

TMS for MEETINGS

Packages

Creation of Packages



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 - **Create Event Package**
 - Modify Event Package
 - Display Event Package

Create Event Package (Initial)

ESZZ.CIUZA NH Ciudad de Zaragoza ****

Package

Model

Package

Here create a 'code' (maximum of 10 characters) for your package or select a model (already created package) as a basis for your new package creation

Hotel	Stay Opt.	Description
ESZZ.CIUZA	8 HOURS A	EIGHT HOURS A ARRANGEMENT
ESZZ.CIUZA	8 HRS DDR	8 HRS A
ESZZ.CIUZA	BAYARRI	test jb
ESZZ.CIUZA	BGR-8 HRS	BGR - 8 hrs
ESZZ.CIUZA	BGR_PAOLA	Business 1 day package
ESZZ.CIUZA	DDR ALICIA	PAQUETE M/J
ESZZ.CIUZA	DDR-TEST	TEST DDR KEY USER-FULLDAY
ESZZ.CIUZA	DDR_INV_T1	EVENT PACKAGE TEST TMS 1
ESZZ.CIUZA	DDR_PAOLA	Basic Meeting Package
ESZZ.CIUZA	DDR_PAOLA1	ddr
ESZZ.CIUZA	MAQUINISTA	TEST MAQUINISTA
ESZZ.CIUZA	MIGUEL	PRUEBA MIGUEL ALMERIA

← Examples of the codes given to a package

Event Package Management

NLZH.DHAAG NH Den Haag ****

Code 4 hrs excl lunch NH Washington State ☐ Active

Currency

Start date Price 1 PAX

Expire Simulation

Creation date Pax

Start Time Until ☒ Tax included

Pax Min/Max Until ☒ Editable

☐ Group package

Remarks

Pax	
PAX price	0,00
Total package	0,00
Total exclude	0,00
Total	0,00

Service	Service Group	ID F.Room	Descrip.	Rooms	Service...	Service Dept.	Description	Edit	Descrip.	Quanti...	Start time	End time
	FUNCTION ROOM	1	MAIN	E - TOREN			E - Toren	TOTAL		1	09:00	17:00
	F&B MENU	1	MAIN	E - TOREN	ITEM...	C&B	Mineral w...	GUEST		1	09:00	17:00
	RESOURCE	1	MAIN	E - TOREN	FLSCBE	C&B	Flip, scre...	TOTAL		1	09:00	17:00
	FUNCTION ROOM	2	SHARE...					TOTAL		1	09:00	17:00

Hotel	Stay Opt.	Description
NLZH.DHAAG	12 HRS	12 hrs NH Conference package
NLZH.DHAAG	12 HRS NHW	12 hrs NH Washington package
NLZH.DHAAG	12 NHWS	12 hrs NH Washington State
NLZH.DHAAG	4 EXC NHWS	4 hrs excl lunch NH Washington State
NLZH.DHAAG	4 EXCL NHW	4 hrs excl lunch NH Washington package
NLZH.DHAAG	4 HRS EXCL	4 hrs excl lunch NH Conference package
NLZH.DHAAG	4 HRS INCL	4 hrs incl lunch NH Conference package
NLZH.DHAAG	4 INC NHWS	4 hrs incl lunch NH Washington State
NLZH.DHAAG	4 INCL NHW	4 hrs incl lunch NH Washington package
NLZH.DHAAG	8 HRS INCL	8 hrs incl lunch NH Conference package
NLZH.DHAAG	8 HRS QBL	8 hrs incl QBL NH Conference package
NLZH.DHAAG	8 INC NHWS	8 hrs incl lunch NH Washington State
NLZH.DHAAG	8 INCL NHW	8 hrs incl lunch NH Washington package
NLZH.DHAAG	8 NHW QBL	8 hrs incl QBL NH Washington package
NLZH.DHAAG	8 NHWS QBL	8 hrs incl QBL NH Washington State
NLZH.DHAAG	NOMAPPING	NOMAPPING
NLZH.DHAAG	RECPT 1HR	Hollands Borrelarrangement 1uur
NLZH.DHAAG	RECPT 2HR	Hollands Borrelarrangement 2uur

Create Event Package (Initial)

NLZH.DHAAG NH Den Haag ****

Package

Model

Package

By selecting a 'Model' you will duplicate an already created package completely. This can be useful for packages low season / high season. You only have to modify the duplicated package template to create the new package

Event Package Management

ESZZ.CIUZA NH Ciudad de Zaragoza ***

Code 12-HOURS A ☒

Currency ☒

Start Time 09:00 Until 20:00 ☐ Tax included

Pax Min/Max ☒ Until ☒ ☒ Editable

☐ Group package

Remarks

Start date Price 1 PAX

Expire ☒ Simulation

Creation date 14.04.2016 Pax

PAX price 0,00

Total package 0,00

Total exclude 0,00

Total 0,00

Service Service Group ID F.Room Function Room use Function Rooms Service ID Service type Department Description Edit Description Quanti... Start time End time % Breakdown % Unit price % Total % Total price Exclude No move No

Give a full description of the created code (for example 12-Hours arrangement A)

Currency: Select 'European Euro'

Start date: Fill in the cut-off date of your hotel

Expire: Fill in until when the package needs to be active

Price 1 PAX: Leave this field empty, will be filled automatically and modified later

PAX: Leave this field empty, will not be used

Event Package Management

ESZZ.CIUZA NH Ciudad de Zaragoza ***

Code: 12-HOURS A 12-Hours Arrangement ☐ Active

Currency: European Euro

Start date: 01.04.2016 Price 1 PAX:

Expire: 31.12.2020 Simulation

Creation date: 14.04.2016

Remarks:

Start Time: 09:00 Until: 20:00 ☐ Tax included

Pax Min/Max: ☒ Until: ☒ ☒ Editable

☐ Group package

Pax	<input type="text"/>
PAX price	0,00
Total package	0,00
Total exclude	0,00
Total	0,00

Service Service Group ID F.Room Function Room use Function Rooms Service ID Service type Department Description Edit Description Quanti... Start time End time Σ % Breakdown Σ Unit price Σ % Total Σ Total price Exclude

Start time: Fill in the start time of the package

Until: Fill in the end time of the package

Please note that the package can only be booked within the time range you enter

Pax Min/Max: Fill in the minimum of pax for which the package can be used

Until: Fill in the maximum of pax for which the package can be used (Tip: use the biggest room with the largest set-up to indicate)


Tax included: Tick the box always to indicate tax will be included in the final sales price

Editable: Tick the box to indicate the package can be modified when attached to a reservation

Group package: Under construction

Event Package Management

ESZZ.CIUZA NH Ciudad de Zaragoza ***

Code: 12-HOURS A 12-Hours Arrangement  ☐ Active

Currency: European Euro

Start date: 01.04.2016 Price 1 PAX:


Expire: 31.12.2020 Simulation

Creation date: 14.04.2016 Pax:

Start Time: 09:00 Until: 20:00 ☐ Tax included

Pax Min/Max: ☒ Until: ☒ ☒ Editable

☐ Group package

Remarks:  Arrangement vanaf 10 personen
8 - 9 personen, 10 EURO PP toeslag
6 - 7 personen, 15 EURO PP toeslag
< 6 personen, losse prijzen

Pax	<input type="text"/>
PAX price	0,00
Total package	0,00
Total exclude	0,00
Total	0,00

Service Service Group ID F.Room Function Room use Function Rooms Service ID Service type Department Description Edit Description Quanti... Start time End time Σ % Breakdown Σ Unit price Σ % Total Σ Total price Exclude

When creating a package where the min. pax is more than 1 (for example minimum of 10 persons) and a supplement is requested if the package is used for less then the required number of pax, we request you to advise the supplements in the remarks field.

For the GSO department this is very useful as all hotels use different prices and supplements.


The example shows:

8 – 9 pax: supplement of € 10 per person


6 – 7 pax: supplement of € 15 per person

Less as 6 people, use single items

Event Package Management



ESZZ.CIUZA NH Ciudad de Zaragoza ***

Code 12-Hours Arrangement  ☐ Active

Currency

Start date Price 1 PAX

Expire Simulation

Creation date Pax











Start Time Until ☐ Tax included

Pax Min/Max ☒ Until ☒ ☒ Editable

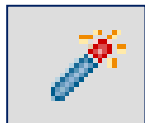
☐ Group package

Remarks

PAX price	0,00
Total package	0,00
Total exclude	0,00
Total	0,00

Service	Service Group	ID F.Room	Function Room use	Function Rooms	Service ID	Service type	Department	Description	Edit	Description	Quanti...	Start time	End time	Σ % Breakdown	Σ Unit price	Σ % Total	Σ Total price	Exclude
---------	---------------	-----------	-------------------	----------------	------------	--------------	------------	-------------	------	-------------	-----------	------------	----------	---------------	--------------	-----------	---------------	---------



Activate the package by using this button



Click this button to start creating the content of the created package

Event Package Management

ESZZ.CIUZA NH Ciudad de Zaragoza ***

Code: 12-HOURS A 12-Hours Arrangement ☒ Active

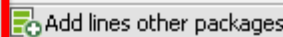
Currency: European Euro

Start Time: 09:00 Until: 21:00 ☐ Tax included


Pax Min/Max: 10 Until: 500 ☒ Editable

☐ Group package

Remarks

 Add lines other packages

The box
'Active' is
ticked now

 Add lines other packages

If preferable, the concept of an already created package can be used by selecting 1 of these created packages (See the list for examples)

Event Package Management

Stay option	Description	Arrang.cod	Price	Curren...
8 HOURS A	EIGHT HOURS A ARRANGEMENT		40,00	EUR
BAYARRI	test jb		0,00	EUR
BGR-8 HRS	BGR - 8 hrs		57,14	EUR
BGR_PA...	Business 1 day package		60,00	EUR
DDR_ALIC...	PAQUETE M/J		40,00	EUR
DDR_PA...	Basic Meeting Package		100,00	EUR
DDR_PA...	ddr		100,00	EUR
MAQUINI...	TEST MAQUINISTA		237,00	EUR
MIGUEL	PRUEBA MIGUEL ALMERIA		70,00	EUR
NHL-4 UUR	NHL-4 UURS		100,00	EUR
PACK0A3	Test_3 Packages Indra		260,00	EUR
PACK1	PACK 1/1		400,00	EUR
PACKMA...	PAQUETE PRUEBA MARI		750,00	EUR
PACKMIL...	PACKAGE FULL DAY-MILA		60,00	EUR
PACK_BM...	PACK BMW MILA DAY -DUPLICA...		55,43	EUR
PACK_FD	PACKAGE FULL DAY-MILA		150,00	EUR
PAKCBEA2	PACK TEST BEA		37,00	EUR
PAQUETE...	PAQUETE PRUEBA BEA		555,00	EUR
SRPACKA	SR PACKETE VALIDACION JB		0.00	EUR

Event Package Management



ESZZ.CIUZA NH Ciudad de Zaragoza ***

Code 12-HOURS A 12-Hours Arrangement

✓ Active

Start date 01.04.2016 Price 1 PAX

Expire 31.12.2020 Simulation

Currency European Euro

Creation date 14.04.2016

Start Time 09:00 Until 21:00 ☐ Tax includedPax Min/Max 10 Until 500 ☒ Editable☐ Group package

Remarks

Pax	0
PAX price	0,00
Total package	0,00
Total exclude	0,00
Total	0,00

Add lines other packages

Service	Service Group	ID F.Room	Descrip.	Rooms	ServiceId	Service	Dept.	Description	Edit	Descrip.	Quantity	Start time	End time	Σ Percentage	Σ Price	Σ % Total	Σ Total price	Exclude	No move	No share	Remarks
	FUNCTION ROOM	1								TOTAL	1	09:00	21:00	0,00	0,00	0,00	0,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
														0,00	0,00	0,00	0,00				



Select this button to create a new line for your package. When starting the creation of a complete new package, the first line will be a 'function room' automatically

Add lines other packages																					
Service	Service Group	ID F.Room	Descrip.	Rooms	ServiceId	Service	Dept.	Description	Edit	Descrip.	Quantity	Start time	End time	Σ Percentage	Σ Price	Σ % Total	Σ Total price	Exclude	No move	No share	Remarks
	FUNCTION ROOM	1								TOTAL	1	09:00	21:00	0,00	0,00	0,00	0,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
														0,00	0,00	0,00	0,00				

Descrip.

Select the type of room – Function Room will be always ‘Main’

Rooms

Leave this field empty. When this package can only be used in 1 specific room in the hotel, select this room over here

F-Ro...	Description	Descr...
01	MAIN	MAIN
02	SECONDARY 1	SEC1
03	SECONDARY 2	SEC2
04	SECONDARY 3	SEC3
05	SHARED 1	SHA1
06	SHARED 2	SHA2
07	SHARED 3	SHA3

Start time	End time
09:00	17:00

Select the start time and end time when this item of the package will be used. Those times will also be displayed on the Service Order and can be modified when the package is linked to an event

Σ Price
0,00

Fill in the **value percentage** of this item. **Use the same percentages as loaded in CRSM.**
The correct pricing will take place later during the process

Exclude
<input type="checkbox"/>

Only active for ‘Function Room’ type lines. Tick if the room will be excluded from the final price of the package

No move
<input type="checkbox"/>

Only active for ‘Function Room’ type lines. Tick if the selected room is specific and may not be changed

No share
<input type="checkbox"/>

Only active for multi event rooms. Tick if the room may not be shared with another event

Service	Service Group	ID F.Room	Descrip.	Rooms	ServiceId	Service	Dept.	Description	Edit	Descrip.	Quantity	Start time	End time	Σ Percentage	Σ Price	Σ % Total	Σ Total price	Exclude	No move	No share	Remarks
	FUNCTION ROOM	1	MAIN							TOTAL	1	09:00	17:00	100,00	3,00	100,00	3,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
										TOTAL	0	09:00	17:00	0,00	0,00	0,00	0,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
														100,00	3,00	100,00	3,00				

Select  to create a second line for additional package items

Start with selecting the service group as shown in the list:
(for example Resources)

Fixed	Short Descript.
01	FUNCTION ROOM
02	F&B MENU
03	RESOURCE
05	SETUP
06	TASKS

The Service Group
'Setup' and 'Tasks'
will **NOT** be used

Service	Service Group	ID F.Room	Descrip.	Rooms	ServiceId	Service	Dept.	Description	Edit	Descrip.	Quantity	Start time	End time	Σ Percentage	Σ Price	Σ % Total	Σ Total price	Exclude	No move	No share	Remarks
	FUNCTION ROOM	1	MAIN							TOTAL	1	09:00	17:00	100,00	3,00	100,00	3,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	RESOURCE									TOTAL	1	09:00	17:00	0,00	0,00	0,00	0,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
														100,00	3,00	100,00	3,00				

Fill in all the requested data for the line 'resources'

















Service	Service Group	ID F.Room	Descrip.	Rooms	Service ID	Service	Dept.	Description	Edit	Descr.	Quantity	Start time	End time	Σ Percentage	Σ Price	Σ % Total	Σ Total price	Exclude	No move	No share	Remarks
FUNCTION ROOM		1	MAIN						TOTAL		1	09:00	17:00	50,00	3,00	50,00	3,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RESOURCE		1	MAIN		220LCD			2200 lumens LCD Projector	TOTAL		1	09:00	17:00	50,00	3,00	50,00	3,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
														100,00	6,00	100,00	6,00				

Select the ID of the Function Room to which the Service Group belongs (in this example: 1 – Main)

Hotel	Resour...	Description	Lan...	Sale pr...
ESZZ.CIUZA	220LCD	2200 lumens LCD Projector	EN	1,00
ESZZ.CIUZA	300LCD	3.000 lumens LCD Projector	EN	1,00
ESZZ.CIUZA	350LCD	3.500 lumens Back Projector	EN	1,00
ESZZ.CIUZA	500LCD	5.000 lumens LCD Projector	EN	1,00
ESZZ.CIUZA	700LCD	7.000 lumens LCD Projector	EN	1,00
ESZZ.CIUZA	ADSLMB	ADSL temporary line + MB number (Ej: Te	EN	1,00
ESZZ.CIUZA	AUDEXH	Audiovisual Technician extra hour/ weeke	EN	1,00
ESZZ.CIUZA	AUDT4H	Audiovisual Technician 4 hours / holiday	EN	1,00
ESZZ.CIUZA	AUDTE4	Audiovisual Technician 4 hours / Workin	EN	1,00
ESZZ.CIUZA	AUMX12	Audio Mixer 12 chanel	EN	1,00
ESZZ.CIUZA	AUMX16	Audio Mixer 16 chanel	EN	1,00
ESZZ.CIUZA	AUPCCA	Audio-PC Cable	EN	1,00
ESZZ.CIUZA	BHOS4H	Bilingual Hostess 4 hours / bank holiday	EN	1,00
ESZZ.CIUZA	BHOS8H	Bilingual Hostess 8 hours / bank holiday	EN	1,00
ESZZ.CIUZA	BHOST4	Bilingual Hostess 4 hours / working day	EN	1,00
ESZZ.CIUZA	BHOST8	Bilingual Hostess 8 hours / working day	EN	1,00
ESZZ.CIUZA	BIKEFD	Bike Rent day	EN	1,00
ESZZ.CIUZA	BIKEHD	Bike Rent 1/2 day	EN	1,00
ESZZ.CIUZA	BIKREN	Bike Rent	EN	1,00
ESZZ.CIUZA	BLAC15	Blackboard + 150*120 cm	EN	1,00
ESZZ.CIUZA	BWCOP	Black & white photocopies	EN	1,00

Insert the quantity of the resource and the related time (mostly same as the time of the function room)

Fill in the value percentage of this item. Use the same percentages as loaded in CRSM. The correct pricing will take place later during the process

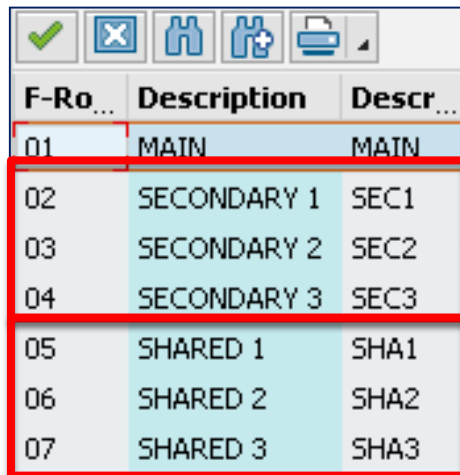
Service	Service Group	ID F.Room	Description	Function Rooms	Service ID	Service	Dept.	Description	Edit	Descrip.	Quantity	Start time	End time	Σ Percentage	Σ Price	Σ % Total	Σ Total price
	FUNCTION ROOM	1	MAIN							TOTAL	1	09:00	20:00	2,48	5,00	2,48	5,00
	F&B MENU	1	MAIN		ITEM_0003			Mineral water		GUEST	1	09:00	20:00	1,74	3,50	1,74	3,50
	RESOURCE	1	MAIN		FLSCBE			Flip, screen, beamer		TOTAL	1	09:00	20:00	1,49	3,00	1,49	3,00
	RESOURCE	1	MAIN		LAPTOP			Laptop		TOTAL	1	09:00	20:00	64,52	130,00	64,52	130,00
	FUNCTION ROOM	2	SECONDARY 1							TOTAL	1	09:00	20:00	2,48	5,00	2,48	5,00
	RESOURCE	2	SECONDARY 1		FRHATS			Free hands telephone (spider)		TOTAL	1	09:00	20:00	0,00	0,00	0,00	0,00
	FUNCTION ROOM	3	SHARED 1	PLAZA				Plaza		TOTAL	1	09:00	20:00	0,00	0,00	0,00	0,00
	F&B MENU	3	SHARED 1	PLAZA	CFBRK_0001			Tempting break		GUEST	1	09:00	20:00	7,44	15,00	7,44	15,00
	FUNCTION ROOM	4	SHARED 2	NHUBE REST				Nhube Restaurant		TOTAL	1	09:00	20:00	0,00	0,00	0,00	0,00
	F&B MENU	4	SHARED 2	NHUBE REST	BGR_0002			Tempting lunch		GUEST	1	09:00	20:00	19,85	40,00	19,85	40,00
														100,00	201,50	100,00	201,50

Create all lines per function room with all related information:

Function Room 1 (Main) = Meeting room
 Function Room 2 (Secondary 1) = Extra meeting room 1
 Function Room 3 (Shared 1) = Plaza for coffee break
 Function Room 4 (Shared 2) = Nhube restaurant for lunch

Resource 1 = All equipment belonging to Meeting room 1
 Resource 2 = All equipment belonging to the extra meeting room (Secondary 1)

F&B Menu 1 = Created F&B menu belonging to Meeting room 1
 F&B Menu 2 = Created F&B menu belonging to the Breakout room (for example coffee break / afternoon break / unlimited coffee-tea)
 F&B Menu 3 = Created F&B menu which belongs to the Restaurant (Shared 2 for example) (lunch & dinner menus can be used for example)



F-Ro...	Description	Descr...
01	MAIN	MAIN
02	SECONDARY 1	SEC1
03	SECONDARY 2	SEC2
04	SECONDARY 3	SEC3
05	SHARED 1	SHA1
06	SHARED 2	SHA2
07	SHARED 3	SHA3

Secondary 1, 2 and 3 we use as extra rooms next to the main, used as meeting space and not as a space for breaks, lunches etc.

Example: 2 extra F. Rooms beside main

- ✓ 1st extra function room for breakout and part of the package – Secondary 1
- ✓ 2nd extra function room for breakout and part of the package – Secondary 2

Shared 1, 2 and 3 we use for areas such as restaurant for lunch, areas special for tempting breaks, etc.

Example:

- ✓ 1st coffee break – Shared 1
- ✓ 2nd coffee break (in another area than 1st coffee break) – Shared 2

Event Package Management

ESZZ.CIUZA NH Ciudad de Zaragoza ***

Code: TEST MAT Test To Show In TMS 4 Meeting Training ☒ Active

Currency: European Euro

Start Time: 09:00 Until: 20:00 ☐ Tax included

Pax Min/Max: 1 Until: 500 ☒ Editable

☐ Group package

Remarks

Start date: 01.04.2016 Price 1 PAX: 100,00 EUR

Expire: 01.01.2020 Simulation

Creation date: 14.04.2016

Service	Service Group	ID F.Room	Descrip.	Rooms	Service...	Service	Dept.	Description	Edit	Descrip.	Quanti...	Start time	End time	Σ Percenta...	Σ Unit price	Σ % Total	Total price	Exclude	No move	No share	Remarks
FUNCTION ROOM		1	MAIN							TOTAL	1	09:00	20:00	3,00	3,00	3,00	3,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F&B MENU		1	MAIN		MINER...			MINERAL ...		GUEST	1	09:00	20:00	6,00	6,00	6,00	6,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RESOURCE		1	MAIN		FLSCBE			Flip, scre...		TOTAL	1	09:00	20:00	2,00	2,00	2,00	2,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RESOURCE		1	MAIN		LAPTOP			Laptop		TOTAL	1	09:00	20:00	1,00	1,00	1,00	1,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FUNCTION ROOM		2	SECON...							TOTAL	1	09:00	20:00	0,00	0,00	0,00	0,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F&B MENU		2	SECON...		TEST D...			COFFEE -		GUEST	1	09:00	20:00	14,00	14,00	14,00	14,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F&B MENU		2	SECON...		TEST D...			TEMPTIN...		GUEST	1	09:00	20:00	5,00	5,00	5,00	5,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F&B MENU		2	SECON...		CFBRK...			Coffee Br...		GUEST	1	10:30	11:00	9,00	9,00	9,00	9,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FUNCTION ROOM		3	SHARE...	REST...				Restaura...		TOTAL	1	12:30	13:30	0,00	0,00	0,00	0,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F&B MENU		3	SHARE...	REST...	TEMPT...			TEMPTIN...		GUEST	1	12:30	13:30	35,00	35,00	35,00	35,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RESOURCE		3	SHARE...	REST...	DJHR4			DJ 4hrs		TOTAL	1	12:30	13:30	25,00	25,00	25,00	25,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
												100,00 100,00 100,00			100,00						

Ones created all lines, make sure the total price will be € 100 (as this are the percentages from CRSM for all items of the package. If the total price is € 100, save the booking by using the 'save' button

Event Package Management

ESZZ.CIUZA NH Ciudad de Zaragoza ***

Code: TEST MAT Test To Show In TMS 4 Meeting Training ☒ Active

Currency: European Euro

Start Time: 09:00 Until: 20:00 ☐ Tax included

Pax Min/Max: 1 Until: 500 ☒ Editable ☐ Group package

Remarks:

Start date: 01.04.2016 Price 1 PAX: 85 EUR

Expire: 01.01.2020 Simulation

Creation date: 14.04.2016

Pax:

PAX price: 0,00

Total package: 0,00

Total exclude: 0,00

manual adjust

Do you want to update the Prices according the new event package price "85.00 " EUR

Service	Service Group	ID F.Room	Descrip.	Rooms	Service...	Service	Dept.	Description	Edit	Descrip.	Quanti...	Start time	End time	Σ Per
FUNCTION ROOM		1	MAIN					TOTAL			1	09:00	20:00	
F&B MENU		1	MAIN		MINER...			MINERAL ...		GUEST	1	09:00	20:00	
RESOURCE		1	MAIN		FLSCBE			Flip, scre...		TOTAL	1	09:00	20:00	

Σ	% Total	Σ Total price
3,00		2,55
6,00		5,10
2,00		1,70
1,00		0,85
0,00		0,00
14,00		11,90
5,00		4,25
9,00		7,65
0,00		0,00
35,00		29,75
25,00		21,25
100,00		85,00

Now change the Gross price of the created package to the correct selling price in the top of the screen. A message will pop-up, select 'yes' to **confirm the new pricing and a new package is created**

As you can see, the 'Total price' is changed to the correct selling price. The '% Total' will stay like we have informed during the creation of the package. This means the correct split is used for the package (as it was in CRSM)



Sometimes the split of the created packages changes when adding the final sales price:

Percentage	Unit price
5,00	5,00
3,00	3,00
3,00	3,00
0,00	0,00
22,00	22,00
0,00	0,00
6,00	6,00
19,00	19,00
0,00	0,00
42,00	42,00
0,00	0,00
100,00	100,00



Percentage	Price
4,97	2,66
3,01	1,61
3,01	1,61
0,00	0,00
22,00	11,77
0,00	0,00
6,00	3,21
19,01	10,17
0,00	0,00
42,00	22,47
0,00	0,00
100,00	53,50

New price € 45,-

ORIGINAL SPLIT	
%	Price
5,00%	5
3,00%	3
3,00%	3
0,00%	0
22,00%	22
0,00%	0
6,00%	6
19,00%	19
0,00%	0
42,00%	42
0,00%	0
100,00%	100

New price € 53,50

NO ROUNDING NEEDED	
%	Price
5%	2,25
3%	1,35
3%	1,35
0%	0
22%	9,9
0%	0
6%	2,7
19%	8,55
0%	0
42%	18,9
0%	0
100%	45

ROUNDING NEEDED	
%	Price
5%	2,675
3%	1,605
3%	1,605
0%	0
22%	11,77
0%	0
6%	3,21
19%	10,165
0%	0
42%	22,47
0%	0
100%	53,5

If the system needs to create a rounding for the new package price, prices with 3 decimals are used. This is not possible in the system so TMS will recalculate the new split in prices as well as in the percentages. TMS will slightly change the split in percentage instead of the split in price in order to keep the correct sales price.

Event Package Management

ESZZ.CIUZA NH Ciudad de Zaragoza ***

Code: TEST MAT Test To Show In TMS 4 Meeting Training ☒ Active

Currency: European Euro

Start date: 01.04.2016 Price 1 PAX: 85,00 EUR

Expire: 01.01.2020 Simulation

Creation date: 14.04.2016

Start Time: 09:00 Until: 20:00 ☐ Tax included

Pax Min/Max: 1 Until: 500 ☒ Editable

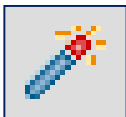
☐ Group package

Remarks:

Pax	
PAX price	0,00
Total package	0,00
Total exclude	0,00
Total	0,00 EUR



To view the modification history of the package



To activate or deactivate the package



Identifies all the events that include the package



To modify the grid of the package

Link packages to an event



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Hesperia
RESORTS

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Function rooms	*Hotel Reser	*Clients	Additional Info	*Statistics	Commissions	Deposits	Actions	Packages	Routing and Charges	Fixed charges	Discount							
<div>      </div>																		
ID	Package or	Id	Description	Main room	Pax	Charge date	Start time	End time	Original Price	Price per Pax	% Discount	Discount amount	Price per Pax	Final price	Status code	Lost	Rejected	Cancelled

In the event at the tab 'Packages', select the  sign to add a created package

Paquete

Id

Main room

Start time

End time

Pax Quantity

Currency

Status

Application date

Repetitions

Prices

Original price PAX

Price by PAX

Discount by PAX

Stay option (2) 1 Entry found

Restrictions

✓

✗

H

+

⌵

Stay Opt.	Description	Date	Expires D.	Price	Char
8 HOURS A	EIGHT HOURS A ARRANGEMENT	01.01.2014	01.01.2020	40,00	WHERE REMARKS?

Select the correct package you want to add and press 'Enter'

*Function rooms	*Hotel Reser	*Clients	Additional Info	*Statistics	Commissions	Deposits	Actions	Packages	Routing and Charges	Fixed charges	Discount					
Ord.Pac	St...	Section	No sh...	Function Rooms	No m...	Start date	Start ...	End date	End ti...	GST	Cost price	Sale price	Total cost	Total sale	F... Tas	Res
			<input type="checkbox"/>	Somport	<input type="checkbox"/>	13.04.2016	09:00	13.04.2016	20:00	15	0,00	250,00	0,00	250,00	<input type="checkbox"/>	

Management

Price Calculation by:

☒ Price day

F. Rooms amounts

Cost Amount0,00 EUR

F. Rooms extras amounts

Cost Amount0,00 EUR

Actions

When rooms are already informed in the tab 'function rooms' you can add a package to the specific room by selecting the line of the room.

Press the package button , select the correct package you want to add and press 'Enter'

Paquete

Id	<input type="text"/>	Application date	<input type="text"/>	Prices
Main room		Repetitions	0	Original price PAX
Start time	00:00			0,00
End time	00:00			
Pax Quantity	0			Price by PAX
Currency				0,00
Status				Discount by PAX
				0,00 %

Stay option (2) 1 Entry found

Restrictions

Stay Opt.	Description	Date	Expires D.	Price	Char
8 HOURS A	EIGHT HOURS A ARRANGEMENT	01.01.2014	01.01.2020	40,00	WHERE REMARKS?

Paquete

Id: **8 HOURS A** ☐ EIGHT HOURS A ARRANGEMENT Application date: 14.10.2014

Main room: **HALL** (highlighted with a red box and arrow) Repetitions: 1

Start time: 09:00 End time: 17:00 Remarks:

Pax Quantity: 1 ☒ Editable

Currency: EUR Euro ☐ Tax included

Status: ☐ Group package

Prices:

Original price PAX	40,00
Price by PAX	40,00
Discount by PAX	0,00

Tuesday 14.10.2014 1 / 1

Service	Service Group	ID F.Room	Function Room use	Rooms	Service...	Service	Dept.	Descrip.	Edit	Calculation Unit	Quanti...	Start time	End time	Σ Percenta...	Σ Price	Σ Percenta...	Σ Price	Σ % Total	Σ Total price	Σ Percenta...	Σ Price
FUNCTION ROOM		1	MAIN							TOTAL	1	09:00	17:00	5,00	2,00	5,00	2,00	5,00	2,00	5,00	2,00
F&B MENU		1	MAIN		TEST D...			MINER...		GUEST	1	09:00	17:00	3,00	1,20	3,00	1,20	3,00	1,20	3,00	1,20
RESOURCE		1	MAIN		FLSCBE			Flip, sc...		TOTAL	1	09:00	17:00	3,00	1,20	3,00	1,20	3,00	1,20	3,00	1,20
FUNCTION ROOM		2	SHARED 1							TOTAL	1	09:00	17:00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
F&B MENU		2	SHARED 1		TEST D...			WELC...		GUEST	1	09:00	09:15	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
F&B MENU		2	SHARED 1		TEST D...			COFFE...		GUEST	1	09:00	17:00	35,50	14,20	35,50	14,20	35,50	14,20	35,50	14,20
F&B MENU		2	SHARED 1		TEST D...					GUEST	1	09:00	17:00	5,25	2,10	5,25	2,10	5,25	2,10	5,25	2,10
F&B MENU		2	SHARED 1		TEST D...					GUEST	1	09:00	17:00	5,25	2,10	5,25	2,10	5,25	2,10	5,25	2,10
F&B MENU		2	SHARED 1		TEST D...					GUEST	1	09:00	17:00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
F&B MENU		2	SHARED 1		TEST D...					GUEST	1	09:00	17:00	43,00	17,20	43,00	17,20	43,00	17,20	43,00	17,20
F&B MENU		2	SHARED 1		TEST D...					GUEST	1	09:00	17:00	100,00	40,00	100,00	40,00	100,00	40,00	100,00	40,00

Id: **TEST MAT** ☐ Test To Show In TMS 4 Meeting Training

Main room: **HALL** (highlighted with a red box) Hall

Start time: 09:00 End time: 20:00 Remarks:

Pax Quantity: 1 ☒ Editable

Currency: EUR Euro ☐ Tax included

Status: ☐ Group package

Service	Service Group	ID F.Room	Function Room use	Rooms	Service ID	Service	Dept.	Description
FUNCTION ROOM		1	MAIN	HALL				
F&B MENU		1	MAIN	HALL				MINERAAL WATER
RESOURCE		1	MAIN	HALL				FLSCBE
RESOURCE		1	MAIN	HALL				LAPTOP
FUNCTION ROOM		2	SECONDARY 1					
F&B MENU		2	SECONDARY 1		TEST DENNIS			COFFEE - TEA FULL DAY
F&B MENU		2	SECONDARY 1		TEST DENNIS5			TEMPTING BREAK AFTERNOON
F&B MENU		2	SECONDARY 1		CFBRK_0003			Coffee Break 3

You can inform the main room, in “main room box” as well. The information travels to “rooms box”

Service	Service Group	ID F.Room	Function Room use	Rooms	Service ID	Service	Dept.	Description	Edit	Calculation Unit	Quantity	Start time	End time
	FUNCTION ROOM	1	MAIN							TOTAL	1	09:00	17:00
	F&B MENU	1	MAIN		TEST DENNIS6			MINERAL WATER		GUEST	1	09:00	17:00
	RESOURCE	1	MAIN		FLSCBE			Flip, screen, beamer		TOTAL	1	09:00	17:00
	FUNCTION ROOM	2	SHARED 1							TOTAL	1	09:00	17:00
	F&B MENU	2	SHARED 1		TEST DENNIS3			WELCOME SWEET SNACK		GUEST	1	09:00	09:15
	F&B MENU	2	SHARED 1		TEST DENNIS			COFFEE - TEA FULL DAY		GUEST	1	09:00	17:00
	F&B MENU	2	SHARED 1		TEST DENNIS4			TEMPTING BREAK MORNING		GUEST	1	10:00	11:00
	F&B MENU	2	SHARED 1		TEST DENNIS5			TEMPTING BREAK AFTERNOON		GUEST	1	15:00	16:00
	FUNCTION ROOM	3	SHARED 1							TOTAL	1	12:00	15:00
	F&B MENU	3	SHARED 1		TEST DENNIS8			TEMPTING LUNCH		GUEST	1	12:00	15:00

Function Rooms (1) - 6 Entries found

Restrictions

Hotel	Function Ro...	Description	Lan...	Sale pr...
ESZZ.CIUZA	CANFRA	Canfranc	EN	200,00
ESZZ.CIUZA	HALL	Hall	EN	250,00
ESZZ.CIUZA	PIRINE	Pirineos	EN	350,00
ESZZ.CIUZA	RESTAU	Restaurante	EN	150,00
ESZZ.CIUZA	SOMPIR	Somport - Pirineos	EN	400,00
ESZZ.CIUZA	SOMPOR	Somport	EN	250,00

Select for every Function Room the correct room and press 'Enter'

Service Type will be shown on the next slide

Select the correct department responsible for the Service

De...	Description
ADM	Finance & Administration
AGE	Agents
C&B	Conference & Banqueting
DIR	Direction
F&B	Food & Beberage
HKP	Housekeeping
HUN	Hunters
MTN	Maintenance
ORG	Organizers
PBR	Public Relations
PREP	Prepayments
REC	Reception
RES	Reservations & Bookings
RSC	CRO RESPONSIBLE
RSG	GSO RESPONSIBLE
SAL	Sales

Service	Service Group	ID F.Room	Function Room use	Rooms	Service ID	Service	Dept.	Description	Edit	Calculation Unit	Quantity	Start time	End time
	FUNCTION ROOM	1	MAIN							TOTAL	1	09:00	17:00
	F&B MENU	1	MAIN		TEST DENNIS6			MINERAL WATER		GUEST	1	09:00	17:00
	RESOURCE	1	MAIN		FLSCBE			Flip, screen, beamer		TOTAL	1	09:00	17:00
	FUNCTION ROOM	2	SHARED 1							TOTAL	1	09:00	17:00
								WELCOME SWEET SNACK		GUEST	1	09:00	09:15
								COFFEE - TEA FULL DAY		GUEST	1	09:00	17:00
								TEMPTING BREAK MORNING		GUEST	1	10:00	11:00
								TEMPTING BREAK AFTERNOON		GUEST	1	15:00	16:00
										TOTAL	1	12:00	15:00
								TEMPTING LUNCH		GUEST	1	12:00	15:00

Service type	Description	Production concept
BSBKFS	BUSINESS BREAKFAST	CFBR
BSCOCK	BUSINESS COCKTAIL	MENF/MENB/MENH
BSDINN	BUSINESS DINNER	MENF/MENB/MENH
BSLNCH	BUSINESS LUNCH	MENF/MENB/MENH
BUSBUF	BUSINESS BUFFET	MENF/MENB/MENH
CATERI	CATERING	CTGF/CTGB/CTBH
COFBRK	COFFEE BREAK	CFBR
GALBUF	GALA BUFFET	BQTF/BQTB/BQBH
GALCOC	GALA COCKTAIL	BQTF/BQTB/BQBH
GALDIN	GALA DINNER	BQTF/BQTB/BQBH
GALLCH	GALA LUNCH	BQTF/BQTB/BQBH
LEIBKF	LEISURE GROUP BREAKFAST	BKFS
LEIDIN	LEISURE GROUP DINNER	DINF/DINB/DIBH
LEILCH	LEISURE GROUP LUNCH	LNCFL/LNCBALBBH
PICNIC	PICNIC	PICN
SNACKS	SNACK	CKTF/CKTB/CKBH
SPRBKF	SPORT GROUP BREAKFAST	BKFS
SPRDIN	SPORT GROUP DINNER	DINF/DINB/DIBH
SPRLCH	SPORT GROUP LUNCH	LNCFL/LNCBALBBH
SPRSNK	SPORT GROUP SNACK	PICN
WEDBUF	WEDDING BUFFET	WEDFA/WEDBA/WEBH
WEDCOC	WEDDING COCKTAIL	WEDFA/WEDBA/WEBH
WEDDIN	WEDDING DINNER	WEDFA/WEDBA/WEBH
WEDLCH	WEDDING LUNCH	WEDFA/WEDBA/WEBH

By selecting the Service type, you inform the system on which revenue concept the production will be booked

Service	Service Group	ID F.Room	Function Room use	Rooms	Service ID	Service	Dept.	Description	Edit	Calculation Unit	Quantity	Start time	End time
	FUNCTION ROOM	1	MAIN	CANFRA				Canfranc		TOTAL	1	09:00	17:00
	F&B MENU	1	MAIN	CANFRA	TEST DENNIS6	BSLNCH	F&B	MINERAL WATER		GUEST	1	09:00	17:00
	RESOURCE	1	MAIN	CANFRA	FLSCBE		C&B	Flip, screen, beamer		TOTAL	1	09:00	17:00
	FUNCTION ROOM	2	SHARED 1	HALL				Hall		TOTAL	1	09:00	17:00
	F&B MENU	2	SHARED 1	HALL	TEST DENNIS3	BSLNCH	F&B	WELCOME SWEET SNACK		GUEST	1	09:00	09:15
	F&B MENU	2	SHARED 1	HALL	TEST DENNIS	BSLNCH	F&B	COFFEE - TEA FULL DAY		GUEST	1	09:00	17:00
	F&B MENU	2	SHARED 1	HALL	TEST DENNIS4	BSLNCH	F&B	TEMPTING BREAK MORNING		GUEST	1	10:00	11:00
	F&B MENU	2	SHARED 1	HALL	TEST DENNIS5	BSLNCH	F&B	TEMPTING BREAK AFTERNOON		GUEST	1	15:00	16:00
	FUNCTION ROOM	3	SHARED 1	RESTAU				Restaurante		TOTAL	1	12:00	15:00
	F&B MENU	3	SHARED 1	RESTAU	TEST DENNIS8	BSLNCH	F&B	TEMPTING LUNCH		GUEST	1	12:00	15:00

Ones filled in the Room, Service and Department you have the option to modify all white fields (like description, quantity and start/end time)



Use this button to add the **(mandatory)** setup for each function room

Service	Service Group	ID F.Room	Function Room use	Rooms
	FUNCTION ROOM	1	MAIN	CANFRA
	F&B MENU	1	MAIN	CANFRA
	RESOURCE	1	MAIN	CANFRA
	FUNCTION ROOM	2	SHARED 1	HALL
	F&B MENU	2		
	F&B MENU	2		
	F&B MENU	2		
	F&B MENU	2		
	FUNCTION ROOM	3		
	F&B MENU	3		

Short Descript. (1) 5 Entries

Restrictions

Fixed ... Short Descript.

01	FUNCTION ROOM
02	F&B MENU
03	RESOURCE
05	SETUP
06	TASKS

Service	Service Group	ID F.Room	Function Room use	Rooms	Service ID	Service	Dept.	Description	Edit	Calculation Unit	Quantity	Start time	End time
	RESOURCE	1	MAIN	CANFRA	FLSCBE		C&B	Flip, screen, beamer		TOTAL	1	09:00	17:00
	FUNCTION ROOM	2	SHARED 1	HALL				Hall		TOTAL	1	09:00	17:00
	F&B MENU	2	SHARED 1	HALL	TEST DENNIS3	BSLNCH	F&B	WELCOME SWEET SNACK		GUEST	1	09:00	09:15
	F&B MENU	2	SHARED 1	HALL	TEST DENNIS	BSLNCH	F&B	COFFEE - TEA FULL DAY		GUEST	1	09:00	17:00
	F&B MENU	2	SHARED 1	HALL	TEST DENNIS4	BSLNCH	F&B	TEMPTING BREAK MORNING		GUEST	1	10:00	11:00
	F&B MENU	2	SHARED 1	HALL	TEST DENNIS5	BSLNCH	F&B	TEMPTING BREAK AFTERNOON		GUEST	1	15:00	16:00
	FUNCTION ROOM	3	SHARED 1	RESTAU				Restaurante		TOTAL	1	12:00	15:00
	F&B MENU	3	SHARED 1	RESTAU	TEST DENNIS8	BSLNCH	F&B	TEMPTING LUNCH		GUEST	1	12:00	15:00
	SETUP	1	MAIN	CANFRA	BOARD		C&B	BOARDROOM		TOTAL	1	09:00	17:00
	SETUP									TOTAL	1	09:00	17:00

Hotel	Function Ro...	Setup	Description	Sale pr...	Lan...
ESZZ.CIUZA	CANFRA	BANQU	BANQUET	0,00	EN
ESZZ.CIUZA	CANFRA	BOARD	BOARDROOM	0,00	EN
ESZZ.CIUZA	CANFRA	CABAR	CABARET	0,00	EN
ESZZ.CIUZA	CANFRA	CHAIR	CHAIRS	0,00	EN
ESZZ.CIUZA	CANFRA	CLASSR	CLASSROOM	0,00	EN
ESZZ.CIUZA	CANFRA	COCKT	COCKTAIL	0,00	EN
ESZZ.CIUZA	CANFRA	COFBK	COFFEE BREAK	0,00	EN
ESZZ.CIUZA	CANFRA	EXIHB	EXHIBITION	0,00	EN
ESZZ.CIUZA	CANFRA	TEST NEW	SETUP TEST MASS	0,00	EN
ESZZ.CIUZA	CANFRA	THEAT	THEATRE	0,00	EN
ESZZ.CIUZA	CANFRA	USHAP	U-SHAPE	0,00	EN
ESZZ.CIUZA	CANFRA	WCHTB	WITHOUT CHAIRS AND TABLES	0,00	EN
ESZZ.CIUZA	PIRINE	BANQU	BANQUET	0,00	EN
ESZZ.CIUZA	PIRINE	BOARD	BOARDROOM	0,00	EN
ESZZ.CIUZA	PIRINE	CABAR	CABARET	0,00	EN
ESZZ.CIUZA	PIRINE	CHAIR	CHAIRS	0,00	EN
ESZZ.CIUZA	PIRINE	CLASSR	CLASSROOM	0,00	EN
ESZZ.CIUZA	PIRINE	COCKT	COCKTAIL	0,00	EN
ESZZ.CIUZA	PIRINE	COFBK	COFFEE BREAK	0,00	EN
ESZZ.CIUZA	PIRINE	DINDA	DINNER DANCE	0,00	EN
ESZZ.CIUZA	PIRINE	EXIHB	EXHIBITION	0,00	EN
ESZZ.CIUZA	PIRINE	THEAT	THEATRE	0,00	EN
ESZZ.CIUZA	PIRINE	USHAP	U-SHAPE	0,00	EN
ESZZ.CIUZA	PIRINE	WCHTB	WITHOUT CHAIRS AND TABLES	0,00	EN
ESZZ.CIUZA	RESTAU	BANQU	BANQUET	0,00	EN

Ones filled in the ID of the Room,
select the setup and the department

When done with all the modifications of the package and the selection of the Setup for all the rooms, press the 'Save' button

Service	Service Group	ID F.Room	Function Room use	Rooms	Service ID	Service	Dept.	Description	Edit	Calculation Unit	Quantity	Start time	End time	Σ Percentage	Σ Price	Σ Percentage	Σ Price	Σ % Total	Σ Total
RESOURCE		1	MAIN	CANFRA	FLSCBE		C&B	Flip, screen, beamer		TOTAL	1	09:00	17:00	3,00	1,20	3,00	1,20	3,00	
FUNCTION ROOM		2	SHARED 1	HALL				Hall		TOTAL	1	09:00	17:00	0,00	0,00	0,00	0,00	0,00	
F&B MENU		2	SHARED 1	HALL	TEST DENNIS3	BSLNCH	F&B	WELCOME SWEET SNACK		GUEST	1	09:00	09:15	0,00	0,00	0,00	0,00	0,00	
F&B MENU		2	SHARED 1	HALL	TEST DENNIS5	BSLNCH	F&B	COFFEE - TEA FULL DAY		GUEST	1	09:00	17:00	35,50	14,20	35,50	14,20	35,50	
F&B MENU		2	SHARED 1	HALL	TEST DENNIS4	BSLNCH	F&B	TEMPTING BREAK MORNING		GUEST	1	10:00	11:00	5,25	2,10	5,25	2,10	5,25	
F&B MENU		2	SHARED 1	HALL	TEST DENNIS5	BSLNCH	F&B	TEMPTING BREAK AFTERNOON		GUEST	1	15:00	16:00	5,25	2,10	5,25	2,10	5,25	
FUNCTION ROOM		3	SHARED 1	RESTAU				Restaurante		TOTAL	1	12:00	15:00	0,00	0,00	0,00	0,00	0,00	
F&B MENU		3	SHARED 1	RESTAU	TEST DENNIS8	BSLNCH	F&B	TEMPTING LUNCH		GUEST	1	12:00	15:00	43,00	17,20	43,00	17,20	43,00	
SETUP		1	MAIN	CANFRA	BOARD		C&B	BOARDROOM		TOTAL	1	09:00	17:00	0,00	0,00	0,00	0,00	0,00	
SETUP		2	SHARED 1	HALL	CABAR		C&B	CABARET		TOTAL	1	09:00	17:00	0,00	0,00	0,00	0,00	0,00	
SETUP		3	SHARED 1	RESTAU	BANQU		C&B	BANQUET		TOTAL	1	12:00	15:00	0,00	0,00	0,00	0,00	0,00	

Save Cancel Function Diary

Room occupied by other Events

Events overlapping:

EVENT	VER	DESCRIPTION	ROOM	START D.	START	END D.	END T.	Sales Ag.	STATUS
TEST DUPLI	001	TEST DUPLICAR EVENTO	CANFRA	29/09/2015	09:00	29/09/2015	20:00		offer

If saving the package, the system will give you warnings if Events are overlapping

*Function rooms		Hotel Reserv		*Clients		Additional Info		*Statistics		Commissions		Deposits		Actions		*Packages		Routing and Charges		Fixed charges		Discount	
<div><div><div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div>Discount</div><div>Packages applied</div></div></div></div>																							
<div><div></div><div></div></div>	ID	Package or	Id	Description	Main room	Pax	Charge date	Start time	End time	Original P	Price per	% Discou...	Discount amount	Price per	Final pric	Status code	Lost	Rejected	Cancelled				
<div><div></div><div></div></div>	1	T...	Test DDR ...	BILBAO	1	18.04.2016	09:00:00	17:00:...	100,00	100,00	0,00	0,00	100,00	100,00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

The package is now added to the event.

All modifications related to the items of the package(s) need to be made from this tab. Select the line of the package you want to modify and press the

Event Package - Discount

Discount 1 | Discount 2 | Discount 3

Original price by Pax

100,00

☒ Discount %
 ☐ Discount Amount

Discount %

New price by Pax

100,00

Total final price

100,00

☐ Discount %
 ☐ Discount Amount

Discount %

0,00

Discount Amount

0,00

New Total final price

100,00

Precio por Pax

100,00

100,00

Descuento % Amount

0,00

0,00

Delete discounts

When applying discount, select the package involved and this screen will appear.

Fill in the discount % and the price will be modified. You have the option to give up to 3 discounts.

Example:

- 1- 10% of €10,- package price: €9,-
- 2- 10% of €9,- package price: €8,10
- 3- 10% of €8,10 package price: €7,29



Commission and packages

When commission to the package needs to be applied, a special line with the DDR concept needs to be create in the tab 'commissions'

Software interface showing the 'Commissions' tab. The interface includes a table for commission entries and a form for percentage settings.

Commissions Table:

Concept	Description	Percentage
DDR1	Package 1 - DDR 21%	60
DDR2	Package 2 - DDR 6%	60
DDR4	Package 4 - DDR 0%	60
DDRM1	Package M 1 - DDR 21%	60
DDRM2	Package M 2 - DDR 6%	60
DDRM4	Package M 4 - DDR 0%	60

Percentage Settings:

Percentage: ☐ Disc ☒ Commission ☐ Exempt

Copy

on sale amount

Client %: 10,00

CRS %: 0,00

It is also possible to book on the same day 2 or more types of packages for the same F. Room(s) within the same range of hours

Example

- ✓ 1 day
- ✓ 10 pax 8 hrs DDR
- ✓ 5 pax 4 hrs DDR including lunch
- ✓ For both DDR's you will book same main F. Room + same F. Room for tempting breaks + same F. Room for lunch. All within the same range of hours as both groups are attending same schedule and same meeting, some are just not attending the afternoon program, so you book them a 4 hrs DDR including lunch.

NLZH.DHAAG. Events data										
Revenue detail Event revenue Function Diary										
NLZH.DHAAG NH Den Haag ***** Reservat.: 159474 Client: 0000001000 DIRECT GUEST										
General data										
*Function rooms *Hotel Reser *Clients Additional Info *Statistics Commissions Depo										
Ord.Pac	S...	Section	No ...	Function Rooms	No ...	Start date	Star...	End date	End...	GS
1	8 hrs DDR			Bilbao		25.08.2016	09:00	25.08.2016	17:00	
1				Plaza		25.08.2016	10:30	25.08.2016	16:00	
1				Mhube Resta...		25.08.2016	12:00	25.08.2016	13:00	
2	4 hrs incl lunch DDR			Bilbao		25.08.2016	09:00	25.08.2016	13:00	
2	Same F. Rooms within			Plaza		25.08.2016	10:30	25.08.2016	11:00	
2	same range of hours			Mhube Resta...		25.08.2016	12:00	25.08.2016	13:00	



When the key-user informs the hotel that you can proceed with modification of F&B menus and the creation of packages, you may **only create 1 menu of the possible options applicable for your country**.

For example for Dutch hotels, menus with:

- Food only (if the hotels needs to create such a menu)
- Beverage no-alcoholic only (if the hotels needs to create such a menu)
- Food + beverage no-alcoholic (if the hotels needs to create such a menu)
- Alcoholic only (if the hotels needs to create such a menu)

Once you have finished 1 of each possible menus, you need to inform your key-user, so they can review and check. If not correct they will inform you, so you can modify and proceed correctly for the remaining F&B menus.

Same for the **1st package** you create. **Before you continue with the 2nd you need to inform your key-user, so they can review and check.** If not correct they will inform you, so you can modify and proceed correctly for the remaining packages.

Modify F&B menus migrated packages



nh | HOTEL GROUP

nh
HOTELS


NH COLLECTION

nhow

Hesperia
RESORTS

MODIFICATION OF A MIGRATED PACKAGE TO TMS4M FOR WHICH YOU NEED TO MODIFY F&B MENUS

The BF's migrated from CRSM which included packages - NO MAPPING PACKAGES in TMS4M

When you apply another Service ID in a package, the price of the item is updated to the recent created price in TMS4M and the split is recalculated

NOTE: same when you modify a F&B menu not part of package – when changing MENU 0000

You must correct the price of the item once you have applied the correct Service ID

NOTE: same as you do when modifying a F&B menu not part of package – when changing MENU 0000

Pax Quantity: 16
Currency: EUR Euro
Status: Second Option

☒ Editable
☒ Tax included
☐ Group package

DDR Code: 18973
Contr. Pax: 0 / Exp. Pax: 0 / Veg Pax: 0

Price by PAX: 26,00
Discount by PAX: 0,00 %

Friday 14.10.2016

Service	Function Rooms	Service ID	Service	Dept.	Description	Edit	Calculation Unit	Quantity	Start time	End time	Σ Percentage	Σ Price	Σ Percentage	Σ Price	Σ % Total	Σ T
LOUNGE					Lounge		TOTAL	1	08:00	15:30	0,00	0,00	0,00	0,00	0,00	
LOUNGE		ITEM_0000	SNACKS	F&B	Ontvangst met koffie/thee		GUEST	1	08:00	08:30	0,00	0,00	0,00	0,00	0,00	
LOUNGE		OTHER		MTN	OTHER		TOTAL	1	08:00	15:30	0,00	0,00	0,00	0,00	0,00	
LOUNGE		CFBRK_0000	COFBRK	F&B	Coffee and tea package all day		GUEST	1	08:30	15:30	0,00	0,00	43,31	11,26	43,31	
LOUNGE		CFBRK_0000	COFBRK	F&B	Break met koffie/thee		GUEST	1	10:15	10:30	0,00	0,00	0,00	0,00	0,00	
LOUNGE		CFBRK_0000	COFBRK	F&B	Break met koffie/thee/fris		GUEST	1	13:30	13:45	0,00	0,00	10,31	2,68	10,31	
SOFIA					Sofia		TOTAL	1	08:30	15:30	0,00	0,00	5,15	1,34	5,15	
SOFIA		USHAP		MTN	U-SHAPE		TOTAL	1	08:30	15:30	0,00	0,00	0,00	0,00	0,00	
RESTAURANT					Restaurant		TOTAL	1	12:15	13:00	0,00	0,00	0,00	0,00	0,00	
RESTAURANT		BGR_0000	BSLNCH	F&B	Sandwich Lunch		GUEST	1	12:15	13:00	0,00	0,00	41,23	10,72	41,23	
RESTAURANT		OTHER		MTN	OTHER		TOTAL	1	12:15	13:00	0,00	0,00	0,00	0,00	0,00	
											0,00	0,00	100,00	26,00	100,00	

Service	Function Rooms	Service ID	Service	Dept.	Description	Edit	Calculation Unit	Quantity	Start time	End time	Σ Pe
	LOUNGE				Lounge		TOTAL	1	08:00	15:30	
	LOUNGE	ITEM_0000	SNACKS	F&B	Or	Menu (1) 60 Entries found					
	LOUNGE	OTHER		MTN	O	Restrictions					
	LOUNGE	CFBRK_0000	COFBRK	F&B	Co						
	LOUNGE	CFBRK_0000	COFBRK	F&B	Br						
	LOUNGE	CFBRK_0000	COFBRK	F&B	Br						
	SOFIA				So						
	SOFIA	USHAP		MTN	U-						
	RESTAURANT				Re						
	RESTAURANT	BGR_0000	BSLNCH	F&B	Sa						
	RESTAURANT	OTHER		MTN	O						

Hotel	Menu	Description	Lang.	Sale price
NLNB.WAALW	BGR_0000	Company Menu 0	EN	100,00
NLNB.WAALW	BGR_0001	Tempting Lunch	EN	21,50
NLNB.WAALW	BGR_0002	Sandwich Lunch	EN	14,50
NLNB.WAALW	BGR_0003	Lunch a la Carte	EN	0,00
NLNB.WAALW	BGR_0004	Dinner a la Carte	EN	0,00

In the migrated package you need to change the Service ID 'BGR_0000' to a menu which is created by the hotel. In this example we change the Service ID 'BGR_0000' to 'BGR_0002' with a set price of € 14,50

Id		NOMAPPING		8-hrs Package BHV		Application date		14.10.2016		Prices	
Main room		LOUNGE		Lounge		Repetitions		1		Original price PAX	
Start time		08:00		End time		15:30		Remarks		Price by PAX	
Pax Quantity		16		<input checked="" type="checkbox"/> Editable		Remarks: 8-hrs Package BHV DDR Code: 18973 Contr. Pax: 0 / Exp. Pax: 0 / Veg Pax: 0		Discount by PAX		0,00	
Currency		EUR		Euro				<input checked="" type="checkbox"/> Tax included			
Status		Second Option		<input type="checkbox"/> Group package							

Friday 14.10.2016 1 / 1

Service	Function Rooms	Service ID	Service	Dept.	Description	Edit	Calculation Unit	Quantity	Start time	End time	Σ Percentage	Σ Price	Σ Percentage	Σ Price	Σ % Total
LOUNGE					Lounge		TOTAL	1	08:00	15:30	0,00	0,00	0,00	0,00	0,00
LOUNGE		ITEM_0000	SNACKS	F&B	Ontvangst met koffie/thee		GUEST	1	08:00	08:30	0,00	0,00	0,00	0,00	0,00
LOUNGE		OTHER		MTN	OTHER		TOTAL	1	08:00	15:30	0,00	0,00	0,00	0,00	0,00
LOUNGE		CFBRK_0000	COFBRK	F&B	Coffee and tea package all day		GUEST	1	08:30	15:30	0,00	0,00	37,81	11,26	37,81
LOUNGE		CFBRK_0000	COFBRK	F&B	Break met koffie/thee		GUEST	1	10:15	10:30	0,00	0,00	0,00	0,00	0,00
LOUNGE		CFBRK_0000	COFBRK	F&B	Break met koffie/thee/fris		GUEST	1	13:30	13:45	0,00	0,00	9,00	2,68	9,00
SOFA					Sofa		TOTAL	1	08:30	15:30	0,00	0,00	4,50	1,34	4,50
SOFA		USHAP		MTN	U-SHAPE		TOTAL	1	08:30	15:30	0,00	0,00	0,00	0,00	0,00
RESTAURANT					Restaurant		TOTAL	1	12:15	13:00	0,00	0,00	0,00	0,00	0,00
RESTAURANT		BGR_0002	BSLNCH	F&B	Sandwich Lunch		GUEST	1	12:15	13:00	0,00	0,00	48,69	14,50	48,69
RESTAURANT		OTHER		MTN	OTHER		TOTAL	1	12:15	13:00	0,00	0,00	0,00	0,00	0,00
											0,00	0,00	100,00	29,78	100,00

When the correct Service ID / menu is applied, the Service ID is correct, but with a price of €14,50 which is not applicable, as you want to remain the same price for the package.

For now (with the correct menu, but with the incorrect price) the package has a 'Price by PAX' of €29,78 where the price should be €26,- as it was originally.

Id: **NOMAPPING** 8-hrs Package BHV Application date: 14.10.2016

Main room: **LOUNGE** Lounge Repetitions: 1

Start time: 08:00 End time: 15:30 Remarks: 8-hrs Package BHV
DDR Code: 18973
Contr. Pax: 0 / Exp. Pax: 0 / Veg Pax: 0

Pax Quantity: 16 ☒ Editable

Currency: **EUR** Euro ☒ Tax included

Status: Second Option ☐ Group package

Prices

Original price PAX: 26,00

Price by PAX: 26,00

Discount by PAX: 0,00 %

Friday 14.10.2016 1 / 1

Service	Function Rooms	Service ID	Service	Dept.	Description	Edit	Calculation Unit	Quantity	Start time	End time	Σ Percentage	Σ Price	Σ Percentage	Σ Price	Σ % Total	Σ To
LOUNGE					Lounge		TOTAL	1	08:00	15:30	0,00	0,00	0,00	0,00	0,00	
LOUNGE		ITEM_0000	SNACKS	F&B	Ontvangst met koffie/thee		GUEST	1	08:00	08:30	0,00	0,00	0,00	0,00	0,00	
LOUNGE		OTHER		MTN	OTHER		TOTAL	1	08:00	15:30	0,00	0,00	0,00	0,00	0,00	
LOUNGE		CFBRK_0000	COFBRK	F&B	Coffee and tea package all day		GUEST	1	08:30	15:30	0,00	0,00	43,31	11,26	43,31	
LOUNGE		CFBRK_0000	COFBRK	F&B	Break met koffie/thee		GUEST	1	10:15	10:30	0,00	0,00	0,00	0,00	0,00	
LOUNGE		CFBRK_0000	COFBRK	F&B	Break met koffie/thee/fris		GUEST	1	13:30	13:45	0,00	0,00	10,31	2,68	10,31	
SOFIA					Sofia		TOTAL	1	08:30	15:30	0,00	0,00	5,15	1,34	5,15	
SOFIA		USHAR		MTN	U-SHAPE		TOTAL	1	08:30	15:30	0,00	0,00	0,00	0,00	0,00	
RESTAURANT					Restaurant		TOTAL	1	12:15	13:00	0,00	0,00	0,00	0,00	0,00	
RESTAURANT		BGR_0002	BSLNCH	F&B	Sandwich Lunch		GUEST	1	12:15	13:00	0,00	0,00	41,23	10,72	41,23	
RESTAURANT		OTHER		MTN	OTHER		TOTAL	1	12:15	13:00	0,00	0,00	0,00	0,00	0,00	
												0,00	0,00	100,00	26,00	100,00

Change the price of the selected Service ID / Menu (in the example 'BGR_0002') to the original price of €10,72. Now the final 'Price by PAX' is back to the original price of €26,-

Summary:

When you apply the correct Service ID, the system applies the price of the Service ID selected and recalculates the split. Correct the price of the menu item back to the original and as a result the original split and price by pax is applied. Make sure you select the correct Service Type as well!

TMS for MEETINGS

Package Invoicing

NLZH.DHAAG NH Den Haag *****

Reservat.:

159606

Client:

0001831827

MATTHIAS HENDRIK DOORN

Amounts

Id EV00005484 Version 1 ☒ Active

Start 26.10.2016 09:00 ☒ Pending Budget

End 26.10.2016 20:00 ☒ Pending Contract

Voucher ☒ Pending BEO

Description Test invoicing packages

Event type SEMIN Seminars

Status Confirmed

Follow Up ☒ Tax incl.

Event's status

☐ Lost ☐ Check in

☐ Rejected ☐ Check out

☐ Cancelled

Managers

Sales

Venue Rep

Hotel rooms

Lim.bill.day 10 Day 05.11.2016

Remarks

Main

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

Discount Packages applied

ID	Package or	ID	Description	Main room	Pax	Charge date	Start time	End time	Original P	Price per	% Discount	Discount a	Price per	Final price	Status	Lost	Rejected	Cancelled
1	8H DDR		8h Forfait JE Business	GRANADA	10	26.10.2016	09:00:00	20:00:00	179,00	179,00	0,00	0,00	179,00	1.790,00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NLZH.DHAAG. Modify items of all folios

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

Reservation 159606 Status Confirmed

Main Client MATTHIAS HENDRIK DOORN-0001831827

Event Test invoicing packages

FOLIOS: F1 1.790,00 EUR MATTHIAS HENDRIK DOORN-0001831827 F2

(tax incl.) F3 0,00 EUR MATTHIAS HENDRIK DOORN-0001831827 F4

When packages are applied to the event, they will appear on the folio screen. Mostly 2 lines per applied package, 1 line with the 6% VAT items and 1 line with the 21% VAT items

Arrangement code

Status	Revenue date	Folio	Source Room	P...	Concept	Description	Quantity	Price	Disc. (net)	Amount	Tax incl.	Service date	Produced	Charge time	User Name	% DTO	Orig.amount without tax
<input checked="" type="checkbox"/>	26.10.2016	1			DDR1	8h Forfait JE Busi...	10	24,18	0,00	241,80	<input checked="" type="checkbox"/>	26.10.2016		15:49:08	TEST_RCPMNG2	0,00	0,00
<input checked="" type="checkbox"/>	26.10.2016	1			DDR2	8h Forfait JE Busi...	10	154,82	0,00	1.548,2...	<input checked="" type="checkbox"/>	26.10.2016		15:49:08	TEST_RCPMNG2	0,00	0,00

FOLIOS: F1	579,97	EUR	DIRECT GUEST ***DO NOT MODIFY*	F2	0,00	EUR	DIRECT GUEST ***DO NOT MODIFY*
(tax incl.) F3	0,00	EUR	DIRECT GUEST ***DO NOT MODIFY*	F4	0,00	EUR	DIRECT GUEST ***DO NOT MODIFY*

Status	Invoice nu	Revenue date	Folio	P...	Concept ID	Description	Quantity	Price	Disc.(net)	Amount	Tax in...	Service date
		21.12.2016	1		AUDV	Free hands telephone (spider)	1	30,00	0,00	30,00	<input checked="" type="checkbox"/>	21.12.2016
		21.12.2016	1		DDR1	4H AM Meeting package: Sandwich buffet	2	6,21	0,00	12,42	<input checked="" type="checkbox"/>	21.12.2016
		21.12.2016	1		DDR2	4H AM Meeting package: Sandwich buffet	2	53,79	0,00	107,58	<input checked="" type="checkbox"/>	21.12.2016
		21.12.2016	1		PRNT	Only 1	1	350,00	0,00	350,00	<input checked="" type="checkbox"/>	21.12.2016
		21.12.2016	1		GASTROEV	Afternoon break	10	8,00	0,00	80,00	<input checked="" type="checkbox"/>	21.12.2016
		21.12.2016	1		SETUP	CLASSROOM	1	0,00	0,00	0,00	<input checked="" type="checkbox"/>	21.12.2016

21.12.2016	2	4H AM Meeting package: Sandwich buffet	120,00
21.12.2016	10	Afternoon break	79,97
21.12.2016	1	CLASSROOM	0,00
21.12.2016	1	Free hands telephone (spider)	30,00
21.12.2016	1	Only 1	350,00

You cannot 'join' (via arrangement code) the package, but the system adds the 2 lines automatically together.

It is important when creating packages the given description for the package is clear to understand as this is printed on the invoice.

NLZH.DHAAG. Modify items of all folios

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

Reservation 159606 Status Confirmed Arrival 26.10.2016

Event Packaged applied

Code EV00005484 Test invoicing packages

Order No	Package	Description	Date	Contracted	Final Contracted	Pending	Applied	Applied Cancelled
1	8H DDR	8h Forfait JE Business	26.10.2016	10	10	10	0	0

26.10.2016 1 DDR2 8h Forfait JE Busi... 10 154,82 0,00 1,548,2... 26.10.2016 15:49:08 TEST_RCPMNG2 0,00 0,00

Using the button 'Event packages applied' gives you an overview of the status of the packages

As you are not allowed to split packages, you need to apply them to related reservation numbers or Day Guest Billing accounts.

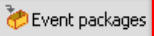
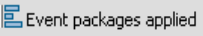
Details Cancel/Unlink					
Situation	Contracted	Final Contracted	Pending	Applied	Applied Cancelled
Initially contracted	10	10	10	0	0
2 packages applied	10	10	8	2	0
Unlinked 1 package	10	10	9	1	0
4 packages applied	10	10	5	5	0
Cancel 1 package already applied	10	9	5	4	1

Information

Event packages cannot be separated

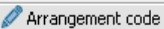
✓ ?

NLZH.DHAAG. Modify items of all folios

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

Reservation: 159606 Status: Confirmed Arrival: 26.10.2016
 Main Client: MATTHIAS HENDRIK DOORN-0001831827 Voucher:
 Event: Test invoicing packages

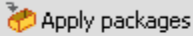
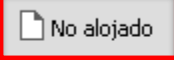
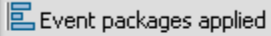
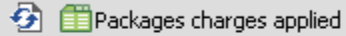
FOLIOS: F1 1.790,00 EUR MATTHIAS HENDRIK DOORN-0001831827 F2 0,00 EUR MATTHIAS HENDRIK DOORN-0001831827
 (tax incl.) F3 0,00 EUR MATTHIAS HENDRIK DOORN-0001831827 F4 0,00 EUR MATTHIAS HENDRIK DOORN-0001831827



Status	Revenue date	Folio	Source Room	P...	Concept	Description	Quantity	Price	Disc. (net)	Amount	Tax incl.	Service date	Produced	Charge time	User Name	% DTO	Orig.amount without tax
○○	26.10.2016	1			DDR1	8h Forfait JE Busi...	10	24,18	0,00	241,80	✓	26.10.2016		15:49:08	TEST_RCPMNG2	0,00	0,00
○○	26.10.2016	1			DDR2	8h Forfait JE Busi...	10	154,82	0,00	1.548,2...	✓	26.10.2016		15:49:08	TEST_RCPMNG2	0,00	0,00

To apply packages (so to split the line of 10 packages on the folio's), use the button 'Event packages'

NLZH.DHAAG.Generate Packages

EV00005484

Reser...	Grp. Rsrv.	Main Customer	Arrival date	Departure	AD	Room Type	Room	Check-in	Check-out	Reservation group name	Status	Type	Guest Name
.....													

If applicable, convention and or individual reservations are displayed. If empty or needed, a Day Guest Billing (DGB) can be created by using the button 'No alojado'

NLZH.DHAAG.Generate Packages

Apply packages No alojado Event packages applied Packages charges applied

EV00005484

Reser... Grp. Rsrv. Code EV00005484 Test invoicing packages

Fecha inicio 26.10.2016

Fecha fin 26.10.2016

Day-guest res. to be generated

Enter the amount of DGB's to be created

✓ ✗

NLZH.DHAAG.Generate Packages


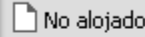
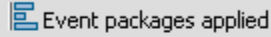
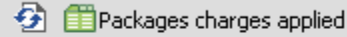
Apply packages No alojado Event packages applied Packages charges applied

EV00005484

Reserv.	Grp. Rs...	Main Customer	Arrival date	Departure	A	Room Type	Room	Check-in	Check-out	Reservation group name	Status	Type	Guest Name
159608		1831827	26.10.2016	26.10.2...	0			X		TEST INVOICING PACK...	Confi...	Non...	
159609		1831827	26.10.2016	26.10.2...	0			X		TEST INVOICING PACK...	Confi...	Non...	

The created DGB's will be displayed

NLZH.DHAAG.Generate Packages


 Apply packages
 
 No alojado
 
 Event packages applied
 
 Packages charges applied

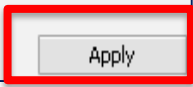
EV00005484

Reserv.	Grp. Rs...	Main Customer	Arrival date	Departure	A	Room Type	Room	Check-in	Check-out	Reservation group name	Status	Type	Guest Name
159608		1831827	26.10.2016	26.10.2...	0			X		TEST INVOICING PACK...	Confi...	Non...	
159609		1831827	26.10.2016	26.10.2...	0			X		TEST INVOICING PACK...	Confi...	Non...	

Select the row where you want to apply (split) and press the button 'Apply packages'

Event Packaged applied

Code EV00005484 [Test invoicing packages](#)


 Apply

Order No	Package	Description	Date	Contracted	Final Contracted	Pending	Applied	Applied Cancelled
1	8H DDR	8h Forfait JE Business	26.10.2016	10	10	10	0	0

Select the package you want to apply and confirm with the 'Apply' button

Event Packaged applied

Code **EV00005484** [Test invoicing packages](#)

Order No Package Description Date Contracted Final Contracted Pending **Applied** Applied Cancelled

Order No	Package	Description	Date	Contracted	Final Contracted	Pending	Applied	Applied Cancelled
1	8H DDR	8h Forfait JE Business	26.10.2016	10	10	9	1	0


When looking for the  Event packages applied you can see the 1 package is applied and 9 are pending so still linked to the Event

Also on the folio maintenance you will see 1 package 'deducted' (-1) from the folio as we have applied (split) this package to a different reservation number (the DGB in this case)

FOLIOS:	F1	1.611,00	EUR	MATTHIAS HENDRIK DOORN-0001831827	F2	0,00	EUR	MATTHIAS HENDRIK DOORN-0001831827
(tax incl.)	F3	0,00	EUR	MATTHIAS HENDRIK DOORN-0001831827	F4	0,00	EUR	MATTHIAS HENDRIK DOORN-0001831827

Status	Revenue date	Folio	Source Room	P...	Concept	Description	Quantity	Price	Disc. (net)	Amount	Tax incl.	Service date	Produced	Charge time	User Name	% DTO	Orig.amount without tax
	26.10.2016	1			DDR1	8h Forfait JE Busi...	10	24,18	0,00	241,80		26.10.2016		15:49:08	TEST_RCPMNG2	0,00	0,00
	26.10.2016	1			DDR2	8h Forfait JE Busi...	10	154,82	0,00	1.548,2...		26.10.2016		15:49:08	TEST_RCPMNG2	0,00	0,00
	26.10.2016	1			DDRM1	8h Forfait JE Busi...	1-	24,18	0,00	24,18-		26.10.2016		17:34:05	TEST_RCPMNG2	0,00	0,00
	26.10.2016	1			DDRM2	8h Forfait JE Busi...	1-	154,82	0,00	154,82-		26.10.2016		17:34:05	TEST_RCPMNG2	0,00	0,00

NLZH.DHAAG. Process folio 1



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

Reservation 159608 Status Check in Arrival 26.10.2016 Departur 26.10.2016
Main Client MATTHIAS HENDRIK DOORN-0001831827 Voucher

FOLIOS: F1 179,00 EUR MATTHIAS HENDRIK DOORN-0001831827
(tax incl.) 0,00

0,00
0,00

 Arrangement code

Status	Revenue date	Folio	Source Room	P...	Concept	Description	Quantity	Price	Disc. (net)	Amount	Tax incl.	Service date	Produced	Charge time	User Name	% DTO	Orig.amount without tax
	26.10.2016	1			DDRM1	8h Forfait JE Busi...	1	24,18	0,00	24,18	<input checked="" type="checkbox"/>	26.10.2016		17:34:05	TEST_RCPMNG2	0,00	0,00
	26.10.2016	1			DDRM2	8h Forfait JE Busi...	1	154,82	0,00	154,82	<input checked="" type="checkbox"/>	26.10.2016		17:34:05	TEST_RCPMNG2	0,00	0,00

When going to the DGB where you have applied the package to, the following 2 options are available:

Cancel charg.

Move charges

Split charges

Apply discount

Unlink DDR

The package is canceled and doesn't 'return' to the event reservation

Select just 1 line to have the option 'Unlink DDR' available. Both lines will be taken by default for the chosen action

The package is unlinked from the DGB and does 'return' to the event reservation

NLZH.DHAAG. Modify items of all folios

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

Reservation: 159606 Status: Confirmed Arrival: 26.10.2016
 Main Client: MATTHIAS HENDRIK DOORN-0001831827 Voucher:
 Event: Test invoicing packages

FOLIOS: F1 1.611,00 EUR MATTHIAS HENDRIK DOORN-0001831827 F2 0,00 EUR MATTHIAS HENDRIK DOORN-0001831827
 (tax incl.) F3 0,00 EUR MATTHIAS HENDRIK DOORN-0001831827 F4 0,00 EUR MATTHIAS HENDRIK DOORN-0001831827

Status	Revenue date	Folio	Source Room	P...	Concept	Description	Quantity	Price	Disc. (net)	Amount	Tax incl.	Service date	Produced	Charge time	User Name	% DTO	Orig.amount without tax
	26.10.2016	1			DDR1	8h Forfait JE Busi...	10	24,18	0,00	241,80	✓	26.10.2016		18:04:28	TEST_RCPMNG2	0,00	0,00
	26.10.2016	1			DDR2	8h Forfait JE Busi...	10	154,82	0,00	1.548,2...	✓	26.10.2016		18:04:28	TEST_RCPMNG2	0,00	0,00
	26.10.2016	1			DDRM1	8h Forfait JE Busi...	1-	24,18	0,00	24,18-	✓	26.10.2016		18:05:04	TEST_RCPMNG2	0,00	0,00
	26.10.2016	1			DDRM2	8h Forfait JE Busi...	1-	154,82	0,00	154,82-	✓	26.10.2016		18:05:04	TEST_RCPMNG2	0,00	0,00

NLZH.DHAAG.Generate Packages

Apply packages
 No alojado
 Event packages applied
 Packages charges applied

EV00005484

Reserv.	Grp. Rsrv.	Main Cl	Arrival date	Departure	A	Room ty...	Room	Check-in	Check-out	Reservation group name	Status	Type	Guest
159608		1831827	26.10.2016	26.10.2016	0			X		TEST INVOICING PACKAGES	Confirmed	Non-Guest Account	Unlinked packages
159609		1831827	26.10.2016	26.10.2016	0			X		TEST INVOICING PACKAGES	Confirmed	Non-Guest Account	Cancelled package...

If packages are unlinked from the DGB or canceled, it will be displayed when selecting the button

Event packages

NLZH.DHAAG. Modify items of all folios

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

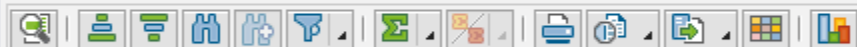
Reservation: 159606 Status: Confirmed Arrival: 26.10.2016
 Main Client: MATTHIAS HENDRIK DOORN-0001831827 Voucher:
 Event: Test invoicing packages

FOLIOS: F1 1.611,00 EUR MATTHIAS HENDRIK DOORN-0001831827 F2 0,00 EUR MATTHIAS HENDRIK DOORN-0001831827
 (tax incl.) F3 0,00 EUR MATTHIAS HENDRIK DOORN-0001831827 F4 0,00 EUR MATTHIAS HENDRIK DOORN-0001831827

Status	Revenue date	Folio	Source Room	P...	Concept	Description	Quantity	Price	Disc. (net)	Amount	Tax incl.	Service date	Produced	Charge time	User Name	% DTO	Orig.amount without tax
	26.10.2016	1			DDR1	8h Forfait JE Busi...	10	24,18	0,00	241,80	✓	26.10.2016		18:04:28	TEST_RCPMNG2	0,00	0,00
	26.10.2016	1			DDR2	8h Forfait JE Busi...	10	154,82	0,00	1.548,2...	✓	26.10.2016		18:04:28	TEST_RCPMNG2	0,00	0,00
	26.10.2016	1			DDRM1	8h Forfait JE Busi...	1-	24,18	0,00	24,18-	✓	26.10.2016		18:05:04	TEST_RCPMNG2	0,00	0,00
	26.10.2016	1			DDRM2	8h Forfait JE Busi...	1-	154,82	0,00	154,82-	✓	26.10.2016		18:05:04	TEST_RCPMNG2	0,00	0,00

Event Packaged applied

Code: EV00005484 Test invoicing packages



Order No	Package	Description	Date	Contracted	Final Contracted	Pending	Applied	Applied Cancelled
1	8H DDR	8h Forfait JE Business	26.10.2016	10	9	9	0	1

Because 1 package is canceled, it is displayed like above when selecting the button

It is important that production and invoicing are matching, this are the 2 ways to cancel applied packages:

1. Cancellation of applied package – **future production**:

Open the package via the tab 'packages' in the Event and correct the pax quantity

The canceled packages will not return to the event

Paquete

Id: **8 HOURS A** ☐ IGHT HOURS A ARRANGEMENT Application date: 14.10.2014 Repetitions: 1

Main room: Start time: 09:00 End time: 17:00 Remarks: Pax Quantity: **1** Editable: ☒ Tax included: ☐ Group package: ☐ Currency: EUR Euro Status:

Prices:

Original price PAX	40,00
Price by PAX	40,00
Discount by PAX	0,00

Tuesday 14.10.2014 1 / 1

Service	Service Group	ID F.Room	Function Room use	Rooms	Service...	Service	Dept.	Descrip.	Edit	Calculation Unit	Quanti...	Start time	End time	Σ Percenta...	Σ Price	Σ Percenta...	Σ Price	Σ % Total	Σ Total price	Σ Percenta...	Σ Price
FUNCTION ROOM		1	MAIN							TOTAL	1	09:00	17:00	5,00	2,00	5,00	2,00	5,00	2,00	5,00	2,00
F&B MENU		1	MAIN		TEST D...			MINER...		GUEST	1	09:00	17:00	3,00	1,20	3,00	1,20	3,00	1,20	3,00	1,20
RESOURCE		1	MAIN		FLSCBE			Flip, sc...		TOTAL	1	09:00	17:00	3,00	1,20	3,00	1,20	3,00	1,20	3,00	1,20
FUNCTION ROOM		2	SHARED 1							TOTAL	1	09:00	17:00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
F&B MENU		2	SHARED 1		TEST D...			WELC...		GUEST	1	09:00	09:15	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
F&B MENU		2	SHARED 1		TEST D...			COFFE...		GUEST	1	09:00	17:00	35,50	14,20	35,50	14,20	35,50	14,20	35,50	14,20
F&B MENU		2	SHARED 1		TEST D...			TEMP...		GUEST	1	10:00	11:00	5,25	2,10	5,25	2,10	5,25	2,10	5,25	2,10
F&B MENU		2	SHARED 1		TEST D...			TEMP...		GUEST	1	15:00	16:00	5,25	2,10	5,25	2,10	5,25	2,10	5,25	2,10
FUNCTION ROOM		3	SHARED 1							TOTAL	1	12:00	15:00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
F&B MENU		3	SHARED 1		TEST D...			TEMP...		GUEST	1	12:00	15:00	43,00	17,20	43,00	17,20	43,00	17,20	43,00	17,20
														100,00	40,00	100,00	40,00	100,00	40,00	100,00	40,00

1. Cancellation of applied package – **history production:**

Open the folio of the Event, select 1 line of the package and click 'Adjust DDR'

18.05.2016	2		DDR1	8-uursarrangement B	12	4,01	0,00	48,06	✓	18.05.2016
.2016	2		DDR2	8-uursarrangement B	12	55,89	0,00	670,73	✓	18.05.2016
.2016	1	803	BB	Bed & Breakfast	1	15,00	0,00	15,00	✓	19.05.2016
.2016	1	803	ROOM	Room	1	120,00	0,00	120,00	✓	19.05.2016
.2016	1	803	TTAX	City Tax	1	3,30	0,00	3,30	✓	19.05.2016
.2016	2		AUDV	Flip chart	1	0,00	0,00	0,00	✓	19.05.2016
.2016	2		DDR1	8-uursarrangement B	12	4,01	0,00	48,06	✓	19.05.2016

Enter the amount of packages you need to cancel

-1 = 1 cancelation

Adjust DDR

Package

NOMAPPING

NOMAPPING

Loan date

18.05.2016

Quantity

Pax +/-

✓

✗

*Function rooms		Hotel Reserv		*Clients		Additional Info		*Statistics		Commissions		Deposits		Actions		*Packages		Routing and Charges		Fixed charges		Discount	
<div><div><div></div><div></div><div></div><div></div><div></div><div></div><div>Discount</div><div></div><div>Packages applied</div></div></div>																							
	ID	Package or	Id	Description	Main room	Pax	Charge date	Start time	End time	Original P	Price per	% Discou...	Discount amount	Price per	Final pric	Status code	Lost	Rejected	Cancelled				
	1	T...	Test DDR ...	BILBAO	1	18.04.2016	09:00:00	17:00:...	100,00	100,00	0,00	0,00	100,00	100,00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

All modifications related to the items of the package(s) need to be made from this tab.
For modifications regarding invoicing, select the line of the package you want to modify and press the

Event Package - Discount

Discount 1 | Discount 2 | Discount 3

Original price by Pax: 100,00

☒ Discount %

☐ Discount Amount: 0,00

New price by Pax: 100,00

Total final price: 100,00

☐ Discount %: 0,00

☐ Discount Amount: 0,00

New Total final price: 100,00

Precio por Pax: 100,00 | 100,00

Descuento % Amount: 0,00 | 0,00

Delete discounts |

When applying discount, select the package involved and this screen will appear.

Fill in the discount % and the price will be modified. You have the option to give up to 3 discounts.

Example:

- 1- 10% of €10,- package price: €9,-
- 2- 10% of €9,- package price: €8,10
- 3- 10% of €8,10 package price: €7,29