULT

HOW TO CHECK THE RESULT



Do the concepts have revenue? You can review within the booking file the commissions detail

Example

Booking File: MB0004017680ModeClient: 1100039973RAICES Y EVENTOS S.L.BF autocreated by: Quotation ToolCurrency: EUR

General InfoCustomer dataCommissionsRouting ChargesActionsStatisticsAdditional informationDepositsDiscount

Overall commission

Type

☐ Deduction

☒ Commission

☐ Exempt

Percentage

Commission Client10,00

Commission CRS0,00

Commissions detail

Different commission types in Res/events (Commissions cannot be modified from BF)

Concepts restrictions

Comission Type	Concept	Description	% Main...	CRS %	Destination
Concept group	DDR	Packages			X Events
Concept group	F&B MEALP	Additional Meal Plans			X Events
Concept group	F&B MICE	F&B Meetings			X Events
Concept group	MEETING	Meetings Room			X Events

Default concepts

ESMD.NACIO Nacional

Reserv.	Description	Code	Occupancy	Meal Plan	Arrival	S. T...	Departure	End...	Status	Rate	Contract	Quantity	Remarks
---------	-------------	------	-----------	-----------	---------	---------	-----------	--------	--------	------	----------	----------	---------

Commissions detail by reservation

Hotel	Reserv.	Reservation Type	Current Date	Concept	Commission Type	Client %	Amount	CRS %	Amount	Currency
ESMD.NACIO	135494421	Conference Group heade	10.05.2025	BKFS	Commission	5,00	25,38	0,00	0,00	EUR
ESMD.NACIO	135494421	Conference Group heade	10.05.2025	ROOM	Commission	10,00	891,70	0,00	0,00	EUR
ESMD.NACIO	135494421	Conference Group heade	09.05.2025	BKFS	Commission	5,00	25,38	0,00	0,00	EUR
ESMD.NACIO	135494421	Conference Group heade	09.05.2025	ROOM	Commission	10,00	891,70	0,00	0,00	EUR
ESMD.NACIO	135494423	Events	09.05.2025	FRNT	Commission	10,00	186,50	0,00	0,00	EUR
ESMD.NACIO	135494423	Events	09.05.2025	MENF	Commission	10,00	280,93	0,00	0,00	EUR
ESMD.NACIO	135494423	Events	09.05.2025	MENB	Commission	10,00	70,27	0,00	0,00	EUR
ESMD.NACIO	135494423	Events	10.05.2025	CFBR	Commission	10,00	90,65	0,00	0,00	EUR
ESMD.NACIO	135494423	Events	10.05.2025	FRNT	Commission	10,00	108,00	0,00	0,00	EUR
ESMD.NACIO	135494423	Events	10.05.2025	MENF	Commission	10,00	125,37	0,00	0,00	EUR
ESMD.NACIO	135494423	Events	10.05.2025	MENB	Commission	10,00	31,43	0,00	0,00	EUR
ESMD.NACIO	135494423	Events	11.05.2025	CFBR	Commission	10,00	45,33	0,00	0,00	EUR
ESMD.NACIO	135494423	Events	11.05.2025	FRNT	Commission	10,00	83,50	0,00	0,00	EUR
ESMD.NACIO	135494423	Events	11.05.2025	MENF	Commission	10,00	125,37	0,00	0,00	EUR
ESMD.NACIO	135494423	Events	11.05.2025	MENB	Commission	10,00	31,43	0,00	0,00	EUR

Note: if no revenue is booked on the concepts informed as commissionable, these are excluded from the commissions detail.

HOW TO CHECK THE RESULT



Within the event you can check the event revenue (event billing and production detail)

Event revenue

Charge loc	Reserv. ty	Folio	Room order	Concept	Concept description	Revenue date	Amount	Σ	Amount	Σ Tax amount	Σ Total item	Cur	I	D/C	% Com	Σ Commission	Σ Commission		
20213137	Events	1	1	FRNT	Valencia	08.01.2017	1		289,26	60,74	350,00	EUR	X	COM	10,00	289,26	28,93		
20213137	Events	1	1	SETUP	BOARDROOM	08.01.2017	1												
20213137	Events	1	1	AUDV	Flip, screen and beamer	08.01.2017	1		123,97	26,03	150,00		X	COM	5,00	123,97	6,20		
20213137	Events	1	1	GASTROEV	Bizz Broodjes Lunch	08.01.2017	5		94,34	5,66	100,00		X	COM	10,00	94,35	9,44		
20213137	Events	1	1	GASTROEV	Health break	08.01.2017	5		25,94	1,56	27,50		X	COM	10,00	25,95	2,60		
20213137	Events	1	1	GASTROEV	Mineral water	08.01.2017	5		21,23	1,27	22,50		X	COM	10,00	21,25	2,13		
20213137	Events	1		DDR1	Event Package 1 - DDR 21%	08.01.2017	1		11,32	2,38	13,70		X	COM	10,00	11,32	1,13		
20213137	Events	1		DDR2	Event Package 2 - DDR 6%	08.01.2017	1		246,51	14,79	261,30		X	COM	10,00	246,50	24,65		
								■	812,57	■	112,43	■	925,00	EUR		■	812,60	■	75,08
								■	812,57	■	112,43	■	925,00	EUR		■	812,60	■	75,08

Or revenue detail (total of billing and production)

Revenue detail

Charge loc	Reserv. type	Folio	Room order	Concept	Concept description	Revenue date	Amount	Σ	Amount	Σ Tax amount	Σ Total item	Cur	I	D/C	% Com	Σ Commission	Σ Commission				
20213137	Events	1	1	FRNT	Valencia	08.01.2017	1		289,26	60,74	350,00	EUR	X	COM	10,00	289,26	28,93				
20213137	Events	1	1	SETUP	BOARDROOM	08.01.2017	1						X	COM							
20213137	Events	1	1	AUDV	Flip, screen and beamer	08.01.2017	1	123,97	26,03	150,00	X		COM	5,00	123,97	6,20					
20213137	Events	1	1	GASTROEV	Bizz Broodjes Lunch	08.01.2017	5	94,34	5,66	100,00	X		COM	10,00	94,35	9,44					
20213137	Events	1	1	GASTROEV	Health break	08.01.2017	5	25,94	1,56	27,50	X		COM	10,00	25,95	2,60					
20213137	Events	1	1	GASTROEV	Mineral water	08.01.2017	5	21,23	1,27	22,50	X		COM	10,00	21,25	2,13					
20213137	Events	1		DDR1	Event Package 1 - DDR 21%	08.01.2017	1	11,32	2,38	13,70	X		COM	10,00	11,32	1,13					
20213137	Events	1		DDR2	Event Package 2 - DDR 6%	08.01.2017	1	246,51	14,79	261,30	X		COM	10,00	246,50	24,65					
20213135	Group Header	1		ROOM	Room	08.01.2017	2	113,21	6,79	120,00	X		COM	10,00	113,21	11,32					
20213135	Group Header	1		BB	Bed & Breakfast	08.01.2017	2	24,34	1,46	25,80	X	COM	10,00	24,34	2,43						
							■	950,12	■	120,68	■	1.070,80	E...					■	950,15	■	88,83
							■	950,12	■	120,68	■	1.070,80	EUR					■	950,15	■	88,83

HOW TO CHECK THE RESULT



Within the convention group you can check the value of the group.

Status	Res. type	Date	Concept	Concept de	Σ Amount	Price tax	Σ Commission	D/C	Σ Taxes not	Σ With taxes
Offer	Group line	08.01.2017	BB	Bed & Breakfast	2	12,17	2,43	COM	24,34	25,80
			ROOM	Room	2	56,60	11,32	COM	113,21	120,00
		08.01.2017			4		13,75		137,55	145,80
	Group line				4		13,75		137,55	145,80
Offer					4		13,75		137,55	145,80
					4		13,75		137,55	145,80

Also, from Billing and revenue details.

Billing and revenue details																	
Show revenues items Hide individual reservations																	
Booking 0019254723 LAB.ASCEN Status Confirmed																	
Charge loc	Reserv. type	Folio	Concept	Concept de	Revenue date	Amount	Σ Amount	Σ Tax amount	Σ Total item	Cur	I	D/C	% Com	Σ Commission	Σ Commission	CRS %	CRS bas.
19254723	Group Header	2	ROOM	Room	05.10.2016	55	5.652,35	508,71	5.595,83	EUR		DIS	10,00	5.652,35	565,24		5.652,35
19254723	Group Header	2	BB	Bed & Breakfast	05.10.2016	55	745,25	67,07	737,80			DIS	10,00	745,25	74,53		745,25
19254723	Group Header	2	ROOM	Room	06.10.2016	55	5.652,35	508,71	5.595,83			DIS	10,00	5.652,35	565,24		5.652,35
19254723	Group Header	2	BB	Bed & Breakfast	06.10.2016	55	745,25	67,07	737,80			DIS	10,00	745,25	74,53		745,25
						12.795,20	1.151,56	12.667,26	EUR					12.795,20	1.279,54		12.795,20
						12.795,20	1.151,56	12.667,26	EUR					12.795,20	1.279,54		12.795,20

HOW TO CHECK THE RESULT

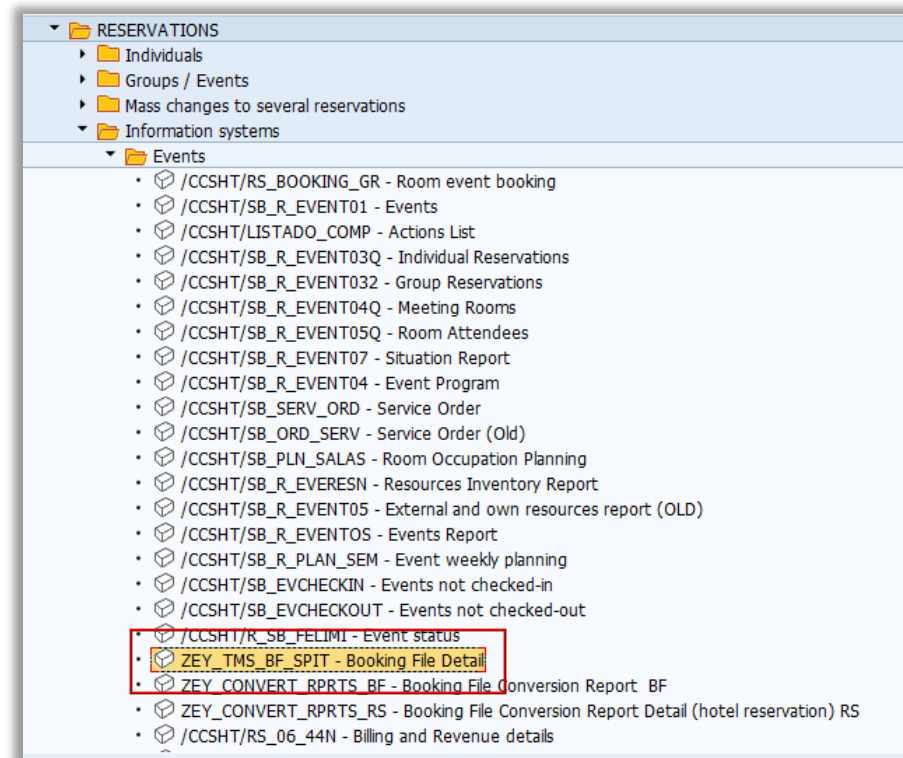


KEY POINT!

Check all the commission information before the first Night Audit, the key in the process is review the reservations in advance and try to detect any error!

Also, you can check future MICE Reservations through TMS4M in *ZEY_TMS_BF_SPIT- Booking File Detail*

The review of the reservations will allow you tight the control within the commission control process, ensuring the provision of commissions are informed in TMS. Focus your attention on MICE Reservations done by any kind of intermediary, commissions management is a key point to get back new business



HOW TO CHECK THE RESULT



Booking file detail

Hotel

Hierarchy Visualization Hotels **Hierarchy Hotel Selection**

Hotel

Booking File ID to

Revenue Date to

Group name BF

Event Type to

User

Creation date to

Status option selection

Status groups

Previous Status BF

Status BF

☐ Canceled ☐ Rejected ☐ Lost ☐

Reservation Status

Reservation Previous Status

Show revenue by

☐ Natures ☐ Buckets ☐ Totals ☒ Reservations Detail

You can filter by different criteria to review On the book's reservations:

- BF ID
- Revenue Date
- BF Status



Click on reservation details to get reservation number in the report

HOW TO CHECK THE RESULT



The main points of the report to consider are:

- The information is grouped by Nature: Extras (incl. Function rooms, Equipment, etc.), F&B (incl. Banqueting services and F&B services), Room (room reservations included in the Group reservations)
- Commission or Discount (deduction) applied in the reservation is shown as amount (no % is shown). Review MICE reservations with commission = 0
- You can navigate for display de reservation. From here no modifications are allowed.



Booking File ID	BF: Status	Nature	Reserv.	Main client's name	Σ Original Price	Σ Price	Σ Deduction	Σ Finn Price	Σ Taxes	Σ Total	Σ Comissions	Σ Discounts
MB0000251424	Confirmed	Extras	17711248	MUNDICONGRES SL	2.370,00	2.370,00	0,00	2.370,00	497,70	2.867,70	237,00	0,00
	Confirmed		17711248	MUNDICONGRES SL	2.870,00	2.870,00	0,00	2.870,00	602,70	3.472,70	287,00	0,00
	Confirmed		17711248	MUNDICONGRES SL	1.870,00	1.870,00	0,00	1.870,00	392,70	2.262,70	187,00	0,00
		Extras			7.110,00	7.110,00	0,00	7.110,00	1.493,10	8.603,10	711,00	0,00
	Confirmed	F&B	17671476	MUNDICONGRES SL	153,00	153,00	0,00	153,00	15,30	168,30	15,30	0,00
	Confirmed		17671477	MUNDICONGRES SL	102,00	102,00	0,00	102,00	10,20	112,20	10,20	0,00
	Confirmed		17711248	MUNDICONGRES SL	120,00	120,00	0,00	120,00	12,00	132,00	12,00	0,00
	Confirmed		17671476	MUNDICONGRES SL	153,00	153,00	0,00	153,00	15,30	168,30	15,30	0,00
	Confirmed		17671478	MUNDICONGRES SL	601,80	601,80	0,00	601,80	60,18	661,98	60,18	0,00
	Confirmed		17711248	MUNDICONGRES SL	7.680,00	7.680,00	0,00	7.680,00	768,00	8.448,00	768,00	0,00
	Confirmed		17711248	MUNDICONGRES SL	4.920,00	4.920,00	0,00	4.920,00	492,00	5.412,00	492,00	0,00
		F&B			13.729,80	13.729,80	0,00	13.729,80	1.372,98	15.102,78	1.372,98	0,00
	Confirmed	Room	17671476	MUNDICONGRES SL	2.547,00	2.547,00	0,00	2.547,00	254,70	2.801,70	254,70	0,00
	Confirmed		17671477	MUNDICONGRES SL	873,00	873,00	0,00	873,00	87,30	960,30	87,30	0,00
	Confirmed		17671476	MUNDICONGRES SL	2.547,00	2.547,00	0,00	2.547,00	254,70	2.801,70	254,70	0,00
	Confirmed		17671478	MUNDICONGRES SL	10.018,20	10.018,20	0,00	10.018,20	1.001,82	11.020,02	1.001,82	0,00
		Room			15.985,20	15.985,20	0,00	15.985,20	1.598,52	17.583,72	1.598,52	0,00



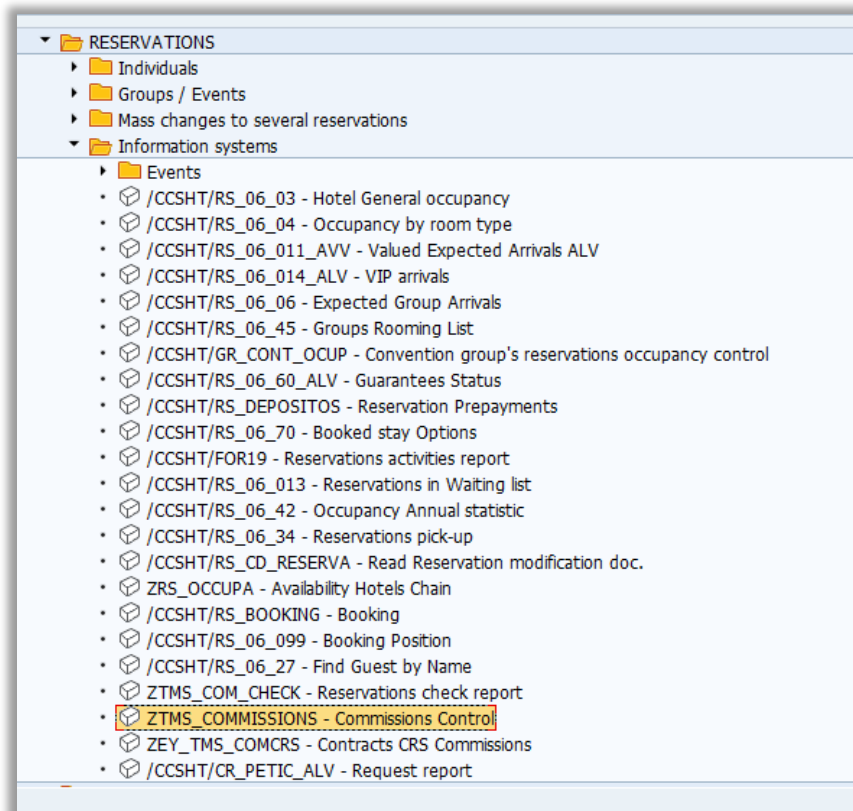
A commission also can be negotiated with a Company, self employee, etc. (Event planners, Congress organizers, etc.) inform the commission level for these partners in the system.

HOW TO CHECK THE RESULT



As the review of the individual reservations, you can performance this task using the Reservations → Information Systems → report ZTMS_COMMISSIONS, to review MICE Reservations.

You can select as Reservation type: Events, Convention Groups, Group Header, etc. by booking file number is the field called S_BF



Control commissions

Parameters of selection

Hotel	PT08.VICAL	to		
Reservation		to		
Res. Status	3	to		
Res. Type	= 7	to		
Revenue date		to		
Arrival Date		to		
Departure Date		to		
Contract		to		
Customer		to		
CRS		to		
S_BF		to		

Commission type

☒ Commission

☒ Discount

☒ Exempt

☐ Daily breakdown

HOW TO CHECK THE RESULT



ZTMS_COMMISSIONS

You can navigate to review de MICE Reservation; no modifications are allowed from here. Pay special attention to:

- ✓ Reservations from partners which could request commission
- ✓ Different type of commissions in the same BF (could be a mistake)
- ✓ Commission amount = 0



Control commissions

Selection Dates: 01.11.2016 - 30.11.2016
E00000024046 - 03. November 2016 - 12:39:15

Group Rs.	Reservation	Status	Check-in D	Check-out	Creation D	MC	MC Name	Total Rev.	Com. Type	Comm MC	Comm CRS	%Com MC ...	%Com CR...	CRS	CRS
	17711323	Confirmed	28.11.2016	28.11.2016	18.06.2016	2000052092	INSTITUTO DE CENS...	18.923,00	EXEMPT	0,00	0,00	0,00	0,00		
	17711180	Confirmed	16.11.2016	17.11.2016	18.06.2016	2003403333	INSTITUTO DE CONS...	1.196,00	EXEMPT	0,00	0,00	0,00	0,00		
	17711285	Confirmed	15.11.2016	15.11.2016	18.06.2016	1000079301	INTERNATIONAL MEE...	7.830,00	COM	741,00	0,00	0,00	0,00		
22849806	22849806	Confirmed	10.11.2016	12.11.2016	07.10.2016	1016127547	MCI COMMUNICATION...	0,00	EXEMPT	0,00	0,00	0,00	0,00		
	22827219	Confirmed	10.11.2016	12.11.2016	06.10.2016	1016127547		4.924,00	COM	450,50	0,00	0,00	0,00		
	17711698	Confirmed	19.11.2016	29.11.2016	18.06.2016	1016127547		44.560,00	COM	4.206,00	0,00	0,00	0,00		
1277369	1277369	Confirmed	19.11.2016	29.11.2016	25.02.2015	1016127547		0,00	EXEMPT	0,00	0,00	0,00	0,00		
	22699762	Confirmed	02.11.2016	02.11.2016	04.10.2016	1005212597	MCI SPAIN EVENT SE...	1.350,94	DIS	117,09	0,00	0,00	0,00		
	20098109	Confirmed	30.11.2016	30.11.2016	09.08.2016	1005212597		2.280,00	EXEMPT	0,00	0,00	0,00	0,00		
	17711248	Confirmed	15.11.2016	17.11.2016	18.06.2016	1000087041	MUNDICONGRES SL	19.830,00	COM	1.983,00	0,00	0,00	0,00		
8444268	8444268	Confirmed	15.11.2016	17.11.2016	19.10.2015	1000087041		0,00	EXEMPT	0,00	0,00	0,00	0,00		



BROKENDOWN RESERVATIONS

BROKENDOWN RESERVATIONS

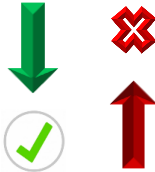
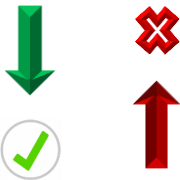


BOOKING FILE

Modifications applied in the commissions tab within the booking file will overwrite modifications previously managed directly in the broken-down reservation not checked in.

CONVENTION GROUP

Modifications applied in the commissions tab within the convention group: a pop up will appear with option to apply to the broken-down reservation not checked in.



BROKEN DOWN RESERVATION

 Modifications managed within the broken-down reservation are not updated within the convention group and booking file.

BROKENDOWN RESERVATIONS



Example of a broken-down reservation part of a booking file for which commission is applied

Booking file → Convention group → Broken down reservation Booking file details: 10% commission room & breakfast

Booking File: MB0004017680 Mode: [icon] Client: 1100039973 RAICES Y EVENTOS S.L. BF autocreated by: Quotation Tool Currency: EUR

General Info. Customer data Commissions Routing Charges Actions Statistics Additional information Deposits Discount

Overall commission

Type
☐ Deduction ☒ Commission ☐ Exempt

Percentage
Commission Client: 10,00 Commission CRS: 0,00

Concepts restrictions

Commission Type	Concept	Description	% Main...	CRS %	Destination
Concept	BKFS	Breakfast			Reservations
Concept	ROOM	Room			Reservations

Commissions detail Different commission types in Res/events (Commissions cannot be modified from BF)

Default concepts

General info. Billing information *Additional info. *Prices and Commissions *Conditions Deposits Discount Breakdowns Routing Charges Fixed charges Actions *Commissionable charges

Concept	Description	Input commission to room
BKFS	Breakfast	<input type="checkbox"/>
ROOM	Room	<input type="checkbox"/>

Result with the convention group

General info. Billing information *Additional info. *Prices and Commissions *Conditions Deposits Discount Breakdowns Routing Charges Fixed charges Actions *Commissionable charges Guarantee Special meal ...

GO TO Price Code

Price details

Date	Price code	Amount	%	+/- Amount	%boar	+/- board	Manual price
09.05.2025	DU129271	0,00	95,00	0,00	100,00	0,00	
10.05.2025	DU129272	0,00	95,00	0,00	100,00	0,00	

Percentage by Manual price
Client %: 10,00 CRS %: 0,00

Commission / Deduct. by day

Date	Concept	Client %	% CRS
09.05.2025		10,00	0,00
10.05.2025		10,00	0,00
11.05.2025		10,00	0,00

Exceptions

Price code	Concept	Client %	% CRS
		0,00	0,00
		0,00	0,00

Percentages by Price code

BROKENDOWN RESERVATIONS



Result within a broken-down individual reservation

10% commission room & breakfast

If you flag the option “in put commission to room”, TMS won´t apply commission in this concept.

ESMD.NACIO. Individual Res. - TEST

ESMD.NACIO NH Nacional **** Reservation 137439525 Client: 1100039973 RAICES Y EVENTOS S.L. Amount 592,39 EUR

Arrival: 09.05.2025 Friday RoomType: Standard Double Show Subtypes
Nights: 2 Guests: AD 1 JU 0 CH 0 BB 0 Currency EUR
Depart.: 11.05.2025 Sunday Room No move

Meal Plan BB
First service:
Last service: BKFS

RF GDPR HK STAT MOTO HISTORY

*Conditions Deposits Routing charges Fixed charges Loaned items Preferences Actions Notices for Reception Guarantees Guest notifications *Statistics *Commissionable charges Discount Packages and st...

Concept	Description	Input commission to room
BKFS	Breakfast	<input type="checkbox"/>
ROOM	Room	<input type="checkbox"/>

ESMD.NACIO. Individual Res. - TEST

ESMD.NACIO NH Nacional **** Reservation 137439525 Client: 1100039973 RAICES Y EVENTOS S.L. Amount 592,39 EUR

Arrival: 09.05.2025 Friday RoomType: Standard Double Show Subtypes
Nights: 2 Guests: AD 1 JU 0 CH 0 BB 0 Currency EUR
Depart.: 11.05.2025 Sunday Room No move

Meal Plan BB
First service:
Last service: BKFS

RF GDPR HK STAT MOTO HISTORY

*Additional data *Prices and Commissions *Conditions Deposits Routing charges Fixed charges Loaned items Preferences Actions Notices for Reception Guarantees Guest notifications *Statistics *Commis...

GO TO Price code Manual price

Date	Price code	Base Price	%	+/- Amount	%MeP	+/- MePl	Manual price
09.05.2025	DU129271	0,00	95,00	0,00	100,00	0,00	
10.05.2025	DU129272	0,00	95,00	0,00	100,00	0,00	

Percentages by Manual price
Client % 10,00 CRS %

Commission type
☐ Dedc ☒ Commiss. ☐ Exempt

Date	Concept	Client %	% CRS
09.05.2025		10,00	
10.05.2025		10,00	
11.05.2025		10,00	

Price code	Concept	Client %	CRS %

Price code	Client %	CRS %
DU129271	10,00	
DU129272	10,00	

BROKENDOWN RESERVATIONS



Result group revenue forecast

- 10% commission room & breakfast
- Routing charges: room + BB = group header
- 1 room broken down
- 34 rooms pending

ESMD.NACIO. Group Revenue Forecast												
<div> </div>												
Group edited 135494421 - AEFI- RAICES Y EVENTOS #2												
Status	Res. type	Date	Concept	Concept de	Amount	Price tax	Commission	D/C	€	Taxes not incl.	€	With taxes
Confirmed	Group line	09.05.2025	BB	Bed & Breakfast	34	14,50	49,30	COM		493,00		542,30
			ROOM	Room	34	254,77	866,22	COM		8.662,18		9.528,40
		09.05.2025									9.155,18	10.070,70
		10.05.2025	BB	Bed & Breakfast	34	14,50	49,30	COM		493,00		542,30
			ROOM	Room	34	254,77	866,22	COM		8.662,18		9.528,40
		10.05.2025									9.155,18	10.070,70
	Group line									18.310,36		20.141,40
	Individual reservation	09.05.2025	BB	Bed & Breakfast	1	14,50	1,45	COM		14,50		15,95
			ROOM	Room	1	254,77	25,48	COM		254,77		280,25
		09.05.2025									269,27	296,20
		10.05.2025	BB	Bed & Breakfast	1	14,50	1,45	COM		14,50		15,95
			ROOM	Room	1	254,77	25,48	COM		254,77		280,25
		10.05.2025									269,27	296,20
	Individual reservation									538,54		592,40
Confirmed									18.848,90		20.733,80	
									18.848,90		20.733,80	

BROKENDOWN RESERVATIONS



Result group revenue forecast

- 10% commission room & breakfast
- Routing charges: room + BB = individual
- 1 room broken down
- 34 rooms pending

ESMD.NACIO. Group Revenue Forecast

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BROKENDOWN RESERVATIONS



If the type is “deduction” and the commissionable concepts are “POA” (direct payment by the individual guest) the type should be modified to “commission” to avoid the deducted commission is applied on the direct payment reservations.

Example of a reservation paid by the guest directly and for which the type has not been changed to “commission” → as a result the guest receives the deducted commission

- 10% deducted room & breakfast
- Routing charges: room + BB = individual
- 1 room broken down
- 34 rooms pending

ESMD.NACIO. Group Revenue Forecast

Detalles

Group edited 135494421 - AEFI- RAICES Y EVENTOS #2

Status	Res. type	Date	Concept	Concept de	Amount	Price tax	Commission	D/C	Σ	Taxes not incl.	Σ	With taxes	Cur
Confirmed	Group line	09.05.2025	BB	Bed & Breakfast	34	14,50	49,30	COM		493,00		542,30	EUR
			ROOM	Room	34	254,77	866,22	COM		8.662,18		9.528,40	EUR
											9.155,18	10.070,70	
		10.05.2025	BB	Bed & Breakfast	34	14,50	49,30	COM		493,00		542,30	EUR
			ROOM	Room	34	254,77	866,22	COM		8.662,18		9.528,40	EUR
											9.155,18	10.070,70	
	Group line										18.310,36	20.141,40	
	Individual reservation	09.05.2025	BB	Bed & Breakfast	1	14,50	1,45	COM		14,50		15,95	EUR
			ROOM	Room	1	254,77	25,48	COM		254,77		280,25	EUR
											269,27	296,20	
		10.05.2025	BB	Bed & Breakfast	1	14,50	1,45	COM		14,50		15,95	EUR
			ROOM	Room	1	254,77	25,48	COM		254,77		280,25	EUR
									269,27	296,20			
Individual reservation										538,54	592,40		
Confirmed										18.848,90	20.733,80		
										18.848,90	20.733,80		

BROKENDOWN RESERVATIONS



Example of a broken-down reservation part of a booking file for which different % of commission is applied.

Booking file details:

- 10% commission room
- 5% commission breakfast

Booking File Management - MB0004017680

Booking File: MB0004017680 Mode Client: 1100039973 RAICES Y EVENTOS S.L. BF autocreated by: Quotation Tool Currency: EUR

General Info. Customer data Commissions Routing Charges Actions Statistics Additional information Deposits Discount

Overall commission

Type
☐ Deduction ☒ Commission ☐ Exempt

Percentage
Commission Client: 10,00 Commission CRS: 0,00

Commissions detail

Concepts restrictions

Comission Type	Concept	Description	% Main...	CRS %	Destination
Concept	BKFS	Breakfast	5,00	0,00	Reservations
Concept	ROOM	Room			Reservations

Default concepts

ESMD.NACIO-NH Nacional

Reserv.	Description	Code	Occupancy	Meal Plan	Arrival	S. T...	Departure	End...	Status	Rate	Contract	Quantity	Remarks
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BROKENDOWN RESERVATIONS



Result broken down individual reservation

ESMD.NACIO NH Nacional ****

Reservation

137439525

Client:

1100039973

RAICES Y EVENTOS S.L.

Amount

592,39

EUR

Arrival: 09.05.2025 Friday

RoomType: Standard Double

Meal Plan BB

Nights: 2

Guests: AD 1 JU 0 CH 0 BB 0

First service:

Depart.: 11.05.2025 Sunday

Room

Last service: BKFS

Currency EUR

RF

GDPR

HK STAT

MOTO

HISTORY

*Conditions

Deposits

Routing charges

Fixed charges

Loaned items

Preferences

Actions

Notices for Reception

Guarantees

Guest notifications

*Statistics

*Commissionable charges

Discount

Packages and st...

Concept	Description	Input commission to room
BKFS	Breakfast	
ROOM	Room	

ESMD.NACIO NH Nacional ****

Reservation

137439525

Client:

1100039973

RAICES Y EVENTOS S.L.

Amount

592,39

EUR

Arrival: 09.05.2025 Friday

RoomType: Standard Double

Meal Plan BB

Nights: 2

Guests: AD 1 JU 0 CH 0 BB 0

First service:

Depart.: 11.05.2025 Sunday

Room

Last service: BKFS

Currency EUR

RF

GDPR

HK STAT

MOTO

HISTORY

*Additional data

*Prices and Commissions

*Conditions

Deposits

Routing charges

Fixed charges

Loaned items

Preferences

Actions

Notices for Reception

Guarantees

Guest notifications

*Statistics

*Commis...

GO TO

Price code

Manual price

Percentages by Manual price

Commission type

Price details

Commission / Deduction by day

Exceptions

Price code

Client %

CRS %

Price code

Client %

CRS %

Date	Price code	Base Price	%	+/- Amount	%MeP	+/-MeP	Manual price
09.05.2025	DU129271	0,00	95,00	0,00	100,00	0,00	
10.05.2025	DU129272	0,00	95,00	0,00	100,00	0,00	

Date	Concept	Client %	% CRS
09.05.2025		10,00	
09.05.2025	BKFS	5,00	
10.05.2025		10,00	
10.05.2025	BKFS	5,00	
11.05.2025		10,00	
11.05.2025	BKFS	5,00	

Price code	Client %	CRS %
DU129271		

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Thank You

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