The background features a dark blue field with a pattern of squares in various shades of blue and grey on the left side. On the right side, there is a large, stylized gear graphic in a medium blue color.

TMS for Meetings Manual Hunters & Organizers Business Processes July/2024

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TMS4Meetings manual

- ✓ This manual explains all the options available to manage event and/or groups in TMS.
- ✓ Click on the name of the topic if you want to visit just this section of the manual, in the next slide.
- ✓ For any further question you can open a Jira Ticket to keep having Support.



Hunters

First steps

Meeting structure & concepts: layout

Overbooking and restrictions management

Structure of meetings

Search for reservations

Occupancy and availability

Check Availability (Function rooms): Planning

CRM / PID (creation and management)

Booking File creation: (Group Quotation tool)

Booking File creation: Call center

- ✓ Client's identification
- ✓ Parameters
- ✓ Availability rooms
- ✓ Availability function rooms
- ✓ Modification shopping cart
- ✓ Creation

Booking File management:

- ✓ Search Booking Files
- ✓ Edit tab in booking file
- ✓ Miscellaneous tab in booking file
- ✓ Create note/attachment in booking file
- ✓ Shortcuts in booking file
- ✓ Booking File status functionality

Booking File options

Tree view of the booking file

Proforma

Organizers

[Search and management an event](#)

[Tablet view tab in an event](#)

[“Others” tab in an event](#)

[Availability tab in an event](#)

[Shortcuts in an event](#)

[Header in an event](#)

[Screen Body in an event](#)

[Modify an event: Set up, task, resources and F&B menus](#)

[Modify an event: tabs](#)

[Modify family Group](#)

[Management of convention group:](#)

- ✓ [Search convention group](#)
- ✓ [Edit tab convention group](#)
- ✓ [Miscellaneous tab in convention group](#)
- ✓ [Availability tab in convention group](#)
- ✓ [Information Systems tab in convention group](#)
- ✓ [Shortcuts in convention group](#)
- ✓ [Rooming list \(breakdowns\)](#)
- ✓ [Tabs in convention group](#)
- ✓ [Status bar in the grid of convention group](#)

[Creation and modification F&B Menus](#)

[Link F&B menus to an event](#)

[Creation of Packages](#)

[Link packages to an event](#)

[Events invoicing](#)

- ✓ [Arrangement code](#)
- ✓ [Payments & Billing](#)

[Package/DDR Invoicing](#)

[Charges pending to bill](#)

[Service Order:](#)

- ✓ [Service Order: General Information](#)
- ✓ [Service Order: Convention group](#)
- ✓ [Service Order: Event Details](#)

[Reports:](#)

- ✓ [Booking File Report](#)
- ✓ [Other reports](#)
- ✓ [Power BI reports](#)

[Night Audit process](#)

[Price Calendar](#)

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First steps


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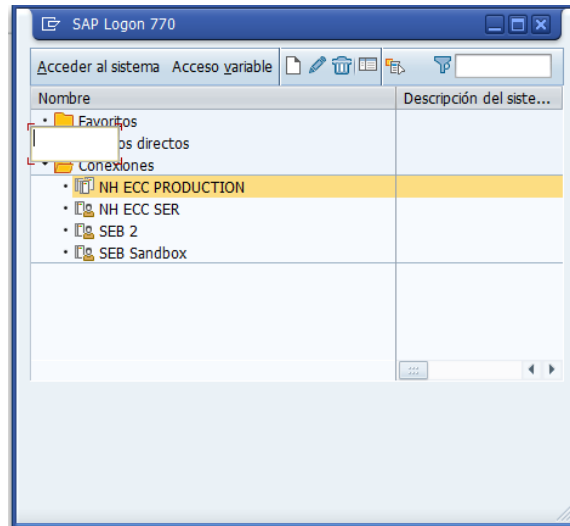

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First steps

TMS forHotels access:



According to the Corporate policy, the passwords is applied in the system following this criteria:

- Minimum length criteria (8 characters),
- Specific configuration parameters (1 alphanumeric character, 1 numeric character and a special sign or punctuation).
- Expiration of 60 days.
- Last 10 passwords remembered.

<https://nhorganization.nh-hotels.com/>

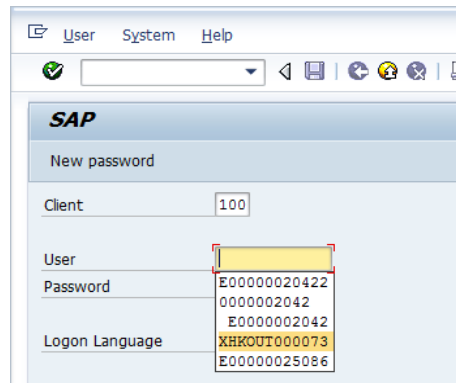
Mnemonic (short code):

E.g., PT11.LIBER

PT = Country

11 = Region

LIBER = Hotel name



Logon language: ES (Spanish) or EN (English)

Generic SAP user example: HFRTOUAIREC1

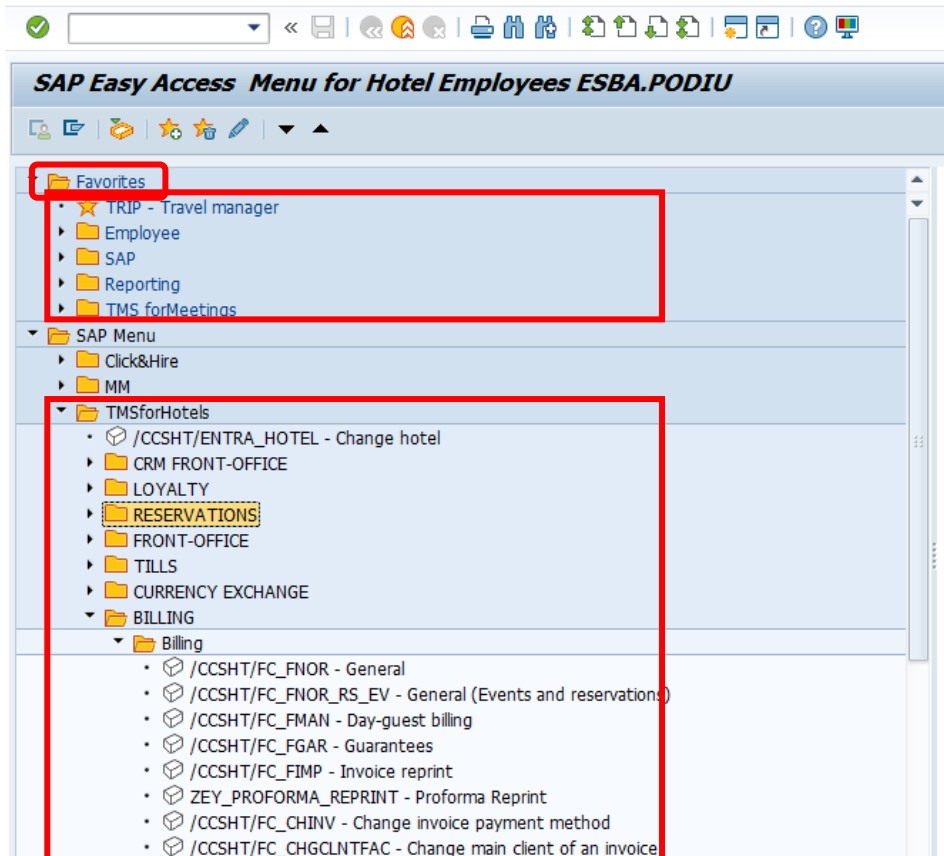
Personal SAP user example: E00000103222

TMS user example: 0000011557

Only 3 wrong access! (case sensitive)

Your session will expire after 15 minutes of inactivity.

First steps



Favourites folder

Create a folder with the most used transactions using the icons or dragging and dropping.

General Menu

TMS forHotels transactions.

Command field

Go to a transaction directly writing the code into the Command field (it is not a search box).

/n → It takes you to the main menu without saving changes.

Change hotel (only users with rights to more than one center)

Each transaction has a **Transaction code**:

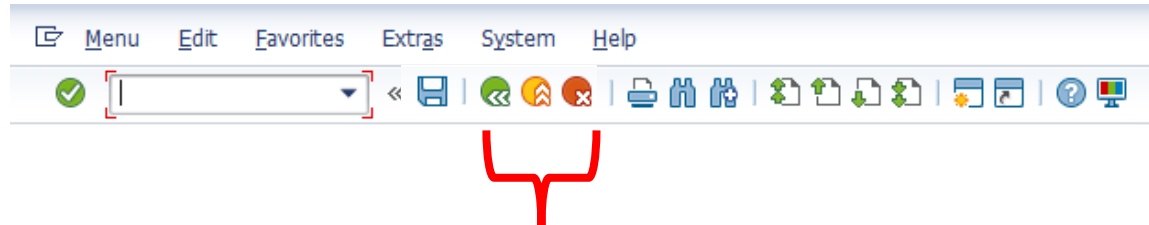
/CCSHT/ → Product transactions.

Z → Transactions customized.

First steps

Icon bar

- Control buttons on the top.



Floppy disk: save.



Binoculars: Search & Search next.



New session symbol: Maximum 4 sessions per access.



Back: return to the previous screen.



Cancel changes: return to initial screen without saving.



End: exit current task without saving data.

File

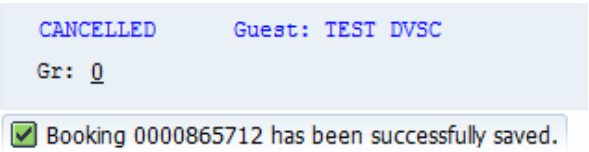
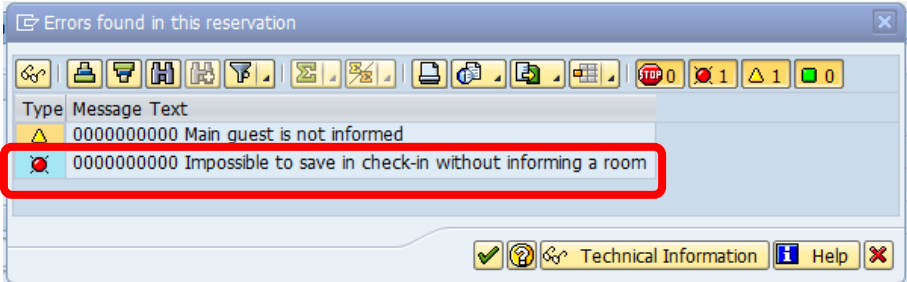
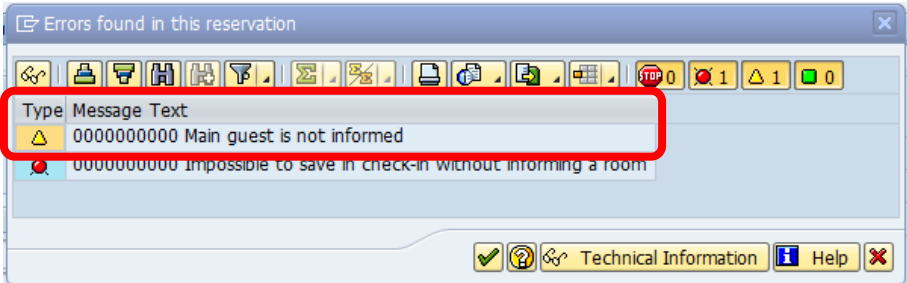
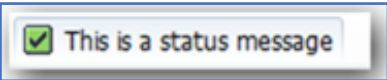
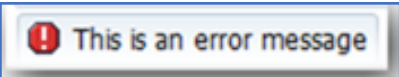
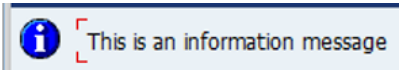
Attached File: SAP basics.pdf



First steps

System Messages

- Status Bar
- Pop-ups



[More information in this link](#)

File

Attached File: SAP basics.pdf



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Meeting Structure & Concepts: Layout in the reports


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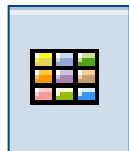
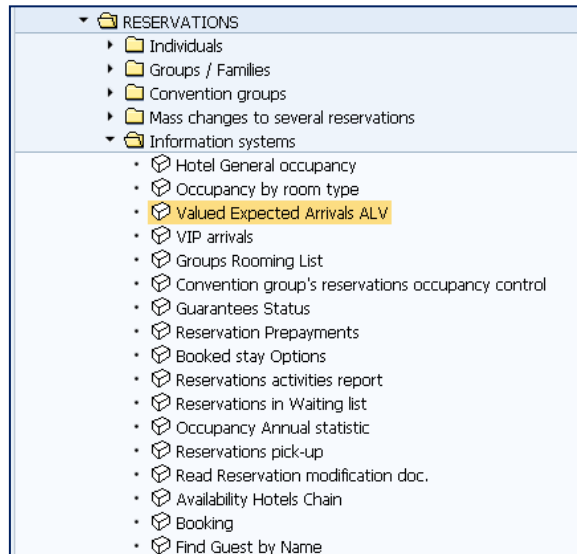
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Layout reports



Change layout



Select layout



Save layout

NLZH.CAPEL. Expected Arrivals

NLZH.CAPEL NH Capelle *****

From: 08/05/2015
Until: 08/05/2015
Currency: EUR

Amounts and prices
 E000000000039 - 08. May 2015 - 14:29:47

Section	Arrival Da	Room	Rooms	Time	Σ AD	Σ JU	Σ CH	Σ BB	Σ Tot. guest	Reserv.	Booking ID	Voucher
	08.05.2015		SUPDBLQ		2	0	0	0	2	2919831		279541432
			STDDBL	00:00:00	1	0	0	0	1	2935449		
			STDDBLT		2	0	0	0	2	1050415		270382022
			STDDBLT		1	0	0	0	1	2853406		279312502
			STDDBLT		2	0	0	0	2	2755053		278880182
			STDDBLT		2	0	0	0	2	2579937		1NBL268T12MK22
			STDDBLT		2	0	0	0	2	2931894		3028930
			STDDBLT		1	0	0	0	1	2649679		278451342
			STDDBLT		2	0	0	0	2	2289196		276886092
		101	STDDBLT		2	0	0	0	2	2737748		278784462



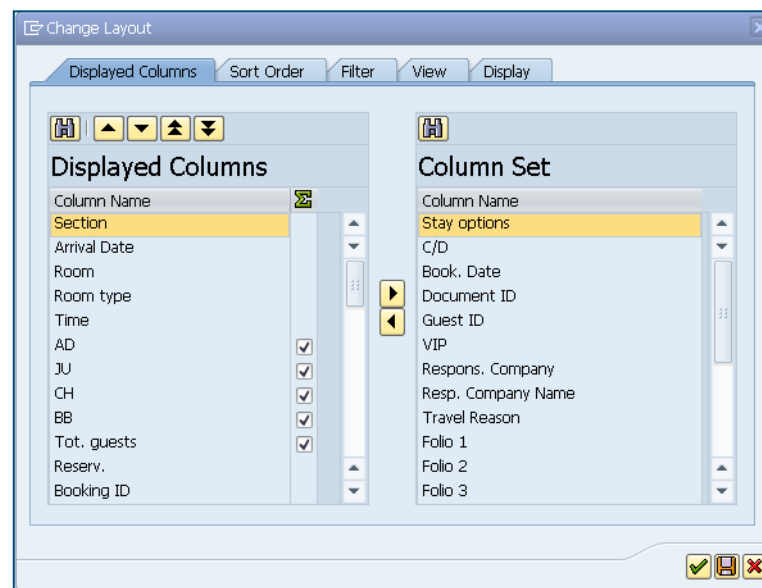
Play with the columns as needed! TMS is like an Excel file.

Layout reports



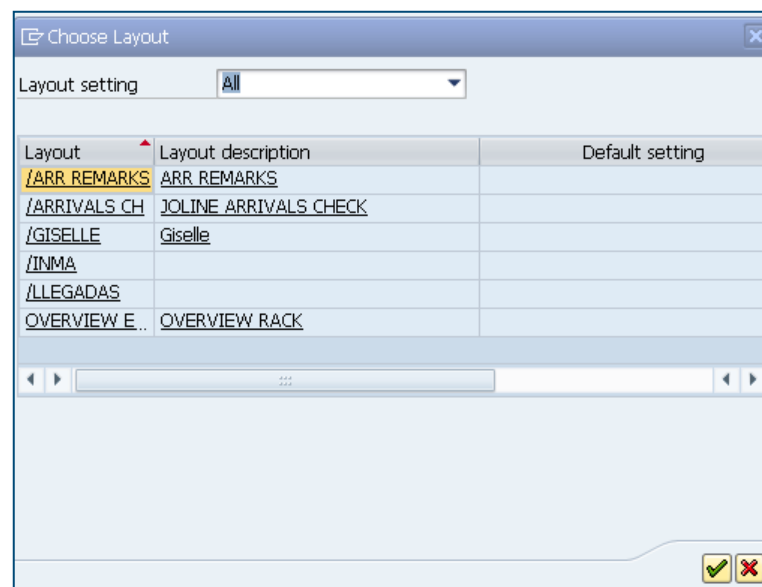
Change layout

Create your own report by selecting the columns and after that save



Select layout

Or select a layout which has been created by others



Layout reports



Save layout

Save your new created report **as user specific**. If you open the report and chooses this layout you will get your own created report.

Save Layout

Save As... Save with

Layout	Layout description	Default setting
/ARR REMARKS	ARR REMARKS	
/ARRIVALS CH	JOLINE ARRIVALS CHECK	
/GISELLE	Giselle	
/INMA		
/LLEGADAS		
OVERVIEW E...	OVERVIEW RACK	

Save Layout: /ARRIVAL CHE

Name: ARRIVAL CHECK CAPELLE

☒ User-specific ☐ Default setting

Navigable fields: The information underlined is navigable when clicking twice.

ESMA.MALAG. Outgoing invoices report

Date	Status	Invoice No	Bill Time	Cancel in	Reserv.	Payment	Holder	Client Name	Σ Taxable ba	Σ T	Σ Paid	Σ Prepay	Σ Tips	Σ Total to
16.11.2018		<u>4045104813</u>	02:33:41		<u>61214933</u>	Credit	1000061542	VIAJES EL CORTE INGLES SA	110,47	11,05	0,00	0,00	0,00	121,52
		<u>4045104814</u>	02:33:57		<u>61227479</u>	Credit	1000061542	VIAJES EL CORTE INGLES SA	115,07	11,51	0,00	0,00	0,00	126,58
		<u>4045104815</u>	02:34:11		<u>61227493</u>	Credit	1000061542	VIAJES EL CORTE INGLES SA	115,07	11,51	0,00	0,00	0,00	126,58
		<u>4045104816</u>	02:34:27		<u>59048050</u>	Credit	1000061542	VIAJES EL CORTE INGLES SA	75,20					
		<u>4045104817</u>	02:35:51		<u>60507428</u>	Credit	1000061542	VIAJES EL CORTE INGLES SA	72,16					
		<u>4045104818</u>	02:36:04		<u>61265830</u>	Credit	1000061542	VIAJES EL CORTE INGLES SA	98,87					
		<u>4045104819</u>	02:36:16		<u>61217701</u>	Credit	1000061542	VIAJES EL CORTE INGLES SA	98,87					
		<u>4045104820</u>	02:36:28		<u>61175570</u>	Credit	1000061542	VIAJES EL CORTE INGLES SA	91,95					

ESMA.MALAG NH Málaga *****

Reservation: 61217701 Client: 10000

Arrival: 15.11.2018 Thursday RoomType: Standard Double Show Subtypes

Nights: 1 Guests: AD 1 JU 0 CH 0 BB 0 Cur

Depart: 16.11.2018 Friday Room: 119 No move

General Data *Billing Information *Additional data *Statistics Deposits Guarantees

Contact person: JUAN ZAMBRANA

Phone:

E-Mail:

Voucher: 0019518000990

Reservation type:

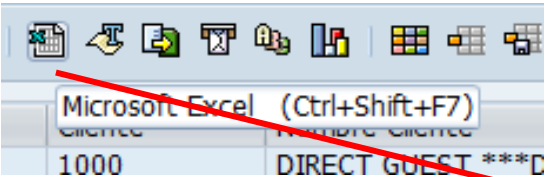
Registrat. date: 14.11.2018 Language: ES Spanish

CUT-OFF date:

Remarks: Main

Layout reports

Report results data exportable to Excel



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Código evento	Descripción	Versión	Tipo de ev	Importanc	Comercial	Cliente	Nombre 1	Fecha alta	Código d	Fecha Tope	Fecha de la d	SAC Des	Check
2	EV00020116	GUSTAVO Y SILVIA	1	BANQT			1000	DIRECT GUEST ***DO NOT MODIF	25/09/2015	CONFI	02/10/2015	14/05/2016		
3	EV00020119	MARIA Y FERNANDO	1	CONGS			1000	DIRECT GUEST ***DO NOT MODIF	28/09/2015	CONFI	05/10/2015	14/05/2016		
4	EV00067904	CENA PROOCION NOTARIOS	1	BANQT		0000000715	1000	DIRECT GUEST ***DO NOT MODIF	27/07/2016	CONFI	03/08/2016	04/08/2016		
5														

Filters

Show what you need accordingly.

Select a column and filter the results

Ascending /
descending order

Eventos -> Listado de situación								
Código evento	Descripción	Versión	Tipo ev	Importa...	Comercial	Cliente Com.	Nombre 1	Fe
EV00013774	HALCON - C	1	CONGS			1000032086	HALCON VIAJES	25
EV00013779	CONGRESO S	1	CONGS			1000091602	ORZAN CONGRES SL	23
EV00013787	ANGULAS AG	1	CONGS			1000085848	EROSKI BIDAIK SA	09
EV00013788	PESCAPUERT	1	CONGS			2000025177	PESCAPUERTA SA	11
EV00013800	IBERIA	1	OTHEV			2018862772	IBERIA LINEAS AEREAS DE ESPAÑA	07
EV00013829	SUFLENORSA	1	CONGS			2006564722	SUFLENORSA ADUANAS SL	10
EV00013832	EVENTO MODA	1	EXHIB			45784852	MARIA RIVERA GONZALEZ	24
EV00013833	NESTLE	1	BANQT			2000077380	NESTLE ESPAÑA SA	25
EV00013864	WORK SHOP CUBA	1	PROPR			2010147407	ADVANCEMEDIA ADVERTISING SL	08
EV00015017	AUSTRIACOS	1	LEISU	0000000688		1022213784	CITUR TRAVEL SA	02
EV00049344	HERBALIFE	1	MEETS			2000028671	HERBALIFE	28
EV00049345	HERBALIFE	1	MEETS			2000028671	HERBALIFE	28
EV00049346	HERBALIFE	1	MEETS			2000028671	HERBALIFE	28
EV00051783	JOHNSON	1	MEETS			1012285404	GLOBAL BUSINESS TRAVEL SPAIN S	01
EV00062555	HOTUSA_GPO_01081990_40PAX	1	LEISU			1016660768	HOTUSA HOTELS SA	15

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Overbooking and restrictions management


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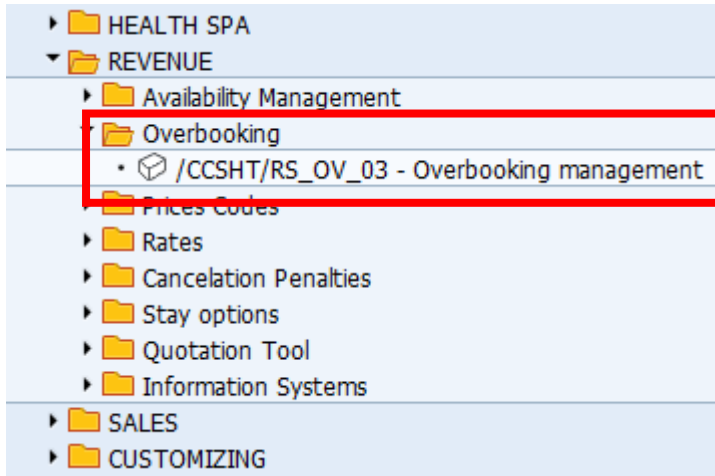
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Overbooking and restrictions management



Revenue is responsible for overbooking management:

- -1 means that the hotel is closed for sale
- In this case at the 24th the hotel will close at -4 because the daily amount is at 280

General Occupancy Occupancy by room type House Status Show occupancy Blocked rooms													
Hotel: ESTF.CALET		Hotel rooms: 284		Value <input type="text"/>		% Value <input type="text"/>		Default values					
Dates: 01.01.2024 to 15.01.2024								Include blocked rooms <input checked="" type="checkbox"/> % Min.Over 100,00		By Room type			
								Include rooms Tentative <input checked="" type="checkbox"/> % Max.Over 100,00					
	Rooms	Mo 01.01.24	Tu 02.01.24	We 03.01.24	Th 04.01.24	Fr 05.01.24	Sa 06.01.24	Su 07.01.24	Mo 08.01.24	Tu 09.01.24	We 10.01.24	Th 11.01.24	
Daily	284	284	284	284	284	284	284	284	284	284	284	284	
Room type Description													
DLGDBL Grand Deluxe Garden View	2	1-	1-	1-	1-	1-	1-	1-	1-	1-	1-	1-	
DLUDBL Deluxe Garden view	118	120	120	120	120	120	120	120	120	120	120	120	
PREDDBL Premium Partial Ocean View	83	83	83	83	83	83	83	83	83	83	83	83	
PREDBV Premium Ocean View	47	47	47	47	47	47	47	47	47	47	47	47	
PREDBW Premium Ocean View with Terrac	14	14	14	14	14	14	14	14	14	14	14	14	
PSTDBW La Caleta Suite Ocean View wit	1	1	1	1	1	1	1	1	1	1	1	1	
STEDBE Suite with Jacuzzi Ocean View	2	2	2	2	2	2	2	2	2	2	2	2	
STEDBL Suite Garden View	9	9	9	9	9	9	9	9	9	9	9	9	
STEDBW Suite Ocean View with Terrace	8	1-	1-	8	8	8	8	8	8	8	8	8	

This means which room types are open or closed for sale

Overbooking and restrictions management

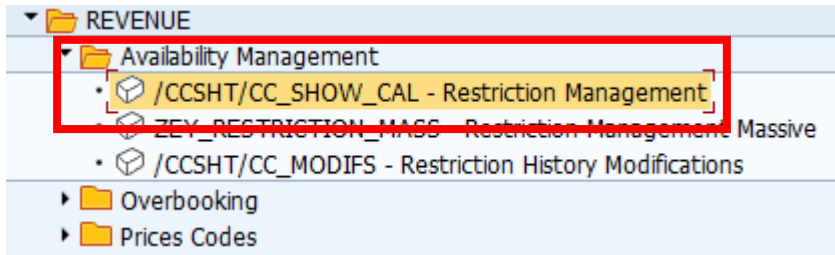
Hotel Overbooking Management



INVENTORY	STRATEGY	TMS
148	Sale 100%	148
148	Sale 110%	163
148	Sale 50%	74
148	Force Hotel Close	-1



Overbooking and restrictions management



ESMD.EUROB Disp. Restriction. 25.03.24 - 24.04.24 . ST-RATE AND ROOM

Hotel and Dates | + month | Select | Restriction Management | Check in | Stay | Rate and Room type | Room type | Meal Plan | Rate Group + Meal Plan | Chain Status

Legend: Checkin **CTA** OCCUP ROOMS MNLS MXLS DAYUSE FPLOS Stay **C** OCCUP_ST ROOMS_ST MNLS_ST MUST_STAY Checkout **CTD**

GROUPS	Mo 25.03.24	Tu 26.03.24	We 27.03.24	Th 28.03.24	Fr 29.03.24	Sa 30.03.24	Su 31.03.24	Mo 01.04.24	Tu 02.04.24	We 03.04.24	Th 04.04.24	Fr 05.04.24	Sa 06.04.24	Su 07.04.24	Mo 08.04.24	Tu 09.04.24
LRA	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
LRA2	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
LRA3	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
RL00	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
RL01	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
RL02	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
RL03	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
RL04	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
RL05	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
RL06	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
RL06B	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+ m2
RL07	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
RL08	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
RL09	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
RL10	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
RL11	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
RL12	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
RL12D	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
RL13	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
RL14	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
RL15	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+

Overbooking and restrictions management

RL09	+ R350 m1	+ R350 m1	+ R350 m1	+ R350	+ R350 m1	+ R350	+ R350 m2	+ R350 m2	+ R350 m2	+ R350 m2	+ R350	+ R350 m1
RL10	+ R250 m1	+ R250 m1	+ R250 m1	+ R250	+ R250 m1	+ R250	+ R250 m2	+ R250 m2	+ R250 m2	+ R250 m2	+ R250	+ R250 m1
RL11	+ C	+ C	+ C	+ R5	+ C	+ R5	+ C	+ C	+ C	+ C	+ R5	+ C
RL12	+ C	+ C	+ C	+ R60	+ C	+ R60	+ C	+ C	+ C	+ C	+ R60	+ C
RL13	+ R35 m7	+ R35 m7	+ R35 m7	+ R35 m7	+ R35 m7	+ R35 m7	+ R35 m7	+ R35 m7	+ R35 m7	+ R35 m7	+ R35 m7	+ R35 m7

Double click at the rate level and you will see if the rate is available or has any restriction (minimum stay of 7)

Legend:	Checkin	CTA	OCCUP	ROOMS	MNLS	MXLS	DAYUSE	FPLOS	Stay	C
GROUPS	Tu 08.03.16	We 09.03.16	Th 10.03.16	Fr 11.03.16	Sa 12.03.16					
RL12	+ C	+ C	+ C	+ R60	+ C					
<div><div></div><div></div></div>										
RATES	Tu 08.03.16	We 09.03.16	Th 10.03.16	Fr 11.03.16	Sa 12.03.16					
LGR_ITO	+ C	+ C	+ C	+ R60	+ C					
LGR_I_ADHO	+ C	+ C	+ C	+ R60	+ C					
LGR_OTO	+ C	+ C	+ C	+ R60	+ C					
LGR_O_ADHO	+ C	+ C	+ C	+ R60	+ C					
LGR_SMERF	+ C	+ C	+ C	+ R60	+ C					
MAP_LGR_IT	+ C	+ C	+ C	+ R60	+ C					
MAP_LGR_OT	+ C	+ C	+ C	+ R60	+ C					
MAP_SMERF	+ C	+ C	+ C	+ R60	+ C					

C: All RL rates are closed

... in red: Any of the rates is closed

R.. : The total of rooms we can offer under this RL

... in yellow: Different number of rooms per rate

Minimum length of stay in blue

Clicking on “+” will show the group ceiling stated for this RL

Restriction Management doesn't display the number of rooms we can reserve, only the max. number of rooms for this Rate. To know the available rooms left, please check the availability report

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Structure meetings


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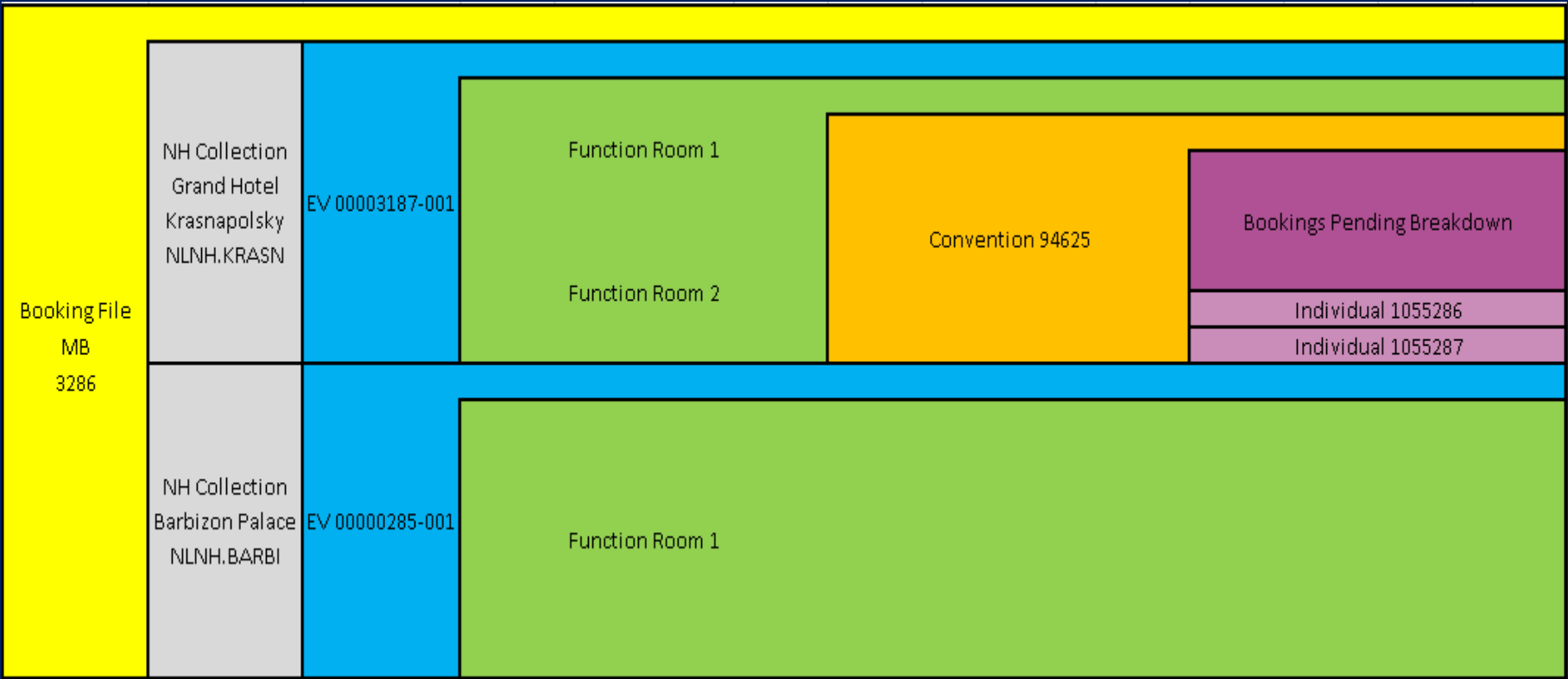
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HOTELS

TIVOLI
HOTELS & RESORTS

Structure meetings



MINOR
HOTELS

Search reservations


ANANTARA
HOTELS • RESORTS • SPAS

AVANI
Hotels & Resorts


elewana
— COLLECTION —

 OAKS
HOTELS • RESORTS • SUITES

NH
HOTELS


NH COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

Search reservations

- RESERVATIONS
 - Individuals
 - Groups / Events
 - Booking File
 - /CCSHT/CRS_MEETING - Call Center
 - /CCSHT/BF02 - Booking File Management - Change
 - /CCSHT/BF03 - Booking File Management - Display
 - Quotation tool
 - Groups / Families
 - Convention groups
 - /CCSHT/RS01_GR_CONV - Create conference group
 - /CCSHT/RS02_GR_CONV - Modify conference group
 - /CCSHT/RS03_GR_CONV - Display conference group
 - Events
 - /CCSHT/SB_EVENT01 - Create Event
 - /CCSHT/SB_EVENT02 - Modify Events
 - /CCSHT/SB_EVENT03 - Display Events
 - ZEY_EV_ATTENDEES - Asistentes
 - F&B Menus
 - DDRs
 - Price Calendar
 - QT Customizing

When the reservation number of the convention group or event is known, direct search can be used

ESZZ.CIUZA. Modif. Conv. Group Res. -

ESZZ.CIUZA NH Ciudad de Zaragoza ***

Direct search Conventions Active conventions

Reserv.

Events consultation

ESZZ.CIUZA NH Ciudad de Zaragoza ***

Event

Version

Reservation → 0000145366

Booking File Management

Direct search Individuals Groups Convention Events

Booking file

Multihotel

Reservation status ☐ Cancelled ☐ Rejected ☐ Lost

Group name

Main client

CRS

Company

Start date to

CUT-OFF date to

Departure date to

Follow up Date to

Deadline to

Created by (SAP)

Modified by (SAP)

Creator

Hotels

Main Client Branch

CRS Branch

Company Branch

2nd. Agent

Organizer

Ambassador

Voucher

External Ref.

Search reservations

Multiple Selection for Start date

Select Single Values (1)

Select Ranges

Exclude Single Values

Exclude Ranges

O. Single value

10.05.2025

Direct search

Individuals

Groups

Convention

Events

Booking file

Multihotel

Reservation status

Group name

Main client

CRS

Company

Start date

CUT-OFF date

Departure date

Follow up Date

Deadline

Objects

Cancelled

Rejected

Lost

to

to

to

to

to

to

To specify your search the 'yellow arrow' can be used

Dates can be entered without the '.' (point)

Search filters



Rooms/Froo	Booking File ID	Main Client	Hotel	Start date	End date:	Status Descript.	Main Client Name	Group Name
Rooms & FR	MB0002838962	1000045530	ESMA.MALAG	10.05.2025	16.05.2025	Confirmed	VIAJES IN OUT TRAVEL SL	ECO2021

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Occupancy & availability


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 OAKS
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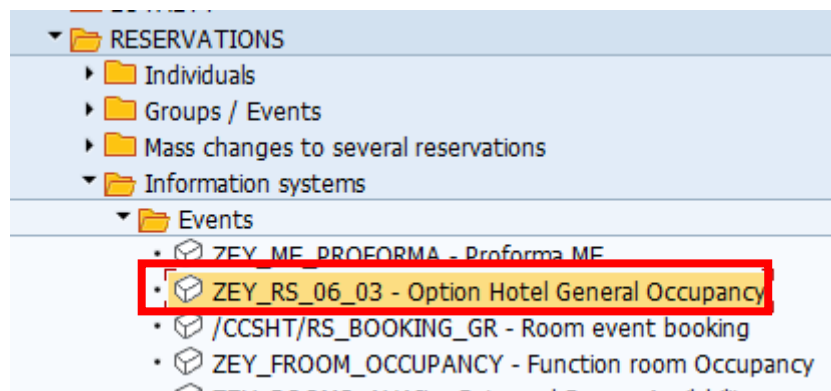
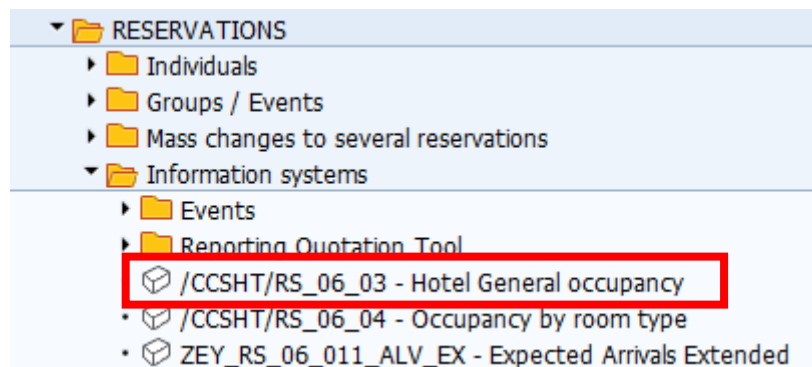

HOTELS


NH COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

Occupancy & availability



Don't forget to review these options



Ocupación general

Sel. Hoteles por jerarquía

Hotel to

Date to

☐ Only types of pax that occupy

Comparative

☐ Compared to previous period

Period to

Date Forecast

Rooms calendar restrictions

☒ Don't Check restrictions

☐ Check check-in condition

☐ Check stay condition

☒ Rate group

☐ Rate

Additional information

☐ Display column Offer

☐ Display column Option

☒ No col. allotm. control share

☐ Column allotment control share

☐ Allot. control share affec.oc.

Occupancy & availability

General occupancy

1. Inventory
4. Confirmed rooms
(status 3)
6. Tentative
rooms (status 2)
7. Availability with confirmed &
tentative rooms + without
overbooking strategy
- 1 = Sales have
been forced
manually.

Ocupación general

Room Rack Blocked Room Rack Occupancy per room type Update data View Overb. House Status Restrictions

Date: 25.02.2019 - 04.03.2019

1 2 3 4 5 6 7 8

Hotel	Date	Σ Tot. Rooms	Σ Blocked	Σ Rooms	Σ Confirmed	Σ Available	Σ Tentative	Σ Min availa	TotMaxSell	Σ MaxOccup %	Σ MinOccup %	Σ Room in	Σ Room out	Σ Reserv.	Σ Avail.Allot	Σ Pickup PIA	Σ Guests In	Σ Guests Out
ESBU.MERCE	25.02.2019	110	0	110	<u>56</u>	54	<u>0</u>	54	54	50,91	<u>60,91</u>	<u>46</u>	<u>25</u>	<u>81</u>	<u>0</u>	<u>0</u>	52	37
	26.02.2019	110	0	110	<u>67</u>	43	<u>0</u>	43	43	60,91	<u>60,91</u>	<u>35</u>	<u>24</u>	<u>91</u>	<u>0</u>	<u>0</u>	39	29
	27.02.2019	110	0	110	<u>110</u>	0	<u>0</u>	0	1-	100,00	<u>100,00</u>	<u>77</u>	<u>34</u>	<u>144</u>	<u>0</u>	<u>0</u>	120	40
	28.02.2019	110	0	110	<u>86</u>	24	<u>0</u>	24	24	78,18	<u>78,18</u>	<u>34</u>	<u>58</u>	<u>144</u>	<u>0</u>	<u>0</u>	55	87
	01.03.2019	110	0	110	<u>81</u>	29	<u>0</u>	29	29	73,64	<u>73,64</u>	<u>64</u>	<u>69</u>	<u>150</u>	<u>0</u>	<u>0</u>	129	95
	02.03.2019	110	0	110	<u>108</u>	2	<u>0</u>	2	1-	98,18	<u>98,18</u>	<u>62</u>	<u>35</u>	<u>143</u>	<u>0</u>	<u>0</u>	118	67
	03.03.2019	110	0	110	<u>31</u>	79	<u>0</u>	79	79	28,18	<u>28,18</u>	<u>15</u>	<u>92</u>	<u>123</u>	<u>0</u>	<u>0</u>	22	179
	04.03.2019	110	0	110	<u>39</u>	71	<u>0</u>	71	71	35,45	<u>35,45</u>	<u>21</u>	<u>13</u>	<u>52</u>	<u>0</u>	<u>0</u>	31	26
ESBU.MERCE		880	0	880	<u>578</u>	302	<u>0</u>	302		65,68	<u>65,68</u>	<u>354</u>	<u>350</u>	<u>928</u>	<u>0</u>	<u>0</u>	566	560
		880	0	880	<u>578</u>	302	<u>0</u>	302		65,68	<u>65,68</u>	<u>354</u>	<u>350</u>	<u>928</u>	<u>0</u>	<u>0</u>	566	560

2. Blocked rooms
3. Rooms for sale
(after blocks)
5. Available rooms
(after confirmed)
8. Availability with confirmed &
tentative rooms + overbooking
strategy

Click on the number underlined to navigate to the reservation.

Occupancy & availability

Click on the calendar to add days or weeks in the search

General Occupancy

Room Rack Blocked Room Rack Occupancy per room type   Update data View Overb. House Status Restrictions

Dates: 19.05.2015 - 06.06.2015




Date	Σ Tot. Rooms	Σ Blocked	Σ Rooms	Σ Confirmed	Σ Available	Σ Tentative	Σ Option	Σ Min availa	TotMaxSell	Σ MaxOccup %	Σ MinOccup %	Σ Room in	Σ Room out	Σ Reserv.
19.05.2015	276	33	243	247	4-	0	0	4-	1-	101,65	101,65	161	153	411
20.05.2015	276	33	243	244	1-	0	0	1-	1-	100,41	100,41	116	119	375
21.05.2015	276	33	243	240	3	0	0	3	3	98,77	98,77	159	163	407
22.05.2015	276	49	227	186	41	0	0	41	41	81,94	81,94	139	193	383
23.05.2015	276	34	242	240	2	0	0	2	1-	99,17	99,17	166	112	348
24.05.2015	276	34	242	94	148	0	0	148	148	38,84	38,84	58	204	275
25.05.2015	276	34	242	82	160	0	18	160	160	33,88	33,88	67	79	111
26.05.2015	276	34	242	172	70	0	0	70	70	71,07	71,07	125	35	119
27.05.2015	276	34	242	212	30	0	0	30	30	87,60	87,60	104	64	171
28.05.2015	276	34	242	244	2-	0	0	2-	1-	100,83	100,83	134	102	234
29.05.2015	276	48	228	246	18-	0	0	18-	1-	107,89	107,89	92	90	234
30.05.2015	276	33	243	251	8-	0	0	8-	1-	103,29	103,29	12	7	224
31.05.2015	276	33	243	219	24	0	0	24	24	90,12	90,12	81	113	269
01.06.2015	276	33	243	170	73	4	18	69	69	71,60	69,96	110	159	248
02.06.2015	276	33	243	134	109	4	43	105	105	56,79	55,14	59	95	151
03.06.2015	276	33	243	130	113	4	55	109	109	55,14	53,50	62	66	154
04.06.2015	276	33	243	170	73	0	56	73	73	69,96	69,96	111	71	198
05.06.2015	276	48	228	145	83	25	15	58	58	74,56	63,60	88	113	214
06.06.2015	276	32	244	200	44	1	19	43	43	82,38	81,97	120	65	247
■ 5.244 ■ 678 ■ 4.566 ■ 3.626 ■ 940 ■ 38 ■ 224 ■ 902 ■ 80,31 ■ 79,45 ■ 1.964 ■ 2.003 ■ 4.773														

Occupancy & availability

- RESERVATIONS
 - Individuals
 - Groups / Events
 - Mass changes to several reservations
 - Information systems
 - Events
 - Reporting Quotation Tool
 - /CCSHT/RS_06_03 - Hotel General occupancy
 - /CCSHT/RS_06_04 - Occupancy by room type
 - /CCSHT/RS_06_011_AVV - Valued Expected Arrivals ALV
 - ZEY_RS_06_011_ALV - Value expected arrivals and stay option
 - /CCSHT/RS_06_014_ALV - VIP arrivals
 - /CCSHT/RS_06_06 - Expected Group Arrivals
 - /CCSHT/RS_06_45 - Groups Rooming List
 - /CCSHT/GR_CONT_OCUP - Convention group's reservations occupancy control
 - /CCSHT/RS_06_35_ALV - Pending reservations by status
 - /CCSHT/RS_06_60_ALV - Guarantees Status
 - /CCSHT/RS_DEPOSITOS - Reservation Prepayments
 - /CCSHT/RS_06_70 - Booked stay Options
 - /CCSHT/FOR19 - Reservations activities report
 - /CCSHT/RS_06_013 - Reservations in Waiting list
 - /CCSHT/RS_06_42 - Occupancy Annual statistic
 - /CCSHT/RS_06_34 - Reservations pick-up
 - /CCSHT/RS_CD_RESERVA - Read Reservation modification doc.
 - ZRS_OCCUPA - Availability Hotels Chain**

Chain Status

 **Sel. Hotels by hierarchy**

Pantalla de selección

Hierarchy Visualization Hotels			
Hotel	ESMD*	to	
Date	25.03.2025	to	
Currency	EUR		

Occupancy

- ☐ % occupation
- ☒ **Rooms Available**
- ☐ Rooms occupied
- ☐ Block.rooms modify occupation
- ☐ Day Use modify occupation
- ☐ Include Res.Tentative

If you inform “*” after the nemotecnic, the availability of the country or city will be displayed

Chain Status			
Hierarchy	Incl...	Excl...	
OUT OF NH	<input type="checkbox"/>	<input type="checkbox"/>	
UBICATION	<input type="checkbox"/>	<input type="checkbox"/>	

Occupancy & availability

Select the region you would like to see.

Hierarchy	Incl...	Excl...
▶ CO Colombia	<input type="checkbox"/>	<input type="checkbox"/>
▶ CZ Czech Republic	<input type="checkbox"/>	<input type="checkbox"/>
▶ DE Germany	<input type="checkbox"/>	<input type="checkbox"/>
▶ DK Denmark	<input type="checkbox"/>	<input type="checkbox"/>
▶ EC Ecuador	<input type="checkbox"/>	<input type="checkbox"/>
▼ ES Spain	<input type="checkbox"/>	<input type="checkbox"/>
▶ ES Balears I.	<input type="checkbox"/>	<input type="checkbox"/>
▶ ES Canary Isles	<input type="checkbox"/>	<input type="checkbox"/>
▶ ES Catalonia	<input type="checkbox"/>	<input type="checkbox"/>
▶ ES East Coast	<input type="checkbox"/>	<input type="checkbox"/>
▼ ES Madrid	<input type="checkbox"/>	<input type="checkbox"/>
• ESMD.ABASC-NH Collection Abascal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ESMD.ALCOR-NH Alcorcón	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ESMD.BALBO-NH Balboa	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ESMD.BARAJ-NH Barajas Airport	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ESMD.BRETO-NH Chamberi	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ESMD.EMBAJ-Avani Alonso Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ESMD.EUROB-NH Collection Eurobuilding	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ESMD.HABAN-NH Paseo de la Habana	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ESMD.LAGAS-NH Lagasca	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ESMD.LEGAN-NH Leganés	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ESMD.NACIO-NH Nacional	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ESMD.PARAV-NH Ventas	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ESMD.PAZ-NH Collection Palacio de Aranju	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ESMD.PRADO-NH Collection Paseo del Prado	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ESMD.PRIVE-NH Príncipe de Vergara	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ESMD.RIBER-NH Ribera del Manzanares	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ESMD.SANVY-NH Collection Colón	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ESMD.SUR-NH Atocha	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ESMD.TABLA-NH Las Tablas	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ESMD.TEPA-NH Collection Palacio de Tepa	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ESMD.ZURBA-NH Zurbano	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Chain Status				
<div> </div>				
Date: 25.03.2025 until 25.03.2025 Data: Available Rooms Selection: All reservations				
Hotel	Hotel name	Rooms	T 25.03.25	
ESMD.LEGAN	NH Leganés	78	78	
ESMD.MADRI	Hesperia Madrid	171	171	
ESMD.MERCA	NH Mercader	0	0	
ESMD.MONTE	NH Monte Rozas	63	63	
ESMD.NACIO	NH Nacional	206	206	
ESMD.PACIF	NH Madrid Sur	62	62	
ESMD.PARAV	NH Ventas	199	199	
ESMD.PARLA	NH Parla	88	88	
ESMD.PAZ	NH Collection Palacio de Aranjuez	86	85	
ESMD.PRACT	NH Práctico	40	40	
ESMD.PRADO	NH Collection Paseo del Prado	113	113	
ESMD.PRISM	NH Suites Prisma	0	0	
ESMD.PRIVE	NH Príncipe de Vergara	155	155	
ESMD.RIBER	NH Ribera del Manzanares	224	224	
ESMD.ROZAS	NH Las Rozas Aparthotel	0	0	
ESMD.SANVY	NH Collection Colón	146	146	
ESMD.SSREY	NH San Sebastián de los Reyes	99	99	
ESMD.SUR	NH Atocha	68	68	
ESMD.TABLA	NH Las Tablas	149	149	
ESMD.TEPA	NH Collection Palacio de Tepa	83	83	
ESMD.VICPA	NH Victoria Palace	81	81	
ESMD.ZURBA	NH Zurbano	257	257	
		4.946	4.944	



Occupancy & availability

- RESERVATIONS
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 - Reporting Quotation Tool
 - /CCSHT/RS_06_03 - Hotel General occupancy
 - /CCSHT/RS_06_04 - Occupancy by room type
 - /CCSHT/RS_06_011_AVV - Valued Expected Arrivals ALV
 - ZEY_RS_06_011_ALV - Value expected arrivals and stay option

ESMD.EUROB. Hotel occupancy forecast by room type

ESMD.EUROB NH Collection Eurobuilding COLLECTION

25.03.2024

From

20.12.2024

Until

25.12.2024

Room type

to

Rate

bar

Selection options

Occupied rooms

Res.Confirmed

Res.Tentative

Both

Rooms Available

Include Res.Tentative

☒ Show room subtypes

☒ Show combinable room types

☐ Show room hotel total

☐ Show only occupancy of the selected rate

ESMD.EUROB. Hotel occupancy forecast by room type

Add Overb. Show overb. Refresh Occupied Conf. Occupied Tent. Occup. Conf. and Tent. Available Conf. House Status Restricciones


Available: Res.Confirmed, Tentative

Dates: 20. December 2024 - 25. December 2024

In red weekends and negative values
-> With Res.Tentative
->Base price and amount/floating rates

Day	Date	Alerts	Rate group	Rate	Price Code	SUPDBV	SUPDBL	PSTDBV	PRXDVB	PREDBW	PREDBV	PREDBR	LABDBR	LABDBL	JSTDBW	FAMINT	FAMDBL
Friday	20.12.2024	!	RL00	BAR	DU161678	120	190 #	1	2	39	11	0	2	2	6	1	0
Saturday	21.12.2024	!	RL00	BAR	DU151812	120	203	1	2	39	11	0	2	2	6	1	0
Sunday	22.12.2024	!	RL00	BAR	DU138431	120	198 #	1	2	39	11	0	2	2	6	1	0
Monday	23.12.2024	!	RL00	BAR	DU133761	119	198 #	1	2	39	11	0	2	2	6	1	0
Tuesday	24.12.2024	!	RL00	BAR	DU133762	119	192 #	1	2	39	11	0	2	2	6	1	0
Wednesday	25.12.2024	!	RL00	BAR	DU142110	119	192 #	1	2	39	11	0	2	2	6	1	0

Occupancy & availability

Day	Date	Alerts	JSTDBL	PREDBL	SUPDBL	TOTAL	JSTDBLK	JSTDBLT	PREDBLQ	PREDBLT	SUPDBLQ	SUPDBLT
Wednesday	23.03.2016		5	82	68	155	5	0	37	45	18	50

Generic room type

Room subtype

- Generic room types:

Defined for selling proposes (Interfaces, web....) that will be standard rooms, suites, etc...

There will always be a **difference in the price** between the different room types



- Room Subtypes:

From an Operational point of view, we will deal with room subtypes; that's a classification per bed type: Twins, king size bed, etc.

For example: Standard Twin, Standard Queen...

There is no difference in the price of the reservation



From an operational point of view, we will deal with room subtypes only if it is requested by the guest

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HOTELS

Check availability (function rooms):
Planning


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HOTELS


NH COLLECTION
HOTELS

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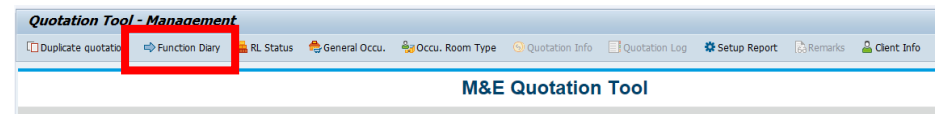
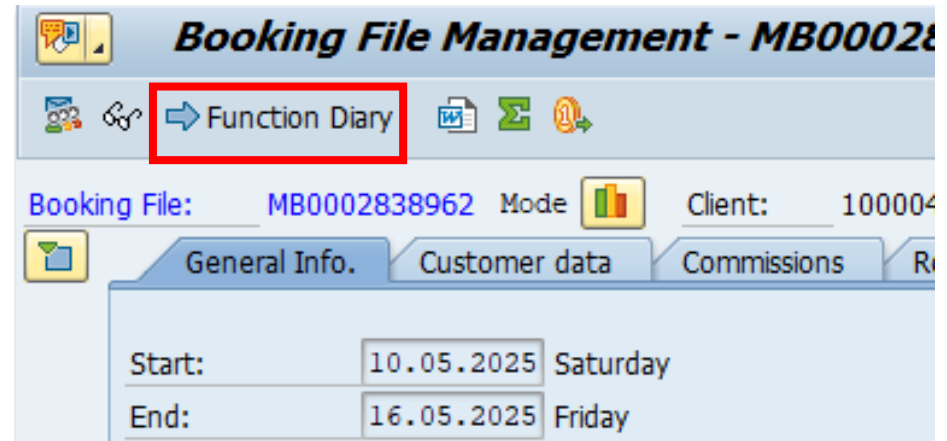
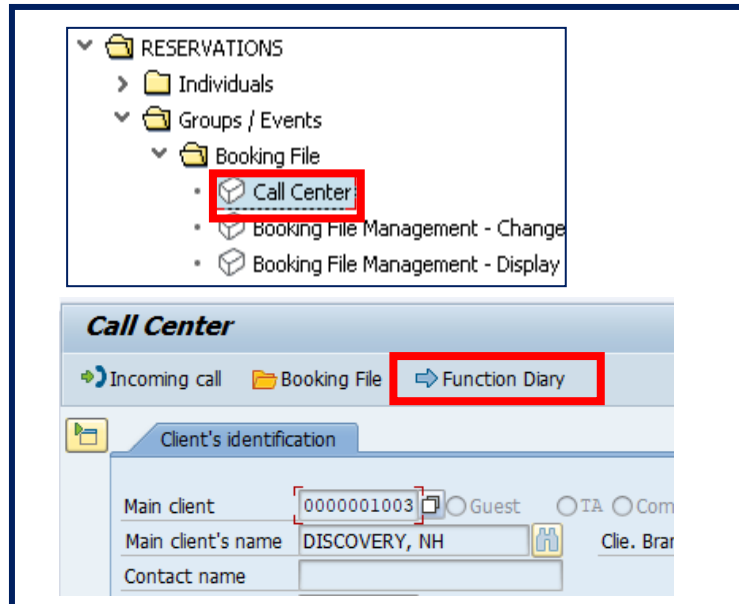
TIVOLI
HOTELS & RESORTS

Planning

- RESERVATIONS
 - Individuals
 - Groups / Events
 - Mass changes to several reservations
 - Information systems
 - Events
 - /CCSHT/RS_BOOKING_GR - Room event booking
 - /ZEY_FROOM_OCCUPANCY - Function Room Occupancy
 - /CCSHT/SB_R_EVENT01 - Events
 - /CCSHT/LISTADO_COMP - Actions List
 - /CCSHT/SB_R_EVENT03Q - Individual Reservations
 - /CCSHT/SB_R_EVENT032 - Group Reservations
 - /CCSHT/SB_R_EVENT04Q - Meeting Rooms
 - /CCSHT/SB_R_EVENT05Q - Room Attendees
 - /CCSHT/SB_R_EVENT07 - Situation Report
 - /CCSHT/SB_R_EVENT04 - Event Program
 - /CCSHT/SB_SERV_ORD - Service Order
 - /CCSHT/SB_ORD_SERV - Service Order (Old)
 - /CCSHT/SB_PLN_SALAS - Room Occupation Planning**
 - /CCSHT/SB_R_EVERESN - Resources Inventory Report
 - /CCSHT/SB_R_EVENT05 - External and own resources report (OLD)
 - /CCSHT/SB_R_EVENT05 - Events Report_OLD

Several options to enter the planning

- Via the menu
- Via the Call Center
- Via the Booking file
- Via Quotation Tool



Events

ESZZ.CIUZA. Function room's occupancy planning



Hotel	ESZZ.CIUZA	
Events		to <input type="text"/>
Booking File		
Event's type		to <input type="text"/>
Event's status		to <input type="text"/>
Function rooms		to <input type="text"/>
Setup pax	<input type="text"/>	

Meeting rooms

Display	
Capacity (Pax) Min.	<input type="text"/> Max. <input type="text"/>
Room type	<input type="text"/>
Area (m2)	<input type="text"/> to <input type="text"/>
Setup	<input type="text"/>
Features	<input type="text"/>
Event's display	Description <input type="text"/> <input checked="" type="checkbox"/> Show descriptive hours
Function Room's disp	Code <input type="text"/> <input checked="" type="checkbox"/> Show icons
	<input checked="" type="checkbox"/> Show stripe

Period displayed

Planning Period	
<input type="radio"/> 31 days	
Initial Date	04.02.2016
<input checked="" type="radio"/> 7 days	<input type="checkbox"/> With time detail
Initial Date	04.02.2016
<input type="radio"/> 1 day	
Date	04.02.2016
Starting time	08:00:00

Planning structure

Order criteria	
<input type="radio"/> Show occupied F.rooms first	
<input checked="" type="radio"/> Show available F.rooms first	
<input type="radio"/> Show without distinction	
Order 3	Function room's plann...
Order 4	<input type="text"/>
Order 5	<input type="text"/>

☐ See Room Occupancy Forecast

Room t...	Description
JSTDBV	Jr. Suite Double View
JSTDBVK	Jr. Suite Double View King
STDDBL	Standard Double
STDDBLD	Standard Double Double
STDDBV	Standard Double View
STDDBYD	Standard Double View Double
STDDBYT	Standard Double View Twin
STD5GL	Standard Single
STNDBL	Standard New Style
STNDBLT	Standard New Style Twin
XVIRTUA	Virtual room

Virtual room is used by the Front Office

☒ See Room Occupancy Forecast

Section Code to

Room Type to

Select options

Occupied rooms ☐

Res.Confirmed ☐

Res.Tentative ☐

Both ☒

Rooms Available ☒

Include Res.Tentative ☒

ESZZ.CIUZA. Function room's occupancy planning

Hotel

Events to

Booking File

Event's type to

Event's status to

Function rooms to

Setup pax

Display

Capacity (Pax) Min. Max.

Room type

Area (m2) to

Setup

Features

Event's display

Function Room's disp

☒ Show descriptive hours

☒ Show icons

☒ Show stripe

Planning Period

☐ 31 days

Initial Date

☒ 7 days ☐ With time detail

Initial Date

Date

Starting time

Order criteria

☐ Show occupied F.rooms first

☒ Show available F.rooms first

☐ Show without distinction

Order 3

Order 4

Order 5

☐ See Room Occupancy Forecast

Planning

Display	
Capacity (Pax) Min.	Max.
Room type	
Area (m2)	to
Setup	
Features	
Event's display	Description
Function Room's disp	Description

F.RoomF...	Description
AIRCO	AIR CONDITIONING
BAESP	BASE SPACE
CAPFL	CARPETTED FLOOR
CARDR	CAR DRIVE-IN
DISAB	DISABLE ACCESS
EXTSD	EXTERNAL SIDE
FIXPR	FIX PROJECTOR
HCEIL	HIGH CEILING

Function rooms	No use of feature 'Base Space'		
Barcelona			
Zaragoza			
Valencia			
Sevilla	WM - 10766	WM - 10766	
Bilbao			
Valencia + Sevilla			
Sevilla + Bilbao	////////////////	////////////////	
Valencia + Sevilla + Bilbao	////////////////	////////////////	

Function rooms	Use of feature 'Base Space'		
	Morning	Afternoon	Night
Barcelona			
Zaragoza			
Valencia			
Sevilla	WM - 10766	WM - 10766	
Bilbao			

By using 'Base Space' as a feature, you can decide in the filter of the planning if you only want to see the individual function rooms.

(combinations of rooms are not shown in the planning)

ESCO.AMICO. Function rooms occupancy planning 07.03.2016-13.03.2016

Display room availability Update Previous Next Select date Days detail Month detail Key Block/Maintenance Color Montaje

Function rooms

Mon. 07.03.2016	Tue. 08.03.2016	Wed. 09.03.2016	Thu. 10.03.2016	Fri. 11.03.2016	Sat. 12.03.2016	Sun. 13.03.2016
JARD PETRA						
PAT MUDEJAR						
AMIS+MEZ						
AMISTAD						
GSALA	////////////////	////////////////	////////////////	////////////////		
MAI+MZ+AM	////////////////	////////////////	////////////////	////////////////		
MAIMONIDES	GRUPO FOR	GRUPO FOR	HATTON EVE	HATTON EVE		
MEZ+MAI	////////////////	////////////////	////////////////	////////////////		
TIB+AM+MZ						
TIB+AMIS						
TIBERIADES						

Function room

AMISTAD

More Info

Hotel: ESCO.AMICO - NH Collection Amistad Córdoba

Rooms: AMISTAD - AMISTAD

Room Min capacity: 0001 - Desv.: 0.00 %

F.Room Max. capae.: 0080

Room area: 40.00

Area unit: M2

Room width: 4.50 /M MaxHei Roo: 2.88 /M

Room length: 11.90 /M Room weigh: 0.00 /KG

Shareable:

Room:

Features

NATLI: NATURAL LIGHT

PRDRO: PRIVATE DINNING ROOM

VARWL: VARIABLE WALLS

Setup

AUDIT: AUDITORIUM 0001 / 0000

BANQU: BANQUET 0001 / 0030

BLOKS: BLOCKS 0001 / 0000

BOARD: BOARDROOM 0001 / 0025

BUFFE: BUFFET 0001 / 0000

CABAR: CABARET 0001 / 0015

CARRÉ / HALLOW

Min / Max

0001 / 0000


0001 / 0030

0001 / 0000

0001 / 0025

0001 / 0000

0001 / 0015



TEMPLATE - AMISTAD

< > 1 / 1

Sales/Long Description

Remarks

Pilar in the middle of the room

Strategy of the room,
i.e. minimum of
rooms to contract

Planning

ESCO.AMICO. Function rooms occupancy planning 07.03.2016-13.03.2016							
Display room availability Update Previous Next Select date Days detail Month detail Key Block/Maintenance Color Montaje							
Event -> Selected cells Event -> Select. cells. Line room by day Time Detail Add room to existing event							
Function rooms	Mon. 07.03.2016	Tue. 08.03.2016	Wed. 09.03.2016	Thu. 10.03.2016	Fri. 11.03.2016	Sat. 12.03.2016	Sun. 13.03.2016
JARD PETRA							
PAT MUDEJAR							
AMIS+MEZ				////////////////			
AMISTAD				////////////////			
GSALA	////////////////	////////////////	////////////////	////////////////			
MAI+MZ+AM	////////////////	////////////////	////////////////	////////////////			
MAIMONIDES	GRUPO FOR	GRUPO FOR	HATTON EVE	HATTON EVE			
MEZ+MAI	////////////////	////////////////	////////////////	////////////////			
TIB+AM+MZ			////////////////	////////////////			
TIB+AMIS			////////////////	Internatio			
TIBERIADES			JANSSEN	////////////////			
			JANSSEN				

Display room availability Update Previous Next Select date Days detail Month detail Key Block/Maintenance Color Montaje
--

Previous Next

Change the planning with 1 week backward or forward

Select date

Select a certain date from the calendar

Month detail

See the planning for the complete month

Key

Explanation of the used icons

Icons	Check-in	Not move	* Event with reservations	Check in + no move	Check in + Event with rooms	No move + Event with rooms
	Check in + no move + Event with rooms	Indirect events	Maintenance			
Status:	CONFI Confirmed	OFFER Offer	OPTIO Optional	SCOPT SecondOption	TENTA Tentative	
Setups:	AUDIT AUDITORIUM CARRE CARRÉ/HALLOWSQUARE	BANQU BANQUET CHACC CHAIR-CIRCLE	BLOKS BLOCKS CHAIR CHAIRS	BOARD BOARDROOM CLASSR CLASSROOM	BUFFE BUFFET COCKT COCKTAIL	CABAR CABARET COFBK COFFEEBREAK

Planning

Display room availability Update Previous Next Select date Days detail Month detail Key **Block/Maintenance** Color setup

Event -> Selected cells Event -> Select. cells. Line room by day Time Detail Add room to existing event

Function rooms	Fri, 22.07.2016	Sat, 23.07.2016	Sun, 24.07.2016	Mon, 25.07.2016	Tue, 26.07.2016	Wed, 27.07.2016	Thu, 28.07.2016
Zaal 40-42							
Tuinzaal	//////////	//////////	//////////	//////////	//////////		
Geidenlandfoyer							
Flevolandfoyer							
Frieslandfoyer							
Groningenfoyer	ASML-L55GB					ASML-PR	

1 Fault ID code 405837

Incident status Reported

2 Function Rooms Tuinzaal

Reservation 0

Maintenance record

3 Incident type 00004 BLOCKED ROOMS Priority

Fault description

Geblokt: ivm gootwerkzaamheden

4 Blocking data

Blocked

Block/Out of service start date 18.07.2016

Block/Out of service Start time 08:00:00

5 Availability Start date 26.07.2016

Availability Start Time 08:00:00

Checked by guest Solved by

1. The room you need to block/maintain
2. Type of maintenance
3. Reason/description why room is blocked
4. Start date + time of block
5. End date + time of block, after this date and time the room is available again
6. Block and Availability time is just informative, the block is done by dates no by hours.

Planning

ESCO AMICO Function rooms occupancy planning 08.03.2016-14.03.2016

Hide room availability | Update | Previous | Next | Select date | Days detail | Month detail | Key | Block/Maintenance | Color Montage

Event -> Selected cells | Event -> Select. cells. Line room by day | Time Detail | Add room to existing event

Function rooms	Tue. 08.03.2016	Wed. 09.03.2016	Thu. 10.03.2016	Fri. 11.03.2016	Sat. 12.03.2016	Sun. 13.03.2016
JARD PETRA						
PAT MUDEJAR						
AMIS+MEZ			//////////			
AMISTAD			//////////			
GSALA			//////////			
MAI+MZ+AM			//////////			
TIB+AM+MZ			//////////			
TIB+AMIS			Internatio			
TIBERIADES			//////////			
AM+M7+P4S			//////////			

Hotel - NH Collection Amistad | ESCO. AMICO

Events | Booking File | Event's type | Event's status | Rooms | Setup pax

CONGS

Also possible to change hotel

Add Overbooking | Occupied Conf. | Occupied Prov. | Occupied Conf. & Pr... | Available Conf. | Available Prov. | House Status | Restrictions

Type (AVAI	Tue. 08.03	Wed. 09.03	Thu. 10.03	Fri. 11.03	Sat. 12.03	Sun. 13.03	Mon. 14.03
JNDBL	0	0	0	1	1	1	1
JSTDBL	1	1	1	1	1	1	1
PREDBL	1	1	1	1	1	1	1
PRNDBL	5	7	9	10	8	8	8
SUNDBL	6	6	20	28	25	30	30
SUPDBL	5	0	12-	11-	37-	15	6
SUPSQL	5	3	6	7	7	8	8
SUXDBL	9	5	9	13	9	16	16
TOTAL	32	23	34	50	15	80	71

!!! By default, we see the availability based on the confirmed and tentative rooms. Rooms in option and offer are not deducted

Add Overbooking

To see with(out) overbooking

Occupied Conf. | Occupied Prov. | Occupied Conf. & Pr... | Available Conf. | Available Prov.

Different options to display only confirmed, only tentative, confirmed + tentative, still available minus confirmed, minus confirmed + tentative

House Status | Restrictions

To go to House Status and restriction management

Planning


ESCO.AMICO, Function rooms occupancy planning 07.03.2016-13.03.2016

Display room availability Update ◀ Previous ▶ Next Select date Days detail Month detail Key Block/Maintenance Color Montaje

Event -> Selected cells Event -> Select. cells. Line room by day Time Detail Add room to existing event

This menu will not appear if you access the planning through BF.

Only used to add rooms to an existing event.



Event -> Selected cells

Create an event from the planning, with rooms and selected time interval. 1 room per line for the marking period (full range when you select two or more days)

Event -> Select. cells. Line room by day

Create an event from the planning, with rooms and selected time interval. 1 line per room and day

Time Detail

Wed. 09.03.2016		
00:00 - 14:00	14:00 - 20:00	20:00 - 24:00

Add room to existing event

10.03.2016

Booking file

Event ID

Reservation

Continue Cancel

Planning (display the main information of an event)

PAT MUDEJAR		
AMIS+MEZ		
AMISTAD		
GSALA	////////////////	////////////////
MAI+MZ+AM	////////////////	
MAIMONIDES	GRUPO FOR	HATTON EVE

EV00002973 Quick event summary

Event ID: EV00002973

Booking File MB0000146017/HATTON E...

Start 09.03.2016 09:00

End 10.03.2016 20:00

Description HATTON EVENTS

Event type MEETS Meetings

Wednesday Deadline 28.02.2016 Sunday

Thursday Follow up

Status Confirmed

Event's status

☐ Lost ☐ Check-in ☐ Cancelled

☐ Rejected ☐ Check-out

Client

Client 1019982879 HATTON EVENTS SLL

Contact person JOSE LUIS JIMENEZ

Telephone 1 91 000 60 10 Telephone 2

Fax

E-mail miguelangel.jimenez@hattoneven

Language ES Spanish

Managers

Sales Virginia Montes Sanchez

F. Room Virginia Montes Sanchez

Hotel rooms Virginia Montes Sanchez

Owners

Created by Maria Elena Alonso Luque

2nd Agent Maria Elena Alonso Luque

Organizer

Ambassador

Function room

Room MAIMONIDES MAIMONIDES

Start 09.03.2016 15:30 End 09.03.2016 18:00

Status

Guests 28 Area 60 M2

New F. Room

☐ Keep pricing

Change

Resource 2200 lumens LCD Projector Screen 2.00x2.00

Setup U-Shape

Menu No menus

Tasks PONER REGLETAS

Modify

Display

GuestRoom

Continue

Planning (change one meeting room of an event)

New F. Room

AL ANDALUS

AMISTAD+MEZQUITA+PASILLO CAFETERIA

AMISTAD+MEZQUITA

AMISTAD

AVERROES

GRAN SALA

GRAN SALA + PASILLO CAFETERIA

GRAN SALA + PASILLO CAFETERIA + PATIO CU

JARDIN DE PETRA

JUDERIA+AL ANDALUS

When the box is ticked, you keep the same price for the new meeting rooms

Function room

Room	MAIMONIDES	MAIMONIDES	New F. Room	<input checked="" type="checkbox"/> Keep pricing	Change
Start	09.03.2016	15:30	End	09.03.2016	18:00
Status					
Guests	28	Area	60	M2	

Resource

Setup

Menu

Tasks

2200 lumens LCD Projector Screen 2.00x2.00

U-Shape

No menus

PONER REGLETAS

Modify

Display

GuestRoom

Continue

If the event booking belongs to a BF, we have only access to modify the event, not the BF.
The BF can only be seen in viewing mode through the event by the following icon:



*Setup

Tasks

*Resources

*Menus


Pac.Ord	Menu	Menu description	Time	End date
0001	EM_00 ...	Ice Water	3 : 00	07.09.2016










When selecting one of the items, you will be guided to the display version of the different items. Only 'Menu description' can be modified from here.


Planning (access to an event or group)



Resource	Screen 2.00x2.00 Flip chart 2200 lumens LCD Projector
Setup	U-Shape
Menu	No menus
Tasks	No tasks

 Modify  Display  GuestRoom  Continue

 **ESCO.AMICO, Events data**

      Revenue detail  Event revenue  Function Diary 

ESCO.AMICO NH Collection Am Reservat.: 12480421  Client: 1000061542 VIAJES EL CORTE INGLES


Id	EV00003749	Version	1	<input checked="" type="checkbox"/> Active
Start	07.03.2016	09:00	 	<input checked="" type="checkbox"/> Pending Budget
End	09.03.2016	11:06		<input checked="" type="checkbox"/> Pending Contract
Voucher				<input checked="" type="checkbox"/> Pending BEO

Event's status

☐ Lost ☒ Check in ☐ Rejected ☐ Check out ☐ Cancelled

Managers


Sales	0000002301	Virginia Montes Sanchez
Venue Rep	0000002301	Virginia Montes Sanchez
Hotel rooms	0000002301	Virginia Montes Sanchez
Lim.bill.day	10 Day	19.03.2016

 **Hotel Reservations**

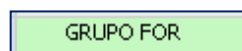
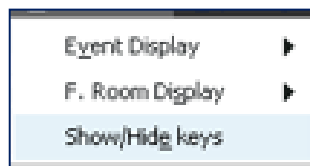
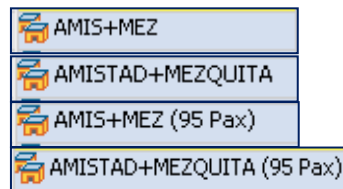
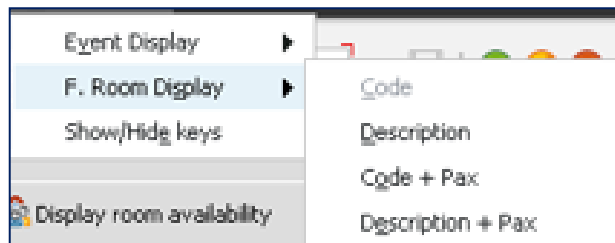
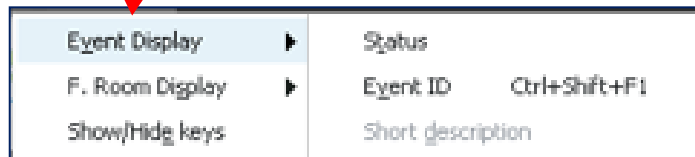
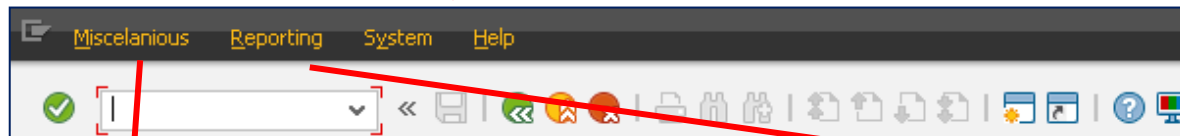
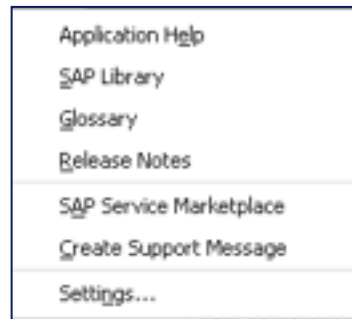
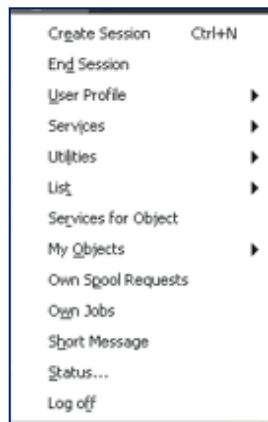
ESCO.AMICO NH Collection Amistad Córdoba COLLECTION

Id	EV00003749	Version	1	Start date	07.03.2016	Start time	09:00
Status	Confirmed	End date	09.03.2016	End time	11:06		

View guest rooms:
☒ Indiv. ☒ Groups ☒ Conf.

D...	*	Res.type	Reservation	PMS status	No Ac...	Group	Name/Group descri	Groom ...	Guests	Arrival	Departure	Room Type	Meal plan	PAX	Guest...	Pack
<input type="checkbox"/>		Confe...	12480419	Confirmed	<input type="checkbox"/>	12480419	GRUPO FORMACION V...	0	0	07.03.2016	09.03.2016		BB		0	^
<input type="checkbox"/>		Indiv...	13082072	Confirmed	<input type="checkbox"/>	12480419	FERNANDEZ SALGUERO ...	1	1	07.03.2016	09.03.2016	SUPDBL	BB	AD1	0	v
<input type="checkbox"/>		Indiv...	13082073	Confirmed	<input type="checkbox"/>	12480419	SANCHEZ RODRIGUEZ, ...	1	1	07.03.2016	09.03.2016	SUPDBL	BB	AD1	0	

Planning (tool bar)



MINOR
HOTELS

CRM/PID (Creation and management)


ANANTARA
HOTELS • RESORTS • SPAS

AVANI
Hotels & Resorts


elewana
— COLLECTION —

 OAKS
HOTELS • RESORTS • SUITES

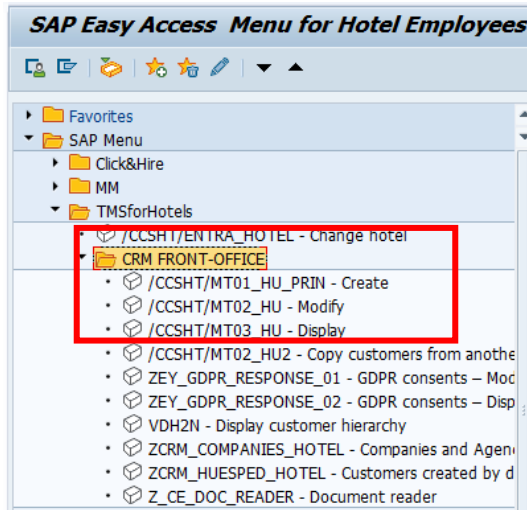

HOTELS


NH COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

CRM/PID (Creation)



Customer types:

Generic examples:

- * 1000 = Direct Guest
- * 1001 = Employee, Family & Friends
- * 1003 = NH DISCOVERY

Organizations examples:

- * 10000XXXXX = Agency ID
- * 20000XXXXX = Company ID

Internal customers:

* 990000xxxx (last 4 digits are the center) Hotels & Central Services

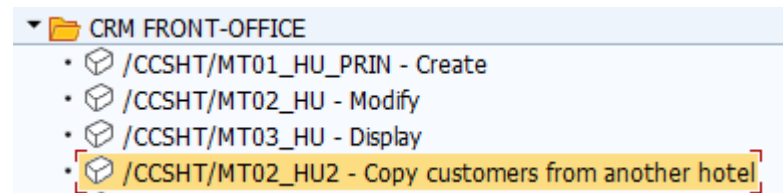
(91xxxxxxx are fictitious; finance use only)

Customer Data Management

2 different environments:

- General database NH (shared).
- Database of the hotel (background). (Copy customers from another hotel for the first time used)

Cliente	Nº ident.fis.1	Nombre 1	Nombre 2	Teléfono 1
9900000020	A58511882	ES10NH ATLANTICO		981226500
9900000021	A58511882	ES10NH TURCOSA		964283600
9900000022	A58511882	ES10NH ALBERTO AGUILERA		914460900
9900000023	A58511882	ES10NH VIAPOL		954645254
9900000024	A58511882	ES10NH VILLA DE COSLADA		916748800
9900000025	A58511882	ES10NH BARCELONA CENTRO		932703410
9900000027	A58511882	ES10NH LAS ARTES		963351310
9900000028	A58511882	ES10NH LAS CIENCIAS		963356062
9900000029	A58511882	ES10NH SANTANDER PARAYAS		942352266
9900000030	A58511882	ES10NH CORNELLA		934750895
9900000035	A58511882	ES10NH COLLECTION SEVILLA		954548500



CRM/PID (Creation)

Just new guest nor travel agencies nor companies

- CRM FRONT-OFFICE
 - /CCSHT/MT01_HU_PRIN - Create
 - /CCSHT/MT02_HU - Modify
 - /CCSHT/MT03_HU - Display
 - /CCSHT/MT02_HU2 - Copy customers from another hotel
 - ZEY_GDPR_RESPONSE_01 - GDPR consents – Modify
 - ZEY_GDPR_RESPONSE_02 - GDPR consents – Display
 - VDH2N - Display customer hierarchy



ESMA.MALAG Guests - New

Debtor identifier

Debtor type

- ☒ Guests
- ☐ Travel Agencies
- ☐ Companies
- ☐ Hotels
- ☐ Fictitious

Tax Number 1

Identification document type

ESMD.EUROB Guests - New

Related clients

ESMD.EUROB NH Collection Eurobuild Client

NHREV CREDIT NHR

General data Additional data Special requests Hobbies Statistics

Salutation

First name

Surname

Street N°

City

ZIP code Country

Region

Language

Nationality

Gender

Date of birth

Mobile/Phone

Company ID/Name

Email

URL

You heard of us...

Official document

Tax n° Country

Issue Date Expiry Date

Expeditor place

ID Additional document

Document type Country

Number

Issue Date Expiry Date

Expeditor place

Nationality INE

Place of birth

Father's Name

Mother's Name

Client ID

Client 19974353 TEST, TEST

Mandatory fields

☒



CRM/PID (Creation)

ESCO.AMICO NH Collection Amistad C6

Client

2000112410

IPER BENELUX NV

Ext. Client number

112410

NHREW

CREDIT

NHR

General data

Statistics

Branches

Sales and Agents

Branches

Agencies connected

Branch	Active	Main bra...	Age.	Sale	Conn	Branch Name	Street and n°	House No.	Zip code	City	Coun	Region	Description	Telephone 1	E-mail	Branch
0001306628	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				UNIPER BENELUX NV	CAPELSEWEG	400	3068 AX	ROTTERDAM	NL	12	Zuid-Holland	31102895690	NO E-MAIL	
0000275058	<input checked="" type="checkbox"/>	<input type="checkbox"/>				E.ON BENELUX NV - FINANCIAL SERVICE CENTER	POSTBUS	8628	3009 AP	ROTTERDAM	NL	12	Zuid-Holland	31102895690	NO E-MAIL	
0000335661	<input checked="" type="checkbox"/>	<input type="checkbox"/>				E.ON IS NETHERLANDS BV	CAPELSEWEG	400	3068 AX	ROTTERDAM	NL	12	Zuid-Holland	31102895508	NO E-MAIL	
0000764069	<input checked="" type="checkbox"/>	<input type="checkbox"/>				E.ON BENELUX GENERATION AFD. FSC	POSTBUS	8642	3009 AP	ROTTERDAM	NL	12	Zuid-Holland	31102895690	NO E-MAIL	
0001069626	<input checked="" type="checkbox"/>	<input type="checkbox"/>				NRE ENERGIE BV - FINANCIAL SERVICE CENTER	POSTBUS	8628	3009 AP	ROTTERDAM	NL	12	Zuid-Holland	31102895690	NO E-MAIL	
0001131612	<input checked="" type="checkbox"/>	<input type="checkbox"/>				E.ON ENGINEERING BV	GALILEISTRAAT	15	3029 AL	ROTTERDAM	NL	12	Zuid-Holland	31102895690	NO E-MAIL	
0001153319	<input checked="" type="checkbox"/>	<input type="checkbox"/>				E.ON D-GAS	WALDORPSTRAAT	11	2521 CA	DEN HAAG	NL	12	Zuid-Holland	31102895690	NO E-MAIL	
0001238815	<input checked="" type="checkbox"/>	<input type="checkbox"/>				E.ON BENELUX NV EINDHOVEN	POSTBUS	2404	5600 CK	EINDHOVEN	NL	07	Noord-Brabant	31402577686	NO E-MAIL	
0001339149	<input checked="" type="checkbox"/>	<input type="checkbox"/>				NRE HOLDING BV	NACHTEGAALLAAN	15	5613 CM	EINDHOVEN	NL	07	Noord-Brabant	31402383472	NO E-MAIL	

All the request must be done by Jira Ticket.
Category: CDM (Customer Data Management)

NH SUPPORT PORTAL / NH SERVICE DESK

CDM (Customer Data Management)

For creation of a new PID a **Fiscal code is mandatory**.

In case you don't find the branch, you are searching for, it is needed to follow above procedure since hotels are not allowed to create branches neither

Branch sales

Branch	Branch Name	Sales	No active	Admin	Main	Guest	Surname	Phone n°	E-mail Assistant	Remarks				Cty	Type
0004127453	E.ON BENELUX LEVERING BV	48731	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	Crn.Netherlands		crm.nl@nh-hotels.com		GENERIC	48731	BENELUX	NL	Generic
0004222727	E.ON BENELUX LEVERING B.V.	48731	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.	Crn.Netherlands		crm.nl@nh-hotels.com		GENERIC	48731	BENELUX	NL	Generic

CRM/PID (Creation)

✓ The Customer has not been created for this hotel. Display only

- CRM FRONT-OFFICE
 - /CCSHT/MT01_HU_PRIN - Create
 - /CCSHT/MT02_HU - Modify
 - /CCSHT/MT03_HU - Display
 - /CCSHT/MT02_HU2 - Copy customers from another hotel
 - ZEY_GDPR_RESPONSE_01 - GDPR consents – Modify
 - ZEY_GDPR_RESPONSE_02 - GDPR consents – Display
 - VDH2N - Display customer hierarchy
 - ZCRM_COMPANIES_HOTEL - Companies and Agencies created by date

Search for companies
in the NH General Database

NLGR.GRON Companies - New

NLGR.GRON NH Groningen *****

Client: 2004102767 FERRERO BV Ext. Client number: 4102767

General data | Statistics | Sales and Agents

Name: FERRERO BV

Street: KONINGSSTRAAT

Nº: 53

City: HILVERSUM

ZIP code: 1211 MK

Country: NL Netherlands

Region:

Language: NL Dutch

Guarantee type:

Phone nº: 31356254300

Tax Number 1: 32060408 ☐ Natural person

Search term: FERRERO BV

Email: NO E-MAIL

URL: www.ferrero.nl

Industry: C016 F&B Industry

Global Potential:

Annual Revenue:

Employees:

☐ Allows mailing

Statistics

Market segment:

Market subsegment:

Source of business id.:

Channel identifier:

Reason for travelling:

Customer Number (1)

Guests | TAs | Companies | Hotels | External hotels | Others

Customer:

Tax Number 1:

Name: *FERRERO*

Name 2:

Telephone 1:

Identifier: 3

Show branches only:

Mark removed:

Maximum No. of Hits: 500

Copy the data to our hotel and
save before leaving.
CTRL C the SAP ID and use it
in the header of the folio

End of process

?

The client is already registered in another hotel
Do you wish to copy data to current hotel?

Yes No

CRM/PID (modification)

- CRM FRONT-OFFICE
 - /CCSHT/MT01_HU_PRIN - Create
 - /CCSHT/MT02_HU - Modify
 - /CCSHT/MT03_HU - Display
 - /CCSHT/MT02_HU2 - Copy customers from another hotel
 - ZEY_GDPR_RESPONSE_01 - GDPR consents – Modify
 - ZEY_GDPR_RESPONSE_02 - GDPR consents – Display
 - VDH2N - Display customer hierarchy
 - ZCRM_COMPANIES_HOTEL - Companies and Agencies created by date
 - ZCRM_HUESPED_HOTEL - Customers created by date
 - Z_CE_DOC_READER - Document reader

If we know how to spell a part of a name, introduce it in the “name” field, without using “*” and without abbreviations, use **whole words**

ESCO.AMICO Client - Modify

Delete Add Refresh Print

ESCO.AMICO NH Collection Amistad Córdoba COLLECTION

Direct search Guests **Agencies** Companies Others

Tax Number

Name CORTE

Phone

Email

Search term

Country

Branch

Main Branch

Restrict Number To 50

ESCO.AMICO NH Collection Amistad Córdoba COLLECTION

Search filters

Customer	Name	Tax Number 1	Ctr	Street and nº	City	Postal Code	Phone
1002998027	VIAJES EL CORTE INGLES SA PORTUGAL	980099323	PT	CAPITAO RAMIRES 5 A	LISBOA	1000-084	351217803961
1003230842	VIAJES EL CORTE INGLES SA DE CV	VCI0004041R0	MX	BOULEVARD MANUEL AVILA CAMACHO 191	MEXICO	11510	525521222780
1007179043	VIAJES EL CORTE INGLES ARGENTINA SA	30709285633	AR	CL CARLOS PELLEGRINI 971	CAPITAL FEDERAL	C1009ABU	541141300100

Hotels can only modify customers. Modifications of companies/agencies must be by Jira Ticket.



[NH SUPPORT PORTAL](#) / [NH SERVICE DESK](#)

CDM (Customer Data Management)

CRM/PID (Credit)

ESTF.CALET Travel Agencies - Display

ESTF.CALET Tivoli La Caleta Tenerife Client **1000061542** **VIAJES EL CORTE INGLES SA** Ext. Client number 61542 **CREDIT** GDPR BP

General data Hotel parameters Statistics Branches Sales and Agents

Name VIAJES EL CORTE INGLES SA
Street AVENIDA DE CANTABRIA
Nº 51
City MADRID
ZIP code 28042
Country ES Spain
Region 28 Madrid
Language ES Spanish
International V.

Guarantee type TOTAL ...
Phone nº +34912038000
Tax Number 1 A28229813 ☐ Natural person
Search term ECI_
Email No ☐ accounts-receivable.co@nh-hotels.com
URL www.viajeselcorteingles.es
Industry C057 Travel

Global Potential 0
Annual Revenue 142.051
Employees 2100

Statistics
Market segment TRAVEL AGENCIES
Market subsegment STRAT
Source of business
Channel identifier
Reason for travelling

Credit control for client 1000061542.

Customer:1000061542

Credit Manager004

Collector Manager002

VIAJES EL CORTE INGLES SA

RAQUEL VILLALBA RODRIGUEZ

BU southern europe


Rating:2

Customer Type1

- r.villalba@nh-hotels.com

Assignment level	Assignment	Descrip.	Credit limit	Curr...	Status	Pa...	Review Date	Remarks
Chain			500.000	EUR	Approved	C060	31.12.2021	CREDIT POLICY UPDATE
Hotel	CLSC.PSANT NH Collection Plaza...		10.000	USD	Pending	C060	27.04.2021	SOLO PARA FACTURAR CARGOS IN HOUSE ANT
Chain			6.000.000	EUR	Cancelled	C030	31.01.2018	CRC

Get all the information about Customer Credit Management by clicking on this link

 [NH Global Credit Policy 2023.pdf](#)



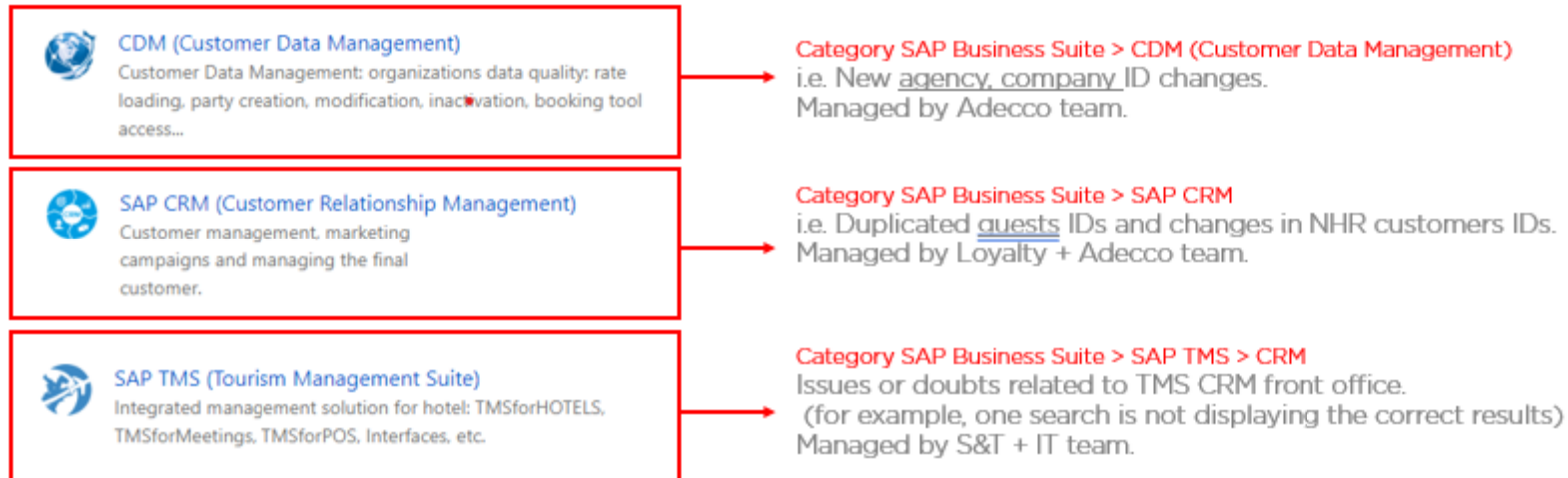
CRM/PID (Support)

These are the categories where you can open the Jira Ticket, depending what you need...

CUSTOMER DATA MANAGEMENT


When raising a ticket related to CDM, please remind to choose the corresponding category & subcategory related to the particular request.

This category will define the department and support group responsible to help you.
If the category is wrong, the ticket could be cancelled or deleted.



[More information in this link](#)

File

Attached File:  [SAP basics.pdf](#)



MINOR
HOTELS

Booking File Creation: Group Quotation tool


ANANTARA
HOTELS • RESORTS • SPAS

AVANI
Hotels & Resorts


elewana
— COLLECTION —

 OAKS
HOTELS • RESORTS • SUITES

NH
HOTELS

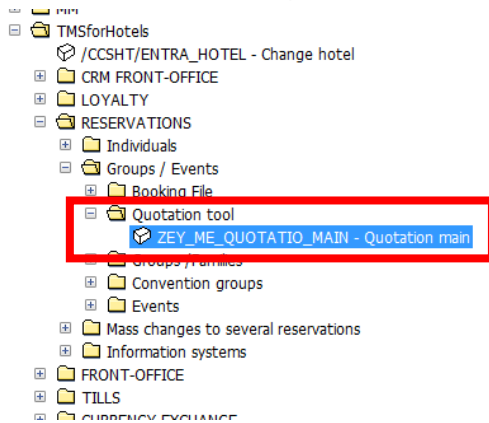

NH COLLECTION
HOTELS

nhow
HOTELS

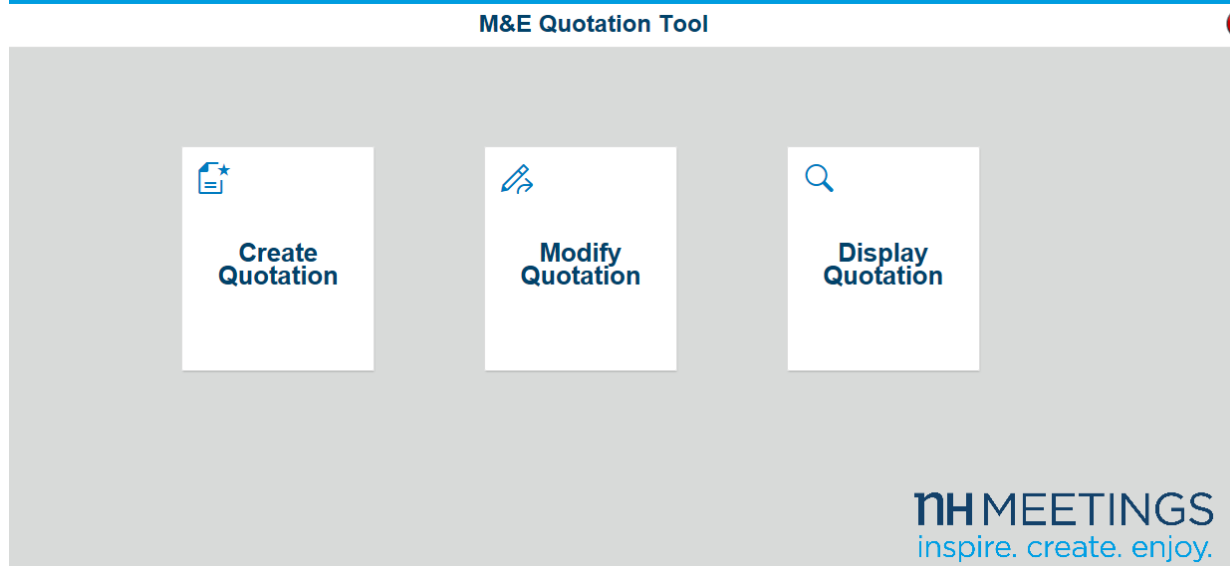
TIVOLI
HOTELS & RESORTS

Group Quotation Tool

You can create a booking file with the right strategy and easier, thanks to this transaction.




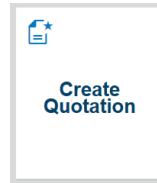
You can find the link to download the manual of Quotation Tool in this slide.



Group Quotation Tool









1. Content by default according to SAP profile:

Quotation Input - Main (Edit)					Quotation Id	
Employee	S&T Business Transformation		0000000435	S&T Business Transformation AD07.ANDOR	HOTEL	SPAIN



2. Client information and parameters of quotation creation:

Tax inclusive depend on the country. and subchannel is a compulsory field

Dates	28.12.2019	1	29.12.2019	Lead Time	1	Days	Customer Budget	0,00	
Main Costumer	1000061542		VIAJES EL CORTE INGLES SA	Main Branch	0001005123		CORTE INGLES V (788 - M - IMP. GRUPO ACCIONA)		
Company	2000073787		ACCENTURE SL	Comp. Branch	0001212083		ACCENTURE SL M (POZUELO)		
CRS				CRS Branch					
Quotation Type	<input type="radio"/> Only rooms <input type="radio"/> Only Function rooms <input checked="" type="radio"/> Rooms & Function rooms			<input type="checkbox"/> Call-in allotment	<input type="checkbox"/> Serie	<input type="checkbox"/> Tax Inclusive			
Group type	<input type="radio"/> Leisure <input checked="" type="radio"/> Business								
Destination	Insert POI's		Branch		Category		Max. Km	5	
Hotels	NH Collection Eurobuilding  NH Ventas 								
Currency	EUR	Language	Spanish	Channel	HOTEL	Subchannel	1. Email		
Group name						Event type			

Group Quotation Tool

Quotation Tool - Management

Duplicate quotation | Function Diary | General Occu. | RL Status | Occu. Room Type | Quotation Info | Quotation Log | Setup Report | C4C Management | Remarks | Client Info

Quotation input - Service Detail (Creation) Opportunity Id | Status

Client: 0000001000 - DIRECT GUEST / - Company: - / - CRS: - / -

Start date: 28.02.2021 - End date: 01.03.2021 Hotels ESZZ.CIUZA

Room Night ↓ ↑ DDR ↓ ↑ Setup - Pax ↓ ↑ F&B Services ↓ ↑ Resources ↓ ↑

Level 1 1 Premium Full day Morning 08:00 14:00 0 0

1-AD BB 08:30 18:00 Meeting Room

- **Rooms Night:** we discriminate room types by levels, being the Level 1 the basic room type of the hotel. In this way, in one quotation, the level 1 can show different room types:
 - Anantara Palazzo Naiadi level 1- Premium Room
 - Anantara Palazzo Naiadi level 2- Deluxe Room
- **Set up:** We will indicate the meeting room setup. It is important to indicate the use that we will give to this space. (Meeting, Coffee Break, etc)

We can indicate the characteristics that we want inside the meeting room. These characteristics will be shown in the results with the symbol “*” and they will not be exclusive when the QT offers us the results.
- **F&B services:** we will indicate the F&B services in the space related. It is important to know in which line we are including these F&B services to avoid to include them in a wrong room.
- **Resources:** we will inform the resources that we want to add in the meeting room. It is important to know in which line we are including these F&B services in order to avoid to include them in a wrong room.

Group Quotation Tool

Duplicate quotation

Function Diary

General Occu.

RL Status

Occu. Room Type

Quotation Info

Quotation Log

Setup Report

C4C Management

Remarks

Client Info

Employee: 0000000435 S&T Business Transformation GD: H...

Currency: EUR

Tax inclusive

Quotation Id MQ0000114098

Booking File ID

Status PENDING MB CREATION

Client: 1000061542 - VIAJES EL CORTE INGLES SA / 0001005123 - CORTE INGLES V (788 - M - IMP. GRUPO ACCIONA)

Company: 2000073787 - ACCENTURE SL / 00012...

CRS:

Start date: 28.12.2019 - End date: 29.12.2019

Hotels ESMD.EUROB-ESMD.PARAV

Hotel available

ESMD.EUROB

ESMD.PARAV

Group Size/Alert

L

L

Results:

★★★★★

★★★★★

Fair type/Description

Cancellation Policy

Total Hotel Room Rev.	€22,359.00	€15,486.00	
Total DDR	€0.00	€0.00	
Total Function Room Rev.	€1,860.00	€1,500.00	
Total F&B Event Rev.	€4,050.00	€0.00	
Total Extra Events Rev.	€0.00	€170.00	
Total Estimated Rev.	€28,269.00	€17,156.00	

Creator: E00000022126 | 27.12.2019 | 11:08:52

Modif.: E00000022126 | 27.12.2019 | 11:08:52

Back

Create BF

Status Mng.

Exit

1. Agent details, client and hotels

2. Strategy detail and revenue alert

3. Revenue detail per service

4. Paper bin: if you use this option, you can get the information about denied hotels in QT Report



Group Quotation Tool

Last screen, creation of BF. You can inform option days, customer data...

Quotation Tool - Management

General info

Quotation ID: MQ0000050689

Booking File:

Client: 1000061542

☒ Estado de BF por defecto

☐ Multi hotel

☐ Retrieve changes

☐ Serie

☐ Recurrent

Main Hotel

☐ BF unreleased

Rooming Allowed

Contract

Rate BGR_MC_S

Group's name TEST

Short description

Start date 05.03.2019

End date 06.03.2019

Registration date 04.03.2019

Status Offer

Event type Congress

External Ref. MQ0000050689

CUT-OFF date

Deadline

Follow up date 04.03.2019

Follow up level LOW

Voucher

Customer data

Statistics

Remarks

Main client 1000061542 VIAJES EL CORTE INGLES SA

Payer

Holder

Receiver

CRS

Company 2000085718 INDRA SISTEMAS SA

Branch Client 0001005123 CORTE INGLES V (788 - M)

Contact person

Contact Telephone No 916630756

Fax

E-mail NO E-MAIL

Branch of CRS

Branch company 0000225870 INDRA SISTEMAS SA

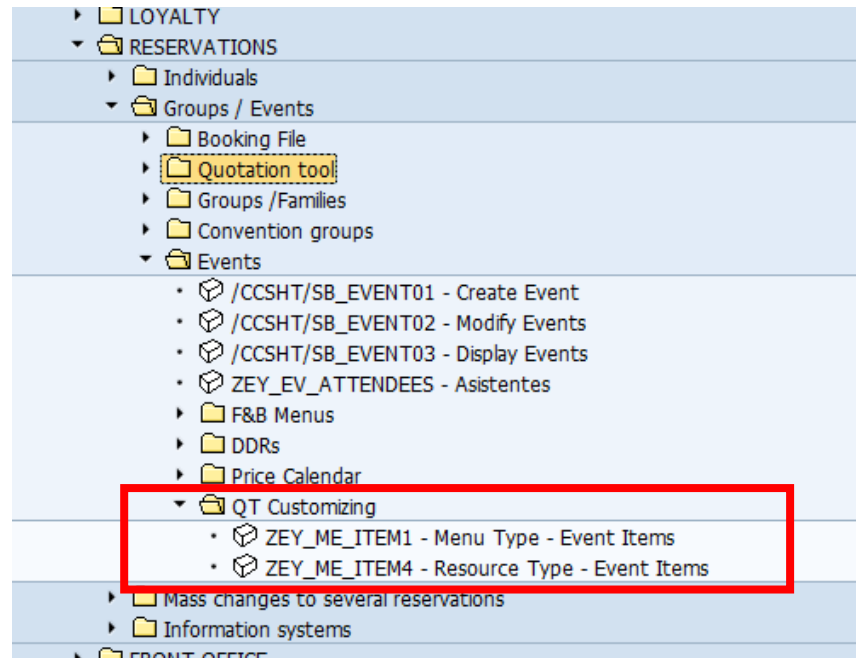
Language ES

✓


✗

Group Quotation Tool

We must update and have informed properly menus and resources in these transactions for Quotation Tool shows the gith information of your hotel:



NH | HOTEL GROUP



**BUSINESS PROCESSES**

FIND ALL DOCUMENTS YOU NEED FOR YOUR DAILY WORK

**KNOWLEDGE PILLS & VIDEOS**

QUOTATION TOOL MENUS AND RESOURCES

Description
How we have to inform menus and resources in QT transaction settings.

File
Attached File:  TMS4H_Quotation tool_Transactions_Menus_Resources.pdf

Metadata



**FRONT OFFICE BASICS**

QUICK GUIDES, CHECKLISTS, INFOGRAPHICS...

**BRING VALUE TO YOUR WORK**

OUR NEWSLETTER

MINOR
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Booking File Creation: Call Center


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NH
HOTELS


NH COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

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Client's identification


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Client's identification

Reporting System Help

Call Center

Incoming call Function Diary

Client's identification

Main client: 0000001000 Guest TA Company All

Main client's name: GUEST (DON'T TOUCH/N)

Contact name:

Company:

CRS:

Cle. Branch:

Comp. Branch:

CRS Branch:

Hotel parameters

Event parameters

Arrival date:

Depart. date:

Rooms: 0

Guests: AD 0

Room type:

Meal Plan:

Selection criteria

Result by selected criteria

- RESERVATIONS
 - Individuals
 - Groups / Events
 - Booking File
 - Call Center
 - Booking File Management - Change
 - Booking File Management - Display
 - Groups / Families
 - Convention groups
 - Events



Main customer: Party id 1000 -
Generic clients

Client's identification

Call Center

Availability

Finish Call

Quick Denial

Booking File

Function Diary

Client's identification

Hotel parameters

Event parameters

Main client

0000001000

☐ Guest

☐ TA

☐ Company

☒ All

Main client's name

GUEST (DON'T TOUCH/N

Clie. Branch

Contact name

Comp. Branch

Company

CRS Branch

CRS

Arrival date

08.03.2016

Tu

Nights

1

Depart. date

09.03.2016

We

Rooms

Guests

AD

1

Room type

Meal Plan

Only groups' rates

Display full occupancy

Series

Add

Availability

Finish Call

Quick Denial

Booking File

Function Diary



Use after selecting the hotel and event parameters (F8)



To finish the transaction (Shopping)



Create a direct denied BF after checking availability or with Revenue / hotel



Activate the header of client details and parameters after the first search to modify or start a new search (F5)



Access to BF search menu



Access to meeting room planning

Client's identification

Call Center

Availability | Finish Call | Quick Denial | Booking File | Function Diary

Client's identification

Main client: 0000001000 ☐ Guest ☐ TA ☐ Company ☒ All

Main client's name: GUEST (DON'T TOUCH/N) Clie. Branch:

Contact name:

Company: Comp. Branch:

CRS: CRS Branch:

Hotel parameters | **Event parameters**

Arrival date: 08.03.2016 Tu Nights: 1

Depart. date: 09.03.2016 We

Rooms:

Guests: AD 1

Room type:

Meal Plan:

Only groups' rates
Display full occupancy

Restrict Value Range (1)

TAs per Branch | **Companies** | Companies per Branch | All the clients | Hotels

Customer:

Name:

Name 2:

Street:

City:

Postal Code:

Country:

Telephone 1:

Tax Number 1:

Search term:

Mark removed:

Show branches only:

Identifier: 3

Maximum No. of Hits: 100

Guests
TAs
TAs per Branch
• **Companies**
Companies per Branch
All the clients
Hotels
External hotels

- **Main Client:** the party number of who or what books the event
- **Main client's name / Clie. branch:** the name of the person who books the event (to whom send the quotation) / branch
- **Contact name:** the name of the person who books the event
- **Company / Comp. Branch:** end client who asks for the event / branch
- **CRS (Intermediary) / CRS Branch:** it is used by TPW (Starcite / Cvent) / branch

Client's identification

Call Center

AvailabilityFinish CallQuick DenialBooking FileFunction Diary

Client's identification

Main client0000001000GuestTACompanyAll

Main client's nameGUEST (DON'T TOUCH/N)Cie. Branch

Contact name

CompanyComp. Branch

CRSCRS Branch

Hotel parametersEvent parameters

Arrival date08.03.2016TuNights1

Depart. date09.03.2016We

Rooms

GuestsAD 1

Room type

Meal Plan

Only groups' rates

Display full occupancy

SeriesAdd

Hotel parametersEvent parameters

Arrival date130915ThNights1

Depart. dateFr

Rooms2

GuestsAD 2

Room typeJST

Meal PlanRO

Only groups' rates

Display full occupancy

SeriesAdd

Only group's rates: to check group rates, this box must be ticked (ticked by default)

ESSE.CECON-NH Collection S	34	0.00	EUR
Premium Double	16	0.00	EUR
COMPLIMENT	16	0.00	EUR
BGR_MEET	16	143.00	EUR
BGR_MICE	16	125.84	EUR
Superior Double	18	0.00	EUR
COMPLIMENT	18	0.00	EUR
BGR_MEET	18	128.00	EUR
BGR_MICE	18	112.64	EUR
LGR_O_ADHO	0	0.00	EUR
COMPLIMENT-3STD	0	0.00	EUR
CREW	0	0.00	EUR
LGR_OTO	0	0.00	EUR
BGR_GOV_1	0	0.00	EUR
LGR_SMERF	0	0.00	EUR
BGR_GOV_2	0	0.00	EUR

Only JST should be showed

Display Full occupancy: If you need 30 rooms and click on this box, the system will only show the availability with at least 30 rooms available

ESSE.CECON-NH Collection S	16	0.00	EUR
Premium Double	16	0.00	EUR
COMPLIMENT	16	0.00	EUR
BGR_MEET	16	143.00	EUR
BGR_MICE	16	125.84	EUR

Client's identification

Call Center

Availability Finish Call Quick Denial Booking File Function Diary

Client's identification

Main client: 0000001000 ☐ Guest ☐ TA ☐ Company ☒ All
Main client's name: GUEST (DON'T TOUCH/N) Clie. Branch:
Contact name:
Company: Comp. Branch:
CRS: CRS Branch:

Hotel parameters **Event parameters**

Arrival date: 08.03.2016 Tu Nights: 1
Depart. date: 09.03.2016 We
Rooms:
Guests: AD 1
Room type:
Meal Plan:
Only groups' rates
Display full occupancy

Hotel parameters **Event parameters**

Start date: 14.09.2015 Su 09:00:00
End date: 14.09.2015 Mo 20:00:00
PAX: 20
F. Room Type:
F. Room Feat.:
Size:
Setup **THEAT**
☒ Day ☐ Morning ☐ Aftern. ☐ Night
Full range ☒

Inform the set up in this step to avoid errors in the event

We use it to hold the space 24 hrs.

For example: a meeting of Monday and Tuesday from 09.00 to 19.00hrs, with full range selected, we will get the availability from Monday (09.00hrs) to Tuesday (19.00hrs) (including the night)

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Parameters


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 OAKS
HOTELS • RESORTS • SUITES

NH
HOTELS


NH COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

Booking file creation: Parameters

Call Center

Availability

Finish Call

Quick Denial

Booking File

Function Diary

Client's identification

Main client

1000061542

☐ Guest

☒ TA

☐ Company

☐ All

TOTAL GUARANTY

Main client's name

VIAJES EL CORTE INGL

Clie. Branch

Contact name


MATTHIAS DOORN

Comp. Branch

Company


CRS Branch


CRS


To delete a parameter, select the line and use the  button


Hotel parameters (2)






Event parameters (1)












	Arrival date	Depart. date	Rooms	A	Targ room	Meal Pl...	Contract	Versi...	Ra...	Only group rates	Full Availability
	13.09.2015	14.09.2015	2	2	JST	 RO				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	13.09.2015	14.09.2015	13	2	STD	 RO				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


Hotel parameters (2)






Event parameters (1)









	Start date	End date	Start time	End time	PAX	Peri...	F. Room Type	F. Room Feature	Dimension	F. Room Setup	Full range
	14.09.2015	14.09.2015	09:00:00	20:00:00	20					 THEAT	 <input checked="" type="checkbox"/>

MINOR HOTELS

ANANTARA HOTELS & RESORTS - SPAS

AVANI Hotels & Resorts

elmwana COLLECTION


DAKS HOTELS & RESORTS - SUITES

NH HOTELS

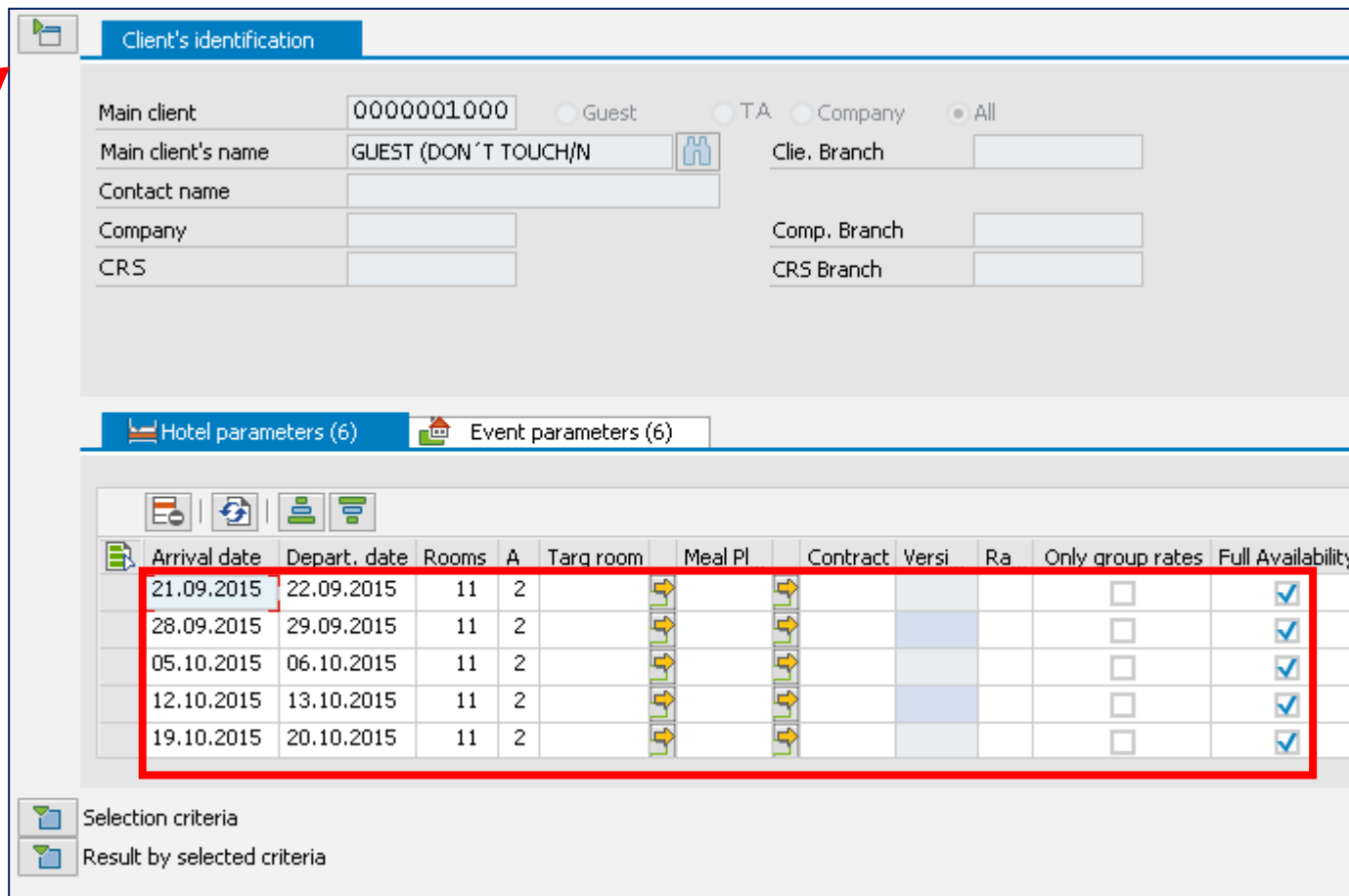
NH COLLECTION HOTELS

nhow HOTELS

TIVOLI HOTELS & RESORTS




Booking file creation: Parameters



Client's identification

Main client: 0000001000 ☐ Guest ☐ TA ☐ Company ☒ All











Main client's name: GUEST (DON'T TOUCH/N)  Clie. Branch:


Contact name:


Company: Comp. Branch:

CRS: CRS Branch:

Hotel parameters (6) **Event parameters (6)**

Arrival date	Depart. date	Rooms	A	Targ room	Meal Pl	Contract	Versi	Ra	Only group rates	Full Availability
21.09.2015	22.09.2015	11	2						<input type="checkbox"/>	<input checked="" type="checkbox"/>
28.09.2015	29.09.2015	11	2						<input type="checkbox"/>	<input checked="" type="checkbox"/>
05.10.2015	06.10.2015	11	2						<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.10.2015	13.10.2015	11	2						<input type="checkbox"/>	<input checked="" type="checkbox"/>
19.10.2015	20.10.2015	11	2						<input type="checkbox"/>	<input checked="" type="checkbox"/>

 Selection criteria

 Result by selected criteria

The parameters can always be modified by opening the folder 'Client's identification'.

Also, after checking the availability, you can go back to the parameters to modify for a new search.

Booking file creation: Parameters

Call Center

Availability **Finish Call** **Quick**

Client's identification

Main client: 1000061542 ☐ Guest ☒ TA ☐ Company ☐ All **TOTAL GUARANTY** Start date: 14 End date: 14 PAX: ☒ Day ☐ Morning Full range: ☒

Main client's name: VIAJES EL CORTE INGL Clie. Branch:

Contact name: MATTHIAS DOORN Comp. Branch:

Company: CRS Branch:

CRS:

Hotel parameters (2) **Event parameters (1)**

Start date	End date	Start time	End time	PAX	Peri...	F. Room Type	F. Room Feat
14.09.2015	14.09.2015	09:00:00	20:00:00	20			

Hotels

Hotel filter: Max. kms: 40 Max. hotel: 40

☒ Both searches

Hotel: [N]ESZZ CIUZA-NH Ciudad de Zaragoza

Events:

Hotels

Selected Hotels (1 hotel)

☒ ES North

☐ ESZZ.CIUZA-NH Ciudad de Za ***

GEM/GGT or Organizer of two hotels: You can search in different hotels for accommodation and events in one availability check. Untick the option "Both searches" to activate the possibility searching in different hotels regarding accommodation and events

You can also search by points of interest

- NLNH.CARLT-NH Carlton Amsterdam
- NLNH.CCAMS-NH City Centre Amsterdam
- NLNH.GALAX-NH AMSTERDAMNOORD
- NLNH.MUSIC-NH AMSTERDAMZUID
- Amsterdam Central Station
- Amsterdam Schiphol Airport
- Amsterdam RAI
- Royal Amsterdam Zoo

Booking file creation: Parameters

Hotels

Hotel filter: Max. kms: 40 Max. hotel: 40

☒ Both searches

Hotel: [N]NL The Netherlands

Events:

Hotels

- NL Amsterdam
 - NLNH.AMSCE-NH Amsterdam Centre
 - NLNH.BARBI-NH Barbizon Palace
 - NLNH.CARAN-NH Caransa
 - NLNH.CARLT-NH Carlton Amsterdam
 - NLNH.CCAMS-NH City Centre Amsterdam
 - NLNH.DOELE-NH Doelen
 - NLNH.GAL AX-NH AMSTERDAMNOORD

☒ Both searches

Hotel: [N]NL The Netherlands

Events:

Hotels

- NLNB.WAALW-NH Waalwijk
- NL Center-East
- NLGE.SPARR-NH Sparrenhorst
- NLUT.AMERS-NH Amersfoort
- NLUT.CENUT-NH Centre Utrecht
- NLUT.UTREC-NH Utrecht
- NL North
- NLCO.DUTL-NH Hotel De Vliet

Hotels

- LU Luxembourg
- MX Mexico
- NL The Netherlands
 - NL Amsterdam
 - NLNH.AMSCE-NH Amsterdam Centre
 - NLNH.BARBI-NH Barbizon Palace
 - NLNH.CARAN-NH Caransa

☒ Both searches

Hotel: [N]NL Amsterdam

Events:

Hotels

- NL Amsterdam
 - NLNH.AMSCE-NH Amsterdam
 - NLNH.BARBI-NH Barbizon Pale
 - NLNH.CARAN-NH Caransa
 - NLNH.CARLT-NH Carlton Amst
 - NLNH.CCAMS-NH City Centre
 - NLNH.DOELE-NH Doelen
 - NLNH.GAL AX-NH AMSTERDAM

Booking file creation: Parameters

Hotels

Hotel filter:

Max. kms

10

Max. hotel

40

☒ Both searches

Hotel

Events

Hotels

Sales Parameters

Contract

Rate

When a specific contract or rate needs to be used (linked to the selected main client), it can be selected in the bottom of the call center screen, or it can be added to the created parameters

Arrival date	Depart. date	Rooms	A	Targ room	Meal Pl...	Contract	Versi...	Ra...	Only group rates	Full Availability
13.09.2015	14.09.2015	2	2	JST	RO				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
13.09.2015	14.09.2015	13	2	STD	RO				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Sales Parameters

Contract

EMPLOYEE

0

Rate

☐ Calculate Stay Option

27.12.16 - 28.12.16 with 01AD

27.12.16 - 28.12.16 with 01AD

Shopping cart

Reserv. created

Hotels

ESTO.TOL-Desperia Tr

48

51.76

EUR

0.00

W

Cond.

A.

Hotel

R

Targ room

R

Rate

42

ESTO.TOL

Standard Dou...

1

NH_EMPLOY2

42

ESTO.TOL

Standard Dou...

1

NH_EMPLOY2

4

ESTO.TOL

Superior Dou...

1

NH_EMPLOY2

2

ESTO.TOL

Jr Suite Double

1

NH_EMPLOY2

4

ESTO.TOL

Superior Dou...

1

NH_EMPLOY2

2

ESTO.TOL

Jr Suite Double

1

NH_EMPLOY2

MINOR
HOTELS

Availability rooms


ANANTARA
HOTELS • RESORTS • SPAS

AVANI
Hotels & Resorts


elewana
— COLLECTION —

 OAKS
HOTELS • RESORTS • SUITES

NH
HOTELS


NH COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

Booking File Creation: Availability rooms

Call Center

Availability

Finish Call

Quick Denial

Booking File

Function Diary

Client: 0000001000-DIREC ***DO NOT MODI || 10.03.16-11.03.16 Rooms: 5 PAX: 01AD ||

N]ESCO.CORDO-Hesperia Cordoba

13.09.15 - 14.09.15 with 02AD

13.09.15 - 14.09.15 with 02AD

14.09.15 09:00 - 14.09.15 20:00 20 PAX

Shopping cart

Booking File

Hotels

ESCO.CORDO-Hesperia Cord

Avail 832

Amount 0.00

C... EUR

D. 0.00

Chain room type

JUNIOR SUITE

STANDARD

W

Cond.

A...

Hotel

R

Targ room

R

Rate

Contract

Mea...

Price w/...

Speci...

Guarantee

Curr.

11

ESCO.CORE

Standard Doubl...

5

COMPLIMENT

RO

0,00

0,00

18H

EUR

9

ESCO.CORE

Standard Triple

5

COMPLIMENT

BB

0,00

0,00

18H

EUR

9

ESCO.CORE

Standard Triple

5

COMPLIMENT

RO

0,00

0,00

18H

EUR

1

ESCO.CORE

Superior Double

5

COMPLIMENT

BB

0,00

0,00

18H

EUR

1

ESCO.CORE

Superior Double

5

COMPLIMENT

RO

0,00

0,00

18H

EUR

9

ESCO.CORE

Standard Triple

5

LGR_OT

BB

35,66

0,00

18H

EUR

9

ESCO.CORE

Standard Triple

5

LGR_OT

HB

51,16

0,00

18H

EUR

41

ESCO.CORE

Standard Double

5

BGR_MUS&TH

RO

57,60

0,00

TOTAL

EUR

41

ESCO.CORE

Standard Double

5

BGR_MICE

RO

57,60

0,00

TOTAL

EUR

41

ESCO.CORE

Standard Double

5

LGR_O_ADHO

RO

60,80

0,00

TOTAL

EUR

41

ESCO.CORE

Standard Double

5

BGR_RO

RO

60,80

0,00

TOTAL

EUR

41

ESCO.CORE

Standard Double

5

LGR_I_ADHO

RO

60,80

0,00

TOTAL

EUR

41

ESCO.CORE

Standard Double

5

LGR_SMERF

RO

64,00

0,00

TOTAL

EUR

41

ESCO.CORE

Standard Double

5

BGR_SPORT

RO

64,00

0,00

TOTAL

EUR

41

ESCO.CORE

Standard Double

5

BGR_MEET

RO

64,00

0,00

TOTAL

EUR

41

ESCO.CORE

Standard Double

5

BGR_GOV_2

BB

65,97

0,00

18H

EUR

41

ESCO.CORE

Standard Double

5

LGR_OT

BB

67,50

0,00

18H

EUR

41

ESCO.CORE

Standard Double

5

BGR_MUS&TH

BB

72,51

0,00

TOTAL

EUR

41

ESCO.CORE

Standard Double

5

BGR_MICE

BB

72,51

0,00

TOTAL

EUR

11

ESCO.CORE

Standard Doubl

5

BGR_MUS&TH

RO

75.59

0.00

TOTAL

EUR

13.09.15 - 14.09.15 with 02AD

13.09.15 - 14.09.15 with 02AD

14.09.15 09:00 - 14.09.15 20:00 20 PAX

Shopping cart

Booking File

Parameter accommodation

Parameter meetings



Booking File Creation: Availability rooms

11.05.16 - 12.05.16 with 02AD

Shopping cart

Book

Hotels

ESSE.CECON-NH Collection S

BGR_MEET

Jr Suite Double

Premium Double

Superior Double

BGR_MUS&TH

Jr Suite Double

Premium Double

Superior Double

BGR_SPORT

Jr Suite Double

Premium Double

Superior Double

BGR_MICE

BGR_RO

Avail

Amount

C...

Chain room type

JUNIOR SUITE

PREMIUM

Summary by room type and rate

Summary by rate and room type

Show by Generic Room type

Show by Room subtype

By default

By price ascending

By price descending

By POI distance

By hotel

All

2AD

‘Summary by rate and room type’ is the recommended layout to use

	43	ESCO.CORC	Standard Double	5	LGR_O_ADHO	RO	68,82	0,00	TOTAL	EUR
	43	ESCO.CORC	Standard Double	5	BGR_RO	RO	68,82	0,00	TOTAL	EUR
	43	ESCO.CORC	Standard Double	5	LGR_I_ADHO	RO	68,82	0,00	TOTAL	EUR
	43	ESCO.CORC	Standard Double	5	LGR_SMERF	RO	74,00	0,00	TOTAL	EUR

Conditions messages

11.09.2016 Num max Rooms 80 (Pend. 80) (Done 0)

11.09.2016 Num max Rooms 60 (Pend. 0) (Done 78)



Indicates you that there is a restriction on the rate

Alert you that there is not sufficient availability for your search



Booking File Creation: Availability rooms

Hotels	Avail	Amount	C...	W	Cond.	A...	Hotel	R	Targ room	R	Rate	Contract	Mea...	Price w/...	Speci...	Guarantee	Curr.
ESCO.CORDO-Hesperia Cord	64	0.00	EUR 0			41	ESCO.CORD	5	Standard Double	5	BGR_MUS&TH		RO	57,60	0,00	TOTAL	EUR
> Jr Suite Double	1	0.00	EUR 0			41	ESCO.CORD	5	Standard Double	5	BGR_MICE		RO	57,60	0,00	TOTAL	EUR
> Standard Double	41	0.00	EUR 0			41	ESCO.CORD	5	Standard Double	5	BGR_RO		RO	60,80	0,00	TOTAL	EUR
• LGR_SMERF	41	64.00	EUR 0			41	ESCO.CORD	5	Standard Double	5	BGR_SPORT		RO	64,00	0,00	TOTAL	EUR
• BGR_SPORT	41	64.00	EUR 0			41	ESCO.CORD	5	Standard Double	5	BGR_MEET		RO	64,00	0,00	TOTAL	EUR
• BGR_GOV_2	41	77.97	EUR 0			11	ESCO.CORD	5	Standard Double	5	BGR_MUS&TH		RO	75,59	0,00	TOTAL	EUR
• BGR_GOV_1	41	112.56	EUR 0			11	ESCO.CORD	5	Standard Double	5	BGR_MICE		RO	75,59	0,00	TOTAL	EUR
• BGR_MEET	41	64.00	EUR 0			9	ESCO.CORD	5	Standard Triple	5	BGR_MUS&TH		RO	75,59	0,00	TOTAL	EUR
• BGR_MUS&TH	41	57.60	EUR 0			9	ESCO.CORD	5	Standard Triple	5	BGR_MICE		RO	75,59	0,00	TOTAL	EUR
• LGR_O_ADHO	41	60.80	EUR 0			41	ESCO.CORD	5	Standard Double	5	BGR_GOV_2		BB	77,97	0,00	18H	EUR
• LGR_OTO	41	75.00	EUR 0			11	ESCO.CORD	5	Standard Double	5	BGR_RO		RO	79,79	0,00	TOTAL	EUR
• COMPLIMENT	41	0.00	EUR 0			9	ESCO.CORD	5	Standard Triple	5	BGR_RO		RO	79,79	0,00	TOTAL	EUR
• CREW	41	64.00	EUR 0			11	ESCO.CORD	5	Standard Double	5	BGR_SPORT		RO	84,00	0,00	TOTAL	EUR
• BGR_MICE	41	57.60	EUR 0			11	ESCO.CORD	5	Standard Double	5	BGR_MEET		RO	84,00	0,00	TOTAL	EUR
• BGR_RO	41	60.80	EUR 0			9	ESCO.CORD	5	Standard Triple	5	BGR_SPORT		RO	84,00	0,00	TOTAL	EUR
• LGR_I_ADHO	41	60.80	EUR 0			9	ESCO.CORD	5	Standard Triple	5	BGR_MEET		RO	84,00	0,00	TOTAL	EUR
Standard Double View	11	0.00	EUR 0			41	ESCO.CORD	5	Standard Double	5	BGR_MUS&TH		BB	87,42	0,00	TOTAL	EUR

W	Cond.	A...	Hotel	R	Targ room	R	Rate	Contract	Mea...	Price w/...	Speci...	Guarantee	Curr.
		40	ESCO.CORD	5	Standard Double	5	BGR_MEET		RO	64,00	0,00	TOTAL	EUR
		9	ESCO.CORD	1	Standard Triple	1	LGR_OTO		BB	71,32	0,00	18H	EUR
		40	ESCO.CORD	4	Standard Double	4	LGR_OTO		BB	75,00	0,00	18H	EUR
		11	ESCO.CORD	5	Standard Double	5	BGR_MUS&TH		RO	75,59	0,00	TOTAL	EUR
		9	ESCO.CORD	5	Standard Triple	5	BGR_MUS&TH		RO	75,59	0,00	TOTAL	EUR
		11	ESCO.CORD	5	Standard Double	5	BGR_MICE		RO	75,59	0,00	TOTAL	EUR

Select the lines and click “add to shopping cart” after analyzing the options of the search

Booking File Creation: Availability rooms

10.03.16 - 11.03.16 with 02AD	10.03.16 16:00 - 11.03.16 20:00 15 PAX	Shopping cart (2)	Booking File
-------------------------------	--	-------------------	--------------

W	Cond.	A...	Hotel	R	Targ room	R	Rate	Contract	Mea...	Price w/...	Speci...	Guarantee	Curr.
		40	ESCO.CORC	Standard Double	5	BGR_MEET			RO	64,00	0,00	TOTAL	EUR
		9	ESCO.CORC	Standard Triple	1	LGR_OTO			BB	71,32	0,00	18H	EUR
		40	ESCO.CORC	Standard Double	4	LGR_OTO			BB	75,00	0,00	18H	EUR
		11	ESCO.CORC	Standard Doubl...	5	BGR_MUS&TH			RO	75,59	0,00	TOTAL	EUR
		9	ESCO.CORC	Standard Triple	5	BGR_MUS&TH			RO	75,59	0,00	TOTAL	EUR

		1	ESCO.CORC	Superior Double	5	LGR_I_ADHO			RO	89,30	0,00	TOTAL	EUR
		40	ESCO.CORC	Standard Double	5	LGR_O_ADHO			BB	90,62	0,00	TOTAL	EUR
		40	ESCO.CORC	Standard Double	5	BGR_RO			BB	90,62	0,00	TOTAL	EUR

Payer of the charge	Revenue date	Description	Σ Price w/o ...	Σ	Taxes	Σ Price w/Tax
DIREC ***DO NOT MODIFY***	10.03.2016	Room	55,27		5,53	60,80
	10.03.2016	Bed & Breakfast	13,55		1,36	14,91
	10.03.2016	Bed & Breakfast	13,55		1,36	14,91
DIREC ***DO NOT MODIFY***			82,37		8,25	90,62
			82,37		8,25	90,62

Double click the price and you will get more information regarding the total price

MINOR
HOTELS

Availability function rooms


ANANTARA
HOTELS • RESORTS • SPAS

AVANI
Hotels & Resorts


elewana
— COLLECTION —

 OAKS
HOTELS • RESORTS • SUITES

 NH
HOTELS


NH COLLECTION
HOTELS

 nhow
HOTELS

 TIVOLI
HOTELS & RESORTS

Booking file creation: Availability function rooms

Call Center

Availability | Finish Call | Quick Denial | Booking File | Function Diary

Client: 0000001000-GUEST (DON'T TOUCH/N || 26.10.15-27.10.15 PAX: 02AD ||
V)ESZZ.CIUZA-NH Ciudad de Zaragoza

26.10.15 - 27.10.15 with 02AD | 21.09.15 09:00 - 21.09.15 20:00 15 PAX | 28.09.15 09:00 - 28.09.15 20:00 15 PAX | 05.10.15 09:00 - 05.10.15 20:00 15 PAX | 12.10.15 09:00 - 12.10.15 20:00 15 PAX

Hotels

Amount C... D...

> ESZZ.CIUZA-NH Ciudad de Z 150.00

Hotel Hotel F.Rooms Rooms Start date Start time End date End time N.pax Full range Status Sale Price Cur. FRoom MxC. F.R.

ESZZ.CIUZA

RESTAU 21.09.2015 09:00:00 21.09.2015 20:00:00 15 200.00 EUR 70 REST

CANFRA 21.09.2015 09:00:00 21.09.2015 20:00:00 15 200.00 EUR 30 MEE

HALL 21.09.2015 09:00:00 21.09.2015 20:00:00 15 200.00 EUR 150 PUBA

SOMPOR 21.09.2015 09:00:00 21.09.2015 20:00:00 15 250.00 EUR 90 MEE

PIRINE 21.09.2015 09:00:00 21.09.2015 20:00:00 15 350.00 EUR 170 MEE

SOMPIR 21.09.2015 09:00:00 21.09.2015 20:00:00 15 450.00 EUR 250 MEE

ESZZ.CIUZA 1.600.00 EUR

1.600.00 EUR

ESZZ.CIUZA-NH Ciudad de Z 150.00

Bw 100 and 150 sqm 150.00 EUR

RESTAU 150.00 EUR

SOMPOR 250.00 EUR

Bw 150 and 200 sqm 350.00 EUR

PIRINE 350.00 EUR

Bw 250 and 300 sqm 450.00 EUR

SOMPIR 450.00 EUR

Bw 25 and 50 sqm 200.00 EUR

CANFRA 200.00 EUR

Bw 50 and 100 sqm 200.00 EUR

HALL 200.00 EUR

Grouping by type

Grouping by dimensions

ESZZ.CIUZA-NH Ciudad de Z 150.00

Meeting Room 200.00 EUR

CANFRA 200.00 EUR

PIRINE 350.00 EUR

SOMPIR 450.00 EUR

SOMPOR 250.00 EUR

Public Area 200.00 EUR

HALL 200.00 EUR

Restaurant EUR

RESTAU 150.00 EUR

Booking File Creation: Availability function rooms

<div><div></div><div>Add to shopping cart</div></div>																
	Hotel	F.Rooms	Rooms	Start date	Start time	End date	End time	N.pax	Full range	Status		Sale Price	Cur.	FRoom MxC.	F.R.	
	ESZZ.CIUZA		RESTAU	21.09.2015	09:00:00	21.09.2015	20:00:00	15	<input type="checkbox"/>	✓		<u>150,00</u>	EUR	70	REST	
			CANFRA	21.09.2015	09:00:00	21.09.2015	20:00:00	15	<input type="checkbox"/>	✓		<u>200,00</u>	EUR	30	MEE	
			HALL	21.09.2015	09:00:00	21.09.2015	20:00:00	15	<input type="checkbox"/>	✓		<u>200,00</u>	EUR	150	PUBA	
			SOMPOR	21.09.2015	09:00:00	21.09.2015	20:00:00	15	<input type="checkbox"/>	✓		<u>250,00</u>	EUR	90	MEE	
			PIRINE	21.09.2015	09:00:00	21.09.2015	20:00:00	15	<input type="checkbox"/>			<u>350,00</u>	EUR	170	MEE	
			SOMPIR	21.09.2015	09:00:00	21.09.2015	20:00:00	15	<input type="checkbox"/>			<u>450,00</u>	EUR	250	MEE	
ESZZ.CIUZA												■ <u>1.600,00</u> EUR				
												■ ■ <u>1.600,00</u> EUR				


The screenshot displays the PIRINEOS system interface. At the top, a red arrow points to the 'Function room' dropdown menu, which is currently set to 'Pirineos'. Below this, the 'Price' section is highlighted with a red arrow. The 'Price' section contains a table with the following data:

Date	Start time	End time	Cost amount w/o tax	Cost amount w/ taxes	Sale amount w/o tax	Sale amount w/ taxes
21.09.2015	09:00:00	20:00:00	0,00	0,00	350,00	423,50

Below the 'Price' section, there is a photo of the room, which is a large hall with many tables and chairs. To the right of the photo, a text box contains the text: 'These prices come from Price Calendar Transaction'.

At the bottom of the interface, there are two sections: 'Features' and 'Setup'. The 'Features' section lists various room features, and the 'Setup' section lists different room setups. The 'Setup' section is currently displaying the 'BANQUET' setup, which is suitable for 0005 to 0165 guests.

These prices come from
Price Calendar Transaction










Room status															
Status	Description	Events	Event Description	Version	F.Rooms	Function Room Descri	Start date	Start time	End date	End time	PAX	Price	Curr.	No shareable	Do not move Function
	OFFER	EV00004616	TRAINING SERIES NO1	1	PIRINE	Pirineos	21.09.2015	09:00:00	21.09.2015	20:00:00	15	350,00	EUR		

Booking File Creation: Availability function rooms

When you select the line and add it to the shopping cart and icon is added automatically

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Screen before creating booking file to see all the selections

 12.10.15 09:00 - 12.10.15 20:00 15 PAX  19.10.15 09:00 - 19.10.15 20:00 15 PAX  26.10.15 09:00 - 26.10.15 20:00 25 PAX  Shopping cart (1) Booking File (3)													
 Create Booking File  Chg Curr.  Discount / Manual Price  Delete discounts  Meal plan													
Hotel name	Room/FRoom ty	Σ Units	Rate	Σ AD	Meal pl...	Start date	Start time	End date	End time	Σ Price w/o Tax	Σ Price w/Tax	Σ Total Price w/o Tax	Σ Total Price w/T...
NH Ciudad de Zaragoza	SOMPOR	1		15		21.09.2015	09:00:00	21.09.2015	20:00:00	250,00	302,50	250,00	302,50
NH Ciudad de Zaragoza		1		15						250,00	302,50	250,00	302,50
		1		15						250,00	302,50	250,00	302,50

MINOR
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Modification shopping cart


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nh COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

Booking File Creation: Modification shopping cart

<div> </div> <div> Create Booking File Chg Curr. Discount / Manual Price Delete discounts Meal plan </div>																
Hotel	Hotel name	Room/FRoom ty	Stat...	Σ Units	A	Contract	Rate	Meal pl...	Start date	Start time	End date	End time	Full range	Σ Price w/o Tax	Σ Price w/Tax	Σ Total Price w/o Tax
ESCO.CORDO	Hesperia Cordoba	STDTP		1	2	A	LGR_OT	BB	10.03.2016	00:00:00	11.03.2016	00:00:00		64,84	71,32	64,84
ESCO.CORDO	Hesperia Cordoba	STDDBL		4	2	A	LGR_OT	BB	10.03.2016	00:00:00	11.03.2016	00:00:00		68,18	75,00	272,72
ESCO.CORDO	Hesperia Cordoba	STDDBV		5	2	B	BGR_MU...	BB	10.03.2016	00:00:00	11.03.2016	00:00:00		95,82	105,41	479,10

In the accommodation line we just can do a sales discount through manual price. We always need to specify the reason of the change. **The change will apply to all the days inside the selected line .**
To delete the discount, we need to select the line and select “ Delete discounts” button

Complaint
Crews
Discount rate
Invitation commercial
NH Employee
NH Rewards
Others
Staff consumption

Discount / Manual Price

Rooms

Type of price
☒ Price w/o taxes

Type
☐ Sales Discount
☒ Manual Price

Reason

Sales Discount (Apply to all Room Types)
☒ Sales Discount %/Amount 0,00 / 0,00

Manual Price (Apply to selected Room Types)
☒ Price Room/night

W/o Tax 68,72 EUR
W/Tax 75,59 EUR

In case we have a prefixed or negotiated rate, **we have to change it manually before creating the BF** (from the shopping cart), it is easier from this step than inside the created BF

Revenue date	Description	Σ Price w/o	Σ Taxes	Σ Price w/Tax
10.03.2016	Room	68,72	6,87	75,59
10.03.2016	Bed & breakfast	13,55	1,36	14,91
10.03.2016	Bed & Breakfast	13,55	1,36	14,91

Booking File Creation: Modification shopping cart

When applying a manual price, make sure the box 'Price w/ taxes' is ticked as we use Gross prices

Discount / Manual Price

Rooms

Type of price

☐ Price w/o taxes ☒ Price w/ taxes

Type

☐ Sales Discount ☒ Manual Price

Reason

Others

Sales Discount (Apply to all Room Types)

☐ Sales Discount %/Amount 0,00 / 0,00

Manual Price (Apply to selected Room Types)

☒ Price Room/night

150

W/o Tax 149,06 EUR W/i Tax 158,00 EUR

Production breakdown

	Initial amount	Amount without tax	Total Importe		%
Room	141,51	141,51	141,51	EUR	82,51
Meal Plan	2 A 15,00	2 × 15,00	30,00	EUR	17,49
Total	171,51	171,51	171,51	EUR	

When opening 'Meal plan', the new split (Net prices) can be reviewed

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Creation


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Booking File Creation

Chg Curr.

Discount / Manual Price

Delete discounts

Meal plan

General info

Booking File:

Client:

1000061542

VIAJES EL CORTE INGL

☐ Multi hotel

☐ Retrieve changes

☐ Serie

☐ Concurrente

Main Hotel

NH Ciudad de Zarag ...

☐ BF unreleased

Rooming

Allowed

Contract

Rate

BGR_GOV_1

Group's name

Short description

Start date

13. 09. 2015

End date

14. 09. 2015

Registration date

11. 03. 2016

Status

Offer

Event type

External Ref.

Voucher

CUT-OFF date

Deadline

Follow up date

14. 09. 2015

Follow up level

Customer data

Statistics

Remarks

Main client

1000061542

VIAJES EL CORTE INGLES SA

Payer

Holder

Receiver

CRS

Company

Branch Client

Contact person

MATTHIAS DOORN

Contact Telephone No

34913300563

Fax

E-mail

corporativo@viajeseci.es

Branch of CRS

Branch company

Language

ES Spanish

- A) General Info
- B) Customer data, Statistics, Remarks
- C) Records to be included in BF

C


Hotel name	Room/FRoom ty	Σ Units	Rate	Σ AD	Meal plan	Start date	Start time	End date	End time	Σ Price w/o Tax	Σ Price w/Tax	Σ Total Price w/o Tax	Σ Total Price w/Tax	ADR w/Tax	ADR w/o Tax	
NH Ciudad de Zaragoza	STDDBV	6	BGR_GOV_1	A	2	RO	13.09.2015	00:00:00	14.09.2015	00:00:00	99,09	109,00	594,54	654,00	109,00	0,00
NH Ciudad de Zaragoza	STDDBL	7	BGR_GOV_1	A	2	RO	13.09.2015	00:00:00	14.09.2015	00:00:00	90,00	99,00	630,00	693,00	99,00	0,00
NH Ciudad de Zaragoza	JSTDVB	2	BGR_GOV_1	A	2	RO	13.09.2015	00:00:00	14.09.2015	00:00:00	135,45	149,00	270,90	298,00	149,00	135,45
NH Ciudad de Zaragoza	SOMPOR	1					14.09.2015	09:00:00	14.09.2015	20:00:00	250,00	302,50	250,00	302,50	0,00	0,00
NH Ciudad de Zaragoza		16								574,54	659,50	1.745,44	1.947,50			
		16								574,54	659,50	1.745,44	1.947,50			

Booking File Creation

General info

Booking File:			Group's name	
Client:	0000001000	DIRECT, GUEST	Short description	
<input checked="" type="checkbox"/> BF Status by default		Main Hotel	Start date	30.08.2023
<input type="checkbox"/> Multi hotel		<input type="checkbox"/> BF unreleased	End date	31.08.2023
<input type="checkbox"/> Retrieve changes		Rooming	Registration date	17.08.2023
<input type="checkbox"/> Serie		Contract	Status	Offer
<input type="checkbox"/> Recurrent		Rate	Event type	
			External Ref.	
			Voucher	

☒ 'Group's name' and 'Status' are mandatory fields


Deadline	20.09.2015
Follow up date	15.09.2015
Follow up level	MEDIUM 













Confirmed					
Offer					
Optional					
Second Option					
Tentative					

Deducted from Inventory					
ROOMS			MEETING ROOMS		
YES	NO		Y	NO	
OFFER	X		X		
OPTION	X		X		
2ND OPTION	X		X		
TENTATIVE	X				
CONFIRMED	X				

- Information systems
 - Events
 - Room event booking
 - Events
 - Individual Reservations
 - Group Reservations
 - Meeting Rooms
 - Room Attendees
 - Situation Report

Event -> Situation Report



Hotel	ESCO, CORDO				
Booking File			to		
Event			to		
Version			to		
Start date			to		
Registration			to		
Follow up Date			to		
Follow Up priority					
Deadline date			to		
Event status					

Booking File Creation

Customer data		Statistics	Remarks
Main client	1000061542	VIAJES EL CORTE INGLES SA	
Payer			
Holder			
Receiver			
CRS		PID of Intermediary	
Company		PID of Final Client	
Branch Client			
Contact person	MATTHIAS DOORN		
Contact Telephone No	34 913300563		
Fax			
E-mail	corporativo@viajeseci.es		
Branch of CRS			
Branch company			
Language	ES Spanish		

Main client	1000061542	VIAJES EL CORTE INGLES SA
Payer		
Holder		
Receiver		

Payer: Client that pays for the BF. Mandatory if the client that pays is different from the main client

Holder: Client that holds the bills

Receiver: Client that will receive the bills

Use only this option when it is necessary no in all BFs

All information already informed will travel automatically to the different fields

CRS		Branch of CRS	
Company	2200020629	Branch company	0004025246
	SCHOENECKER SPORTCLUB A		SCHOENECKER SPORTCLUB ABT. L
		Language	ES Spanish

Don't forget to inform all the clients in the Booking File

Booking File Creation

Customer data		Statistics	Remarks
Country	Spain		
Region	Madrid		
Market segment	CONTRACTED BUSINESS GROUPS		
Market subsegment	CNRO		
Source of business	BUSINESS MICE		
Channel			
SubChannel ID			
Request Origin			
Travel reason	BUSINESS MICE		
Created by	2nd Agent		
Organizer	Ambassador		
Fair			
Sub-Fair			
Promotion			

- **Created by:** Person who creates the Booking File. It is not automatically, you have to select it
- **2nd Agent:** Back-up person (if applies)
- **Organizer:** Onsite event manager once event is in Tentative
- **Ambassador:** Ambassador sales executive (if applies)

1. If BF contains rooms, it will take the statistics from the most used rate.

2. If BF contains only Function Rooms, it will take the statistics from the rate related to the Event Type.

Customer data		Statistics	Remarks
Country	Spain		
Region	Madrid		
Market segment	BUSINESS GROUPS		
Market subsegment	BGRRO		
Source of business	BUSINESS MICE		
Channel	HOTEL		
SubChannel ID			
Request Origin			
Travel reason	BUSINESS MICE		
Created by	0000002669		
2nd Agent	0000002278		
Organizer			
Ambassador			
Fair			
Sub-Fair			
Promotion			

Mandatory fields

Booking File Creation

Remarks

There are different types of remarks
We will use **Main** by default (is seen just on the screen)

- Housekeeping remarks - will not be used
- Billing – will be posted on the bill
- External for reservation – will be posted on the confirmation, not on the bill
- Internal for reservation – will be seen just on the screen
- Chain/Hotel – will not be used

To create the MB click on the green icon

Once the MB is created you can leave the transaction or access to the MB

Booking File ID	Arrival date	Departure date	Meal plan	Nº pax t-1	Nº pax t-2	Nº pax t-3	Nº pax t-4	E-mail
MB0003550136	30.08.2023	31.08.2023		0	0	0	0	NO E-MAIL

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Booking File management


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Search Booking Files


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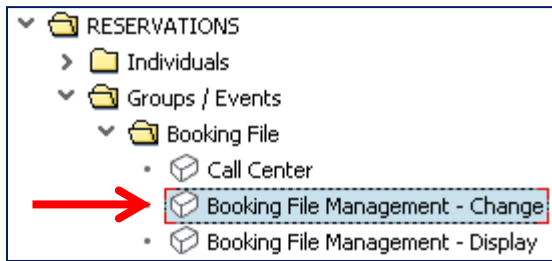
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Search Booking File

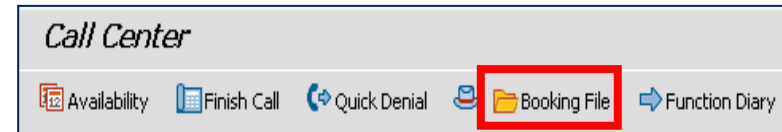
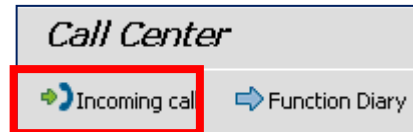
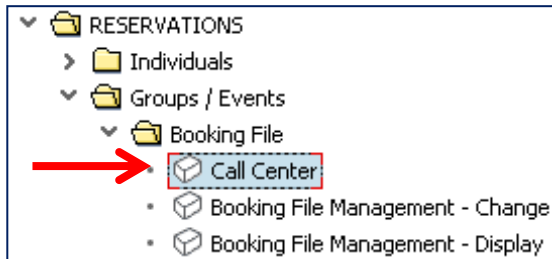


You can search BF in two different ways:

- Menu TMS
- Call Center



If you enter the BF in Display mode, you will not be able to modify the BF



Booking File Management

Direct search Individuals Groups Convention Events

Booking file	<input type="text"/>	Created by (SAP)	<input type="text"/>
Multihotel	<input type="text"/>	Modified by (SAP)	<input type="text"/>
Reservation status	<input type="text"/> <input type="checkbox"/> Cancelled <input type="checkbox"/> Rejected <input type="checkbox"/> Lost	Creator	<input type="text"/>
Group name	<input type="text"/>	Hotels	<input type="text"/>
Main client	<input type="text"/>	Main Client Branch	<input type="text"/>
CRS	<input type="text"/>	CRS Branch	<input type="text"/>
Company	<input type="text"/>	Company Branch	<input type="text"/>
Start date	<input type="text"/> to <input type="text"/>	2nd. Agent	<input type="text"/>
CUT-OFF date	<input type="text"/> to <input type="text"/>	Organizer	<input type="text"/>
Departure date	<input type="text"/> to <input type="text"/>	Ambassador	<input type="text"/>
Follow up Date	<input type="text"/> to <input type="text"/>	Voucher	<input type="text"/>
Deadline	<input type="text"/> to <input type="text"/>	External Ref.	<input type="text"/>

Search Booking File

Booking File ID	Group Name	Status Descript.	Main Cust.	Main Client	Start date	End date	Contact person	Voucher
MB0000028457	VECI - CON	Offer	1000061542	VIAJES EL CORTE INGLES SA	23.03.2017	01.04.2017	VECI - CONG LACTANCIA ZGZ	IDBKFILE: 9930631
MB0000028521	PACIFICO - CONG LACTANCIA	Optional	1000026252	VIAJES PACIFICO SA		01.04.2017	VIAJES PACIFICO SA	IDBKFILE: 9930631
MB0000028568	VECI - CON	Lost	1000061542	VIAJES EL CORTE INGLES SA		01.04.2017	Laura Bejerano	IDBKFILE: 9930631
MB0000028446	CYEX - CON	Confirmed	1000022988	CYEX VIAJES SA	26.10.2016	03.11.2016	CYEX - CONG SEC 27-29OCT	IDBKFILE: 9040681
MB0000028505	CYEX - CON	Confirmed	1000022988	CYEX VIAJES SA		03.11.2016	CYEX - CONG SEC 27-29OCT	IDBKFILE: 9040681
MB0000028505	CYEX - CON	Confirmed	1000022988	CYEX VIAJES SA		03.11.2016	CYEX - CONG SEC 27-29OCT	IDBKFILE: 9040681
MB0000028559	VECI - CON	Rejected	1000032086	HALCON VIAJES	17.06.2016	26.06.2016	VECI - CONG FED DE PEÑAS	IDBKFILE: 9668031
MB0000028559	VECI - CON	Lost	1000032086	HALCON VIAJES		26.06.2016	VECI - CONG FED DE PEÑAS	IDBKFILE: 9668031
MB0000028559	VECI - CON	Lost	1000032086	HALCON VIAJES		26.06.2016	VECI - CONG FED DE PEÑAS	IDBKFILE: 9668031
MB0000028448	VECI - CON	Optional	1000061542	VIAJES EL CORTE INGLES SA	10.06.2016	20.06.2016	VECI - CONG HIDROGENO 12-	IDBKFILE: 9296911
MB0000028507	VECI - CON	Optional	1000061542	VIAJES EL CORTE INGLES SA		20.06.2016	VECI - CONG HIDROGENO 12-	IDBKFILE: 9296911
MB0000028550	VECI - CONG HIDROGENO 12-18JUN 2016 ZGZ	Optional	1000061542	VIAJES EL CORTE INGLES SA		20.06.2016	Cristina Villa / Laura / Susan	IDBKFILE: 9296911
MB0000013940	VALIDACION PROD JB	Lost	1000	DIREC ***DO NOT MODIFY***	08.06.2016	09.06.2016	DIRECT GUEST *DO NOT MODIFY**	
MB0000028445	CYEX - CON	Confirmed	1000022988	CYEX VIAJES SA	31.05.2016	08.06.2016	CYEX - CONG AEDV 1-4JUN 2	IDBKFILE: 9040611
MB0000028504	CYEX - CON	Confirmed	1000022988	CYEX VIAJES SA		08.06.2016	CYEX - CONG AEDV 1-4JUN 2	IDBKFILE: 9040611
MB0000028543	CYEX - CON	Confirmed	1000022988	CYEX VIAJES SA		08.06.2016	Isabel Martínez	IDBKFILE: 9040611
MB0000028558	DRESSELREI	Tentative	1004794458	DRESSEL MARKUS 000281195M SLNE	24.05.2016	25.05.2016	luisa	IDBKFILE: 9652891
MB0000028554	TRANSWORLD	Confirmed	1000	DIREC ***DO NOT MODIFY***	09.03.2016	10.03.2016	SHARON	IDBKFILE: 9589731
MB0000028557	PRESTA GRO	Offer	1000	DIREC ***DO NOT MODIFY***	03.03.2016	10.03.2016	PRESTA GROUP	IDBKFILE: 9628191
MB0000028441	G2TRAVEL-S	Confirmed	1100001528	G2 TRAVEL LTD	25.01.2016	13.02.2016	G2 TRAVEL LTD	IDBKFILE: 10092841
MB0000013970	TEST RESER	Cancelled	2000061899	FERROVIAL AGROMAN SA	27.12.2015	28.12.2015	TEST RESERVA CONVENCION	IDBKFILE: 10047471

Click right button of the mouse to activate the filter

1000032086	HALCON VIAJES
1000032	Copy Text
1000032	Details
1000061	Optimize Width
1000061	Unfreeze Columns
1000	Find
1000022	Find Next
1000022	Set Filter...
1000022	Spreadsheet...
1004794	

Determine Values for Filter Criteria						
Select:						
Main Customer	1000032086	to				
Booking File ID	Group Name	Status Descript.	Main Cust.	Main Client	Start date	
MB0000028451	VECI - CON	Rejected	1000032086	HALCON VIAJES	17.06.2016	
MB0000028512	VECI - CON	Lost	1000032086	HALCON VIAJES		
MB0000028559	VECI - CON	Lost	1000032086	HALCON VIAJES		
MB0000028453	CANTAJUEGO	Confirmed	1000032086	HALCON VIAJES	11.10.2015	
MB0000028450	GIRA SISTER ACT_2015	Offer	1000032086	HALCON VIAJES	08.10.2015	
MB0000028534	MOTO GP VA	Optional	1000032086	HALCON VIAJES	26.09.2015	
MB0000028498	EVENTO NATACION-HALCON	Confirmed	1000032086	HALCON VIAJES	22.07.2015	
MB0000028513	GRUPO ZARA	Lost	1000032086	HALCON VIAJES	04.07.2015	
MB0000028536	FCB ATLETI	Lost	1000032086	HALCON VIAJES	12.06.2015	

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Edit tab in booking file


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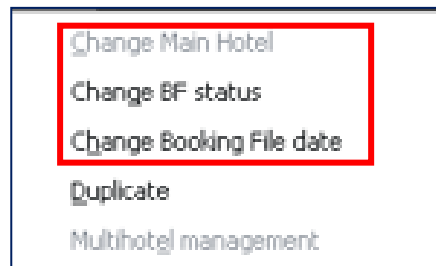
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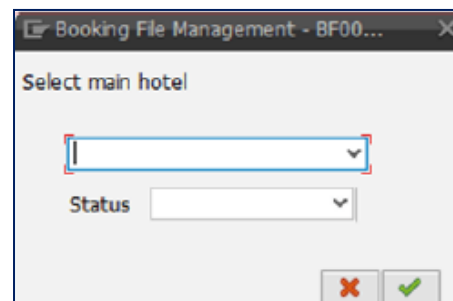
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Edit tab in Booking File



Change Main Hotel:

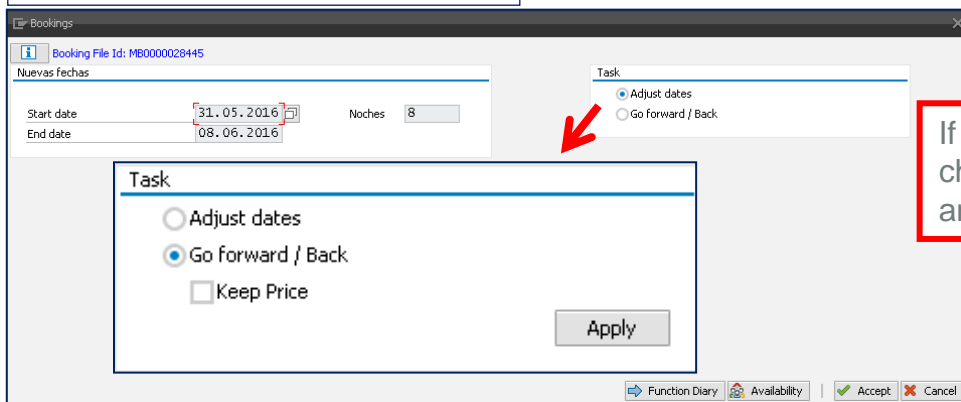
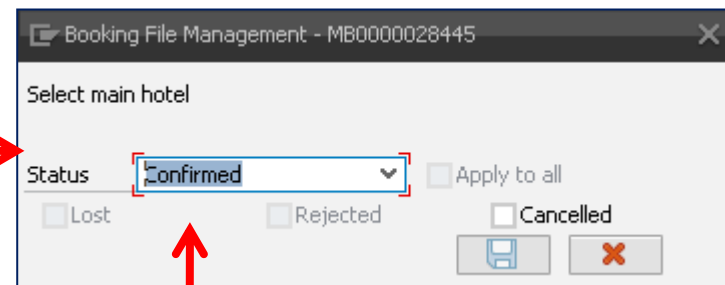
If "Multi Hotel" is applicable, it will be allowed to define a new hotel as "Main"



Change Booking File date
Allows defining a new BF starting/Ending date

Change BF status:

to change the general status and apply to all hotels with the same status



If you have modified the status manually at hotel level and you change the general status, that hotel status will not be changed and will remain with the manually changed status

Edit tab in Booking File



- Change Main Hotel
- Change BF status
- Change Booking File date
- Duplicate**
- Multihotel management

Duplicate
Functionality that duplicates an existing BF, as well as the event reservations included within.

Booking File - Duplicate

Booking File MB0000028445 Arrival 31.05.2016 Departure 08.06.2016 Status Confirmed

Reservations

☒ All Booking File
☐ Select Reservation

Objetts

New Start Date BF Status OFF

Group name CYEX - CON

☐ Deposits ☐ Tasks ☐ Statistics Data ☐ Routings
☐ Folio Header ☐ Remarks ☐ Additional Information ☐ Keep price

Hotel	Reserv.	Reser.type	Grp. Rsrv.	Main Customer	Main clien	Arrival date	Departure	Nº pax t-1	Nº pax t-2	Nº pax t-3	Nº pax t-4	Room type	Room	Res. Type	Res.Status	CUT-OFF d.	Meal plan	Cancelled	Ca
ESZZ.SPORT	3847460	Events		1000022988	CYEX VIAJES SA	31.05.2016	08.06.2016	0	0	0	0				3				

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Miscellaneous tab in booking file


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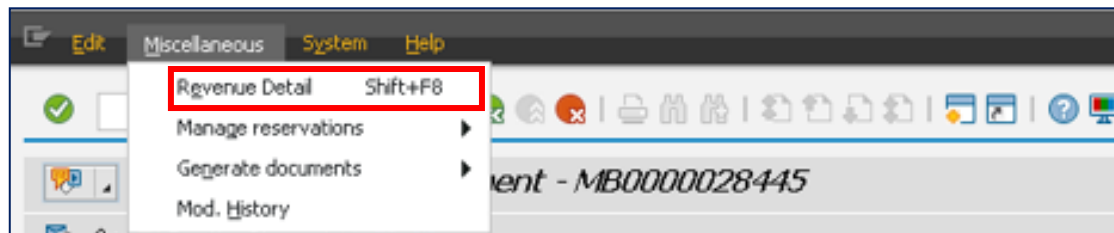
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Miscellaneous tab in Booking File



Revenue Detail

Direct access to the report of items with revenue that will be invoiced

E00000093733 - 13 . May 2016 11:20:36

Buckets : Natures

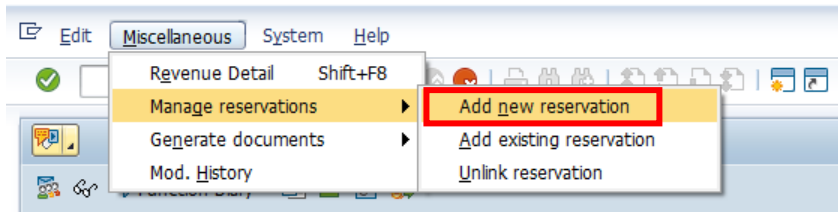
Types: Individuals / Groups Conv / Day guest / Events

Free reservation All



Booking File	Hotel	Reserv.	Nature	Nature	Gr	Bucket	Reserv. ty	Main Customer	Name	Arrival date	Departure	Room	N° pax t-1	Room Type	Up.Room.Ty	Status	Reservatio	Meal plan
MB0000192271	NLZH.DHAAG	13473616	3	Room	4	Hotel Reservations	Group line	1000026761	KAMSTRA TRAVEL BV	12.08.2016	14.08.2016		20	STDDBLT		3	Confirmed	BB
MB0000192271	NLZH.DHAAG	13473616	1	F&B	2	F&B	Group line	1000026761	KAMSTRA TRAVEL BV	12.08.2016	14.08.2016		20	STDDBLT		3	Confirmed	BB
MB0000192271	NLZH.DHAAG	13473616	55	Special tax	5	Others	Group line	1000026761	KAMSTRA TRAVEL BV	12.08.2016	14.08.2016		20	STDDBLT		3	Confirmed	BB
MB0000192271	NLZH.DHAAG	13473616	3	Room	4	Hotel Reservations	Group line	1000026761	KAMSTRA TRAVEL BV	12.08.2016	14.08.2016		20	STDDBLT		3	Confirmed	BB
MB0000192271	NLZH.DHAAG	13473616	1	F&B	2	F&B	Group line	1000026761	KAMSTRA TRAVEL BV	12.08.2016	14.08.2016		20	STDDBLT		3	Confirmed	BB
MB0000192271	NLZH.DHAAG	13473616	55	Special tax	5	Others	Group line	1000026761	KAMSTRA TRAVEL BV	12.08.2016	14.08.2016		20	STDDBLT		3	Confirmed	BB
MB0000192271	NLZH.DHAAG	13473617	3	Room	4	Hotel Reservations	Group line	1000026761	KAMSTRA TRAVEL BV	12.08.2016	14.08.2016		10	STDDBLT		3	Confirmed	BB
MB0000192271	NLZH.DHAAG	13473617	1	F&B	2	F&B	Group line	1000026761	KAMSTRA TRAVEL BV	12.08.2016	14.08.2016		10	STDDBLT		3	Confirmed	BB
MB0000192271	NLZH.DHAAG	13473617	55	Special tax	5	Others	Group line	1000026761	KAMSTRA TRAVEL BV	12.08.2016	14.08.2016		10	STDDBLT		3	Confirmed	BB
MB0000192271	NLZH.DHAAG	13473617	3	Room	4	Hotel Reservations	Group line	1000026761	KAMSTRA TRAVEL BV	12.08.2016	14.08.2016		10	STDDBLT		3	Confirmed	BB
MB0000192271	NLZH.DHAAG	13473617	1	F&B	2	F&B	Group line	1000026761	KAMSTRA TRAVEL BV	12.08.2016	14.08.2016		10	STDDBLT		3	Confirmed	BB
MB0000192271	NLZH.DHAAG	13473617	55	Special tax	5	Others	Group line	1000026761	KAMSTRA TRAVEL BV	12.08.2016	14.08.2016		10	STDDBLT		3	Confirmed	BB

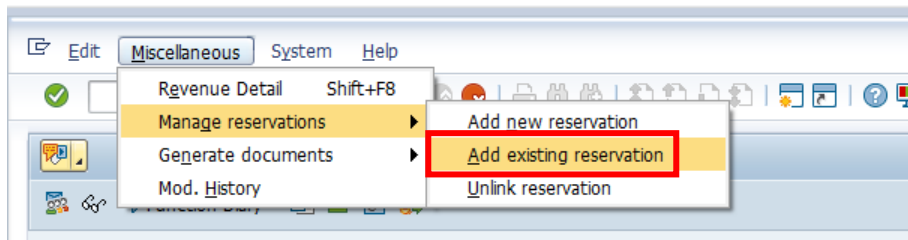
Miscellaneous tab in Booking File



Add event reservation

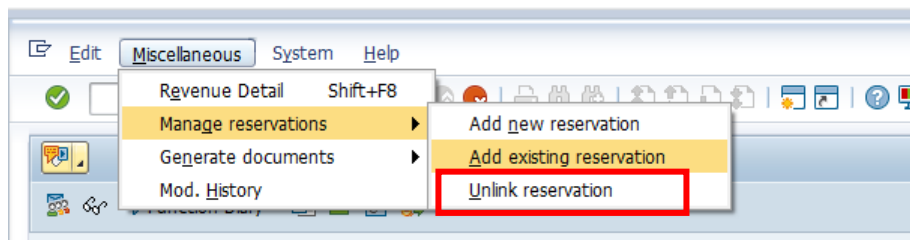
Allowing to add reservations in the same BF because you create a new event and/or convention group.

IMPORTANT: you will go to call center to create a new event and conference group in the same BF.



Add existing reservation


Allowing to add reservations to an existing BF which do not belong to another BF.



Unlink reservation

Event reservations associated to the Booking File will be displayed .

Miscellaneous tab in Booking File

 **Templates Management**

Template selection

Type of template04

Template

Booking FileMB0000028448VECI - CON

Main Client1000061542VIAJES EL CORTE INGLES SA

ReceiverVECI - CONG HIDROGENO 12-

Delivered by:

Remarks

LanguageES

Blocks

Additional info.

Block	Title	Description	Document
Cancellation Text			
F&B Text			
Footer Text			
Header Text			
Legal Text			
Main Text			
Meeting Text (Event)			
Other Services Text			
Payment Text			
Room Text (Accommodati...			
Special Conditions Text			

MiscellaneousSystemHelp

Revenue DetailShift+F8

Manage reservations

Generate documents

Mod. History

Function Diary

General Info.

Customer data

Estimate

Contract

Program

Prgforma

Confirmation

Miscellaneous

When selected the type of template, press ENTER to activate the template

Generate documents

The Templates Management functionality is directly accessed.

Only works the first two options.

Miscellaneous tab in Booking File

You can click over the icon, and you can edit whatever you need in the template.

Template selection

Type of template

Quotation

Template

NH (Q)

NH (Quotation)

Booking File

MB0000028448

VECI - CON

Main Client

1000061542

VIAJES EL CORTE INGLES SA

Receiver

VECI - CONG HIDROGENO 12-

Delivered by:

Remarks

Language

ES

Blocks

Additional info.

Block	Title	Description	Document
Cancellation Text			
F&B Text			
Footer Text	FOOTSP	Footer Text Contract (Spain)	
Header Text			
Legal Text	LEGASP	Legal Text Contract (Spain)	
Main Text	NHQUOT	Main Text Quotation (NH)	
Meeting Text (Event)			
Other Servcies Text			
Payment Text			
Room Text (Accomodati...			
Special Conditions Text			

Footer Text FOOTSP

File

HOME

INSERT

DESIGN

PAGE LAYOUT

REFERENCES

MAILINGS

REVIEW

VIEW

Paste

Courier New

12

B

I

U

abc

x

x

A

Aa

A

A

Clipboard

Font

Paragraph

Styles

Editing

Rogamos nos remitan este contrato firmado y sellado antes del @XFECHA_ACC@ por fax @XFAX@ o correo electrónico @comercial_e_mail@ como aceptación de las condiciones anteriormente indicadas.

Firmado: Firmado:

Miscellaneous tab in Booking File

Additional info:

There are several options clicked by default and other options unclicked.

Templates Management

System Help

Template selection

Type of template	Quotation	Main Client	0000001000 DIRECT GUEST
Template	NH (Q) NH (Quotation)	Receiver	DIRECT GUEST ***DO NOT MODIFY***
Booking File	MB0000415251 TEST JIRA QUOTATION	Delivered by:	S&T Business Transformation
		Remarks	
		Language	ES

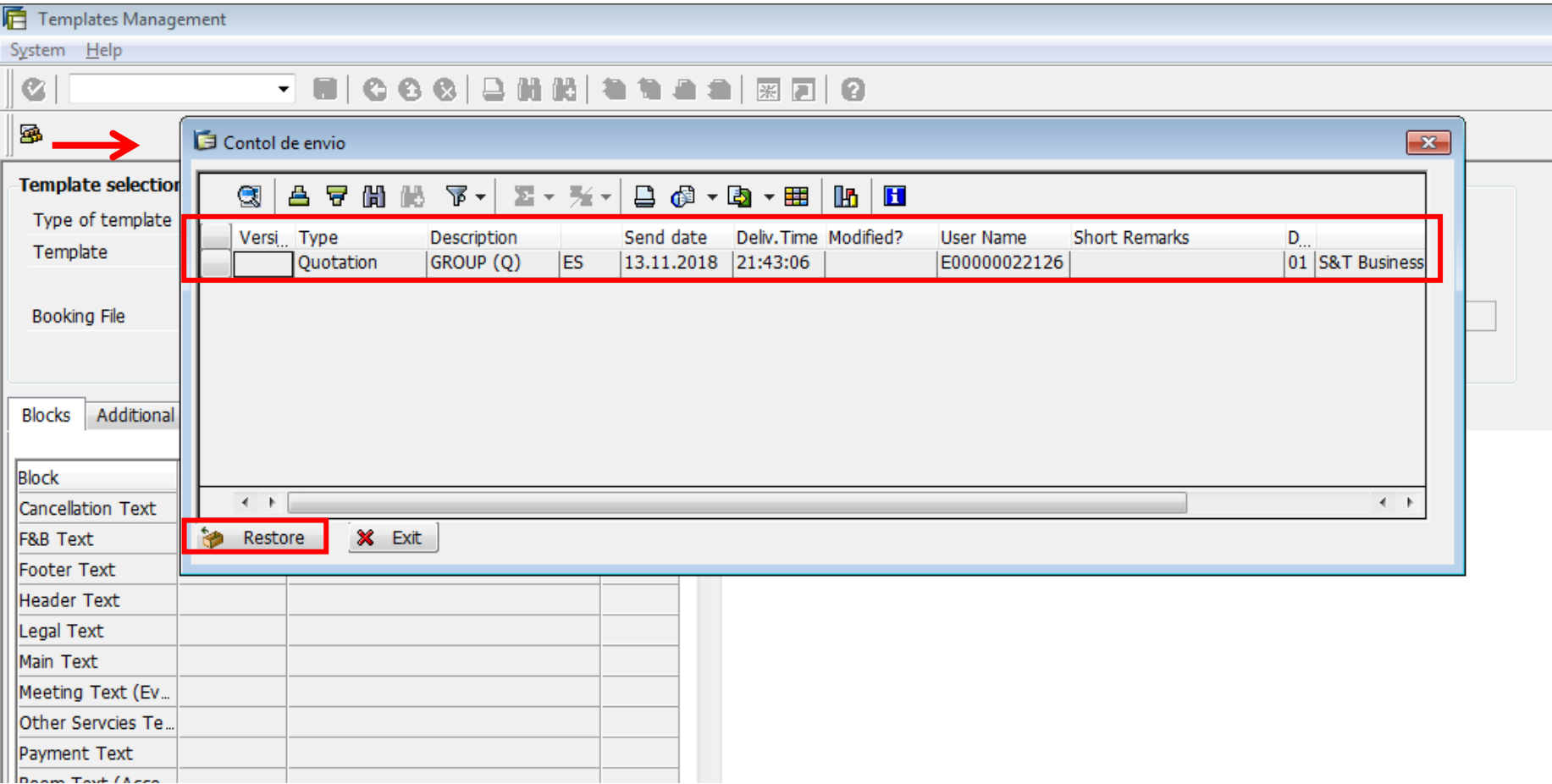
Blocks Additional info.

Activo	Información adicional
<input type="checkbox"/>	Broken down menu
<input type="checkbox"/>	Print discount per amount
<input checked="" type="checkbox"/>	Show Event Package detail
<input type="checkbox"/>	Show Event Package detail prices
<input type="checkbox"/>	No show detail event
<input checked="" type="checkbox"/>	No show info and image function room
<input checked="" type="checkbox"/>	Do not display function rooms' names
<input type="checkbox"/>	No show Tax
<input type="checkbox"/>	Print only pending deposits
<input type="checkbox"/>	Show Deducted commission

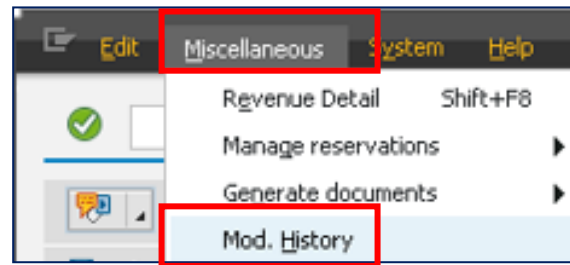
Miscellaneous tab in Booking File

Once you have created one template and save the event/BF.

An icon is activated, and you can use the other version of the templates which you have already used.



Miscellaneous tab in Booking File



You can see some of the modifications done in the MB

Change Documents for Object Class /CCSHT/CR_BFILE											
Change Documents											
Object value	Doc. no.	User	First name	Last name	Department	Date	Time	Transaction	Table Name	Short Text	Table Key
MB0000028448	134058118	XINDRA000013	XAVIER	PARRADO		12.06.2015	12:49:36	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	143460849	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	07.07.2015	09:26:08	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	143460849	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	07.07.2015	09:26:08	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	146751223	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	15.07.2015	17:23:55	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	146751223	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	15.07.2015	17:23:55	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	161288323	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	28.08.2015	13:00:37	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	161288323	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	28.08.2015	13:00:37	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	210839005	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	13.01.2016	09:10:52	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	210839005	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	13.01.2016	09:10:52	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	212876869	E00000022126	MARIO	SAMANIEGO NAVARRO		19.01.2016	12:12:36	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	218906316	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	05.02.2016	12:38:25	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	218906316	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	05.02.2016	12:38:25	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	223924525	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	19.02.2016	11:10:23	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	223924525	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	19.02.2016	11:10:23	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	232437305	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	11.03.2016	10:18:45	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	232437305	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	11.03.2016	10:18:45	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448

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Create note/attachment


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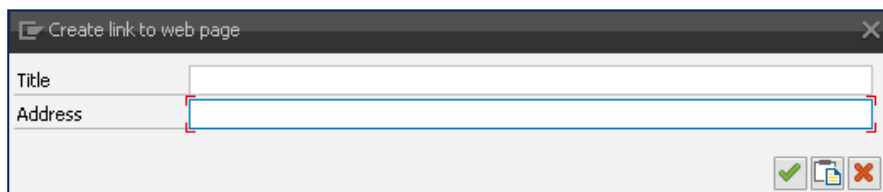
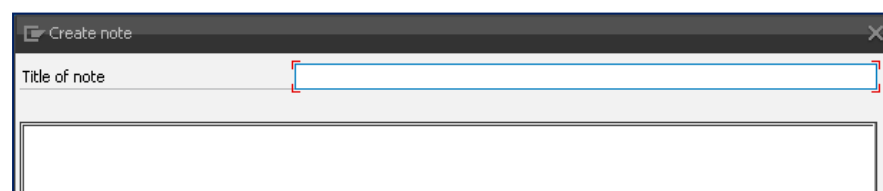
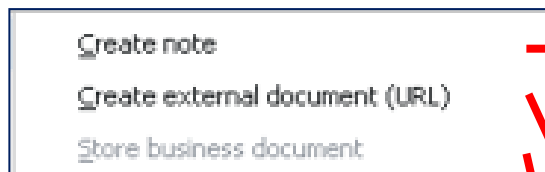
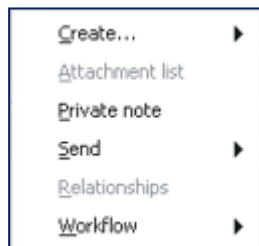
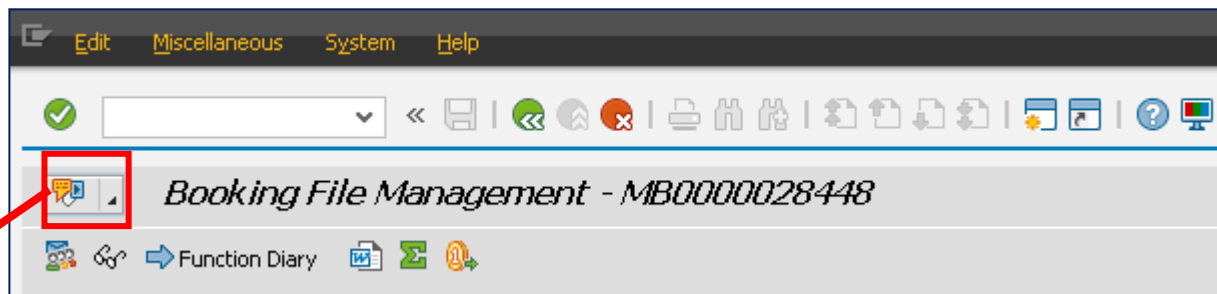
nh
HOTELS


nh COLLECTION
HOTELS

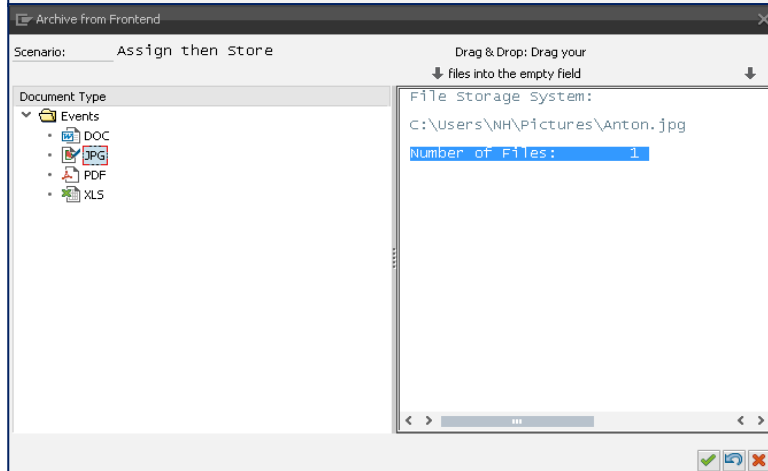
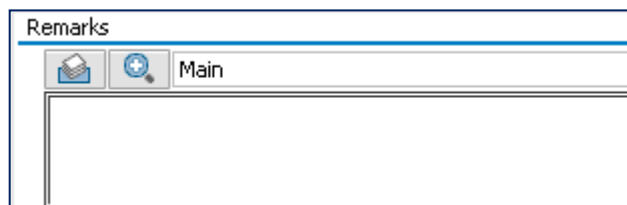
nhow
HOTELS

TIVOLI
HOTELS & RESORTS

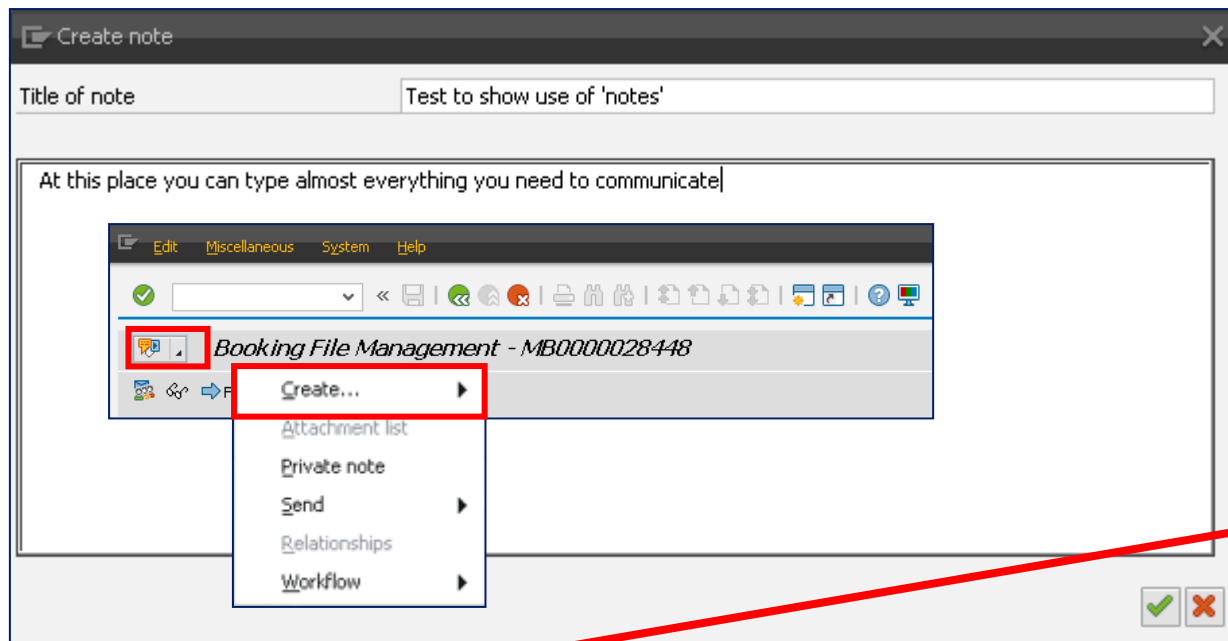
Create note/attachment



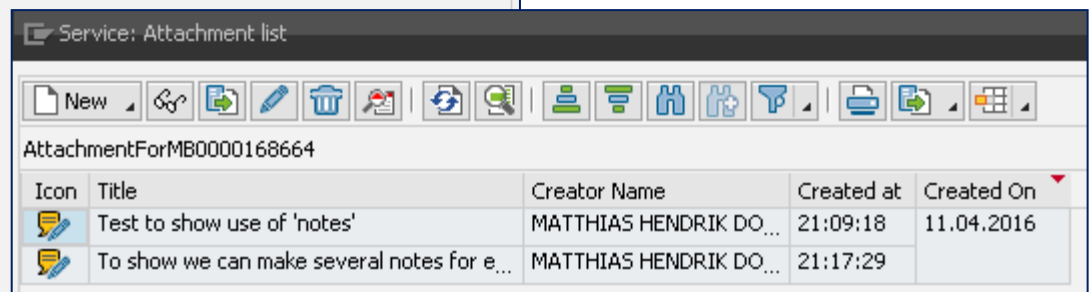
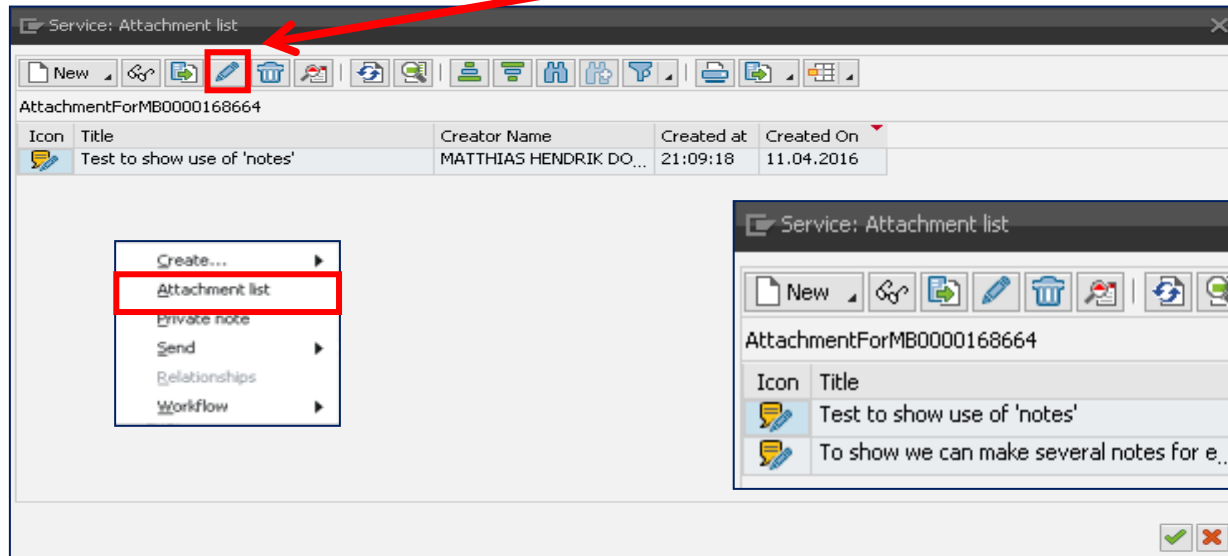
This is the place where **all remarks** needs to be placed regarding the BF (i.e. all service order remarks) Unlimited space to write compared to the 250 characters you have in the field 'remarks'



Create note/attachment



Use this button to modify the created notes



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Shortcuts in booking file


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— COLLECTION —

 OAKS
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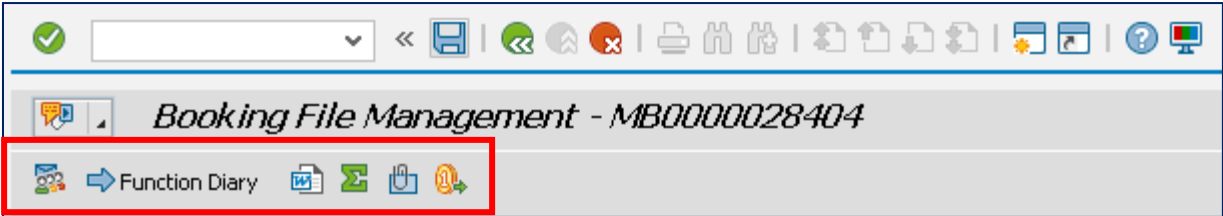
NH
HOTELS


NH COLLECTION
HOTELS

nhow
HOTELS

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Shortcuts



Follow up document's delivery

Delivery Control

Quotations & contracts

Document type	Delivery Status	Deliv. date	Deliv. Time	User	Received Status	Received date	Received t...	Delivered by:	Delivered to	Remarks
Quotation	✓ Sent	27.10.2015	16:26:02	E00000024513			0:00:00		VECI - CONG HI	
Contract	✓ Pending		00:00:00	E00000093733			00:00:00			
Proforma	✓ Pending		00:00:00	E00000093733			00:00:00			
Program	✓ Pending		00:00:00	E00000093733			00:00:00			
Confirmat...	✓ Pending		00:00:00	E00000093733			00:00:00			
others	✓ Pending		00:00:00	E00000093733			00:00:00			



Shortcut to the planning



Generate Documents



Revenu details



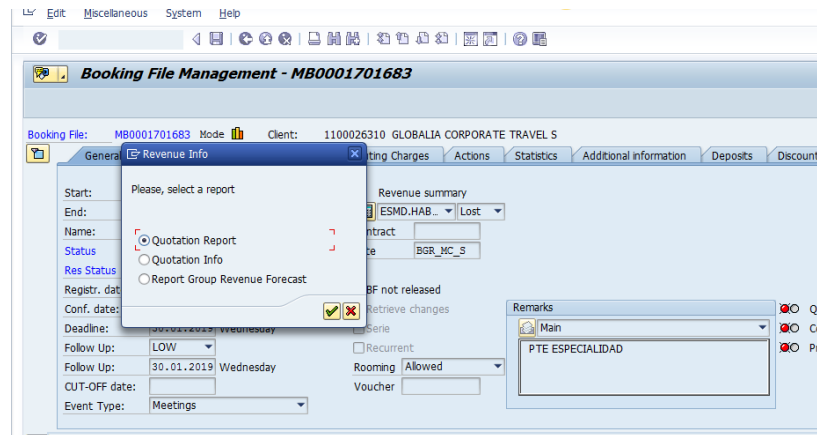
Attachments List

Service: Attachment list

Icon	Title	Creator Name	Created at	Created On
	TEST MATTHIAS	MATTHIAS HENDRIK DO...	14:19:52	04.04.2016
	TEST	MARIO SAMANIEGO NA...	16:14:26	15.06.2015
	notas	MIRIAM FIKSMAN IBAÑE...	17:20:23	11.06.2015



If the BF was created via Quotation Tool, you can find these options.



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Booking File status functionality


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nh
HOTELS


nh COLLECTION
HOTELS

nhow
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Booking File Status Functionality

EditMiscellaneousSystemHelp

Booking File Management - MB0003550136

Function Diary

Booking File: MB0003550136ModeCent: 1000GUEST DIRECTCurrency: EUR

General InfoCustomersdataCommissionsRouting ChargesActionsStatisticsAdditional informationDepositsDiscount

Start: 30.08.2023WednesdayEnd: 31.08.2023ThursdayName: TESTStatus: OfferBF Status: [x]by defaultRes Status: [v]Registr. date: 17.08.2023ThursdayConf. date:Deadline:Follow Up:Follow Up: 18.08.2023FridayCUT-OFF date:Event Type: Banquets, Social Party, Cele...

Revenue summaryESZZ.CIUZ...OfferContractRate: LGR ITO Pax BF: 10Mutual OffersBF not releasedRetrieve changesSerieRecurrentRooming: AllowedVoucher

RemarksMainMainHousekeeping RemarksBillingChain RemarksHotel RemarksExternal Remarks for ReservationsInternal Remarks for Reservations

Quotation SentQuotation ReceivedContract SentContract ReceivedProforma SentProforma Received

C4C

Reserv. Description Code Occupancy Meal Plan Arrival S. ... Departure En... Status Rate Contract Quantity Remarks

ESZZ.CIUZA-NH Ciudad de Za

30.08.2023

ROOMS1AD

CONVENTION120794682 TESTEV 25965532AD30.08.202331.08.2023OfferLGR...10

PENDINGS1AD10

Mode

Mode

With header hotel

Without header hotel

When flagged and click a pop-up will display the reservations with a different contract/rate id compared to the one in the BF

Different option or remarks until 250 characters. Use notes for longer ones

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elmwana
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DAKS
HOTELS & RESORTS - SUITES

NH
HOTELS

NH COLLECTION
HOTELS



nhow
HOTELS

TIVOLI
HOTELS & RESORTS

Booking File Status Functionality

From the Booking File's header, we will access to the Booking File and Reservation Status management using 2 fields:

- Booking File Status
- Reservation Status

Name:	IBC		
Status	Optional		<input checked="" type="checkbox"/> BF Status
Res Status			by default
Registr. date	24.05.2016	Tuesday	
Conf. date:			
Deadline:			








The system opens a new window where we will be able to manage the Booking File and define its status according to our needs:

Booking File: MB0000212106 **MultiHotel**



Status Optional ☒ BFile default status ☐ Show breakdown
☐ Lost ☐ Rejected ☐ Cancelled

Function Diary
General Occupancy



Hotel name	Reserv.	Reservation Type	Arrival date	Departure	Current st	New status
 NH Balago	15856427	Events	10.07.2016	17.07.2016	TENTATIVE	OPTIONAL
 NH Balago	15856424	Conference Group header	10.07.2016	17.07.2016	TENTATIVE	OPTION
 NH Ciudad de Valladolid	15858785	Events	10.07.2016	17.07.2016	TENTATIVE	OPTIONAL
 NH Ciudad de Valladolid	15858941	Conference Group header	10.07.2016	17.07.2016	TENTATIVE	OPTION


In case of no multihotel BF, the NO main hotels cannot have a status that implies revenue/occupation

 Cancel  Save

Booking File Status Functionality








This display will show:





- **Status:** Defines the Booking File's status.
- **Flag Bfile default status:** Where we will activate or not according to needs.
- **Reservations' grid:** Shows all reservations that conform the Booking File. Of each reservation we can see:
 - Hotel name
 - Reservation number and type
 - Arrival and departure date
 - Current status
 - New status after modification

Booking File: MB0000212106  MultiHotel

Status: Tentative ☒ BFile default status ☐ Show breakdown

☐ Lost ☐ Rejected ☐ Cancelled

	Hotel name	Reserv.	Reservation Type	Arrival date	Departure	Current st	New status
	NH Balago	15856427	Events	10.07.2016	17.07.2016	TENTATIVE	TENTATIVE
	NH Balago	15856424	Conference Group header	10.07.2016	17.07.2016	TENTATIVE	TENTATIVE
	NH Ciudad de Valladolid	15858785	Events	10.07.2016	17.07.2016	TENTATIVE	TENTATIVE
	NH Ciudad de Valladolid	15858941	Conference Group header	10.07.2016	17.07.2016	TENTATIVE	TENTATIVE

Booking File Status Functionality

When you save your changes, the system will validate if those informed changes can be made. If an error occurs, the system will report the error and will not make any changes. If everything is in order; reservations will be saved with the new changes.

Group's reservations that are not broken-down, follow the same status logic as the rest of the reservations, i.e. will only be editable at hotel level when the BF is manual and will be changed by block if it is a "BFile default status" or "Fixed status".

Booking File:

MB0000212106

MultiHotel

Status

Tentative

☒ BFile default status

☐ Show breakdown

☐ Lost

☐ Rejected

☐ Cancelled

	Hotel name	Reserv.	Reservation Type	Arrival date	Departure	Current st	New status
	NH Balago	15856427	Events	10.07.2016	17.07.2016	TENTATIVE	TENTATIVE
	NH Balago	15856424	Conference Group header	10.07.2016	17.07.2016	TENTATIVE	TENTATIVE
	NH Ciudad de Valladolid	15858785	Events	10.07.2016	17.07.2016	TENTATIVE	TENTATIVE
	NH Ciudad de Valladolid	15858941	Conference Group header	10.07.2016	17.07.2016	TENTATIVE	TENTATIVE

Booking File Status Functionality

FLAG: BFILE DEFAULT STATUS

To tick or untick this Flag, you must do so from the window “Booking File Status”.

Booking File: MB0000212106 MultiHotel

Status Tentative ☒ BFile default status ☐ Show breakdown

☐ Lost ☐ Rejected ☐ Cancelled

	Hotel name	Reserv.	Reservation Type	Arrival date	Departure	Current st	New status
	NH Balago	15856427	Events	10.07.2016	17.07.2016	TENTATIVE	TENTATIVE
	NH Balago	15856424	Conference Group header	10.07.2016	17.07.2016	TENTATIVE	TENTATIVE
	NH Ciudad de Valladolid	15858785	Events	10.07.2016	17.07.2016	TENTATIVE	TENTATIVE
	NH Ciudad de Valladolid	15858941	Conference Group header	10.07.2016	17.07.2016	TENTATIVE	TENTATIVE

At the Booking File's header, we can see whether the flag is ticked or not, but we cannot select or unselect it from here, only from the screen above.


General Info.	Customer data	Commissions	Routing Chart
Start:	26.08.2016	Friday	
End:	28.08.2016	Sunday	
Name:	TEST ROOMS TO EVENT		
Status	Tentative	<input checked="" type="checkbox"/> BF Status by default	
Res Status			
Registr. date	26.04.2016	Tuesday	
Conf. date:			

Booking File Status Functionality

Depending on whether the flag is ticked or not, status management changes:

FLAG TICKED:

- The field “Reservation Status” will be disabled for use.

General Info.		Customer data	Commissions	Routing Char
Start:	26.08.2016	Friday		
End:	28.08.2016	Sunday		
Name:	TEST ROOMS TO EVENT			
Status	Tentative	▼	⬇️⬆️	<input checked="" type="checkbox"/> BF Status
Res Status		▼		by default
Registr. date	26.04.2016	Tuesday		
Conf. date:				

- The status of all the reservations contained in the Booking File will be equal to the status of the Booking File, only allowing its management through the field “BF Status”.
- When ticking the Flag “BFile Default Status”, if there are reservations with different status within the BF, the system will proceed to update such status, considering validation processes both of availability and restrictions.
- At EVENT level and CONVENTION/FAMILY GROUP reservation, the status management **will be disabled**. It will only be enabled allowing status management at these levels when the date of reservation is equal to the current day.

Booking File Status Functionality

FLAG UNTICKED:

Reservation status should be managed through this field.

Booking File: MB0000415251 Mode Client: 1000 DIRECT GUEST

General Info. Customer data Commissions Routing Charges Actions Statistics

Start: 26.10.2017 Thursday
End: 27.10.2017 Friday
Name: TEST JIRA QUOTATION
Status: Offer BF Status ☐
Res Status: Manual by default
Registr. date: 26.10.2016 Wednesday
Conf. date:
Deadline:
Follow Up:

Revenue summary
 ESZZ.CIUZA Offer
Contract:
Rate: BGR_RO
☐ BF not released
☐ Retrieve changes
☐ Serie
☐ Recurrent

DETERMINED STATUS (offer, option, second option, tentative, confirmed):

- The selected value will be propagated to the reservations contained in the BF considering validation processes and restrictions.
- At EVENT level and CONVENTION/FAMILY GROUP reservation, the status management **will be disabled**. It will only be enabled allowing status management at these levels when the date of reservation is equal to the current date.

Reservation Status

Booking File: MB0000212106 MultiHotel

Status: Tentative ☐ 8File default status ☐ Show breakdown
☐ Lost ☐ Rejected ☐ Cancelled

Function Diary
General Occupancy

Hotel name	Reserv.	Reservation Type	Arrival date	Departure	Current st	New status
NH Balago	15856427	Events	10.07.2016	17.07.2016	TENTATIVE	TENTATIVE
NH Balago	15856424	Conference Group header	10.07.2016	17.07.2016	TENTATIVE	TENTATIVE
NH Ciudad de Valladolid	15858785	Events	10.07.2016	17.07.2016	TENTATIVE	TENTATIVE
NH Ciudad de Valladolid	15858941	Conference Group header	10.07.2016	17.07.2016	TENTATIVE	TENTATIVE

Booking File Status Functionality

MANUAL STATUS: The status management at reservation level is completely independent of the Booking File's status and among themselves.

To modify a reservation status, in the NEW STATUS column, select the “match code” of the reservation that we need to modify reporting the new desired status.

Booking File: MB00000212106

MultiHotel

Function Diary

General Occupancy

Status Manual

BFile default status

Show breakdown

Apply to breakdown

Hotel name	Reserv.	Reservation Type	Arrival date	Departure	Current st	New status
NH Balago	15856427	Events	10.07.2016	17.07.2016	TENTATIVE	TENTATIVE
NH Balago	15856424	Conference Group header	10.07.2016	17.07.2016	TENTATIVE	TENTATIVE
NH Ciudad de Valladolid	15858785	Events	10.07.2016	17.07.2016	TENTATIVE	TENTATIVE
NH Ciudad de Valladolid	15858941	Conference Group header	10.07.2016	17.07.2016	TENTATIVE	TENTATIVE

Status	Description
CONFIRMED	Confirmed
OFFER	Offer
OPTIONAL	Optional
SECOND OPTION	Second Option
TENTATIVE	Tentative
LOST	LOST
REJECTED	REJECTED
CANCELLED	CANCELLED

Booking File Management

Booking File managed in mode MANUAL Status. Please, check if needed

Current st	New status
TENTATIVE	CONFIRMED
TENTATIVE	TENTATIVE
TENTATIVE	LOST
TENTATIVE	OFFER

When opening a Booking file, the system will ‘warn’ you about the manual status.

Booking File Status Functionality

Reservation Status

Booking File: MB0000000810 MultiHotel

Status: **Manual** ☐ Lost ☐ Rejected ☐ BFile default status ☐ Cancelled ☒ Show breakdown ☒ Apply to breakdown

Function Diary
General Occupancy

Hotel name	Reserv.	Reserv.	Reservation Type	Arrival date	Departure	Current st	New status
NH Ciudad de Zaragoza		143422	Events	22.07.2015	24.07.2015	Confirmed	Confirmed
NH Ciudad de Zaragoza	143523	143525	Individual reservation	22.07.2015	24.07.2015	Confirmed	Confirmed
NH Ciudad de Zaragoza	143523	143527	Individual reservation	22.07.2015	24.07.2015	Confirmed	Confirmed
NH Ciudad de Zaragoza	143523	143667	Individual reservation	22.07.2015	24.07.2015	Confirmed	Confirmed
NH Ciudad de Zaragoza	143523	143669	Individual reservation	22.07.2015	24.07.2015	Confirmed	Confirmed
NH Ciudad de Zaragoza	143523	143670	Individual reservation	22.07.2015	24.07.2015	Confirmed	Confirmed
NH Sport		150671	Events	26.10.2014	27.10.2014	Confirmed	Confirmed

!!! Make sure the MB is in **MANUAL** status before you inform the customers, they can book through the **CRO** or **Event** tool

In case of no multihotel BF, the NO main hotels cannot have a status that implies revenue/occupation

Cancel Save

If we selected the MANUAL status, we could click the flag “Apply to breakdown” for the change of status, that we apply to the Group Header. It is applied to rooms that have already been broken down. This flag is only active when the Flag “Show breakdown” is not ticked. If we activate this flag, the reservations table will show the broken-down rooms. Select all those which we want to change status.

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Booking File options


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HOTELS


NH COLLECTION
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Booking File

The screen of the Booking File is divided in 3 main parts:

- Main menu
- Booking File Options
- Tree view

Booking File Management - MB0000212106

Booking File: MB0000212106 Mode: Client: 2000094782 FUNDACION REAL MADRID

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

Start: 10.07.2016 Sunday
End: 17.07.2016 Sunday
Name: CAMPUS RUGBY VALLADOLID
Status: Tentative
Res Status:
Registr. date: 11.05.2016 Wednesday
Conf. date:
Deadline: 10.06.2016 Friday
Follow Up:
Follow Up: 15.06.2016 Wednesday
CUT-OFF date:
Revenue summary
Contract:
Rate: BGR_SPORT
BF not released
Retrieve changes
Serie
Recurrent
Rooming: Allowed
Voucher:
Remarks: Main
Ok José antonio Robles
Quotation Sent
Contract Sent
Proforma Received
Quotation Received
Contract Received
Proforma Sent

Reserv.	Descrip.	Code	Occ	Arrival	S...	Departure	En...	Status	Quantity	Rate	Contract	Amount	Total Pric	Currency	Meal plan	Cancel Cod	Allotment	Deposit	Guarantee	Rema...
ESVA.BALAG-NH Balag																				
Sunday 10.07.2016																				
Rooms																				
CONVENT	15856424 CAMPU...	EV00...		10.07.2016		17.07.2016		Tenta...	1	MAP...				EUR	BB				✓	Ok Jose...
Pendin									35											
St									30											
St	15856424 Standar...	EV00... 3AD		10.07.2016		17.07.2016		Tenta...	15	MAP...				EUR	BB				✓	Ok Jose...
St	15856424 Standar...	EV00... 2AD		10.07.2016		17.07.2016		Tenta...	15	MAP...				EUR	BB				✓	Ok Jose...
St									5											
St	15856424 Standar...	EV00... 1AD		10.07.2016		17.07.2016		Tenta...	5	MAP...				EUR	BB				✓	Ok Jose...

Booking File: General info

For a quick revenue overview of the Book File by status and hotel, use the 'Revenue summary'

Booking File: MB0003275753 Mode Client: 1018147286 EVENT SUCCESS BF autocreated by: Quotation Tool Currency EUR

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

Start: 25.09.2023 Monday
End: 29.09.2023 Friday
Name: EVENT SUCCESS - 1124314
Status: Confirmed BF Status
Res Status: Manual by default
Registr. date: 14.02.2023
Conf. date: 13.03.2023 Monday
Deadline:
Follow Up: LOW
Follow Up:
CUT-OFF date:
Event Type: Meetings

Revenue summary
NLH.BARB... Conf...
Contract
Rate: BGR_MC_XXL
Pax BF: 150
Mutual Offers
BF not released
Retrieve changes
Serie
Recurrent
Rooming: Not allowed for ...
Voucher

Revenue Bucket	Original Price	Discount	Gross	Deduc.	Net	Taxes	Total	Com
Function Rooms	5.020,49	0,00	5.020,49	0,00	5.020,49	1.054,29	6.074,78	602,44
F&B	45.342,00	0,00	45.342,00	0,00	45.342,00	4.335,22	49.677,22	5.441,08
Hotel Reservations	119.408,08	0,00	119.408,08	0,00	119.408,08	10.746,72	130.154,80	14.328,98
City Tax	9.642,57	0,00	9.642,57	0,00	9.642,57	0,00	9.642,57	0,00
Total	179.413,14	0,00	179.413,14	0,00	179.413,14	16.136,23	195.549,37	20.372,50

Remarks
Main *
Quotation Sent
Contract Sent
Proforma Sent
Quotation Received
Contract Received
Proforma Received
C4C

BF released: You block the BF and you can only modify this MB.

Booking File Management - MB0002446336

Function Diary

Booking File: MB0002446336 Mode Client: 1005409829 VIKING CATERING AG

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

Start: 16.07.2021 Friday
End: 20.07.2021 Tuesday
Name: VIKING CRUISE - INQ
Status: Offer BF Status
Res Status: by default
Registr. date: 17.09.2020 Thursday
Conf. date:
Deadline:
Follow Up:
Follow Up: 17.09.2020 Thursday
CUT-OFF date:
Event Type: Leisure

Revenue summary
ITRM.NAID... Offer
Contract
Rate: LGR_I_ADHO
Pax BF: 50
Mutual Offers
BF not released
Retrieve changes
Serie
Recurrent
Rooming: Not allowed for ...
Voucher

Remarks
Main
Quotation Sent
Contract Sent
Proforma Sent
C4C

Mutual Offers.

There will be a new tab where you can inform more travel agencies.

We explain it at the end of the presentation.

Booking File: General info

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

Start: 25.09.2023 Monday
End: 29.09.2023 Friday
Name: EVENT SUCCESS - 1124314
Status: Confirmed ☐ BF Status
Res Status: Manual ☐ by default
Registr. date: 14.02.2023 Tuesday
Conf. date: 13.03.2023 Monday
Deadline:
Follow Up: LOW
Follow Up:
CUT-OFF date:
Event Type: Meetings

Revenue summary
NLNH.BARB... Conf...
Contract:
Rate: BGR_MC_XXL !
Pax BF: 150 !
☐ Mutual Offers
☐ BF not released
☒ Retrieve changes
☐ Serie
☐ Recurrent
Rooming: Not allowed for ...
Voucher:

Remarks
Main *

C4C

☐ Quotation Sent ☐
☐ Contract Sent ☐
☐ Proforma Sent ☐

☐ Mutual Offers
☐ BF not released
☒ Retrieve changes
☐ Serie
☐ Recurrent
Rooming: Not allowed for ...
Allowed
Not allowed for Group res.
Not allowed for CRS
Not allowed

The folder 'Rooming' you will find on BF level and Convention Level. On both levels you have the option so select the 'Not allowed for CRS' option which is the same as the former **'CRO NO BOOK'**

CRO will receive a message they may not modify the booking, something which is related to all convention reservations

Booking File: Customer data and commissions

Booking File: MB0000028457 Mode Client: 1000061542 VIAJES EL CORTE INGLES SA

General Info.

Customer data

Commissions

Routing Charges

Actions

Statistics

Additional information

Deposits

Discount

Main Client

1000061542

VIAJES EL CORTE INGLES SA

Payer

Holder

Bill-to part

CRS

Company

Branch account owner

Branch Client

0000349663

CORTE INGLES V (21 - M - PRINCESA 47 - C.C.I)

Contact person

VECI - CONG LACTANCIA ZGZ

Contact Telephone No

+34 912 042 600

Fax

E-mail

Branch of CRS

Branch company

Language

ES

Spanish

This is the language that should be shown in the templates

Booking File: MB0000415251 Mode Client: 1000 DIRECT GUEST 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

Concepts restrictions

Comission Type	Concept	Description	% Main...	CRS %	Destination
					Reservations
					Reservations
					Reservations
					Reservations

Commissions detail

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

Default concepts

Deduction: Commission will be discounted on final invoice
Commission: The commission will be kept
Exempt: No commission will be applied

Allows determining the commissions to apply to the reservations belonging to the BF, being expected commissions (commissions) or discounted on the invoice (discount).

Booking File: Commissions

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

Overall commission

Type


☐ Deduction ☐ Commission ☒ Exempt

Percentage

Commission Client Commission CRS

Concepts restrictions					
Comission Type	Concept	Description	% Main...	CRS %	Destination
					Reservations
					Reservations
					Reservations
					Reservations

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

 Default concepts



As commission will be applied on Event level and Convention level, we advise you to (also) add the commission in the Event and/or Convention Group

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

Overall commission


Type

☐ Deduction ☒ Commission ☐ Exempt

Percentage

Commission Client Commission CRS

Concepts restrictions					
Comission Type	Concept	Description	% Main c...	CRS %	
Concept	BB	Bed & Breakfast		0,00	
Concept	FRNT	Function Room Rent		0,00	
Concept	BKFS	Breakfast		0,00	
Concept	ROOM	Room		0,00	

 Default concepts

Only a percentage is not valid, **always select the concepts** as well. Use the button 'Default concepts' to drag the concepts defined as commissionable

Booking File: Commissions

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

Overall commission

Type
☐ Deduction ☒ Commission ☐ Exempt

Percentage
Commission Client Commission CRS

Concepts restrictions

Commission Type	Concept	Description	% Main c...	CRS %
Concept	BB	Bed & Breakfast		0,00
Concept	FRNT	Function Room Rent		0,00
Concept	BKFS	Breakfast		0,00
Concept	ROOM	Room		0,00



When booking the commission, you can also make use of the Concept groups.
This will cover the concepts which are booked.

In above example 10% commission will be applied to the concepts BB/FRNT/BKFS/ROOM.

If a different percentage is applicable to one of the concepts, you have to mention this as shown below:

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

Overall commission

Type
☐ Deduction ☒ Commission ☐ Exempt

Percentage
Commission Client Commission CRS

Concepts restrictions

Commission Type	Concept	Description	% Main c...	CRS %
Concept	BB	Bed & Breakfast		0,00
Concept	FRNT	Function Room Rent	12,00	0,00
Concept	BKFS	Breakfast		0,00
Concept	ROOM	Room		0,00

Booking File: Commissions

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

Concepts restrictions					
Commission Type	Concept	Description	% Main...	CRS %	Destination
					Reservations
					Reservations
					Reservations
					Reservations

Commissions detail

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

Default concepts

If there are different commissions in BF/event/group, you will see this message.











You can block or unblock the manage of commissions from BF

Click on the links to get more information about commissions

Commissions in M&E Reservations

Commissions Automatic Interface

Booking File: Routing charges

General Info.		Customer data		Commissions	Routing Charges	Actions	Statistics	Additional information		Deposits	Discount
	Hotel	Reserv.	Reser.type		Routing	Routing type	Group/Conc		External res	Description	
	ESZZ. SPORT	2622472	Conference Group hea... ▾			Concept ▾	BB		0	Bed & Breakfast	
	ESZZ. SPORT	2622472	Conference Group hea... ▾			Concept ▾	ROOM		0	Room	
	ESZZ. SPORT	2622475	Conference Group hea... ▾			Concept ▾	BB		0	Bed & Breakfast	
	ESZZ. SPORT	2622475	Conference Group hea... ▾			Concept ▾	ROOM		0	Room	
										  	
 		 		 							






As you have to define the hotel for which the routing will apply, we recommend you add routing on Event/Convention level.

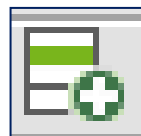


Routing is only active from Convention reservation to Event reservation. From an Event reservation, it is possible to route to a convention reservation, but we don't recommend it.

Booking File: Actions

General Info.		Customer data		Commissions		Routing Charges		Actions		Statistics		Additional information		Deposits		Discount	
BF	Hotel	Reserv.	Reserv. Type	Department	Compl.	C	Cadence	Status	F	Start date	Start time	End date	End time				
<input checked="" type="checkbox"/>			Booking File	HUN	<input checked="" type="checkbox"/>	<input type="radio"/>		▼ ▲	<input checked="" type="radio"/>	03.09.2016	00:00:00	03.09.2016	00:00:00				
		<div> <div>AGE</div> <div>CRO Agents</div> </div> <div> <div>HUN</div> <div>Hunters</div> </div> <div> <div>ORG</div> <div>Organizers</div> </div> <div> <div>RSC</div> <div>CRO Responsible</div> </div> <div> <div>RSG</div> <div>GSO Responsible</div> </div>															



Press this sign to create a new task

1. Select BF
2. Select your department ('Hunters' is used for the GSO)
3. Tick Complete to be able to filter in the report for pending tasks
4. Start date is the date you want to get the task
5. End date is the last day you want to get the task (normally, start and end will have the same value)

Booking File: Actions

General Info.		Customer data		Commissions		Routing Charges		Actions		Statistics		Additional information		Deposits		Discount						
BF	Hotel	Reserv.	Reserv. T...	Departm...	Compl.	End date	End time	Group	Mo	Tu	We	Th	Fr	Sa	Su	R...	Ac...	Status	Action	F.Cancel	Cancel by	CXL reason
<input checked="" type="checkbox"/>			Booking File	HUN	<input checked="" type="checkbox"/>	03.09.2016	00:00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pending	GET CONFIRMATION			

Tasks

Doubleclick to select a text

- Tasks
- Follow up on offer
- Option Date
- Group Focus Matrix
- Quick Decision Disco
- MICE Converter
- Flexible Conditions
- Release Date
- F5 Conversion
- Priority 1
- Priority 2
- Priority 3
- Priority 4
- Priority 5
- Follow up on option

- Mo-Su:** If the task must be shown in a range of dates, you can mark which days of the weeks you want to get the task.
- Remarks:** Task text (max 250 characters).
- Actions:** select a predefined action.
- Status:** Completed / Pending / Cancelled. If the task is pending, it will be shown in the task report.
- Action:** text of the action, a 'personal' task can be described if no predefined action is chosen from the action list
- F.Cancel / Cancel By / Cxl reason** are not used for tasks related to BF

Booking File: Actions

General Info.		Customer data		Commissions		Routing Charges		Actions	Statistics		Additional information		Deposits	Discount
BF	Hotel	Reserv.	Reserv. T...	Departm...	Compl.	Cancel by	CXL reason	Owner	Nombre	Seg Com	Bus. Unit	Centro comercial		
<input checked="" type="checkbox"/>			Booking File	HUN	<input checked="" type="checkbox"/>			0000006000			BENELUX	AMSTERDAM		

Owner: need to add an owner to be able to filter in the task report. **Please make sure this information is filled in.**

FRONT-OFFICE

- Check-in
- Front-Office
- Check-out

Information systems

- /CCSHT/RC_HS - House status
- /CCSHT/RC_POLICE_CHO - Police record of In-House guests
- /CCSHT/RS_06_26 - Room Rack
- /CCSHT/RS_06_26_D - Daily Room Rack
- /CCSHT/RS_06_26_DALV - Room rack by floors
- /CCSHT/RS_06_25 - Available Rooms
- /CCSHT/RC_004_ALV - Arrivals book ALV
- /CCSHT/RC_SI_001_ALV - In-house guests or occupied rooms ALV
- /CCSHT/RC_06_ALV - Loan items inventory ALV
- /CCSHT/RS_06_30 - Messages for Guest
- /CCSHT/RC_SI_031_ALV - F&B Services Forecast
- /CCSHT/RS_06_012 - Meal plans revenue forecast
- /CCSHT/RC_ACCION - Tasks to be completed in reservations
- /CCSHT/LISTADO_COMP - Tasks to complete**
- /CCSHT/RS_LIST_CMBHA - Room changes

To find the created actions/tasks, use the 'Tasks to complete' report:

Task list

Reserv / Event / B.File


☒ Show reservation tasks
☐ Show event tasks
☐ Show Booking File tasks
☐ Show all

Hotel	NLZH. DHAAG	
Booking File		to <input type="text"/>
Department		to <input type="text"/>
Date		to <input type="text"/>
Booking File Owner Task		to <input type="text"/>
Center		to <input type="text"/>
Center Group		to <input type="text"/>
Business Unit		to <input type="text"/>
Reservation		to <input type="text"/>
Event		to <input type="text"/>
Event sales rep.		
Event Venue Rep		to <input type="text"/>
Event Hotel Rooms		to <input type="text"/>
Event task owner		



Booking File: Actions

Task list



Reserv / Event / B.File

☐ Show reservation tasks
☐ Show event tasks
☒ Show Booking File tasks
☐ Show all

Hotel

Booking File

Department

Date

Booking File Owner Task

Center

Center Group

Business Unit

Reservation

Event

Event sales rep.

Event Venue Rep

Event Hotel Rooms

Event task owner

MB...

03.09.2016

to

to

to

to

to

to

to

to

to

to

to

to

to

Task Types

☒ Non completion tasks
☒ Completion tasks
☐ Show check-in only
☐ Show function room

Completion Tasks Status

☒ Show incomplete
☐ Show complete
☐ Show all
☐ Canceled

Restrict number to... 1000

1. Select Show Booking File Tasks.
2. Please add MB... in the Booking File field.
3. Department is not used at GSO level
4. Fill in the date you have selected in the task

If 'complete' is ticked in the BF, you need to select: 'Completion task'. Otherwise, select the option 'Non completion task'.
Select both option if you are not sure.

Completion tasks Status: select the ones you want to see.

Booking File: Statistics

General Info.	Customer data	Commissions	Routing Charges	Actions	Statistics	Additional information	Deposits	Discount	
Statistical information					Owners				
Country	Spain								
Region	28	Madrid							
Market segment	BUSINESS GROUPS								
Market subsegment	ROOM ONLY								
Source of business	BUSINESS MICE								
Channel	GSO MADRID								
SubChannel ID	1. Email								
Travel reason	BUSINESS MICE								
Request Origin									
					ACT.	Name and surnames	Center		
					Creator	0000004178	<input checked="" type="checkbox"/>	Maire Penet Audrey	GMSPMI
					2nd. Agent		<input type="checkbox"/>		
					Organizer		<input type="checkbox"/>		
					Ambassador		<input type="checkbox"/>		














It is mandatory to fill in the segmentation fields:

- Market segment
- Sub segment
- Channel
- Creator

In most of the cases the segmentation is automatically entered due to the selected rate and contract

General Info.	Customer data	Commissions	Routing Charges	Actions	Statistics	Additional information	Deposits	Discount
Additional information								
External Ref.	9930631	Name to use in the templates						
Signage information								
Description:		Information for the creation of a BF's board or signal in some hotels						

Booking File: Deposits

General Info.		Customer data		Commissions	Routing Charges	Actions	Statistics	Additional information		Deposits	Discount	
	Hotel	Reserv.	Reserv. Type	Deposit requested	Currency	F...	Request Date	Due Date	Recei...	Amount received	Received Date	
	ESZZ.CIUZA	156134	Conference Group hea... 	6.000,00	EUR		121.09.2015	27.09.2015		0,00		
<div>As deposits are linked to a specific hotel, only requests can be made on BF level. The payments can be registered on Event and Convention Group level.</div>												
<div><div></div><div></div></div>												
<div><div></div><div></div><div></div><div>Request: 6.000,00</div><div>Received: 0,00</div><div>Pending: 6.000,00</div><div>EUR</div></div>												

Hotel	Reserv.	Reserv. Type	Deposit requested	Currency	F...	Request Date	Due Date	Recei...	Amount received	Received Date
ESZZ.SPORT	2622472	Conference Group hea...		EUR		17.03.2016	24.03.2016	<input type="checkbox"/>	0,00	

General Info. Customer data Commissions Routing Charges Actions Statistics Additional information Deposits Discount									
Hotel	Reserv.	Reserv. Type	Deposit requested	Currency	F...	Request Date	Due Date	Recei...	Amount received
ESZZ.CIUZA	145268	Group header	10,00	EUR		17.03.2015	24.03.2015	<input type="checkbox"/>	0,00

Green light:

Deposit paid or still in time

Yellow light:

The day request of the deposit is the arrival date

Red light:

Time to receive the payment past due

Booking File: Discount

[illegible]

Discount type	Group/concept	Description	Amount	% DTO	Amount	Reason	Description	C	Cadence id	D	Start date	End da
Concept	▼ 2PAX	Room discount 2nd pax	<input type="checkbox"/>	10,00	0,00	COMP	Complaint	<input checked="" type="radio"/>	Everyday includin...	<input type="radio"/>	29.05.2016	29.0
Concept	▼ BKFS	Breakfast	<input checked="" type="checkbox"/>	100,00	5,00	COMP	Complaint	<input type="radio"/>		<input checked="" type="radio"/>	29.05.2016	30.0

Here you can add a commercial discount in different services, either by percentage or by amount. This discount should be shown in the quotation / contract sent to client

MINOR
HOTELS

Tree view of the booking file


ANANTARA
HOTELS • RESORTS • SPAS

AVANI
Hotels & Resorts


elewana
— COLLECTION —

 OAKS
HOTELS • RESORTS • SUITES

NH
HOTELS


NH COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

Tree view

The summary screen is found at the bottom of the Booking File showing in tree format. Where the related Booking File items and reservations are shown. We can see the detail by hotel with breakdown by day, group reservations and events (function rooms, F&B services, AV Equipment, etc)

	Reserv.	Descrip.	Code	Occ	Arrival	S. ...	Departure	En...	Status	Quantity	Rate	Contract	Amount	Total Pric	Currency	Meal plan	Cancel Cod	Allotment	Deposit	Guarantee	Rema...
▼ ESZZ.SPORT-NH Sport																					
> Friday 10.06.2016																					
> Saturday 11.06.2016																					
▼ Sunday 12.06.2016																					
▼ Rooms										1											
▼ CONVENT	307868	VECI - ...	EV00...		10.06.2016	15:00	20.06.2016	12:00	Confir...		BGR...				EUR	BB				✓	Text: r...
> Pending										30											
▼ Meetings										1											
• EV000000	3847493	VECI - ...	EV00...		12.06.2016	9:00	20.06.2016	23:00	Optional		BGR...				EUR						Text: r...



Expand data area / Collapse data area



Expand subtree / Collapse subtree



Find



Recalculate columns



Print



Change Layout



Recalculate columns



Refresh

	Reserv.	Descrip.	Code	Occupancy	Meal Plan	Arrival	S. ...	Departure	En...	Status	Rate	Contract	Quantity	Remarks	Currency	Guarantee	Deposit
▼ NLZH.LEEUW-NH Conference																	
▼ 14.12.2019																	
▼ ROOMS				3AD									35				
▼ CONVENTION		...0 H4G - ...	EV0...	3AD		14.12.2019		15.12.2019		Option	LGR... HFG_LGR		35	*prices:...	EUR	✓	
▼ PENDINGS				3AD									35				
▼ Standard C				2AD									30				
▼ STDDB		...0 Standar...	EV0...	2AD	BB	14.12.2019		15.12.2019		Option	LGR... HFG_LGR		30	*prices:...	EUR	✓	
▼ Standard C				1AD									5				
▼ STDDB		...0 Standar...	EV0...	1AD	BB	14.12.2019		15.12.2019		Option	LGR... HFG_LGR		5	*prices:...	EUR	✓	
▼ EVENTS				65									1				
▼ EV01157774-001		...3 H4G - ...	EV0...	65		14.12.2019 9:00		15.12.2019 20:00		Option	LGR...		1		EUR		
▼ SAMUEL		...3 Al Mar	EV0...	65		14.12.2019 19:00		14.12.2019 21:00		LGR...			1		EUR		
▼ RESTA		...3 RESTA...	EV0...	65		14.12.2019 19:00		14.12.2019 21:00		LGR...			1		EUR		
▼ LGR_0002		...3 Tourist ...	EV0...	65		14.12.2019 19:00		14.12.2019 21:00		LGR...			65		EUR		

Tree view

ESSE.SEVIL Hesperia Sevilla			Reservat.:		13194700
Id	EV00005470	Version	1	<input checked="" type="checkbox"/>	Active

	Reserv.	Descrip.	Code	Occ	Arrival	S. ...	Departure	En...	Status	Quantity	Rate	Contract	Amount	Total Pric	Currency
▼ ESSE.SEVIL-Hesperia S															
▼ Wednesday 30.03															
▼ Rooms										1					
▼ CONVENT	6001532	ES-212:...	EV00...		30.03.2016	15:00	01.04.2016	12:00	Confir...		LGR...				EUR
▼ Break										24					
▼ St										24					
• 13459357		Standar...	EV00...	2AD	30.03.2016	15:00	01.04.2016	12:00	Confir...		LGR...				EUR
• 13459358		Standar...	EV00...	2AD	30.03.2016	15:00	01.04.2016	12:00	Confir...		LGR...				EUR
• 13459359		Standar...	EV00...	2AD	30.03.2016	15:00	01.04.2016	12:00	Confir...		LGR...				EUR
• 13459435		Standar...	EV00...	3AD	30.03.2016	15:00	01.04.2016	12:00	Confir...		LGR...				EUR
• 13459436		Standar...	EV00...	3AD	30.03.2016	15:00	01.04.2016	12:00	Confir...		LGR...				EUR
▼ Meetings										1					
• EV000054	13194700	SERIES ...	EV00...		30.03.2016	9:00	01.04.2016	23:00	Confir...		BGR...				EUR
▼ Thursday 31.03.20															
▼ Rooms										1					
▼ CONVENT	6001532	ES-212:...	EV00...		30.03.2016	15:00	01.04.2016	12:00	Confir...		LGR...				EUR
▼ Break										24					

6001532 = Convention Group Reservation Number
 EV00005470 = Event Code
 131294700 = Event Reservation Code
 13459357 = Individual reservation (reservation in breakdown)
 13459358 = Individual reservation (reservation in breakdown)
 13459359 = Individual reservation (reservation in breakdown)

Both open the Event reservation

MINOR
HOTELS

Proforma


ANANTARA
HOTELS • RESORTS • SPAS

AVANI
Hotels & Resorts


elewana
— COLLECTION —

 OAKS
HOTELS • RESORTS • SUITES

NH
HOTELS


NH COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

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

Reservation 16437689 Status Confirmed Arrival 30.12.2017
 Main Client HANS JUERGEN KAE STL-0006077701 Voucher
 Event KAE STL WORLD / SILVESTER 2017/18

FOLIOS: F1 4.860,00 EUR HANS JUERGEN KAE STL-0006077701 F2 0,00 EUR HANS JUERGEN KAE STL-0006077701
 (tax incl.) F3 0,00 EUR HANS JUERGEN KAE STL-0006077701 F4 0,00 EUR HANS JUERGEN KAE STL-0006077701

Arrangement code

Stat...	Invoice nu	Revenue date	Folio	Concept ID	Description	Quanti...	Price	Disc.(net)	Amount	Tax incl.	Service date
		30.12.2017	1	FRNT	Nhube Restaurant	1	0,00	0,00	0,00	✓	30.12.2017
		30.12.2017	1	GASTROEV	Tourbuffet	130	0,00	0,00	0,00	✓	30.12.2017
		30.12.2017	1	SETUP	RESTAURANT	1	0,00	0,00	0,00	✓	30.12.2017
		31.12.2017	1	AUDV	Entertainment live muziek	1	2.000,0...	0,00	2.000,0...	✓	31.12.2017
		31.12.2017	1	FRNT	Nhube Restaurant	1	0,00	0,00	0,00	✓	31.12.2017
		31.12.2017	1	GASTROEV	Dinner buffet	130	10,00	0,00	1.300,0...	✓	31.12.2017
		31.12.2017	1	GASTROEV	Cava (glas)	130	7,00	0,00	910,00	✓	31.12.2017
		31.12.2017	1	GASTROEV	Warm snacks						
		31.12.2017	1	SETUP	RESTAURANT						

NLZH.DHAAG. Events data

Revenue detail Event revenue Function Diary

NLZH.DHAAG NH Den Haag ****

Reservat.: 16437689

Client:

Id EV00024577 Version 1 ☒ Active
 Start 30.12.2017 19:00 ☒ Pending Budget
 End 02.01.2018 00:00 ☒ Pending Contract
 Voucher ☒ Pending BEO

Use the folio screen (F9) from the Event reservation to create a proforma for meeting only (no Convention Group included)

Proforma

The screenshot displays the Proforma software interface. At the top, a navigation bar includes tabs for 'Folio 1', 'Folio 2', 'Folio 3', and 'Folio 4', along with options for 'All folios', 'Current date', and 'Charges until today'. A toolbar with various icons is also present.

On the left side, a 'Reservation' form is visible. It includes fields for 'Main Client' (HANS JU) and 'Event' (ESTL). Below these, there are 'FOLIOS' (F1, F3) and a '(tax incl.)' section. A red arrow points to the 'Reservation' tab, and another red arrow points to the 'Event' field.

The main area of the interface is a 'Folios header' window. It contains a table with columns: 'R...', 'Folio', 'Payment method', 'Pay...', 'Tax incl.', 'Responsible Folio', 'Format identif.', 'Holder', 'Name', and 'Brand'. The table lists four folios, all with 'Credit' as the payment method and 'Main Guest' as the responsible folio. The 'Format identif.' column shows 'IND' for all folios. A red box highlights the 'Format identif.' column, and a red arrow points to the 'Folio 2' section below the table.

Below the 'Folios header' window, there are four sections labeled 'Folio 1', 'Folio 2', 'Folio 3', and 'Folio 4'. Each section contains a large empty box for notes or additional information. A red arrow points to the 'Folio 2' section.

At the bottom of the interface, there is a table with columns: 'Stat...', 'Invoice nu', 'Revenue date', 'Folio', 'Description', 'Price', 'Tax', 'Total', 'Status', and 'Date'. The table lists several items, including 'GASTROEV Dinner buffet', 'GASTROEV Cava (glas)', 'GASTROEV Warm snacks', and 'SETUP RESTAURANT'. The 'Status' column shows '00' for all items, and the 'Date' column shows '31.12.2017'.

Select the invoice layout.

Depend on the country there are different formats.

Proforma

The screenshot shows the top toolbar of the software. The 'Create Proforma' button, represented by a printer icon with a document, is highlighted with a red box. A red arrow points to this button. The interface also shows a menu bar with options like 'Folio 1', 'Folio 2', 'Folio 3', 'Folio 4', 'All folios', 'Current date', 'Charges until today', and 'Cancelled Revenue'. Below the toolbar, there is a form for reservation details, including 'Reservation' (16437689), 'Status' (Confirmed), 'Arrival' (30.12.2017), 'Main Client' (HANS JUERGEN KAESTL-0006077701), and 'Event' (KAESTL WORLD / SILVESTER 2017/18). A table below the form shows folio charges for F1, F2, F3, and F4. At the bottom, there is a table with columns for 'Stat...', 'Invoice nu', 'Revenue date', 'Folio', 'Concept ID', 'Description', 'Quanti...', 'Price', 'Disc.(net)', 'Amount', 'Tax incl.', and 'Service date'. The table contains several rows of data for different dates and concepts. A dialog box titled 'Printing - View proforma invoices' is open in the bottom right corner, showing options for 'Billing' (Display proforma, Print proforma, Display and print, Print with printer selection).

NH Den Haag

PRINSES MARGRIETPLANTSOEN 100
2595 BR DEN HAAG
Netherlands
Tel: +31 (0) 703812303 Fax: +31 (0) 703812303
nhdenhaag@nh-hotels.com

Fiscal data

Customer num: 6077701
Reservation: 0016437689
Program: 60777010000 BLUE

Postal data

PROFORMA BILL

0 30.12.2017 02.01.2018 1/1

30.12.2017	1	Nhube Restaurant	0,00
30.12.2017	1	RESTAURANT	0,00
30.12.2017	130	Tourbuffet	0,00
31.12.2017	130	Cava (glas)	910,00
31.12.2017	130	Dinner buffet	1.300,00
31.12.2017	1	Entertainment live muziek	2.000,00
31.12.2017	1	Nhube Restaurant	0,00
31.12.2017	1	RESTAURANT	0,00
31.12.2017	130	Warm snacks	650,00

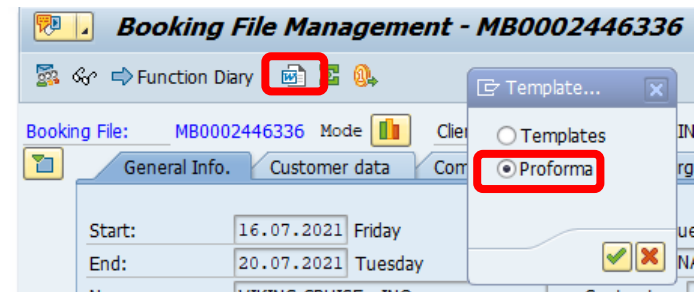
	Perc	Net	VAT	Total	
F&B	6,00%	2.698,11	161,89	2.860,00	
OTHER	21,00%	1.652,89	347,11	2.000,00	
TOTAL		4.351,00	509,00	4.860,00	EUR

When sending the proforma for the meeting only reservation, please mention in the guided email to the client:

- The (multiple) due date(s) for requested deposits (pre-payments)
- The bank details of the NH Hotel Group, these are not shown on the lay-out of the proforma

Proforma

You can get it from the transaction or from the MB, event and groups



You have all these options to generate the proforma as a template.

Meetings: Proforma

Reserv / Event / B.File

☒ Creation for B.File-All reserv

☐ Creation for Event+Conv/Group

☐ Creation for Event

☐ Creation for Convention/Groups

Hotel

Hierarchy Visualization Hotels

Hotel

Hierarchy Hotel Selection

Reservation Filter

Booking File ID

MB0002446336

to

Event

to

Reservation

to

0

Start date Booking File

to

Print Parameters

Template

PROFOR_NH

Printing format

PRF-IND

Language

IT

☒ Billing Remarks

☐ Remarks(250 char)

☐ Hide Tax Total Summary



Title	Tags	Area
Proforma M&E Quick Guide	Meetings, M&E	> RESERVATION > MANUAL & GI
KP-Proforma Template (Services & Payments Summary) for TMS4H English	M&E, video, proforma	> RESERVATION > MANUAL & GI
KP-Proforma Template (Services & Payments Summary) for TMS4H Italian	M&E, video, proforma	> RESERVATION > MANUAL & GI
KP-Proforma Template (Services & Payments Summary) for TMS4H Spanish	M&E, video, proforma	> RESERVATION > MANUAL & GI
KP-Proforma Template (Services & Payments Summary) for TMS4H Portuguese	M&E, video, proforma	> RESERVATION > MANUAL & GI
KP-Proforma Template (Services & Payments Summary) for TMS4H French	M&E, video, proforma	> RESERVATION > MANUAL & GI
KP-Proforma Template (Services & Payments Summary) for TMS4H Dutch	M&E, video, proforma	> RESERVATION > MANUAL & GI
KP-Proforma Template (Services & Payments Summary) for TMS4H German	M&E, video, proforma	> RESERVATION > MANUAL & GI

MINOR
HOTELS

Search and management an event


ANANTARA
HOTELS • RESORTS • SPAS

AVANI
Hotels & Resorts


elewana
— COLLECTION —

 OAKS
HOTELS • RESORTS • SUITES

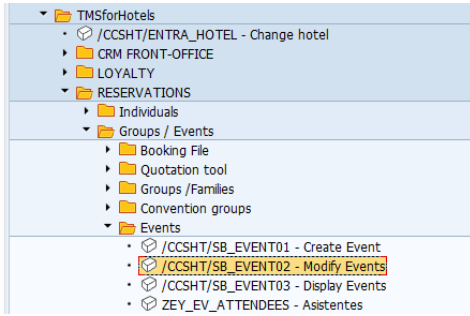

HOTELS


NH COLLECTION
HOTELS

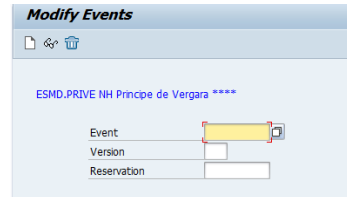
nhow
HOTELS

TIVOLI
HOTELS & RESORTS

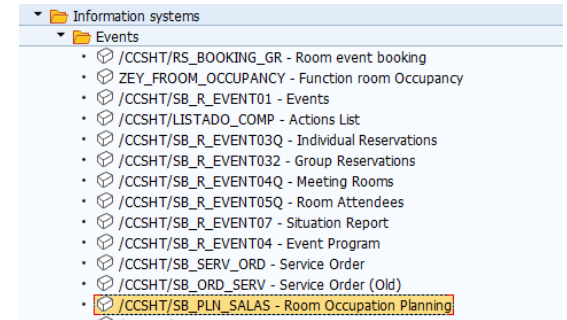
Search and management an event



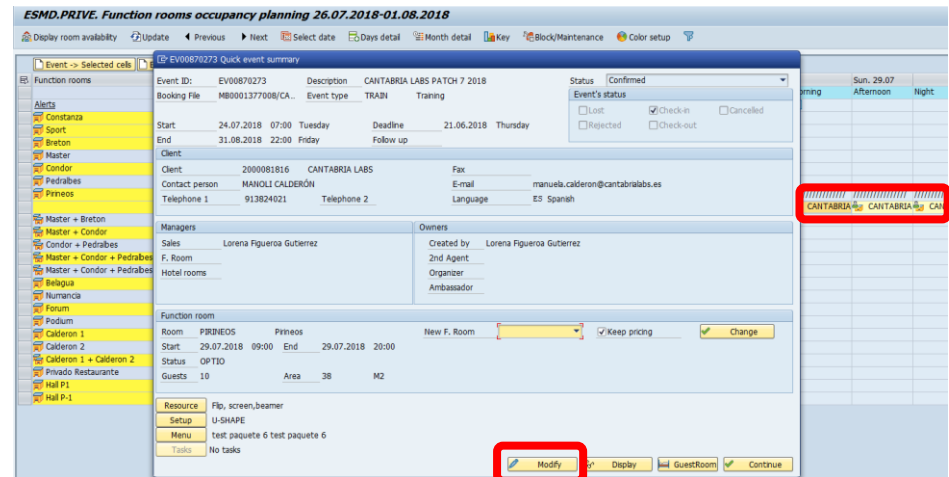
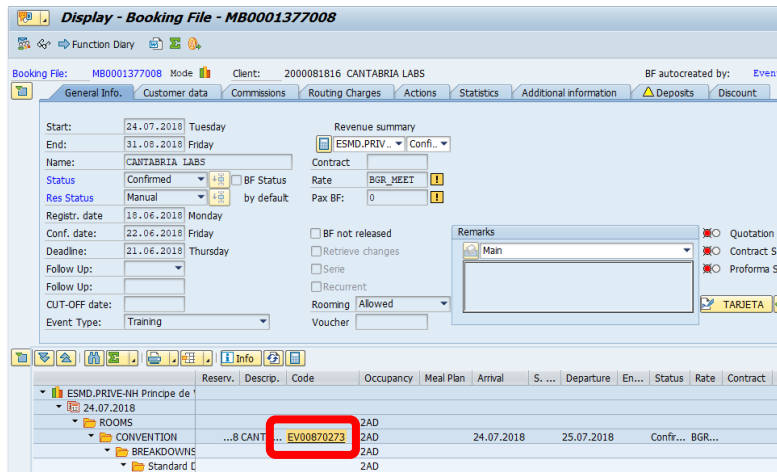
General menu



Planning



Booking file



General information

Tabs with details

MINOR
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Tablet view tab in an event


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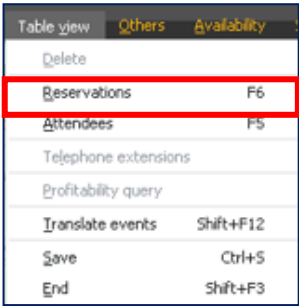
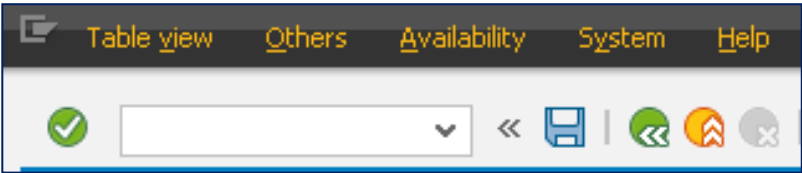
nh
HOTELS


nh COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

Tablet view



To see the information about the rooms connected to the event.

Also possible to enter the rooms reservations from here to start modifying

Hotel Reservations

ESZZ.SPORT NH Sport ***

Id EV00003277 Version 1

Status Confirmed

Start date 15.11.2015 Start time 09:00

End date 16.11.2015 End time 16:07

View guest rooms:

☒ Indiv. ☒ Groups ☒ Conf.

	Res.type	Reservation	PMS status	Status	No ...	Group	Name/Group descri	Groo...	Guests	Arrival	Departure	Room T...	Meal plan
<input type="checkbox"/>	Confe...	151562	Confirmed		<input type="checkbox"/>	151562	TEST MULTIHOTEL 2		3	15.11.2015	16.11.2015		
<input type="checkbox"/>	line	151563	Confirmed		<input type="checkbox"/>	151562	TEST MULTIHOTEL 1		1	15.11.2015	16.11.2015	STDBL	
<input type="checkbox"/>	line	151594	Confirmed		<input type="checkbox"/>	151562	TEST MULTIHOTEL 1		2	15.11.2015	16.11.2015	STDBL	
<input type="checkbox"/>	Indiv...	151595	Confirmed		<input type="checkbox"/>	151562	TEST MULTIHOTEL 1		1	15.11.2015	16.11.2015	STDBL	
<input type="checkbox"/>	Indiv...	151596	Confirmed		<input type="checkbox"/>	151562	TEST MULTIHOTEL 1		2	15.11.2015	16.11.2015	STDBL	

Number rooms pending to breakdown

Number of Rooms pending to breakdown by room type & number of pax

Number of Rooms in breakdown per room type and number of pax

Add rooms to the existing event

Indiv. 2 Conf. 2 Groom 4 Conf. 4

Group/Conf 1 Conf. 1 Gue 6 Conf. 6

Select or deselect the type of reservations you would like to see in the overview.

Tablet view

NLZ.HDHAAG. Create Conv. Group Res. - WM - 1077689

NLZ.HDHAAG NH Den Haag *****

Reserv. 0

Client 40523937

Id EV00010935

Status Confirmed

Arrival date: 20.06.2016

Departure date: 20.06.2016 Monday

Group Name: WM - 1077689

Registration date: 20.05.2016

E-Mail: NO E-MAIL

CUT-OFF date:

Contract: 0

Rate:

Allotment:

Manual price

Voucher:

Reservat. method

Rooming

Cost code:

Meal Plan

Day	Date	TOTAL	JSTDBL	JSTDBLK	JSTDBLT	STDDBL	STDDBLK	STDDBLQ	STDDBLT	STDDBV	STDD
Monday	20.06.2016										

Pending

When selecting the button 'Conf', a new Convention Group can be created. This option is very useful to add a 'room block' to a 'meeting only' Event

Indiv. Group Conf.

MINOR HOTELS

ANANTARA HOTELS & RESORTS - SPA

AVANI Hotels & Resorts

OAKS HOTELS & RESORTS - SPA

NH HOTELS

NH COLLECTION HOTELS

nhow HOTELS

TIVOLI HOTELS & RESORTS

Tablet view

Table viewOthersAvailabilitySystemHelp

✓

«

Table viewOthersAvailability

Delete

ReservationsF6

AttendeesF5

Telephone extensions

Profitability query

Translate eventsShift+F12

SaveCtrl+S

EndShift+F3

ESZZ.CIUZA NH Ciudad de Zaragoza ***

IdEV0000005...Version2

Start date15.12.2015Start time09:00

End date16.12.2015End time12:28

Eve...	Name	Telephone 1	Telephone 2	Fax Number	E-Mail Address	Remarks
1	Ivan					
2	Mila					
4	Lisette					
5	Susan					
6	Mario					
3	Muria					
7	Alicia					

To include the attendees and their data. This is not the distribution list.

Indiv.

Group

Conf.

MINOR
HOTELS

“Others” tab in an event


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AVANI
Hotels & Resorts


elewana
— COLLECTION —

 OAKS
HOTELS • RESORTS • SUITES

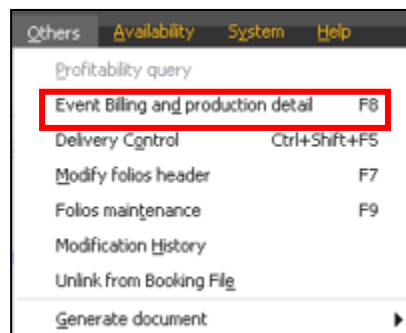
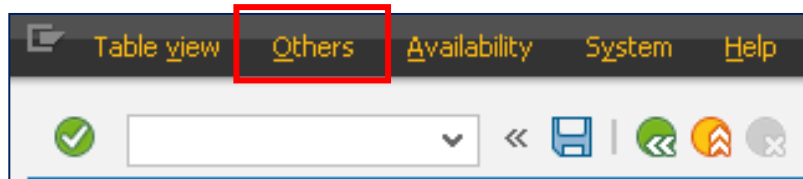

HOTELS


NH COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

Others



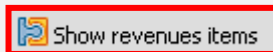
Event EV00006174. 13196326

StatusConfirmed

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	CRS %	Σ	CRS bas.	Σ CRS am	Serv.date
13196326	Events	2	1	FRNT	Murillo+Terraza+Hall	14.05.2016	1						EUR											14.05.2016
13196326	Events	2	1	SETUP	BUFFET	14.05.2016	1																	14.05.2016
13196326	Events	2	1	GASTROEV	Finger Buffet 0	14.05.2016	50		1.454,50	130,91		1.439,96			DIS	10,00		1.454,50	145,45			1.454,50		14.05.2016
13196326	Events	2	1	GASTROEV	Wedding Menu 5	14.05.2016	12		240,00	21,60		237,60			DIS	10,00		240,00	24,00			240,00		14.05.2016
							■	1.694,50	■	152,51	■	1.677,56	EUR				■	1.694,50	■	169,45	■	1.694,50		
							■	1.694,50	■	152,51	■	1.677,56					■	1.694,50	■	169,45	■	1.694,50		

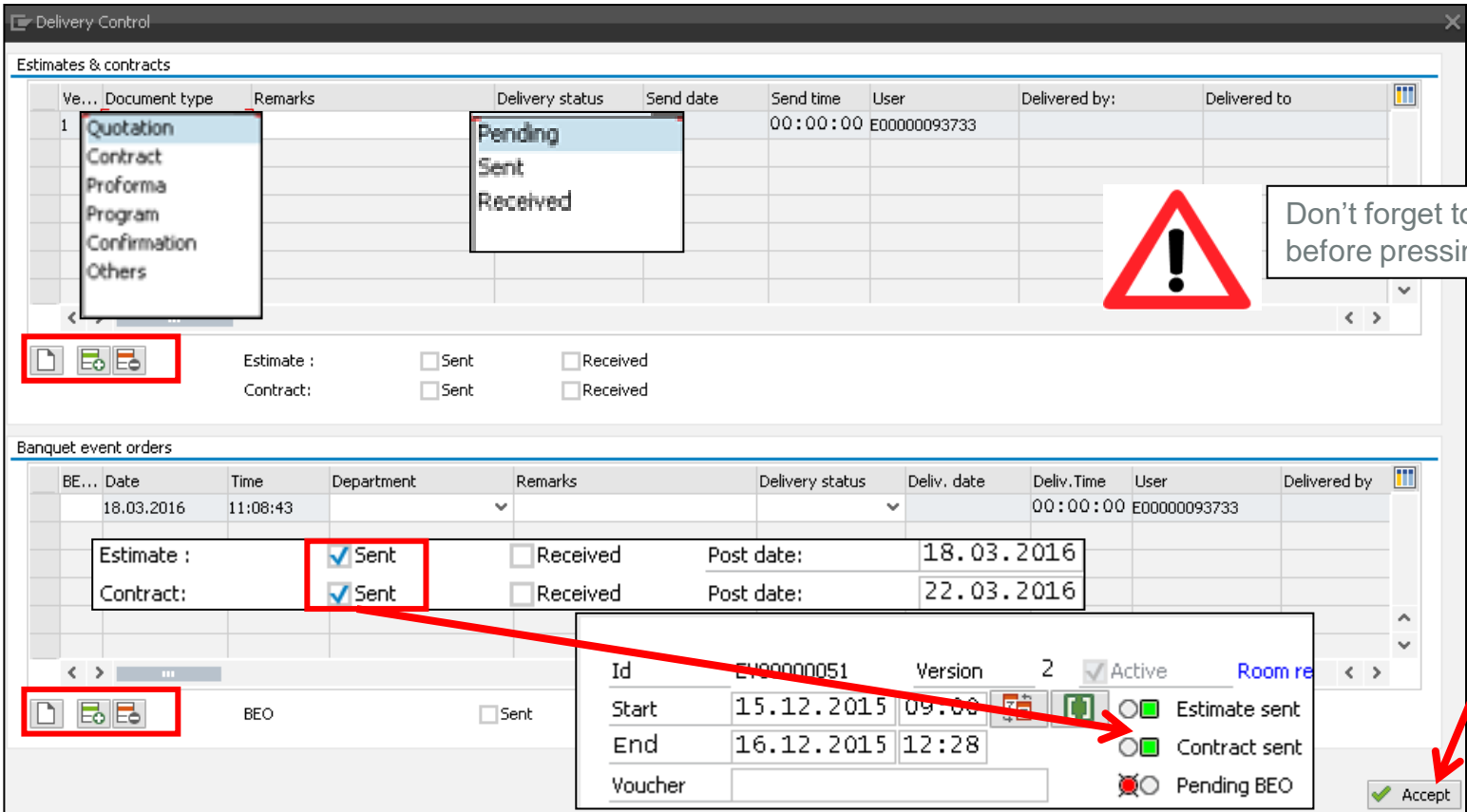
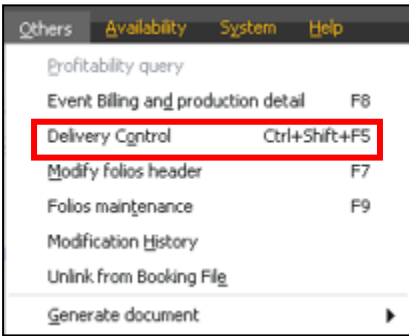
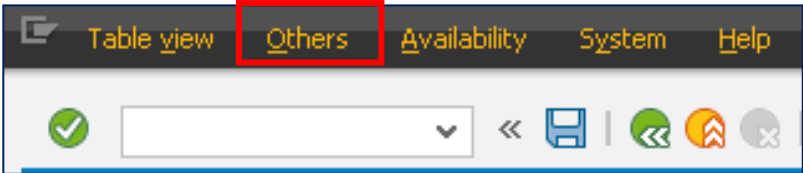
Event EV00006174. 13196326

StatusConfirmed

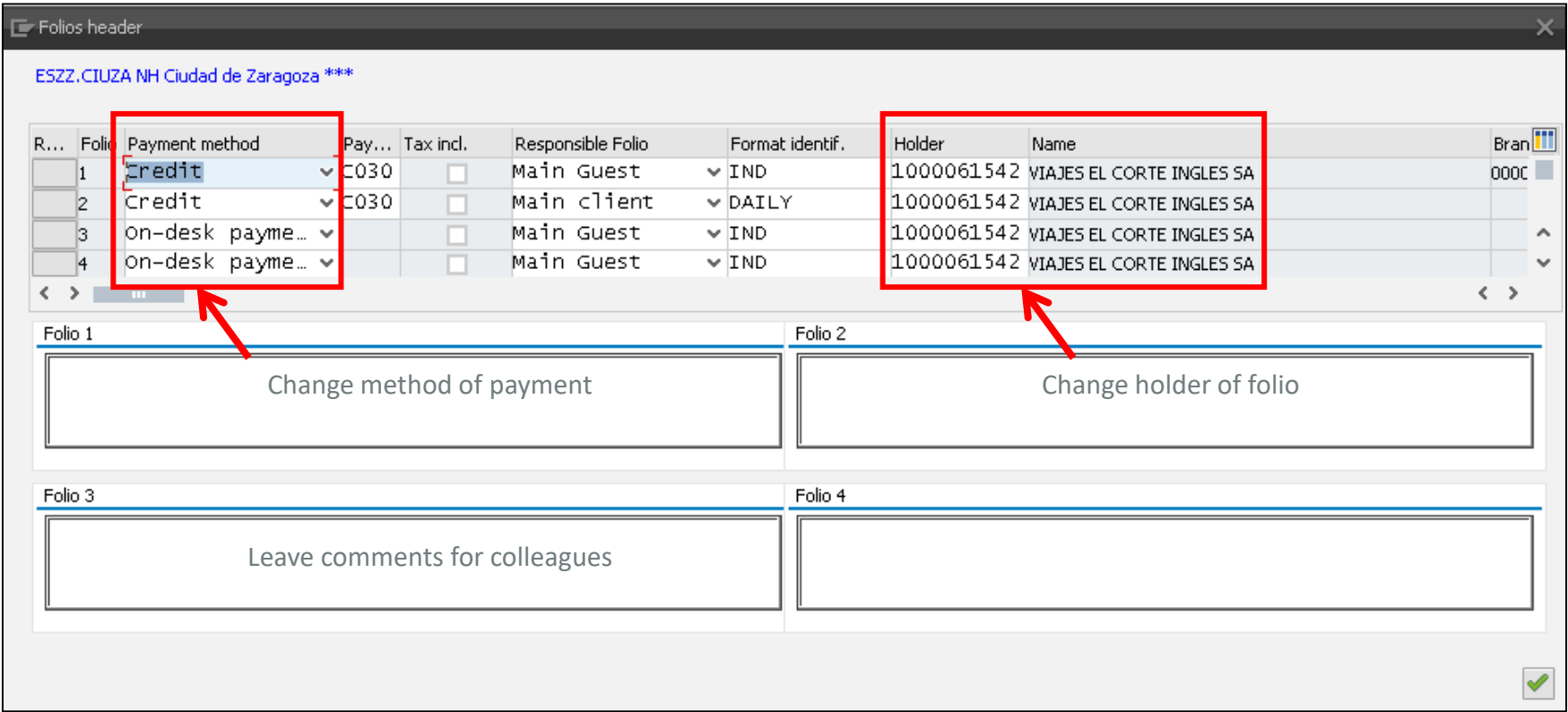
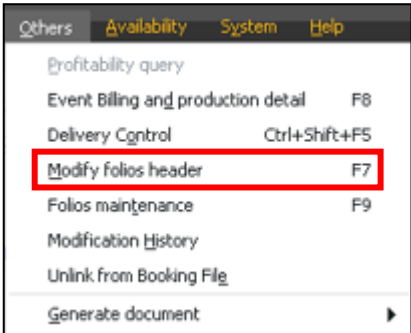
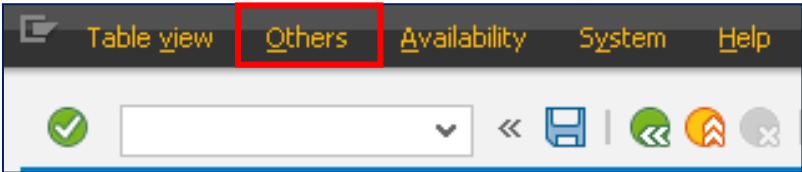


Charge loc	Reserv. ty	Type	Folio	Room order	Concept	Concept description	Revenue da	Amount	Σ Revenue am	Σ Amount	Σ Tax amount	Σ Total item	Cur	I D/C	% Com	Σ Commission	Rev. commi	Σ Commission	CRS %	Σ CRS
13196326	Events	Bill	2	1	FRNT	Murillo+Terraza+Hall	14.05.2016	1					EUR							
13196326	Events	Rev.	2		FRNT		14.05.2016	1												
13196326	Events	Bill	2	1	SETUP	BUFFET	14.05.2016	1												
13196326	Events	Rev.	2		SETUP		14.05.2016	1												
13196326	Events	Bill	2	1	GASTROEV	Finger Buffet 0	14.05.2016	50		1.454,50	130,91	1.439,96		DIS	10,00	1.454,50				1.45
13196326	Events	Rev.	2		MENF		14.05.2016	50	1.454,50					DIS	10,00		145,45	145,45		
13196326	Events	Bill	2	1	GASTROEV	Wedding Menu 5	14.05.2016	12		240,00	21,60	237,60		DIS	10,00	240,00				24
13196326	Events	Rev.	2		WEDF		14.05.2016	12	192,00					DIS	10,00		19,20	19,20		
13196326	Events	Rev.	2		WEDB		14.05.2016	12	48,00					DIS	10,00		4,80	4,80		
													EUR			1.694,50		169,45		1.69
													EUR			1.694,50		169,45		1.69

Others



Others



Others

Table view Others Availability System Help

✓

<<

💾

<<

⬆

✕

Others Availability System Help

Profitability query

Event Billing and production detail F8

Delivery Control Ctrl+Shift+F5

Modify folios header F7

Folios maintenance F9

Modification History

Unlink from Booking File

Generate document ▶



ESSE.CECON. Modify items of all folios

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

Cancelled Revenue

Reservation 13195435 Status Confirmed

Main Client VIAJES EL CORTE INGLES SA-100006154

Event BOOTS LABORATORIES CORTE INGLES

Arrival 30.03.2016

Voucher

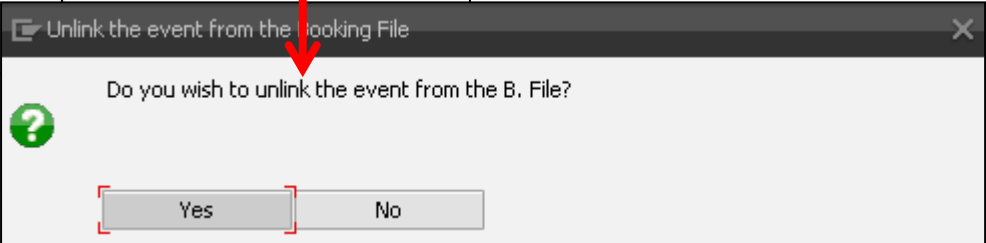
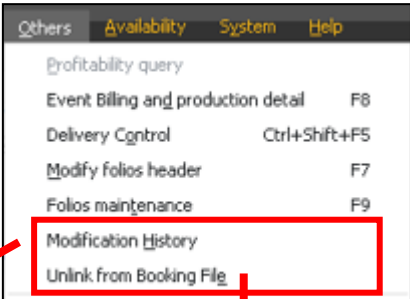
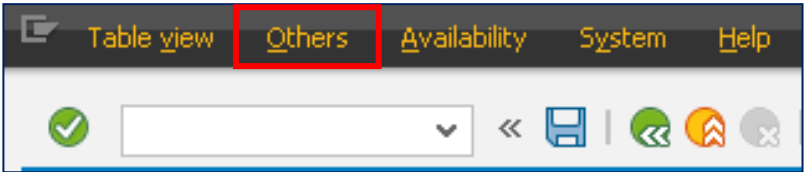
FOLIOS: F1 0,00 EUR Main Guest F2 1.398,10 EUR VIAJES EL CORTE INGLES SA-1000061542

(tax incl.) F3 0,00 EUR Main Guest F4 0,00 EUR Main Guest

Arrangement code

Status	Revenue date	Folio	Source Room	Concept ID	Description	Quantity	Price	Disc. (net)	Amount	Tax incl.	Service date	Discount %	% Main client
🟢	30.03.2016	2		AUDV	2200 lumenes Proyector L...	1	100,00	0,00	100,00	<input type="checkbox"/>	30.03.2016	0,00	0,00
🟢	30.03.2016	2		AUDV	Megafonia, 4 altavoces, ...	1	120,00	0,00	120,00	<input type="checkbox"/>	30.03.2016	0,00	0,00
🟢	30.03.2016	2		AUDV	Pantalla Bastidor 1,80x2,40	1	15,00	0,00	15,00	<input type="checkbox"/>	30.03.2016	0,00	0,00
🟢	30.03.2016	2		GASTR...	Menú Boots	45	25,00	112,50	1.012,50	<input type="checkbox"/>	30.03.2016	10,00	0,00
🟢	30.03.2016	2		SETUP	Cabaret	1	0,00	0,00	0,00	<input type="checkbox"/>	30.03.2016	0,00	0,00

Amount Billed	Credit no tax.	Credit with tax	Cash no tax.	Cash with tax	Total no tax.	Total with tax	Remarks
Amount Pending	0,00	0,00	0,00	0,00	0,00	0,00	Att recepción: A crédito. Comisi
	1.247,50	1.398,10	0,00	0,00	1.247,50	1.398,10	



Change Documents for Object Class /CCSHT/CR_BFILE

Change Documents

Object value	Doc. no.	User	First name	Last name	Department	Date	Time	Transaction	Table Name	Short Text	Table Key
MB0000028448	134058118	XINDRA000013	XAVIER	PARRADO		12.06.2015	12:49:36	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	143460849	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	07.07.2015	09:26:08	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	143460849	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	07.07.2015	09:26:08	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	146751223	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	15.07.2015	17:23:55	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	146751223	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	15.07.2015	17:23:55	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	161288323	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	28.08.2015	13:00:37	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	161288323	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	28.08.2015	13:00:37	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	210839005	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	13.01.2016	09:10:52	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	210839005	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	13.01.2016	09:10:52	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	212876869	E00000022126	MARIO	SAMANIEGO NAVARRO		19.01.2016	12:12:36	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	218906316	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	05.02.2016	12:38:25	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	218906316	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	05.02.2016	12:38:25	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	223924525	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	19.02.2016	11:10:23	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	223924525	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	19.02.2016	11:10:23	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	232437305	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	11.03.2016	10:18:45	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	232437305	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	11.03.2016	10:18:45	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448

Others

The screenshot displays the 'Templates Manage' application window. The top menu bar includes 'Table view', 'Others' (highlighted with a red box), 'Availability', 'System', and 'Help'. Below the menu, there is a toolbar with a checkmark, a dropdown menu, and several icons. The main area is divided into two sections: 'Template selection' and 'Additional info.'.

Template selection:

- Type of template: 04 (dropdown menu)
- Template: [Empty text box with a red border]
- Booking File: MB0000028448
- VECI - CON

Additional info.:

- Main Client: RTE INGLES SA
- Receiver: [Empty text box]
- Delivered by: [Empty text box]
- Remarks: [Empty text box]
- Language: ES

The 'Others' menu is open, showing the following options:

- Profitability query
- Event Billing and production detail F8
- Delivery Control Ctrl+Shift+F5
- Modify folios header F7
- Folios maintenance F9
- Modification History
- Unlink from Booking File
- Generate document** (highlighted with a red box)

A red box highlights the 'Generate document' option in the 'Others' menu.

Blocks:

Block	Title	Description	Document
Cancellation Text			
F&B Text			
Footer Text			
Header Text			
Legal Text			
Main Text			
Meeting Text (Event)			
Other Services Text			
Payment Text			
Room Text (Accommodati...			
Special Conditions Text			

When selected the type of template, press ENTER to activate the template

Generate documents

The Templates Management functionality is directly accessed

Others

You can click over the icon, and you can edit whatever you need in the template.

Template selection

Type of template

Quotation

Template

NH (Q)

NH (Quotation)

Booking File

MB0000028448

VECI - CON

Main Client

1000061542

VIAJES EL CORTE INGLES SA

Receiver

VECI - CONG HIDROGENO 12-

Delivered by:

Remarks

Language

ES

Blocks

Additional info.

Block	Title	Description	Document
Cancellation Text			
F&B Text			
Footer Text	FOOTSP	Footer Text Contract (Spain)	
Header Text			
Legal Text	LEGASP	Legal Text Contract (Spain)	
Main Text	NHQUOT	Main Text Quotation (NH)	
Meeting Text (Event)			
Other Servcies Text			
Payment Text			
Room Text (Accomodati...			
Special Conditions Text			

Footer Text FOOTSP

File

HOME

INSERT

DESIGN

PAGE LAYOUT

REFERENCES

MAILINGS

REVIEW

VIEW

Courier New

12

B

I

U

abc

x

x²

A

Aa

A

A

Clipboard

Font

Paragraph

Styles

Editing

Rogamos nos remitan este contrato firmado y sellado antes del
@XFECHA_ACC@ por fax @XFAX@ o correo electrónico
@comercial_e_mail@ como aceptación de las condiciones
anteriormente indicadas.
Firmado: Firmado:

MINOR
HOTELS

ANANTARA
HOTELS & RESORTS - SPAS

AVANI
Hotels & Resorts

elwana
COLLECTION

DAKS
HOTELS & RESORTS - SUITES

NH
HOTELS

NH COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

Others

Additional info:

There are several options clicked by default and other options unclicked.

System Help

Template selection

Type of template	<input type="text" value="Quotation"/>	Main Client	<input type="text" value="0000001000"/> DIRECT GUEST
Template	<input type="text" value="NH (Q)"/> NH (Quotation)	Receiver	<input type="text" value="DIRECT GUEST ***DO NOT MODIFY***"/>
Booking File	<input type="text" value="MB0000415251"/> TEST JIRA QUOTATION	Delivered by:	<input type="text" value="S&T Business Transformation"/>
		Remarks	<input type="text"/>
		Language	<input type="text" value="ES"/>

Blocks **Additional info.**

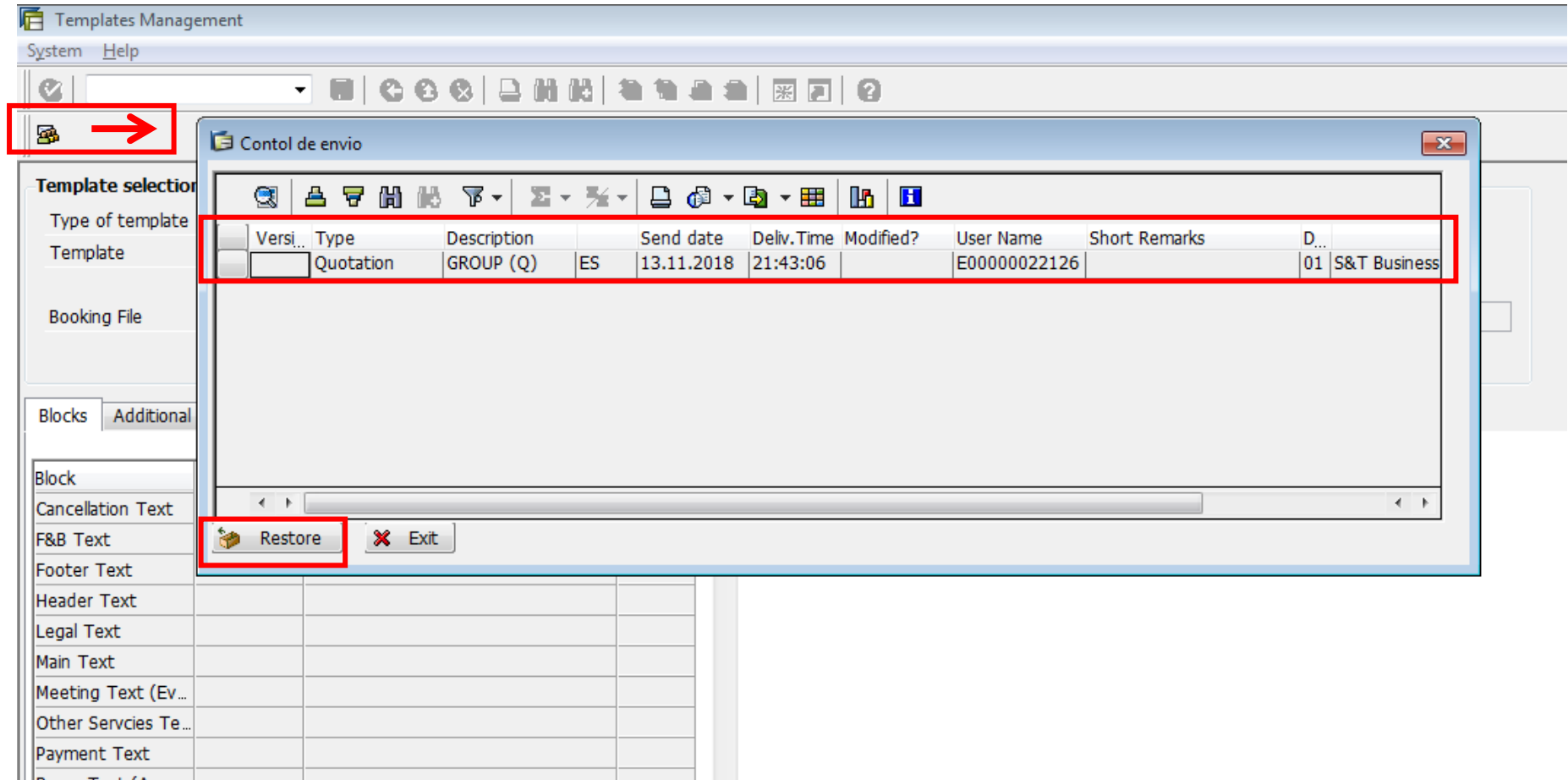
Activo	Información adicional
<input type="checkbox"/>	Broken down menu
<input type="checkbox"/>	Print discount per amount
<input checked="" type="checkbox"/>	Show Event Package detail
<input type="checkbox"/>	Show Event Package detail prices
<input type="checkbox"/>	No show detail event
<input checked="" type="checkbox"/>	No show info and image function room
<input checked="" type="checkbox"/>	Do not display function rooms' names
<input type="checkbox"/>	No show Tax
<input type="checkbox"/>	Print only pending deposits
<input type="checkbox"/>	Show Deducted commission



Others

Once you have created one template and save the event/BF.

An icon is activated, and you can use the other version of the templates which you have already used.



MINOR
HOTELS

Availability tab in an event


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AVANI
Hotels & Resorts


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— COLLECTION —

 OAKS
HOTELS • RESORTS • SUITES

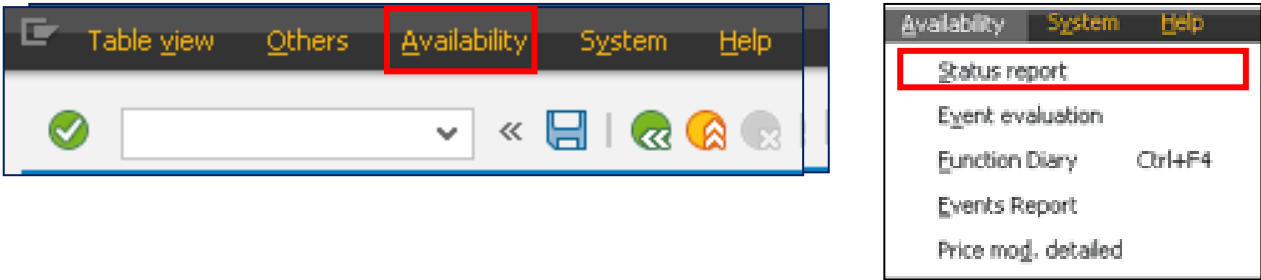

HOTELS


NH COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

Availability



Summary of event type, main customer, creation date, deadline and when last event modifications are done

Event -> Situation Report

Usuario : E00000093733

Hotel	Event code	Description	Version	Event	Follow Up	Sales rep	Main Customer	Creation date	Deadline	Last chang
ESSE.CECON	EV000005750	BOOTS LABORATORIES CORTE INGLES	1	TRAIN			1000061542	21.01.2016		17.03.2016

Availability

Table viewOthersAvailabilitySystemHelp

✓

⏪

💾

⏮

⏭

✕

AvailabilitySystemHelp

Event evaluation

Function Diary

Events Report


Price mod., detailed

Function Diary

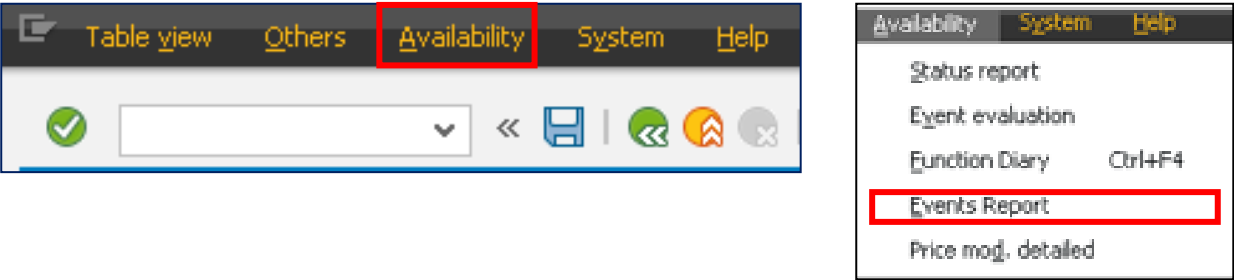
Ctrl+F4

Shortcut to planning

Shows the value of the event , including the rooms. Here you also find a clear overview of informed commissions/discount

Event valuation			
			
NH HOTELES ESPAÑA, S.A. MADRID	ESSE.CECON NH Collection Sevilla ***** COLLECTION Event valuation	Time 13:15:01 SB_R_EVENT03_2/E00000093733	Date 18.03.2016 Page 1
Event: : EV00005750			
Event: EV00005750			
Description: BOOTS LABORATORIES CORTE Version: 001 Active: X			
Date: 21.01.16			
Code: 1000061542 Client: VIAJES EL CORTE INGLES SA			
Sales rep:			
Discounts / Commissions: 0,00		CRS: 0,00	EUR
SUBTOTAL:		400,00	EUR
TOTAL:		400,00	EUR

Availability



The report will show the revenue per function room, including the booked services

Events Report

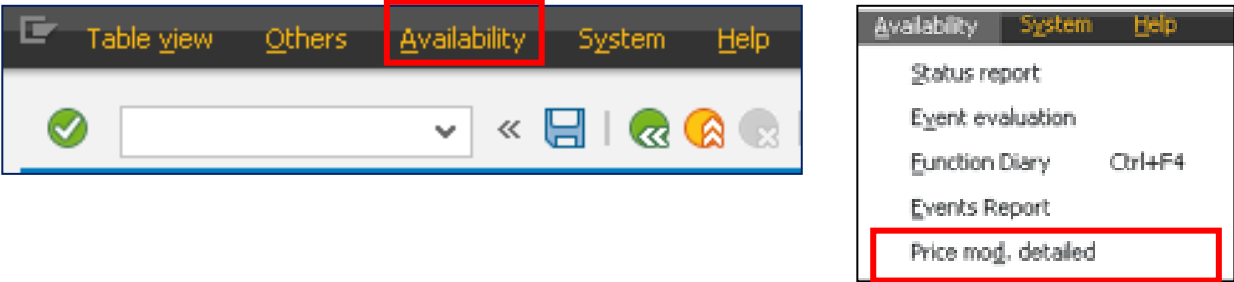
ESSE.CECON NH Collection Sevilla **** COLLECTION

Usuario : E00000093733

Fecha Hotel : 18. March 2016 - 13:36:05

Event ID	Version	Description	Event	Event type	F	Main Customer	Customer Name	Room order	Rooms	Room Desc.	Creation date	D...	Status	Status des	Status	
EV00005750	1	BOOTS LABORATORIES CORTE INGLES	TRAIN	Training		1000061542	VIAJES EL CORTE INGLES SA	1	LA PERDIZ	LA PERDIZ	21.01.2016		CONF	Confirmed	Pending	
Element type																
EV00005750											LA PERDIZ					
EV00005750																

Availability



To see what the original rate is of the service/room (Rate) and for which price the service/room is offered (Revenue) This report can be used as an “audit”

Price modification detailed report

ESSE.CECON NH Collection Sevilla **** COLLECTION

User E00000093733
Hotel date 18.03.16 / 13:43

Event code	V...	A	Description	Rooms	Component	Revenue	Rate	Active ver
EV00005750	1	X	BOOTS LABORATORIES CORTE INGLES	LA PERDIZ		0,00	400,00	0,00
					168	1.125,00	1.125,00	0,00
					220LCD	100,00	150,00	0,00
					CABAR	0,00	0,00	0,00
					F51824	15,00	40,00	0,00
					P5452M	120,00	162,00	0,00
					TOTAL	1.360,00	1.877,00	0,00

MINOR
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Shortcuts in an event


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HOTELS

nhow
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Shortcuts

ESMD.NACIO. Events data

ESMD.NACIO NH Nacional **** Reservat.: 107242759 Client: 1100038368 VIATRIS

Amounts Curr. European Euro

Id EV02185890 Version 1 Active

Start 11.11.2022 11:19 Pending Budget

End 13.11.2022 11:29 Pending Contract

Voucher Pending BEO

Description VIATRIS

Event type MEETS Meetings

Status Confirmed

Follow Up LOW

Deadline 06.11.2022

Follow up d 24.09.2022

Event's status

☐ Lost ☐ Check in

☐ Rejected ☐ Check out

☐ Cancelled

Managers

Sales 0000001747 Macarena Izard Ruiberriz De Torres

Venue Rep

Hotel rooms

Lim.bill.day 7 Day 20.11.2022

Remarks

Main *

TICKET 801505

VIATRIS DUBLIN

ANUNCIO: Gastroenterology Advisory

PAX CONTACTO: Amelie Fassbender

Credit card details

If status is blocked, you have to change it at MB level

Different Remarks options

Remarks

Main *

25 cabal

almuerz

Billing

Chain Remarks

Hotel Remarks

External Remarks for Reservations

Internal Remarks for Reservations

MOTO details of the email sent and dates

Select e-mail

Reserv. 107242759

E-mail test@nh-hotels.com

Language NL

Moto sent on 03-11-2022 at 15:30:15 to m.izard@nh-hotels.com

Moto sent on 09-11-2022 at 13:15:56 to M.IZARD@NH-HOTELS.COM



Room reservations



Attendees



Go to folios



Move Event



Documents delivery



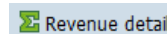
Folios header



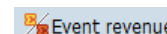
Generate Templates



Adjust dates



Total Billing and production detail



Event Billing and production detail



Service order

MINOR
HOTELS

Header in an event


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HOTELS

TIVOLI
HOTELS & RESORTS

Header

ESMD.NACIO NH Nacional **** Reservat.: 107242759 Client: 1100038368 VIATRIS

Amounts Curr. European Euro

Id	EV02185890	Version	1	<input checked="" type="checkbox"/> Active
Start	11.11.2022	11:19		Pending Budget
End	13.11.2022	11:29		Pending Contract
Voucher				Pending BEO

Description: VIATRIS VIATRIS

Event type: MEETS Meetings

Status: Confirmed

Follow Up: LOW

Deadline: 06.11.2022

Follow up d: 24.09.2022

Tax incl. ☐

Event's status

☐ Lost ☐ Check in

☐ Rejected ☐ Check out

☐ Cancelled

Managers

Sales: 0000001747 Macarena Izard Ruiberriz De Torres

Venue Rep:

Hotel rooms:

Lim.bill.day: 7 Day 20.11.2022

Remarks

Main *

TICKET 801505
VIATRIS DUBLIN
ANUNCIO: Gastroenterology Advisory Board
PAX CONTACTO: Amelle Fassbender



Move the event to another new date, all linked services & hotel rooms will also be adjusted.

DEBE.KUFUR. Events data

Move Event

Start date: 14.03.2019

Room rsrv. within Event dates will be updated in save process

Recalculate prices Keep current Prices Cancel



If the event dates doesn't correspond with the dates in the Booking File, synchronize by clicking on this icon.

NLNH.BARBI. Events data

Revenue detail | Event revenue | Function Diary

NLNH.BARBI NH Collection Ba Reservat.: 112811334 Client: 1018147286 EVENT SUCCESS Amounts Curr. European Euro

Id: EV02364166 Version: 1 ☒ Active

Start: 25.09.2023 08:00 ☒ Pending Budget

End: 29.09.2023 18:00 ☒ Pending Contract

Voucher: ☒ Pending BEO

Event's status: ☐ Lost ☐ Check in ☐ Rejected ☐ Check out ☐ Cancelled

Managers: Sales: Venue Rep: Hotel room:

Description: **EVENT SUCCESS - 1124314** EVENT SUCC

Event type: MEETS Meetings

Status: Confirmed Deadline: Follow Up: LOW ☒ Tax incl. Follow up d: MO

Remarks: Main *
27.06+28.06 Lunch in Bottles and Jars
28.03- no lunch, permanent break

Change of event status on event level (e.g. With a multiple property quotation you will change the status on event level per hotel)
This field will be only active if the status in the Booking File is set on 'manual'

Amounts Curr. European Euro

Description: **VIA TRIS** VIA TRIS

Event type: MEETS Meetings

Status: Confirmed Deadline: 06.11.2022

Follow Up: LOW ☐ Tax incl. Follow up d: 24.09.2022

Remarks: Main *
TICKET 801505
VIA TRIS DUBLIN
ANUNCIO: Gastroenterology Advisory Board
PAX CONTACTO: Amelie Fassbender

Manage credit card in PCI

Cards in PCI

Status	Type	Concealed card	Card	Card holder	Channel identifier	Description	Remarks	Created On	Tim
<input checked="" type="checkbox"/>	NC	*****6359	AMELIE FA...					03.11.2022	19:

Cards in TMS4Pay

Status	Mask/Credit card numb.	Expiry MYY	CVV	Card Reference	Expiry Reg	Register/Unregister	Card holder	Remarks
<input checked="" type="checkbox"/>	553422xxxxx6359			5513430257856359	0483	Unregister	Register/Unregister autom...	Registrada automaticam

You can register the credit card in PCI and request the credit card by MOTO

Header

NLNH.BARBI. Events data

Revenue detail | Event revenue | Function Diary

NLNH.BARBI NH Collection Ba Reservat.: 112811334 Client: 1018147286 EVENT SUCCESS Amounts Curr. European Euro

Id EV02364166 **Version** 1 ☒ Active

Start 25.09.2023 08:00 ☐ Pending Budget

End 29.09.2023 18:00 ☐ Pending Contract

Voucher ☐ Pending BEO

Description EVENT SUCCESS - 1124314 EVENT SUCC

Event type MEETS Meetings

Status Confirmed

Follow Up LOW ☒ Tax incl.

Deadline **Follow up d**

Event's status **Managers** **Remarks**

☐ Lost ☐ Check in Sales

☐ Rejected ☐ Check out Venue Rep

☐ Cancelled Hotel room



 27.06+28.06 Lunch in Bottles and Jars
28.03- no lunch, permanent break




You can check this information in the next report

RESERVATIONS

- Individuals
- Groups / Events
- Mass changes to several reservations
- Information systems
 - Events
 - CCSHT/RS_BOOKING_GR - Room event booking
 - ZEY_FROOM_OCCUPANCY - Function room Occupancy
 - CCSHT/SB_R_EVENT01 - Events
 - CCSHT/LISTADO_COMP - Actions List
 - CCSHT/SB_R_EVENT030Q - Individual Reservations
 - CCSHT/SB_R_EVENT032 - Group Reservations
 - CCSHT/SB_R_EVENT04Q - Meeting Rooms
 - CCSHT/SB_R_EVENT05Q - Room Attendees
 - CCSHT/SB_R_EVENT07 - Situation Report
 - CCSHT/SB_R_EVENT04 - Event Program
 - CCSHT/SB_SERV_ORD - Service Order
 - CCSHT/SB_ORD_SERV - Service Order (Old)

Event -> Situation Report

Hotel	ESZZ.SPORT		
Booking File		to	
Event		to	
Version		to	
Start date		to	
Registration		to	
Follow up Date		to	
Follow Up priority			
Deadline date		to	
Event status			

☒ Active switch X = active

Header

ESMD.EUROB NH Collection Eu Reservat.: 129770280 Client: 1000031830 CEFIC SL Amounts Curr. European Euro

Id EV02844879 Version 1 ☒ Active

Start 31.03.2025 07:00 ☐ Pending Budget

End 03.04.2025 21:00 ☐ Pending Contract

Voucher ☐ Pending BEO

Description **INFORSALUD** INFORSALUD

Event type MEETS Meetings ☐ MO

Status Tentative Deadline

Follow Up LOW ☐ Tax incl. Follow up d 03.03.2024

Event's status

☐ Lost ☐ Check in

☐ Rejected ☐ Check out

☐ Cancelled

Managers

Sales

Venue Rep

Hotel rooms

Lim.bill.day 7 Day 10.04.2025

Remarks

Maximum number of night audits after the event's checkout for billing allowance. Passed these days, night-audit cannot be done if event is not billed.

NLZH.DHAAG: Cancel charges from selected items

NLZH.DHAAG NH Den Haag *****

Cancel reason

Cancelled by

Password *****

Status modifications does not change the status explained in the previous section of the event header.

There are different types of remarks
Main remarks by default (is seen just on the screen)

- Billing – will be posted on the bill
- External for reservation – will be posted on the confirmation, not on the bill
- Internal for reservation – will be seen just on the screen
- Chain/Hotel – will not be used

Header

ESMD.NACIO NH Nacional **** Reservat.: 107242759 Client: 1100038368 VIATRIS Amounts Curr. European Euro

Id EV02185890 Version 1 ☒ Active

Start 11.11.2022 11:19 ☐ Pending Budget

End 13.11.2022 11:29 ☐ Pending Contract

Voucher ☐ Pending BEO

Description VIATRIS VIATRIS

Event type MEETS Meetings

Status Confirmed

Follow Up LOW

Event's status

☐ Lost ☒ Check in ☐ Check out

☐ Rejected

☐ Cancelled

Managers

Sales 0000001747 Macarena Izard Ruiberriz De Torres

Venue Rep

Hotel rooms

Lim.bill.day 7 Day 20.11.2022

Remarks

Main *

TICKET 801505
ANUNCIO: Gastroenterology Advisory Board
PAX CONTACTO:

When the Event shows up during the Pre-NA, make sure you will extend the Event with max a few days regarding the Lim.bill.day

The check in & check out box are activated on the day upon arrival. Activation is required as it is linked to the Night Audit.

This error will be shown during (pre) Night Audit if Events need a CI/CO

ERRORS NIGHT AUDIT

The following errors could impede night audit:


Program is running out of the pre-established range of hours

Still Expected Arrivals NOT CHECKED-IN

Events NOT CHECKED-OUT (See Reports -> EVENTS WITHOUT CHECK-OUT)

Still Cash points NOT CLOSED in the hotel


You can find more information about NA Process in this link

 BUSINESS PROCESSES

FIND ALL DOCUMENTS YOU NEED FOR YOUR DAILY WORK

NIGHT AUDIT NOTIFICATIONS MANAGEMENT

File

Attached File:  TMS4H_Night Audit Notifications Management.pdf

 FRONT OFFICE BASICS

QUICK GUIDES, CHECKLISTS, INFOGRAPHICS...

Header

Reports	Spa Reports	Information
Expect. Departures		Shift+F1
Check-Out		Shift+F2
Modify Stay		Shift+F4
Expected Arrivals		Shift+F5
Modify Reservation		Shift+F6
Cash points Reports		Shift+F7
Cancel Invoices		Shift+F8
Charge Invoices		Shift+F9
Bills not paid		
Manual Invoices		
Missing in reservation		
Departures not billed		
Events not checked-in		
Events not checked-out		
Cancel with charges		

Evento	Descripción	F. Inicial	F. Final	Tipo Evento	Estado del evento	Reserva	Booking File
EV00012067	ALLIANZ	26.04.2016	26.04.2016	Meetings	Confirmado	0015124940	MB0000195977

Once the errors during the (pre) Night Audit have been confirmed, go to the reports of the Night Audit menu to find the list with related reservations.

Double click the reservation and make the requested changes (Check-in/Check-out/Billing-extension of the Lim.bill.day)
If you access in display mode, you will have to reach the event from planning, modify event...

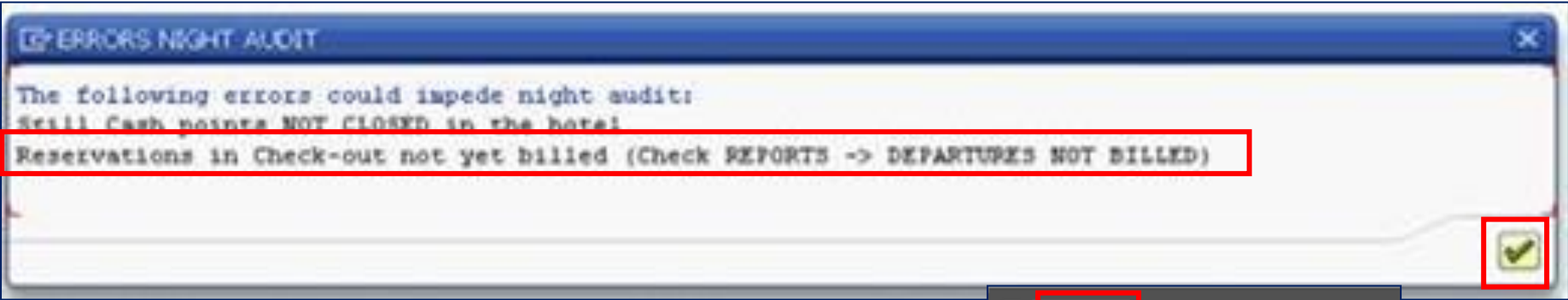
NLZH.DHAAG NH Den Haag ***** Reservat.: 14906005 Client: 1100002105 DYNAMIC CONFERENCES

Id	EV00010900	Version	1	<input checked="" type="checkbox"/> Active
Start	25.04.2016	11:00	<input checked="" type="checkbox"/> Pending Budget	
End	25.04.2016	14:30	<input checked="" type="checkbox"/> Pending Contract	
Voucher			<input checked="" type="checkbox"/> Pending BEO	

Event's status <input type="checkbox"/> Lost <input type="checkbox"/> Rejected <input type="checkbox"/> Cancelled	<input checked="" type="checkbox"/> Check in <input type="checkbox"/> Check out
---	--

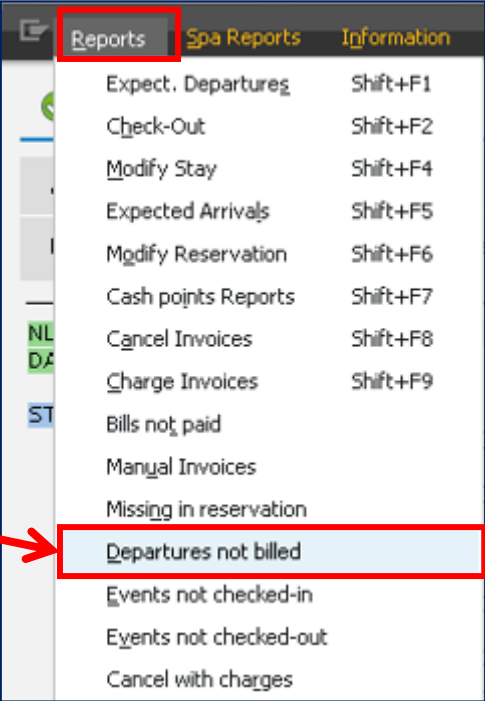
Managers Sales Venue Rep Hotel rooms	Lim.bill.day 10 Day 05.05.2016
--	--------------------------------

During the Night Audit the following error can appear:
‘Reservations in Check-out not yet billed’



When this error appears, confirm the errors by clicking the sign and check the report:

‘Departures not billed’



Departures not billed

Hotel date NLZH.DHAAG NH Den Haag
User: E00000093733 · User 23.05.16 / 15:19

In the report you will find the checked-out events with the billing date (**due date**) of the today, mentioned in **RED**:
(in the example 23.05.2016)

Type	Folio holder	Room	Room type	Reserv.	Event	F	Pay method	Σ	AD	Σ	JU	Σ	CH	Σ	B	A. date	Dep.date	Due date	Σ	Day charge	Σ	Current b
Group				10444613	EV00010841	2	On-desk payment	0	0	0	0	0	0	0	0	27.04.2016	23.05.2016	23.05.2016		0,00		92,3
Event				14906018	EV00010913	1	On-desk payment	0	0	0	0	0	0	0	0	15.05.2016	20.05.2016	30.05.2016		0,00		391,9
Event				14906018	EV00010913	2	Credit	0	0	0	0	0	0	0	0	15.05.2016	20.05.2016	30.05.2016		0,00		2.017,4
Event				14906056	EV00010951	1	On-desk payment	0	0	0	0	0	0	0	0	17.05.2016	22.05.2016	01.06.2016		0,00		6.353,0
Event				14906056	EV00010951	2	Credit	0	0	0	0	0	0	0	0	17.05.2016	22.05.2016	01.06.2016		0,00		1.332,4
Event				14943061	EV00011227	1	On-desk payment	0	0	0	0	0	0	0	0	20.04.2016	22.04.2016	29.05.2016		0,00		4.214,2
Event				14943061	EV00011227	2	Credit	0	0	0	0	0	0	0	0	20.04.2016	22.04.2016	29.05.2016		0,00		2.848,8
Event				14943061	EV00011227	3	On-desk payment	0	0	0	0	0	0	0	0	20.04.2016	22.04.2016	29.05.2016		0,00		3,3
Event				14905995	EV00010890	1	On-desk payment	0	0	0	0	0	0	0	0	09.05.2016	09.05.2016	08.06.2016		0,00		0,0
Event				14905995	EV00010890	2	Credit	0	0	0	0	0	0	0	0	09.05.2016	09.05.2016	08.06.2016		0,00		1.368,2
Event				14945792	EV00011389	1	On-desk payment	0	0	0	0	0	0	0	0	20.04.2016	21.04.2016	23.05.2016		0,00		1.407,7
Event				14945792	EV00011389	2	On-desk payment	0	0	0	0	0	0	0	0	20.04.2016	21.04.2016	23.05.2016		0,00		911,0
								0	0	0	0	0	0	0	0					41,25		26.703,5
Event	0040523937 NO MAPPING *DO NOT			14906039	EV00010934	1	On-desk payment	0	0	0	0	0	0	0	0	13.05.2016	13.05.2016	23.05.2016		0,00		330,6
Event				14906055	EV00010950	1	On-desk payment	0	0	0	0	0	0	0	0	26.04.2016	26.04.2016	24.05.2016		0,00		292,0

Double click the EV..... reservation number to enter the reservation but you enter in display mode. You have to access to the event for other way to modify the dates, no through the report.

Event	0040523937 NO MAPPING *DO NOT			14906039	EV00010934	1	On-desk payment	0	0	0	0	0	0	0	0	13.05.2016	13.05.2016	23.05.2016		0,00
-------	-------------------------------	--	--	----------	------------	---	-----------------	---	---	---	---	---	---	---	---	------------	------------	------------	--	------

Header

ESMD.EUROB NH Collection Eu		Reservat.: 129820135	Client: 9900009103 ES10CS SPAIN MADRID	Amounts Curr. European Euro
ID	EV02846570	Version	1	<input checked="" type="checkbox"/> Active
Start	23.03.2024 07:00	<input checked="" type="radio"/> Pending Budget		
End	23.03.2024 15:00	<input checked="" type="radio"/> Pending Contract		
Voucher		<input checked="" type="radio"/> Pending BEO		
Description	ENTREGA DE ENTRADAS CLASSICO 23 MAR			
Event type	HOUSEV	House Use Event		
Status	Confirmed	Deadline	28.02.2024	
Follow Up		<input type="checkbox"/> Tax incl.	Follow up d	
Event's status	<input type="checkbox"/> Lost <input type="checkbox"/> Rejected <input type="checkbox"/> Cancelled		Managers Sales 0000001185 Susana Vega Venue Rep Hotel rooms Lim.bill.day 7 Day 30.03.2024	
		Remarks Main * RESPONSABLE: Miguel Pérez-Urruti ANUNCIO: HAY UNA IMAGEN ENVIADO A PLANTA PC VIVE EL PARTIDO MAS SOLIDARIO CON LAS LEYENDAS DEL FUTBOL - W2M ENTREGA DE ENTRADAS		

What you can see is the Event was on 23.03.2024 and is already checked out

Because the 'Lim.bill.day' is set on **10 days**, the Event needs to be paid 10 days after the check out date. In the example the Event needs **to be paid on 30.03.2024**

Lim.bill.day	7	Day	30.03.2024
--------------	---	-----	------------



Header

Event	0040523937 NO MAPPING *DO NOT		14906039	EV00010934	1	On-desk payment	0	0	0	0	13.05.2016	13.05.2016	23.05.2016	0,00
-------	-------------------------------	--	----------	------------	---	-----------------	---	---	---	---	------------	------------	------------	------

Because it needs to be paid 'today' (in case of the example), it appears as an error during the Night Audit.
There are 2 options to solve the error:

1. Do the payment in the folio management of the Event

Reservation	14906039	Status	Check out	Arrival	13.05.2016
Main Client	NO MAPPING *DO NOT TOUCH* DO NOT TO			Voucher	
Event	WM - 1076648				

FOLIOS:	F1	353,31	EUR	NO MAPPING *DO NOT TOUCH* DO NOT TO-0040 ...	F2	0,00
(tax incl.)	F3	0,00	EUR	NO MAPPING *DO NOT TOUCH* DO NOT TO-0040 ...	F4	0,00

Status	Invoice nu	Revenue date	Folio	P...	Concept	Description	Quantity	Price	Disc.(net)	Amount	Tax incl.	Service date
		13.05.2016	1		DDR1	8-uursarrangement B	6	3,86	0,00	23,16	✓	13.05.2016
		13.05.2016	1		DDR2	8-uursarrangement B	6	55,02	0,00	330,15	✓	13.05.2016

2. Change the Lim.bill.day with (for example 5) extra day's and save the Event:

Lim.bill.day	15	Day	28.05.2016
--------------	----	-----	------------

NLZH.DHAAG NH Den Haag ****		Reservat.:	14906039	Client:	0040
Id	EV00010934	Version	1	<input checked="" type="checkbox"/> Active	
Start	13.05.2016	09:00	<input checked="" type="checkbox"/> Pending Budget		
End	13.05.2016	17:00	<input checked="" type="checkbox"/> Pending Contract		
Voucher			<input checked="" type="checkbox"/> Pending BEO		

Event's status		Managers	
<input type="checkbox"/> Lost	<input checked="" type="checkbox"/> Check in	Sales	
<input type="checkbox"/> Rejected	<input checked="" type="checkbox"/> Check out	Venue Rep	
<input type="checkbox"/> Cancelled		Hotel rooms	
		Lim.bill.day	15 Day 28.05.2016

The official NH Hotel Group procedure is to “do not leave charges more than seven days”



MINOR
HOTELS

Screen Body in an event


ANANTARA
HOTELS • RESORTS • SPAS

AVANI
Hotels & Resorts


elewana
— COLLECTION —

 OAKS
HOTELS • RESORTS • SUITES


HOTELS


NH COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

Screen body

*Function rooms	Hotel Reserv	*Clients	*Additional Inf	*Statistics	Commissions	Deposits	Actions	Packages	Routing and Charges	Fixed charges	Discount								
Ord.Pac	St...	Section	No sh...	Rooms	No m...	Start date	Start ...	End date	End ti...	GST	Total cost	Total sale	F...	Tas	Res	Men	Set	Rmk	Service
			<input type="checkbox"/>	Murillo+Ter...	<input type="checkbox"/>	14.05.2016	12:30	14.05.2016	14:30	70	0,00		<input type="checkbox"/>						

Management

Order

Price Calculation by:

☐ Price day
☐ Price time
☒ Price per Period

➔

F. Rooms amounts

Cost Amount	0,00	EUR
Sale w/o discount	395,00	EUR
Sale w discount	395,00	EUR
Tax included	477,95	EUR

F. Rooms extras amounts

Cost Amount	0,00	EUR
Sale w/o discount	1.694,50	EUR
Sale w discount	1.525,05	EUR
Tax included	1.677,56	EUR

Actions

Management



Use to create a new line.



Select one of the lines, press the button to copy the line including the setups, resources and menus.

ESMD.ABASC. Events data

15.11.2018 09:00 15.11.2018 17:00 PAX 4

☐ Copy Actions

☐ Copy attendees

☒ Copy Setups

☐ Copy Resources

☐ Copy Menus

☐ Copy commensals

☐ Copy template menu

☐ Copy no Share

☐ Copy no Move

Start date

Repetitions

Room Status

☐ Copy Remarks

☐ Copy Free room

☐ Copy Text for an event

✓ Accept ✗ Cancel



Screen body

- RESERVATIONS
 - Individuals
 - Groups / Events
 - Booking File
 - Quotation tool
 - Groups / Families
 - Convention groups
 - Events
 - /CCSHT/SB_EVENT01 - Create Event
 - /CCSHT/SB_EVENT02 - Modify Events
 - /CCSHT/SB_EVENT03 - Display Events
 - ZEY_EV_ATTENDEES - Asistentes
 - F&B Menus
 - DDRs
 - Price Calendar
 - /CCSHT/SB_ROOM_PRICE - Price Calendar**
 - QT Customizing

Depending on the rights of the user, you can modify the rates of the function rooms via the option 'Price Calendar'



Function Rooms (1) 32 Entries found

Restrictions

Hotel: NLZH.DHAAG

Function Ro...	Description
ATRIUM	Atrium
BARCELONA	Barcelona
BILBAO	Bilbao
CO+MAL+GRA	Cordoba + Malaga + Granada
COR+MAL	Cordoba + Malaga
CORDOBA	Cordoba
E - TOREN	Holland Hall
GRAN+MAL	Granada + Malaga
GRANADA	Granada
LOBBY REC	Lobby Receptie
MALAGA	Malaga
NHUBE REST	Nhube Restaurant
NHUBE TERR	Nhube Terras
PLAZA	Plaza
PLAZA COMB	Plaza Combination
SEV + BB	Sevilla + Bilbao
SEVILLA	Sevilla
VAL + SEV	Valencia + Sevilla
VAL+SEV+BB	Valencia + Sevilla + Bilbao

NLZH.DHAAG NH Den Haag *****

Function Rooms ATRIUM Atrium ☒ Tax included

Price calendar

Start date	End date	Mo	Tu	We	Th	Fr	Sa	Su	Morn. Cost	Morn. Sal	After. Cost	After. Sale	Night cos	Night Sale	F. Day Cost
01.01.2016	31.12.2016	✓	✓	✓	✓	✓	✓	✓		2.000,00		1.500,00		2.000,00	
01.01.2017	31.12.2017	✓	✓	✓	✓	✓	✓	✓		2.100,00		1.600,00		2.100,00	
01.01.2018	31.12.2018	✓	✓	✓	✓	✓	✓	✓		2.200,00		1.700,00		2.200,00	

Screen body

Management

You can add the attendees and for a dinner it is also possible to add the dinner and table number

Attendees to function room

ESZZ.SPORT NH Sport ***

Code	EY00002319	Version	1	ROOM	ASCAFO		
Start date	01.06.2016	Start time	09:00	Room start date	01.06.2016	Start time	09:00
End date	29.06.2016	End time	20:00	Room end date	01.06.2016	End time	20:00

Event...	Attendee Name	Table	Table position

Event Attendee (1)

Restrictions

Attendee Name 1

00001 Iván

00002 Mila

00003 Lisette

00004 Susanne

00005 Mario

00006 Alicia

00007 Nuria

Table view

Others

Availability

System

Help

✓

<<

Save

Undo

Redo

Close

The attendees need to be created first (via Table view) before you can assign them to the reservation

Insert all

Table view Others Availability

Delete

Reservations F6

Attendees F5

Telephone extensions

Profitability query

Translate events Shift+F12

Save Ctrl+S

End Shift+F3

Screen body

*Function rooms	Hotel Reserv	*Clients	*Additional Inf	*Statistics	Commissions	Deposits	Actions	Packages	Routing and Charges	Fixed charges	Discount										
Ord.Pac	St...	Section	No sh...	Rooms	No m...	Start date	Start ...	End date	End ti...	GST	Cost price	Sale price	Total cost	Total sale	F...	Tas	Res	Men	Set	Rmk	Service
			<input type="checkbox"/>	Astun-Canda...	<input type="checkbox"/>	01.06.2016	09:00	01.06.2016	20:00	100	0,00	100,00	0,00	100,00	<input type="checkbox"/>						
			<input type="checkbox"/>	Benasque	<input type="checkbox"/>	01.06.2016	09:00	01.06.2016	20:00	30	0,00	53,84	0,00	53,84	<input type="checkbox"/>						
			<input type="checkbox"/>	Astun-Canda...	<input type="checkbox"/>	04.06.2016	09:00	04.06.2016	20:00	100	0,00	100,00	0,00	100,00	<input type="checkbox"/>						

Management

Order

Price Calculation by:
☐ Price day
☐ Price time
☒ Price per Period

F. Rooms amounts

Cost Amount	0,00	EUR
Sale w/o discount	395,00	EUR
Sale w discount	395,00	EUR
Tax included	477,95	EUR

F. Rooms extras amounts

Cost Amount	0,00	EUR
Sale w/o discount	1.694,50	EUR
Sale w discount	1.525,05	EUR
Tax included	1.677,56	EUR

Actions

To see the Price calculation per (selected) meeting room per day, per time or per period.

It is very important hotel updates the prices of the meeting room from price calenda transaction. Explained at the end of this manual

Function room price calendar

ESZZ.SPORT NH Sport ***

Rooms BENASQ Benasque ☐ Tax included

Price calendar

Start date	End date	Mo	Tu	We	Th	Fr	Sa	Su	Morn.Cost	Morn.Sal	After .Cost	Afte.Sale	Night cos	NightSale	F.Day Cost
01.01.2015	31.12.2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0,00	120,00	0,00	120,00	0,00	120,00	0,00
01.01.2016	31.12.2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0,00	120,00	0,00	120,00	0,00	120,00	0,00

Screen body

<div>Management</div> <div>Order</div>	<div>Price Calculation by:</div> <div><div><div><div></div></div><div>Price day</div></div><div><div><div></div></div><div>Price time</div></div><div><div><div></div></div><div>Price per Period</div></div></div> <div></div>	<div>F. Rooms amounts</div> <table><tr><td>Cost Amount</td><td>0,00</td><td>EUR</td></tr><tr><td>Sale w/o discount</td><td>1.946,08</td><td>EUR</td></tr><tr><td>Sale w discount</td><td>1.946,08</td><td>EUR</td></tr><tr><td>Tax included</td><td>2.354,76</td><td>EUR</td></tr></table>	Cost Amount	0,00	EUR	Sale w/o discount	1.946,08	EUR	Sale w discount	1.946,08	EUR	Tax included	2.354,76	EUR	<div>F. Rooms extras amounts</div> <table><tr><td>Cost Amount</td><td>0,00</td><td>EUR</td></tr><tr><td>Sale w/o discount</td><td>0,00</td><td>EUR</td></tr><tr><td>Sale w discount</td><td>0,00</td><td>EUR</td></tr><tr><td>Tax included</td><td>0,00</td><td>EUR</td></tr></table>	Cost Amount	0,00	EUR	Sale w/o discount	0,00	EUR	Sale w discount	0,00	EUR	Tax included	0,00	EUR	<div>Actions</div> <div><div><div></div></div><div><div></div></div><div><div></div></div></div>
Cost Amount	0,00	EUR																										
Sale w/o discount	1.946,08	EUR																										
Sale w discount	1.946,08	EUR																										
Tax included	2.354,76	EUR																										
Cost Amount	0,00	EUR																										
Sale w/o discount	0,00	EUR																										
Sale w discount	0,00	EUR																										
Tax included	0,00	EUR																										

An overview of the additional services that are booked in the selected meeting room

Actions



Change the date of the meeting room within the range of the event date



General meeting room information



This button allows you to select an existing line and add a package to the room. The room that was defined in the line will be the MAIN room in the package. In case you have any extras, they are kept in the room but not added to the package.

Screen body

rooms														*Hotel Reser	*Clients	*Additional Inf	*Statistics	Commissions	Deposits	Actions	Packages	Routing and Charges	Fixed charges	Discount
St...	Section	No sh...	Rooms	No m...	Start date	Start ...	End date	End ...	Tas	Res	Men	Set	Rmk	Service	Text for an event	Room status								
		<input type="checkbox"/>	MEZQUITA+MA... ▾	<input type="checkbox"/>	01.06.2016	20:00	01.06.2016	22:00							▾ MAIMONIDES + MEZQUITA, Restaurante 3...									

Tas	Res	Men	Set	Rmk	Service	Text for an event	Room status
						MAIMONIDES + MEZQUITA. Restaurante 3...	

Option to add:

- Tasks
- Resources (beamer etc)
- Menus
- Setup

Tas	Res	Men	Set



No information available (yet)

(Already) information available



To add remarks which will appear on the service order

Text for an event
MAIMONIDES + MEZQUITA. Restaurante 3...

Possible to rename the meeting room, will appear on the service order

MINOR
HOTELS

Modify an event:
Set up, task, resources and F&B menus


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— COLLECTION —

 OAKS
HOTELS • RESORTS • SUITES

 NH
HOTELS


NH COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

Modify event

[illegible]

When the '*' (star) is shown, information is available

Modify event

*Setup

Tasks

Resources

*Menus

Double click on the menu to enter the menu data

Pac.Ord	Menu	Menu description	Edit	Department	Description	Service Type	Date	Time	End date	End ti...	Serv. d...	E.Pax	G.Pax	A.Pax	B.Pax
0000	LGR_0003	30,00X CENA GRUPO ...		F&B	Food & Beber	LEILCH	01.06.2016	20:00	01.06.2016	22:00	120	26		26	26

ESCO.AMICO NH Collection Amistad Córdoba COLLECTION

Menu147

Leisure Menu 3

Description

Start date01.01.2016

End date31.12.2020

Cost price

Sales price

☐ Tax included

GASTROEV

☒ Editable

Department

Menu data

ESCO.AMICO NH Collection Amistad Córdoba COLLECTION

MenuLGR_0003

Leisure Menu 3

Start date01.01.2016

End date31.12.2020

Cost price0,00

Min. Pax1.0

ConceptGASTROEV

Sales price22,00

Curr.EUR

Service Type

☐ Tax included

☐ Do not use

☐ Specific menu

Menu standard description

Sales description

Li 1, Co 1

Ln 1 - Ln 1 of 1 lines

Sales description

All comments in this box are shown on the confirmation

Li 1, Co 1

Ln 1 - Ln 1 of 1 lines

Composition

Events associated

Styles

Group

Group description

Di...

Dish

Rem.

Dish description

Wildcard descrpt.

Sale price

Tax incl.

Cost price

0002

Starters

1

01070925

GENERIC DISH FOOD

Primer Plato

7,00

☐

0005

Beverage

2

02020190

GENERIC DISH BEVERAGE NO-A

Bebidas

3,30

☐

0003

Main courses

3

01070925

GENERIC DISH FOOD

segundo Plato

9,00

☐

0004

Desserts

4

01070925

GENERIC DISH FOOD

Postres

2,70

☐

Select this button to copy the menu data to the Event and you will be able to apply modifications to the menu

Multiple choice



Modify event

*Setup

*Tasks

Resources

Menus

Package	Admin.	Department	Description	Block	Complete	Start Dat	Start T	D...	D..	D..	End Dat	End T	Tasks	Function Room Task	Cost	Sale price	Rmk
0000	<input checked="" type="checkbox"/>	REC	Reception	<input type="checkbox"/>	<input checked="" type="checkbox"/>	01.08.20...	09:00				01.08.2...	09:00		tbv maandhuur			

Dept.

Tasks

FS Conversion

Flexible Conditions

Follow up on offer

Follow up on option

Get confirmation

Get names

Get prepayment

Group Focus Matrix







MICE Converter

Next Contact

Next Prepayment

Option Date

Option Date Release









A pre-defined list with tasks is created

Administration: Indicates that the costs are admin and, therefore, do not imply any costs.

- **Department:** The department responsible for accomplishing the task.
- **Block:** Blocks the function room and makes it unavailable
- **Complete:** If ticked, the person accomplishing the tasks must acknowledge accomplishment, it is not only information. Monitoring is possible through the task report.

Modify event

 **Function room data**

DEBE.WBERL Nhow Berlin ****

20.02.2019

Id	EV0065785...	Version	1	Description	MANAGMENT FORUM #1571427	MANAGMENT
Start date	18.02.2019	Start time	09:00	Function room	SOUL	
End date	21.02.2019	End time	18:00	F.Room start date	18.02.2019	Start time 17:00
Service				F.Room end date	18.02.2019	End time 23:00

*Setup





Tasks

*Resources

Menus





*Resources

Resource associated to setups

Pac.Ord	Resource	Description	Edit	Department	Descripción	Availa...	Re...	Date	Time	Date	Time	Se...
0000	BLAC15	Board		MTN	Maintenance	4	3	18.02.2019	17:00	18.02.2019	23:00	
0000	FLIPCH	Flipchart		MTN	Maintenance	22	1	18.02.2019	17:00	18.02.2019	23:00	
0000	PROJECT	Projection surface		C&B	Conference & Banquet	0	1	18.02.2019	17:00	18.02.2019	23:00	
0000	350LCD	Beamer		MTN	Maintenance	0	1	18.02.2019	17:00	18.02.2019	23:00	

Resource identifier (1) 83 Entries found

Restrictions



Resource	Description	Sales price	Cur.	Remarks
000LC	10.000 lumens LCD Projector	1.950,00	EUR	
20LCD	2200 lumens LCD Projector	150,00	EUR	
300LCD	3.000 lumens LCD Projector	150,00	EUR	
350LCD	Beamer	0,00	EUR	
350LCH	3.500 lumens Hight Light Back Projector	250,00	EUR	
5%DISC.	Add-On: 5% Discount on next event	0,00	EUR	
50%BAR	Add-On: 50% reduction at the bar	0,00	EUR	
500LCD	5.000 lumens LCD Projector	450,00	EUR	
600LCD	6.000 lumens LCD Projector	650,00	EUR	
700LCD	7.000 lumens LCD Projector	750,00	EUR	
AUDTE8	Audiovisual Technician 8 hours / Working	480,00	EUR	
AUDTEX	Audiovisual Technician extra hour/ worki	55,00	EUR	
BLAC15	Pin Board	10,00	EUR	
CDPLAY	CD player	45,00	EUR	
CLL200	Colour laser Printer + 200 copies includ	0,35	EUR	

When selecting resources, **pay attention to the sales price**. In general, all resources must have a sales price loaded, only exception is if the resource is offered for free. You can add “remarks” for every resources. FE: “under availability”

You can look for more resources with the binoculars or moving the scroll bar

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Modify an event: tabs


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 OAKS
HOTELS • RESORTS • SUITES



nh
HOTELS


nh COLLECTION
HOTELS

nhow
HOTELS


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HOTELS & RESORTS

Modify an event –Hotel reservations

Function rooms	*Hotel Reser	*Clients	Additional Info	*Statistics	Commissions	Deposits	Actions	Routing and Charges	Fixed charges	Discount		
Stat	Tp....	Reservation	PMS status	Event status	Group Id.	Group Description	Room Qty	Guests Qty	Arrival	Departure	Room type	Meal plan
		11356159	Confirmed		▼ 11356159	TRIPULACION FERROVI...	2	2	01.04.2016	01.05.2016	RO	
		11356160	Confirmed								RO	
		11390266	Confirmed								RO	
		11390267	Confirmed								RO	
		11392280	Confirmed		▼ 11356159	TRIPULACION FERROVI...	1	1	02.04.2016	03.04.2016	BASSGL	RO
		11392441	Confirmed		▼ 11356159	TRIPULACION FERROVI...	1	1	02.04.2016	03.04.2016	BASSGL	RO
		11392444	Confirmed		▼ 11356159	TRIPULACION FERROVI...	1	1	03.04.2016	04.04.2016	BASSGL	RO
		11392445	Confirmed		▼ 11356159	TRIPULACION FERROVI...	1	1	03.04.2016	04.04.2016	BASSGL	RO
		11392446	Confirmed		▼ 11356159	TRIPULACION FERROVI...	1	1	04.04.2016	05.04.2016	BASSGL	RO

You can see all room reservations that are linked to the event. By double clicking on the reservation number, you can view the reservation (display mode).

Indiv.	60	Conf.
Group/Conf.	1	Conf.
Rooms	62	Conf.
Gue	62	Conf.

 GuestRoom

Indiv.	60	Conf.
Group/Conf.	1	Conf.
Rooms	62	Conf.
Gue	62	Conf.

Overview of the individual/
group/confirmed
reservations, total number
of rooms & rooms linked to
the event

EVSA.VALLA NH Ciudad de Valladolid ****

Id EV00002481 Version 1 Start date 01.04.2016 Start time 11:45
Status Confirmed End date: 30.04.2016 End time 11:55

View guest rooms: ☒ Indiv. ☒ Groups ☒ Conf.

GuestRoom

Number rooms pending to breakdown

Number of Rooms pending to breakdown by room type & number of pax

Number of Rooms in breakdown per room type and number of pax

Modify an event –Additional Info

*Function rooms		*Hotel Reservations		*Clients		*Additional Info.		*Statistics		Commissions		Deposits		Actions		Packages		Routing and Charges		Fixed charges	
Extra credit										Signage information											
Limit <input type="text"/> <input type="checkbox"/> Full credit <input type="checkbox"/> Cancelled <input type="checkbox"/> POS Cancelled										Extern Ref. <input type="text" value="MQ0000440280"/>											
Description <input type="text"/>																					
Cancellation/Rejection/Lost data										Miscellaneous contracts											
Reason <input type="text"/> Value <input type="text"/>										Remarks about the contract											
<div></div>																					

Extra credit			
Limit	<input type="text"/>	<input type="checkbox"/> Full credit	<input type="checkbox"/> Cancelled <input type="checkbox"/> POS Cancelled

Limit: Maximum amount to spent on extra charges related to the Event

Full credit: No limit

Cancelled: Extras credit is cancelled

POS Canceled: No postings coming from the points of sale (F&B) will be allowed

Extern Ref.	<input type="text" value="MQ0000440280"/>
-------------	---

If the reservation has been done with GQT you will see the Quotation Number

Modify an event - Statistics

Function rooms	*Hotel Reser	*Clients	Additional Info	*Statistics	Commissions	Deposits	Actions	Routing and Charges	Fixed charges	Discount
				ACT . Name & Surnames						
Geograph. area	Spain			Created by						
Region	28			2nd. Agent						
Market segment	TRANSIENT			Organizer						
Market subsegment	BAR			Ambassador						
Source of business	LEISURE INDIVIDUAL									
Channel	<input checked="" type="checkbox"/>									
SubChannel ID										
Customer's industry										
Travel Reason	LEISURE INDIVIDUAL									

Most data is already defined in master data

It is mandatory to fill in the segmentation fields:

- Market segment
- Sub segment
- Channel
- Created by

In most of the cases the segmentation is automatically entered due to the selected rate and /or contract

Modify an event - Commissions

Discount: Commission will be discounted on final invoice
Commission: The commission will be kept
Exempt: No commission will be applied

The information about commissions will be given by the contract

Concept	Description
BQTB	Banquet Beverage
BQTF	Banquet Food
BQTO	Banquet Others
CFBR	Coffee Break
CKTB	Cocktail Beverage
CKTF	Cocktail Food

Percentage
☒ Dedc ☐ Commission ☐ Exempt

Copy

% on sale amount
Client % 10,00
CRS % 0,00

Concept	Client %	CRS %
---------	----------	-------

Client % Percentage to apply to the main client
CRS % Percentage to apply to the CRS

We inform just the exceptions.
For example, 10 % for all concepts except 5% commission for F&B.

Modify an event - Deposits

*Function rooms	*Hotel Reser	*Clients	Additional Info	*Statistics	*Commissions	Deposits	Actions	Packages	Routing and Charges	Fixed charges	*Discount
			Amount Requested	Currency	F...	Deposit request date	Due Date	Received	Amount rec		
			500,00	EUR		22.03.2016	10.09.2016	<input type="checkbox"/>	0,00		

Green light: Deposit paid or still in time
Yellow light: The day request of the deposit is the arrival date
Red light: Time to receive the payment past due

Request: 500,00 Received: 0,00 Pending: 500,00 EUR

Cancelled deposits

Prepayment type

Prepayment with Invoice?

Till operations

Till identifier

Type

☐ Prepayment w/o bill
☒ Prepayment with bill

Reservation: 13376287
 Amount: 500,00
 Movement currency: EUR
 Folio: 2 Swap currency

Notes detail

Concept: PPWI Hotel & Restaurant Prepayments 10%
 Tax clasificat.: 2
 Paym. Method: CASH Voucher
 Remarks: Pre-payment

Holder

☒ Folio's holder
☐ Main client
☐ Main guest
☐ Other holder

1000061542 VIAJES EL CORTE INGLES SA

Modify an event - Deposits

Amount Requested	Currency	F...	Deposit request date	Due Date	Received	Amount received	Received date	Document No	Short Remarks
10,00	EUR		22.03.2016	10.09.2016	<input checked="" type="checkbox"/>	10,00	22.03.2016		Pre-payment 4035029987
500,00	EUR		22.03.2016	10.09.2016	<input type="checkbox"/>	0,00			

< > ...

Request: 510,00

Received: 10,00

Cancelled deposits

Make sure to fill in a reason and not only the ... this is shown on the invoice

Reason for cancelling prepayments

Pre-payments cancellation

Reservation	Reserv. ty	Event code	Version	Req.depos.	Rec.depos.	Currency	Payment re	De.Reg.Dat	Dep.Rec.Da	Top date	Short Remarks	Cancellation reason	Cancel. type	User cancelled
13376287	Events	EV00006802	1	10,00	10,00	EUR	Fully received	22.03.2016	22.03.2016	10.09.2016	PRE-PAYMENT 4035029987	TMS SUPPORT TEAM BENELUX	Payment advance	E00000093733

- BILLING
- Billing
 - Post charges
 - Folios
 - Invoice correction
 - /CCSHT/FC_FANUL_C_F - Invoice cancellation
 - /CCSHT/FC_MC_RESANU - Post and modify charges
 - /CCSHT/FC_FISCAL - Change payer and holder Customers
 - /CCSHT/FC_REFACTURAR - Modified reservations billing
 - /CCSHT/FC_LETTA_CRE - Lettra Accredito (Italy)
 - ZEY_CANC_PPWO - Cancel deposit without invoice day guest billing
 - ZEY_TMS_PPWO_CLX - Cancel deposit without invoice
 - Fiscal printers
 - Information systems
- UNICEVENTING

When canceling a prepayment after the day of payment, you must use the option 'invoice cancelation'



File

Attached File: FO_Invoice Correction Procedure



Modify an event – Actions

*Function rooms	*Hotel Reser	*Clients	Additional Info	*Statistics	Commissions	Deposits	*Actions	Packages	Routing and Charges	Fixed charges	*Discount
Intern	Action Class	Action Type	Department	Comp...	On BEO	Owner	Nombre	Busine			
<input type="checkbox"/>		<div><div>Ask for Rooming List</div><div>Call Client for the Last Detail Check</div><div>Deposit</div><div>End of 100% Free Cancellation</div><div>Follow Up Call in Allotment</div><div>Follow Up Contract Received</div><div>Follow Up Offer</div><div>Follow Up Rooming Received</div><div>Follow Up on Option</div><div>Follow Up on Second Option</div></div>		<input type="checkbox"/>	<input type="checkbox"/>						
	<div>Billing</div> <div>External</div> <div>Food & Beverage</div> <div>Main</div> <div>Technicians</div> <div>Work Sheet</div>										

If ticked, the task will be displayed on the service order

Display tasks details

This field allows informing actions that are not specific of any function room, but general tasks at event level

Modify an event – Actions

Task list



Hotel	ESSE.CECON	
Booking File		to
Department		to
Date	17.03.2016	to
Booking File Owner Task		to
Center		to
Center Group		to
Business Unit		to
Reservation		to
Event		to
Event sales rep.		
Event Venue Rep		to
Event Hotel Rooms		to
Event task owner		

Actions

- ☒ Non completion tasks
- ☒ Completion tasks
- ☐ Show check-in only

Task type






- ☒ Show incomplete
- ☐ Show complete
- ☐ Show all
- ☐ Canceled

- FRONT-OFFICE
 - Check-in
 - Front-Office
 - Check-out
 - Information systems
 - /CCSHT/RC_HS - House status
 - /CCSHT/RC_POLICE_CHO - Police record of In-House guests
 - /CCSHT/RS_06_26 - Room Rack
 - /CCSHT/RS_06_26_D - Daily Room Rack
 - /CCSHT/RS_06_26_DALV - Room rack by floors
 - /CCSHT/RS_06_25 - Available Rooms
 - /CCSHT/RC_004_ALV - Arrivals book ALV
 - /CCSHT/RC_SI_001_ALV - In-house guests or occupied rooms ALV
 - /CCSHT/RC_06_ALV - Loan items inventory ALV
 - /CCSHT/RS_06_30 - Messages for Guest
 - /CCSHT/RC_SI_031_ALV - F&B Services Forecast
 - /CCSHT/RS_06_012 - Meal plans revenue forecast
 - /CCSHT/RC_ACCION - Tasks to be completed in reservations
 - /CCSHT/LISTADO_COMP - Tasks to complete**
 - /CCSHT/RS LIST CMBHA - Room changes

Comp	Section	Reserv/Eve	Hotel	Status	Room	Department	Room	Date	Task	Completion	Completed
▲		EV00005778	ESSE.CECON	Offer		Reception		17.03.2016	2 sg si no clx		Pending
▲		EV00005809	ESSE.CECON	Tentative		Reception		17.03.2016	2 sg		Pending
▲		EV00006427	ESSE.CECON	Confirmed		Reception		17.03.2016	Nuevo Trace		Pending
▲		0013475968	ESSE.CECON	Cancelled		Reception	SUPDBL	17.03.2016	pls ya alojado en habitacion 209 si es posible mantener habitación va		Pending
▲		0013475969	ESSE.CECON	Cancelled		Reception	SUPDBL	17.03.2016	pls ya alojado en habitacion 939 si es posible mantener habitación v		Pending
▲		0013475970	ESSE.CECON	Cancelled		Reception	SUPDBL	17.03.2016	pls ya alojado en habitacion 402 si es posible mantener habitación v		Pending
▲		0013568963	ESSE.CECON	Confirmed		Reception	SUPDBLT	17.03.2016	INVOICE WEB PREPAY-Holder: NH Collection Sevilla doc: NHWO123 Addr: NH COLLECTION SEVILLA City: SEV		Pending

Modify an event – Packages (DDR)

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 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

00:00

End time

00:00

Pax Quantity

0

Currency

Status

Application date

Repetitions

0

Prices

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

Remarks

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?

Select the correct packages configured in the master data you want to add and press 'Enter'

Modify an event – Routing charges

Routing

Apply

Routing	Routing type	Group/Conc	Description	C	Cadence	F	Start date	End date	Ext.	Folio	Reserv.	Room	Percentage	Limit
	Concept								No		0		100,00	

Concept
Concept group

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

Yes
No

Folio 1
Folio 2
Folio 3
Folio 4

Display routing

Concept ... Description

2PAX Sort Room discount 2nd pax

3PAX Room discount 3rd pax

4PAX Room discount 4th pax

AI All Inclusive

ALIB All Inclusive Beverage

ALIF All Inclusive Food

AUDV Audivisual Services

BARB Bar Beverage

BARF Bar Food

BB Bed & Breakfast

BCEN Business Center

BCXL Banqueting cancellation fee

BKFS Breakfast

BKOU Book Out

BQTB Banquet Beverage

BQTF Banquet Food

BQTO Banquet Others

CFBR Coffee Break

CTKB Cocktail Beverage

CTKF Cocktail Food

CO2C Eco Meeting

CTAX City Tax

Concept

Conc. Fa... Do not ...

ROOMS

ROOMS

Concept group

Conc. Grp.	Description
DDR	Packages
F&B MEALP	Additional Meal Plans
F&B MICE.	F&B Meetings
MEETING	Meetings Room
ROOM (RO)	Acommodation Room Only

ST	DATE	DESCRIPTION
01	F&B	F&B
01	F&B	F&B
04	F&B	F&B
01	F&B	F&B
01	F&B	F&B
04	EXTRAS	EXTRA
54	N/A	N/A X

Create a line and select 'Concept' or 'Concept group'. Cadence is used if the routing needs to be applied for several dates, use date (F) to select a certain date.

Select the correct folio where the concept needs to be routed to and select at 'External' the option 'yes' if routings needs to be done to a different reservation.

F&B service you can only route all off them at the same time by concept Gastroev/Gastroevh (depend on the country).

DDR is not possible route them; you must assign them from the folios.

Audiovisuals, same option as F&B Services.

Modify an event – Fixed charges

*Function rooms

*Hotel Reser

*Clients

Additional Info

*Statistics

Commissions

Deposits

Actions

Packages

Routing and Charges

***Fixed charges**

*Discount

Concept	Description	Quantity	Price	Mon	Tax inc.	Rmk	C	Cadence	D	Start date	End date	Mo	Tu	We	Th	Fr	Sa	Su	Ord.
			0,00																0

Concept identifier (1) 122 Entries Found

Restrictions

Hotel: ESSECECON

Concept...	Description	Do not ...
2PAX	Room discount 2nd pax	<input type="checkbox"/>
3PAX	Room discount 3rd pax	<input type="checkbox"/>
4PAX	Room discount 4th pax	<input type="checkbox"/>
5PAX	Room discount 5th pax	<input type="checkbox"/>
AI	All Inclusive	<input type="checkbox"/>
ALIB	All Inclusive Beverage	<input checked="" type="checkbox"/>
ALIF	All Inclusive Food	<input checked="" type="checkbox"/>
AUDV	Audiovisual Services	<input type="checkbox"/>
BARB	Bar Beverage	<input type="checkbox"/>
BARF	Bar Food	<input type="checkbox"/>
BB	Bed & Breakfast	<input type="checkbox"/>
BCEN	Business Center	<input type="checkbox"/>
BCXL	Banqueting cancellation fee	<input type="checkbox"/>
BKFS	Breakfast	<input type="checkbox"/>
BKFSN	Non Comisionable Breakfast	<input type="checkbox"/>
BKOU	Book Out	<input type="checkbox"/>
BQTB	Banquet Beverage	<input type="checkbox"/>

To add fixed charges, select the correct charge by using the



Modify an event – Discount

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

Discount applies over concept's net amount

Discount type	Group/concept	Description	Amount	% DTO	Amount	Curr.	Reason	Description	Cadence	Cadence Id
Concept				0,00	0,00	EUR				
Concept group				0,00	0,00	EUR				
				0,00	0,00	EUR				
				0,00	0,00	EUR				
				0,00	0,00	EUR				

Discounts applied by day

Concept	Date	% DTO	Impc

Select 'concept' or 'concept group' and add the needed information.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conc. Grp.	Description				
DDR	Packages				
F&B MEALP	Additional Meal Plans				
F&B MICE.	F&B Meetings				
MEETING	Meetings Room				
ROOM (RO)	Acommodation Room Only				

Concept	Description
2PAX	Room discount 2nd pax
3PAX	Room discount 3rd pax
4PAX	Room discount 4th pax
5PAX	Room discount 5th pax
AUDV	Audiovisual Services
BARB	Bar Beverage
BARF	Bar Food
BCEN	Business Center
BCXL	Banqueting cancellation fee
BKFS	Breakfast
BKFSM	Non Comisionable Breakfast
BKOU	Book Out
BQTB	Banquet Beverage
BQTF	Banquet Food
CFBR	Coffee Break
CTB	Cocktail Beverage
CTF	Cocktail Food
CO2C	Eco Meeting
CTGB	Banquet Beverage
CTGF	Banquet Food
DINB	Dinner Board Beverage
DINF	Dinner Board Food
DSCO	Discotheque
ECIN	Early Check-in
ERES	Event External Resources
FXDS	External Delivery Services F&B
101 Entries found	

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Modify family group


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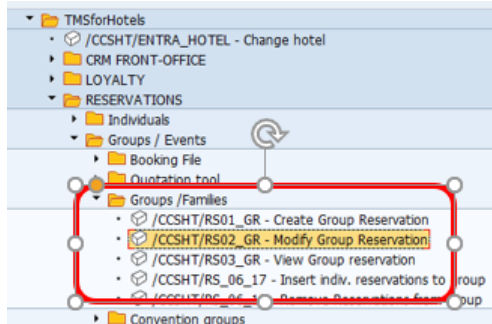
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nhow
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Modify family group



CRO couldn't do the breakdown in this type of group.

You can inform two meal plans in the same group.

The reservations done from call center and Quotation Tool will generate a conference group, never a family group.

If you create a family group, you must be sure which rate and strategy you must apply.

We recommend to use it for crews... or groups with the contract and rate created for groups.

ESZZ.CIUZA. Modif. Group Res. - LIBERTY IBERIAN

Selected items breakdown | Rooming list | [Icons]

ESZZ.CIUZA NH Ciudad de Zar Reserv. 65841262 31.03.2019 - 05.04.2019 Client 1005208020 LIBERTY IBERIAN LEISURE & EVENTS SL

General info. *Billing information *Reception info. Deposits Guarantee *Additional info. Breakdowns Fixed charges Routing Charges Actions Loan Items Special meal pl...

Arrival date: 31.03.2019 Sunday Contract: 0
 Nights: 5 Rate: MAP_BGRRO No Mapping BGRRO
 Departure date: 05.04.2019 Friday Allotment: ☐ Retrieve changes ☒ Homogeneous Gr ☐ Show Subtypes
 Group Name: LIBERTY IBERIAN Voucher: Cost code:
 Registration date: 20.02.2019 Reservat. method:
 E-Mail: operations2mad@liberty-iberian... Rooming:
 CUT-OFF date:

Remarks: Main remarks only 250 characters
 Main *
 Habitación dui en ad 85€+10%iva Comisión 10%///PAGO 7 DIAS ANTES/// HAY GASTOS DE CANCELACIONES/// ENVIADA PROFEIM///

If this checkbox is selected, cancelled reservations will return to the room block

R..	Room type	AD	JU	CH	BB	R...	Meal plan	Manual price	Tax I...	Regis.Date	Reservation	Status
	Standard Double		1			5	BB			20.02.2019	65841264	Confirmed

Pending

CONFIRMED
 CUT-OFF date

Rooms to breakdown	5 Guests	5
Indiv. bookings	0 Guests	0

Created: E00000026126 20.02.2019 18:16 Currency: EUR
 Modified: E00000026126 22.02.2019 08:24

Modify family group

ESZZ.CIUZA. Modif. Group Res. - LIBERTY IBERIAN

Selected items breakdown Rooming list

ESZZ.CIUZA NH Ciudad de Zar Reserv. 65841262 31.03.2019 - 05.04.2019 Client 1005208020 LIBERTY IBERIAN LEISURE & EVENTS SL

General info. *Billing information *Reception info. Deposits Guarantee *Additional info. Breakdowns Fixed charges Routing Charges Actions Loan Items

Arrival date: 31.03.2019 Sunday Contract: 0
 Nights: 5 Rate: MAP_BGRRO No Mapping BGRRO
 Departure date: 05.04.2019 Friday Allotment:
 Group Name: LIBERTY IBERIAN Retrieve changes Homogeneous Gr Show Subtypes
 Registration date: 20.02.2019 Voucher: Cost code:
 E-Mail: operations2mad@liberty-iberian... Reservat. method:
 CUT-OFF date: Rooming:

Remarks: Main *
 Habitación dui en ad 85€+10%iva Comisión 10%///PAGO 7 DIAS ANTES// HAY GASTOS DE CANCELACIONES/// ENVIADA PROFEIM///

You can inform the rooming list one by one or all at the same time

R..	Room type	AD	JU	CH	BB	R...	Meal plan	Manual price	Tax I...	Regis.Date	Reservation	Status
	Standard Double		1			5	BB			20.02.2019	65841264	Confirmed
	Jr. Suite Double Vi...		2			10	RO			20.02.2019	0	Confirmed
	Standard Double View		3			2	BB			20.02.2019	0	Confirmed

You can inform different room types and meal plans.

Don't use "Manual Price"

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Management convention group


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Search convention group

- RESERVATIONS
 - Individuals
 - Groups / Events
 - Booking File
 - Quotation tool
 - Groups / Families
 - Convention groups
 - /CCSHT/RS01_GR_CONV - Create conference group
 - /CCSHT/RS02_GR_CONV - Modify conference group**
 - /CCSHT/RS03_GR_CONV - Display conference group
 - Events
 - Mass changes to several reservations

ESZZ.CIUZA NH Ciudad de Zaragoza ***

Direct search Conventions Active conventions

Reserv.

Direct search Conventions Active conventions

Reservation statu	<input type="text"/>	Rate	<input type="text"/>
Reservation group	<input type="text"/>	Contract	<input type="text"/>
Arrival date	<input type="text"/> to <input type="text"/>	Voucher	<input type="text"/>
Creation date	<input type="text"/> to <input type="text"/>	Created by	<input type="text"/>
Departure date	<input type="text"/> to <input type="text"/>	External Referenc	<input type="text"/>
Reservation No.	<input type="text"/>		
Modified by	<input type="text"/>		
Main Customer	<input type="text"/>		

Restrict Number To

Reservation No. External Reference Main Customer Arrival date Departure

ESZZ.SPORT-NH Sport

Tuesday 31.05.2016

Rooms

CONVENTION

Pending

Standard Double

STDOBL

Meetings

EV00000036-001

Reserv.	Descrip.	Code	Occ	Arrival	S. ...	Departure	En...	Status	Quantity	Rate	Contract	Amount
63276	CYEX	EV00000036	1AD	31.05.2016	15:00	08.06.2016	12:00	Confir...	2	BGR...		
63276	Standar...	EV00...	1AD	31.05.2016	15:00	05.06.2016	12:00	Confir...	2	BGR...		
3847460	CYEX - ...	EV00...		31.05.2016	9:00	08.06.2016	23:00	Confir...	1	BGR...		

You can also enter the Convention Group directly from the Booking file

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Management of convention group


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Edit tab convention group


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Edit tab in convention group

Edit

Process items

Rooming list

Modify status

Insert individual reservations

Unlink reservations

Cycle copy

Room assignment

Special meal plans

Modify folios header

F7

Folios maintenance

F9

Broken down reservations

Transfer reservation

Conv. Group Res. - TEST

reserv. 120794682 Client 1000 DIRECT, GUEST

*Additional info. *Prices and Commissions *Conditions Deposits Discount Breakdowns Routing Charges Fixed charges Actions *Comm

Wednesday Contract: 0

Thursday Rate: LGR_ITO LGR ITO Groups

Allotment:

Manual price Retrieve changes

Observaciones

GENERAL Only 250 character

To go the Rooming list / breakdown

ESSE.CECON. Modif. Conv. Group Res.

Reservation status 1

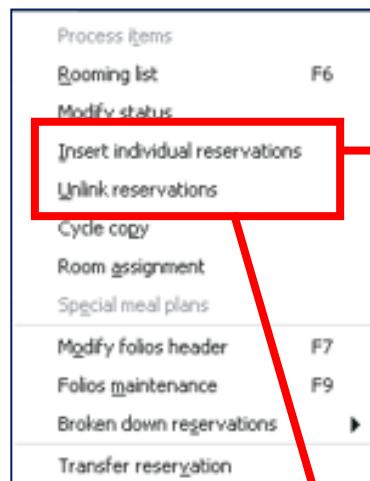
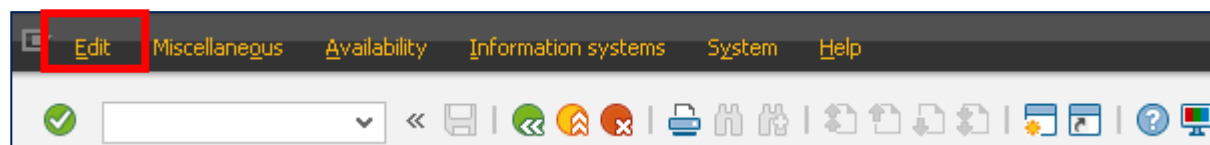
Res.Sta...	Descrip...
01	Offer
02	Tentative
03	Confirmed
04	Rejected
05	No show
06	Cancelled
09	Option



DO NOT USE!
When a convention booking is linked to a MB, the status needs to be changed on MB level.



Edit tab in convention group



Select Reservations to be added

Insert selected

 Refresh

NH HOTELES ESPAÑA, S.A. ESSE.CECON NH Collection Sevilla ***** COLLECTION Time 13:18:07 Date 23.03.2016
 MADRID Select Reservations to be added RS_06_17/E00000093733 Page 1

Group 8306824 CIRCUIT ANDALOUSIE

Se1	Reserv.	Arrival	Depar.	AD	JU	CH	BB	Room type	Room	Board	Guest Name	Reserv.status
<input type="checkbox"/>	11628431	22.03.16	24.03.16	2	0	0	0	SUPDBL	433	BB	MEMMINGER, GILBERTE	Confirmed
<input type="checkbox"/>	11925548	23.03.16	25.03.16	2	0	0	0	SUPDBL	819	BB	GHORBANIAN PHILIPPE	Confirmed
<input type="checkbox"/>	13163621	22.03.16	24.03.16	2	0	0	0	SUPDBL	339	BB	MEMMINGER, NATHALIE	Confirmed
<input type="checkbox"/>	13167870	23.03.16	25.03.16	2	0	0	0	SUPDBL	338	BB	KHERIF	Confirmed
<input type="checkbox"/>	13170655	23.03.16	25.03.16	2	0	0	0	SUPDBL	336	BB	METAIS	Confirmed
<input type="checkbox"/>	13311239	24.03.16	26.03.16	2	0	0	0	SUPDBL		BB	RENE VIGUIE	Confirmed

- TOTAL : 6 Reservations found

It's **ONLY** possible to insert or remove a reservation related to the convention when they both have the same main client, both the group as the individual reservation

Select Reservations to be removed

Unlink selected

 Refresh

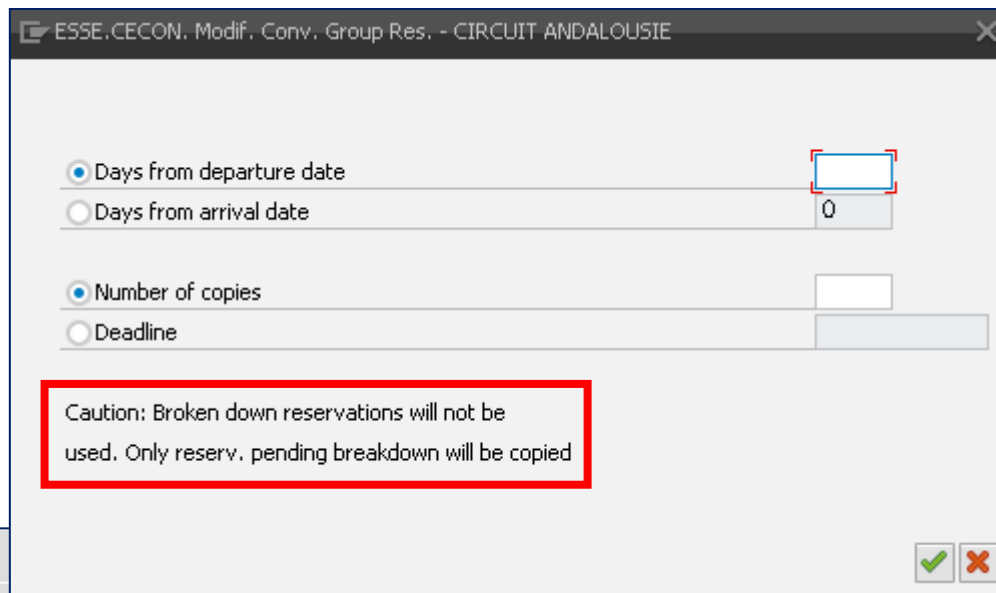
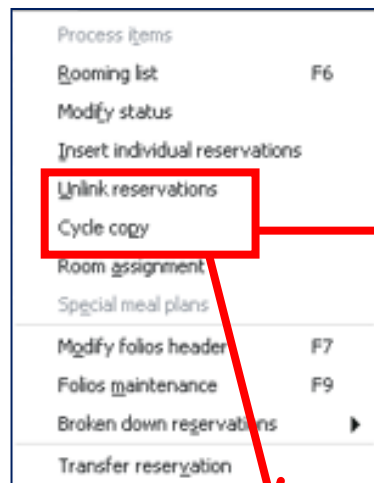
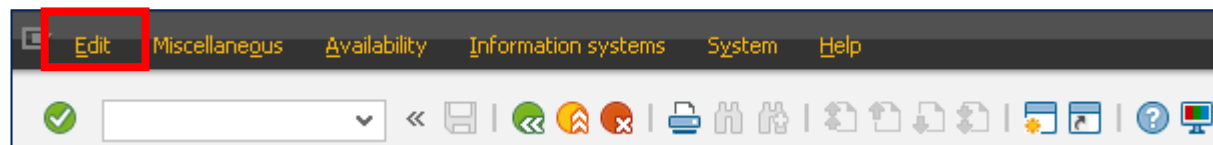
NH HOTELES ESPAÑA, S.A. ESSE.CECON NH Collection Sevilla ***** COLLECTION Time 13:37:24 Date 23.03.2016
 MADRID Select Reservations to be removed RS_06_18/E00000093733 Page 1

Group 8306824 CIRCUIT ANDALOUSIE

Se1	Reserv.	Arrival	Depar.	AD	JU	CH	BB	Room type	Room	Guest Name	Board	Reserv.status
<input type="checkbox"/>	13444199	20.03.16	21.03.16	2	0	0	0	SUPDBL		PIQUET	BB	Cancelled

- TOTAL : 1 Reservations found

Edit tab in convention group



Create new reservations from a certain period of time

ESSE.CECON. Assign rooms to bookings.

Delete assignments Room assignment Refresh Room rack

Arrival from Thursday 24.03.2016

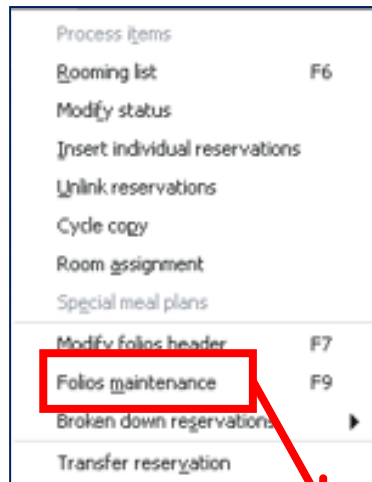
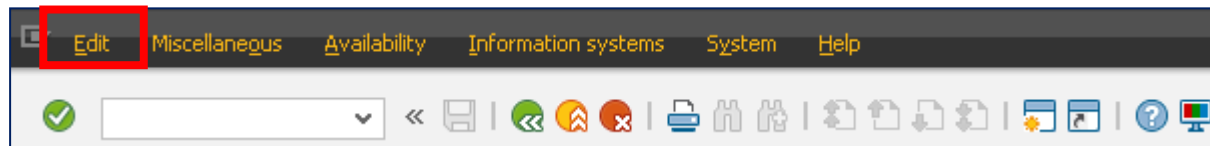
E00000093733 23.03.2016

Key: P -> Provisionally booked R -> Confirmed C -> Checked-in O -> Free, pending check-out M -> Reserved, pending check-out B -> Blocked F -> Out of Service



Client	Room	Guest	No move	Status	Key	Room type	Room Assig	AD	JU	CH	BB	Departure	Loaned Itc	Meal plan	Voucher	Reserv.	Booking File ID	Rel.reserv	Associated
CLICK ON LINE RESERVATION SYSTEM SA		MINI UMBERTO + FONZAGHI PATRIZIA	<input type="checkbox"/>			SUPDBL		2	0	0	0	26.03.2016		BB		13764559	MB0000164871		
CLICK ON LINE RESERVATION SYSTEM SA		MARCHETTO LUCIA + PEGORIN RICCARDO	<input type="checkbox"/>			SUPDBL		2	0	0	0	26.03.2016		BB		13764560	MB0000164871		
CLICK ON LINE RESERVATION SYSTEM SA		CLARK GIOVANNA + VANIN CRISTINA	<input type="checkbox"/>			SUPDBL		2	0	0	0	26.03.2016		BB		13764591	MB0000164871		
CLICK ON LINE RESERVATION SYSTEM SA		MAZZAROTTO GIORGIO +DUSE MONICA	<input type="checkbox"/>			SUPDBL		2	0	0	0	26.03.2016		BB		13764592	MB0000164871		
CLICK ON LINE RESERVATION SYSTEM SA		TREVISIN FIORENZA + MAZZER GIULIANO	<input type="checkbox"/>			SUPDBL		2	0	0	0	26.03.2016		BB		13764593	MB0000164871		
CLICK ON LINE RESERVATION SYSTEM SA		SARTOR VALENTINO + VANIN ANGELA	<input type="checkbox"/>			SUPDBL		2	0	0	0	26.03.2016		BB		13764594	MB0000164871		

Edit tab in convention group



ESSE.CECON. Modify items of all folios

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

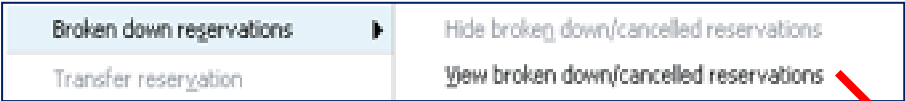
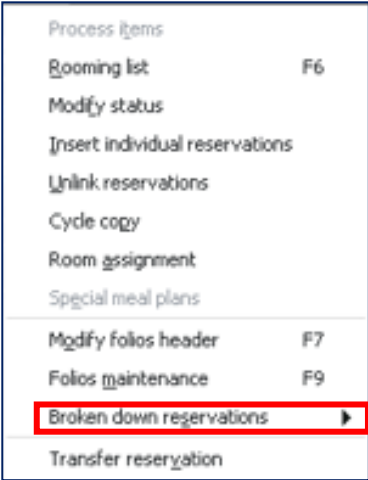
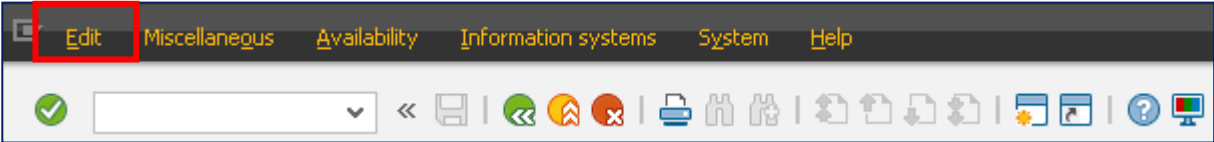
Reservation: 8873189 Status: Confirmed Arrival: 24.03.2016 Departur: 28.03.2016
 Main Client: CLICK ON LINE RESERVATION SYSTEM SA Voucher:
 Group: IMAGINE-AB

FOLIOS: F1 ⓘ 0,00 EUR Main Guest F2 ⓘ 2.755,92 EUR CLICK ON LINE RESERVATION SYSTEM SA-100002 ...
 (tax incl.) F3 ⓘ 0,00 EUR Main Guest F4 ⓘ 0,00 EUR Main Guest

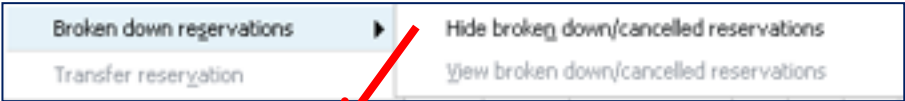
Arrangement code

Status	Revenue date	Folio	Source Room	Concept ID	Description	Quantity	Price	Disc. (net)	Amount	Tax incl.	Service date	Discount %	% Main client
	24.03.2016	2		BB	Alojamiento y desayuno	1	6,00	0,00	6,00	<input type="checkbox"/>	24.03.2016	0,00	0,00
	24.03.2016	2		BB	Alojamiento y desayuno	1	6,00	0,00	6,00	<input type="checkbox"/>	24.03.2016	0,00	0,00
	24.03.2016	2		BB	Alojamiento y desayuno	1	6,00	0,00	6,00	<input type="checkbox"/>	24.03.2016	0,00	0,00
	24.03.2016	2		BB	Alojamiento y desayuno	1	6,00	0,00	6,00	<input type="checkbox"/>	24.03.2016	0,00	0,00
	24.03.2016	2		BB	Alojamiento y desayuno	1	6,00	0,00	6,00	<input type="checkbox"/>	24.03.2016	0,00	0,00

Edit tab in convention group



✔ There are cancelled or no-show breakdown bookings



*General info.		*Reception info.	Billing information		Deposits		<input checked="" type="checkbox"/> Guarantee	*Additional info.		*Breakdowns	*Routing Charges	Fixed charge	Actions
Reservation	Status	Room	Type	AD	JU	C	BB	Board	Main Guest name		Arrival date	Departure date	
13764612	CONFIRMED		SUPDBL	1	0	0	0	BB	DAL FABBRO ANNAMARIA		24.03.2016	26.03.2016	
13764613	CANCELLED		SUPDBL	1	0	0	0	BB	VIENO ANNA PENDIENTE		24.03.2016	26.03.2016	
13764614	CONFIRMED		SUPDBL	1	0	0	0	BB	GUIA IMAGINE : PAZ DIEGUEZ		24.03.2016	26.03.2016	

MINOR
HOTELS

Miscellaneous tab in convention group


ANANTARA
HOTELS • RESORTS • SPAS

AVANI
Hotels & Resorts


elewana
— COLLECTION —

 OAKS
HOTELS • RESORTS • SUITES

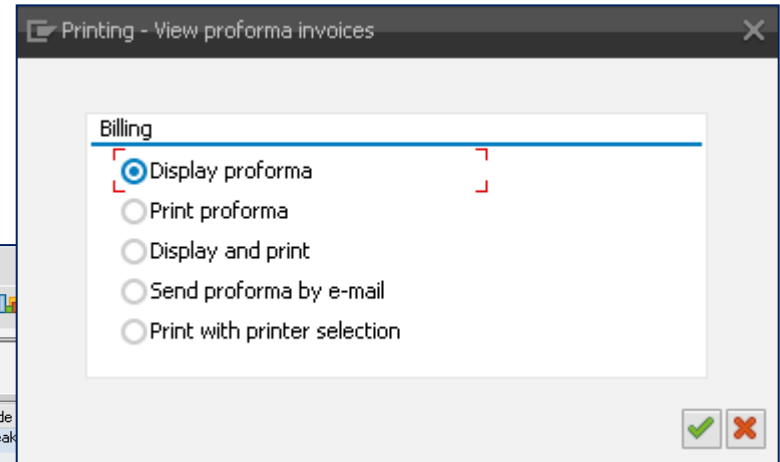
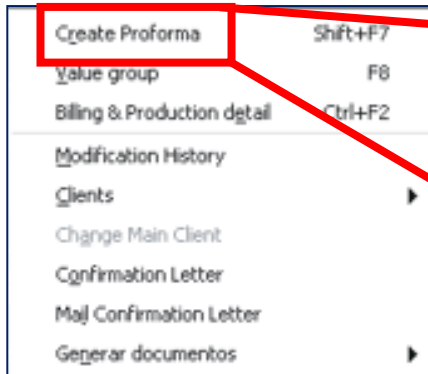
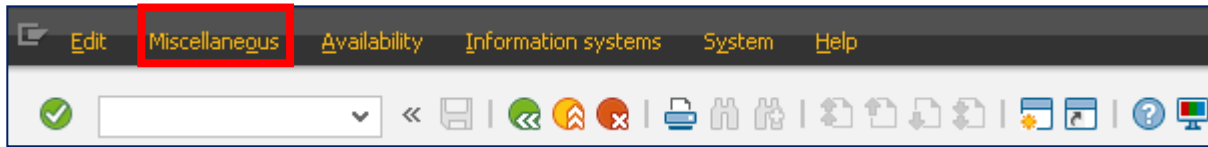
nh
HOTELS


nh COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

Miscellaneous



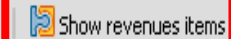
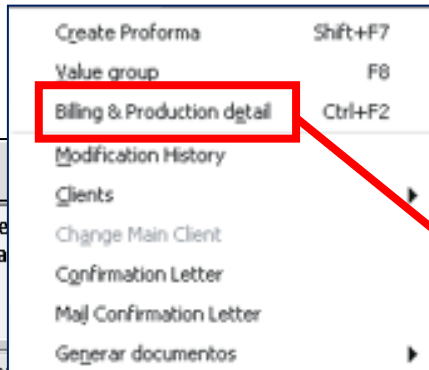
ESSE.CECON - Group Revenue Forecast

Group edited 8873189 - IMAGINE-AB

Status	Res. type	Date	Concept	Concept de	Rate	Days	Room	Rate	Days	Total
Confirmed	Group Header	25.03.2016	BB	Bed & Break						
					2	12,00	0,00	12,00	13,20	
					2	12,00	0,00	12,00	13,20	
					2	12,00	0,00	12,00	13,20	
					2	12,00	0,00	12,00	13,20	
					2	12,00	0,00	12,00	13,20	
			ROOM	Room	1	85,27	0,00	85,27	93,80	
					1	85,27	0,00	85,27	93,80	
					1	85,27	0,00	85,27	93,80	
					1	85,27	0,00	85,27	93,80	
					1	85,27	0,00	85,27	93,80	
					1	85,27	0,00	85,27	93,80	
					1	85,27	0,00	85,27	93,80	
					1	85,27	0,00	85,27	93,80	
					1	85,27	0,00	85,27	93,80	
					1	85,27	0,00	85,27	93,80	
					1	85,27	0,00	85,27	93,80	
					1	85,27	0,00	85,27	93,80	
					1	85,27	0,00	85,27	93,80	
					1	79,45	0,00	79,45	87,40	
					1	0,00	0,00	0,00	0,00	
		25.03.20...			40	1.252,69	0,00	1.252,69	1.378,00	
	Group Header				80	2.505,38	0,00	2.505,38	2.756,00	
Confirm...					80	2.505,38	0,00	2.505,38	2.756,00	
					80	2.505,38	0,00	2.505,38	2.756,00	



Miscellaneous



Change Main Client

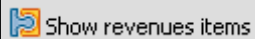
Cnfirmation Letter

Mail Confirmation Letter

Generar documentos

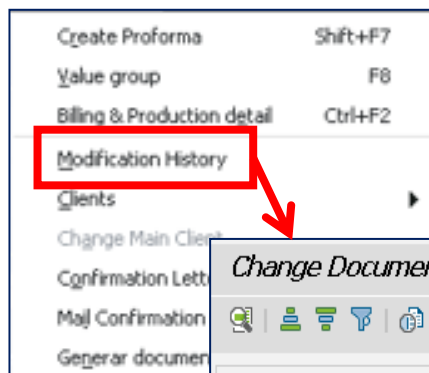
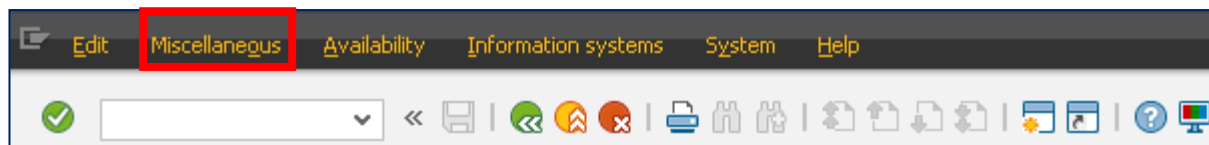
Change	Revenue	date	Amount	Σ	Amount	Σ	Tax amount	Σ	Total item	Cur	I	D/C	% Com	Σ	Commission	Σ	Commission	CRS %	Σ	CRS bas.	Σ	CRS am	Serv.date
13196326	Events	2	1	FRNT	Murillo+Terraza+Hall	14.05.2016	1			EUR													14.05.2016
13196326	Events	2	1	SETUP	BUFFET	14.05.2016	1																14.05.2016
13196326	Events	2	1	GASTROEV	Finger Buffet 0	14.05.2016	50	1.454,50	130,91	1.439,96		DIS	10,00		1.454,50	145,45			1.454,50				14.05.2016
13196326	Events	2	1	GASTROEV	Wedding Menu 5	14.05.2016	12	240,00	21,60	237,60		DIS	10,00		240,00	24,00			240,00				14.05.2016
										■ 1.694,50 ■ 152,51 ■ 1.677,56	EUR				■ 1.694,50 ■ 169,45			■ 1.694,50					
										■ 1.694,50 ■ 152,51 ■ 1.677,56					■ 1.694,50 ■ 169,45			■ 1.694,50					

Event EV00006174. 13196326
StatusConfirmed



Charge loc	Reserv. ty	Type	Folio	Room order	Concept	Concept description	Revenue da	Amount	Σ Revenue am	Σ Amount	Σ Tax amount	Σ Total item	Cur	I	D/C	% Com	Σ Commission	Rev. commi	Σ Commission	CRS %	Σ CRS
13196326	Events	Bill	2	1	FRNT	Murillo+Terraza+Hall	14.05.2016	1					EUR								
13196326	Events	Rev.	2		FRNT		14.05.2016	1													
13196326	Events	Bill	2	1	SETUP	BUFFET	14.05.2016	1													
13196326	Events	Rev.	2		SETUP		14.05.2016	1													
13196326	Events	Bill	2	1	GASTROEV	Finger Buffet 0	14.05.2016	50		1.454,50	130,91	1.439,96			DIS	10,00	1.454,50				1.45
13196326	Events	Rev.	2		MENF		14.05.2016	50	1.454,50						DIS	10,00		145,45	145,45		
13196326	Events	Bill	2	1	GASTROEV	Wedding Menu 5	14.05.2016	12		240,00	21,60	237,60			DIS	10,00	240,00				24
13196326	Events	Rev.	2		WEDF		14.05.2016	12	192,00						DIS	10,00		19,20	19,20		
13196326	Events	Rev.	2		WEDB		14.05.2016	12	48,00						DIS	10,00		4,80	4,80		
									1.694,50	1.694,50	152,51	1.677,56	EUR				1.694,50		169,45		1.69
									1.694,50	1.694,50	152,51	1.677,56					1.694,50		169,45		1.69

Miscellaneous

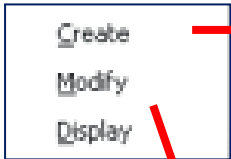
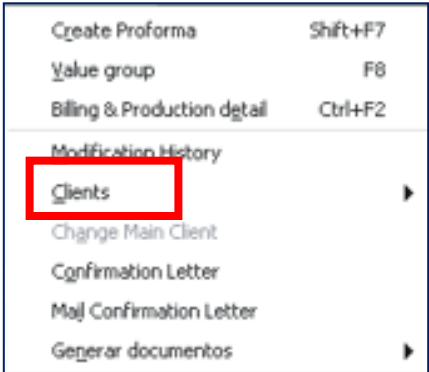
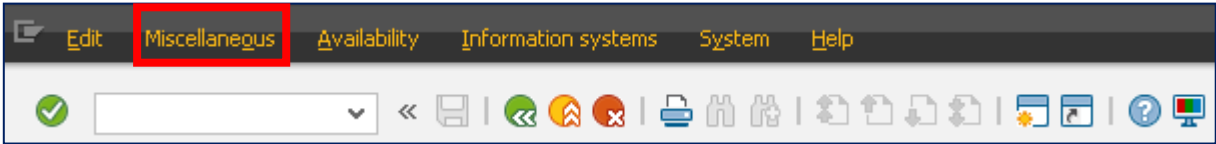


Change Documents for Object Class /CCSHT/CR_BFILE

Change Documents

Object value	Doc. no.	User	First name	Last name	Department	Date	Time	Transaction	Table Name	Short Text	Table Key
MB0000028448	134058118	XINDRA000013	XAVIER	PARRADO		12.06.2015	12:49:36	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	143460849	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	07.07.2015	09:26:08	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	143460849	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	07.07.2015	09:26:08	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	146751223	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	15.07.2015	17:23:55	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	146751223	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	15.07.2015	17:23:55	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	161288323	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	28.08.2015	13:00:37	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	161288323	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	28.08.2015	13:00:37	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	210839005	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	13.01.2016	09:10:52	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	210839005	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	13.01.2016	09:10:52	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	212876869	E00000022126	MARIO	SAMANIEGO NAVARRO		19.01.2016	12:12:36	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	218906316	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	05.02.2016	12:38:25	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	218906316	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	05.02.2016	12:38:25	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	223924525	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	19.02.2016	11:10:23	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	223924525	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	19.02.2016	11:10:23	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	232437305	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	11.03.2016	10:18:45	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448
MB0000028448	232437305	E00000099534	ANA	FERNANDEZ RAMOS	CENTRAL SERVICES BARCELONA	11.03.2016	10:18:45	/CCSHT/BF02	/CCSHT/CR_BFILE	Booking file	100MB0000028448

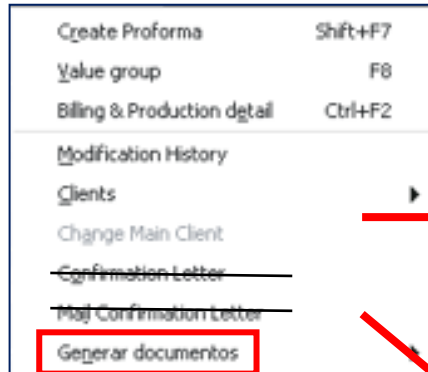
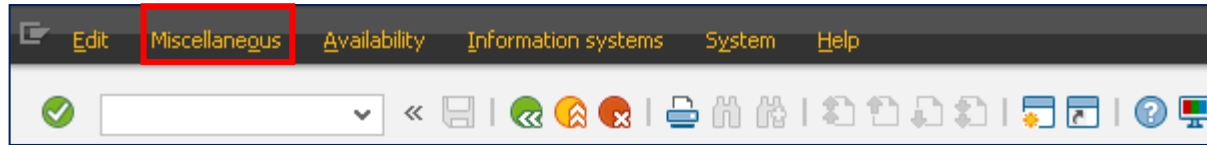
Miscellaneous

A screenshot of the 'Debtors' form. It has a 'Debtor type' section with radio buttons for 'Guests' (selected), 'Travel Agencies', 'Companies', 'Hotels', and 'Fictitious'. Below this is a 'Tax Number 1' field and an 'Identification document type' dropdown menu.

Shortcut to the CRM module

A screenshot of the 'General data' tab for a client. The client name is 'CLICK ON LINE RESERVATION SYSTEM SA'. The client number is '1000027394'. The extension number is '27394'. The form contains fields for 'Name', 'Street', 'Nº', 'City', 'ZIP code', 'Country', 'Region', 'Language', 'Guarantee type', 'Phone nº', 'Tax Number 1', 'Search term', 'Email', 'URL', and 'Industry'. The 'Natural person' checkbox is unchecked.

Miscellaneous



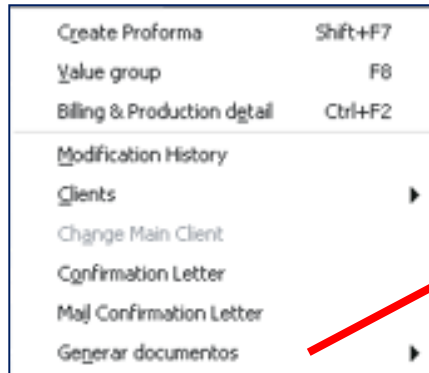
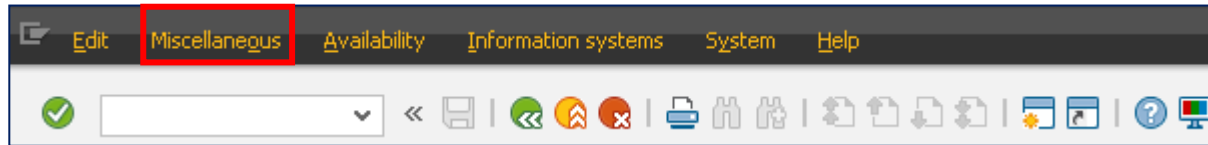
When a convention group is linked to a BF you always have to change the main client on Booking File level

The options: - Confirmation Letter

- Mail Confirmation Letter

will not be used even though they are active. For meeting reservations, always use the option 'Generar documentos'

Miscellaneous



The Templates Management functionality is directly accessed

The screenshot shows the 'Templates Management' window. The window has a title bar with a search icon and the text 'Templates Management'. Below the title bar is a 'Template selection' section. It contains a 'Type of template' dropdown menu with '04' selected, a 'Template' text field with a red border, and a 'Booking File' text field with 'MB0000028448' and 'VECI - CON'. To the right of these fields are 'Main Client' (1000061542 VIAJES EL CORTE INGLES SA), 'Receiver' (VECI - CONG HIDROGENO 12-), and 'Delivered by:' (ES). Below the 'Template selection' section is a 'Blocks' section with a table. The table has columns 'Block', 'Title', 'Description', and 'Document'. The table contains the following rows: 'Cancellation Text', 'F&B Text', 'Footer Text', 'Header Text', 'Legal Text', 'Main Text', 'Meeting Text (Event)', 'Other Services Text', 'Payment Text', 'Room Text (Accommodati...', and 'Special Conditions Text'. To the right of the table is a 'Document' column with a dropdown menu. A red box highlights the 'GROUP (Q)' and 'Collection (Q)' options in the dropdown menu. A text box on the right side of the window says 'When selected the type of template, press ENTER to activate the template'.

Block	Title	Description	Document
Cancellation Text			
F&B Text			
Footer Text			
Header Text			
Legal Text			
Main Text			
Meeting Text (Event)			
Other Services Text			
Payment Text			
Room Text (Accommodati...			
Special Conditions Text			

MINOR
HOTELS

Availability tab in convention group


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Availability

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Room rack
Guest inquiries

Rooms Available

ESSE.CECON NH Collection Sevilla ***** COLLECTION

From

Until

Room type to

Current stat.

Characteristic

Characteristic Value

Rooms Available

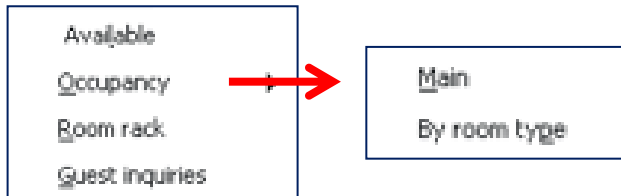
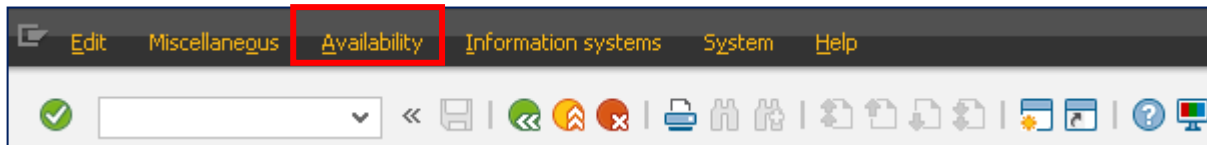
NH HOTELES ESPAÑA, S.A. ESSE.CECON NH Collection Sevilla ***** C Date 23.03.2016
MADRID Rooms Available Page 1

From 24.03.2016
until 28.03.2016

Number	Type	description	Current stat.
533	SUPDBLT	Superior Double Twin	✓ Clean
534	SUPDBLT	Superior Double Twin	✗ Dirty
535	SUPDBLQ	Superior Double Queen	✓ Clean
536	SUPDBLT	Superior Double Twin	✗ Dirty
537	SUPDBLQ	Superior Double Queen	✗ Dirty
538	SUPDBLT	Superior Double Twin	✓ Clean
539	SUPDBLQ	Superior Double Queen	✗ Dirty
540	SUPDBLT	Superior Double Twin	✗ Dirty
542	SUPDBLT	Superior Double Twin	✗ Dirty
604	PREDBLT	Premium Double Twin	✓ Clean
607	PREDBLT	Premium Double Twin	✓ Clean
617	PREDBLQ	Premium Double Queen	✓ Clean
632	SUPDBLT	Superior Double Twin	✓ Clean
633	SUPDBLT	Superior Double Twin	✓ Clean
636	SUPDBLT	Superior Double Twin	✓ Clean
642	SUPDBLT	Superior Double Twin	✓ Clean
704	PREDBLT	Premium Double Twin	⚠ Pending to check
706	PREDBLQ	Premium Double Queen	✓ Clean
711	PREDBLT	Premium Double Twin	✓ Clean

Report shows all rooms / rooms per room type available for the selected period and their current status.

Availability



General Occupancy

Room Rack Blocked Room Rack Occupancy per room type Update data View Overb. House Status Restrictions

Date: 23.03.2016
Check conditions: Check-in

Date	Wrngs.	Σ Tot. Rooms	Σ Blocked	Σ Rooms	Σ Confirmed	Σ Available	Σ Tentative	Σ Min availa	TotMaxSell	Σ MaxOccup %	Σ MinOccup %	Σ Room in	Σ Room out	Σ Reserv.	Σ Avail.Allot	Σ Pickup PIA	Σ Guests In
23.03.2016		252	0	252	155	97	0	97	97	61,51	61,51	81	45	202	0	0	150
		252	0	252	155	97	0	97		61,51	61,51	81	45	202	0	0	150

ESSE.CECON Hotel occupancy forecast by room type

Show overb. Refresh Occupied Conf. Occupied Tent. Available Conf. Avail. Conf. and Tent. House Status Restricciones

Occupied: Res.Confirmed, Tentative

Dates: 24. March 2016 - 28. March 2016

In red weekends and occupied > availables
 # -> With Res.Tentative

Day	Date	Alerts	JSTDBL	PREDBL	SUPDBL	TOTAL	JSTDBLK	JSTDBLT	PREDBLQ	PREDBLT	SUPDBLQ	SUPDBLT
Thursday	24.03.2016		4	88	125	217	4	0	33	44	16	43
Friday	25.03.2016		3	76	165	244	3	0	21	39	19	57
Saturday	26.03.2016		5	55	113	173	4	0	15	28	15	37
Sunday	27.03.2016		4	38	75	117	2	0	11	19	11	26
Monday	28.03.2016		2	18	104	124	2	0	7	3	24	15

Availability

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[Availability](#)
[Information systems](#)
[System](#)
[Help](#)

- Available
- Occupancy
- Room rack
- Guest inquiries

CECON: Room Rack.

It date Previous period Next period From Refresh Check-in Check-out Inc. Show

Thursday 24 March 2016



Key: P -> Booked Tentative R -> Booked Confirmed C -> Checked-in B -> Blocked F -> Out of service

Room	Cleaning	Room Type	Room id	Thursday 24	Friday 25	Saturday 26	Sunday 27	Monday 28	Tuesday 29	Wednesday 30	Thursday 31
619	✓	PREDBLT		RR>							
621	✓	PREDBLQ		RR>							
630	✓	SUPDBLT		CCC	CCC	CC>					
631	✓	SUPDBLT		CCC	CCC	CCC	CC>				
632	✓	SUPDBLT									
633	✓	SUPDBLT									
634	✓	SUPDBLT		CC>							
635	✓	SUPDBLQ		CCC	CCC	CC>					
636	✓	SUPDBLT									
637	✓	SUPDBLQ		CCC	CC>						
638	✓	SUPDBLT		CC>							
639	✓	SUPDBLQ		CC>							
640	✓	SUPDBLT		RRR	RR>						
642	✓	SUPDBLT									
701	✓	JSTDBLK		RRR	RRR	RR>					
702	✗	PREDBLQ		CCC	CCC	CCC	CCC	CCC	CCC	CCC	CC>
703	✓	PREDBLT		CCC	CC>						
704	⚠	PREDBLT									
705	✓	PREDBLQ		<RR	RR>						
706	✓	PREDBLQ									
707	✓	PREDBLT		CCC	CC>						
708	✓	PREDBLT		RRR	RR>						

Availability

- Available
- Occupancy ▶
- Room rack
- Guest inquiries —

Find Guest by Name

ESSE.CECON NH Collection Sevilla ***** COLLECTION

Guest Name to search

Check-in

☒

Reserv.

☒

Date until

22. 04. 2016

Depart.

☒

Date from

22. 02. 2016



MINOR
HOTELS

Information Systems tab in
convention group


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Information systems

Booking Position	→
Forecast X room	
Arrivals expected	
Print Rooming List	Shift+F1
Monitor occupancy	

Allotment control

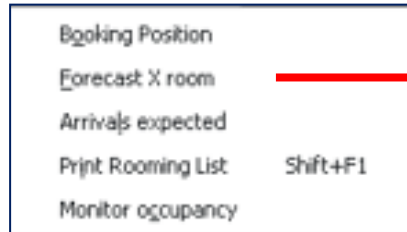
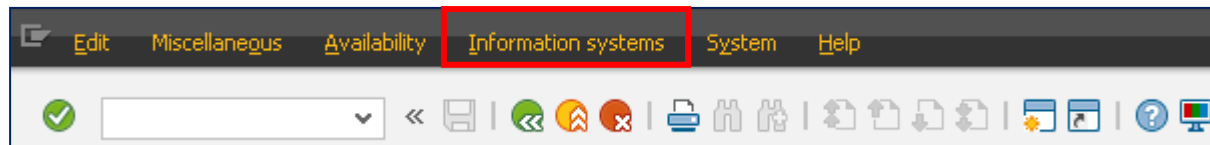
ESSE.CECON NH Collection Sevilla ***** COLLECTION

Start date	<input type="text" value="24.03.2016"/>	
Target days	<input type="text"/>	
Main Client	<input type="text" value="1000027394"/>	to <input type="text"/>
Room type	<input type="text"/>	to <input type="text"/>
Target allotments	<input type="text"/>	to <input type="text"/>

☐ Detailed
☐ Sum up by allotment
☐ General Total
☒ Release control
☐ Only allot with room to sell 0
☐ Offer
☐ Option

[illegible]

Information systems



Forecast

ESSE.CECON NH Collection Sevilla ***** COLLECTION

Month from to

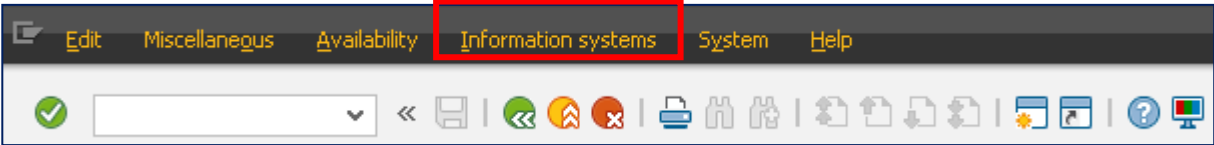
Room type

Including reserv. :

☐ Confirmed
☐ Provisional
☒ Both

Forecast																							
NH HOTELES ESPAÑA, S.A. MADRID										ESSE.CECON NH Collection Sevilla ***** COLLECTION Occupancy Annual statistic													
Start March 2016 Including bookings: Confirmed , provisional																							
Months/Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20			
March	[230]	252	172	129	127	79	234	249	227	180	177	89	83	243	185	165	143	106	142	136			
April	195	151	125	114	186	164	163	132	147	169	136	176	167	208	215	188	119	61	73	226			
May	159	96	179	241	163	140	139	169	184	190	190	174	115	Totals							Rooms		% occupancy
June	168	149	214	194	122	91	144	72	271	171	30	78	62	March							5009		64,12
July	118	60	9	53	63	11	17	20	17	44	9	7	38	April							4557		60,28
August	16	18	18	22	25	16	50	15	12	14	13	14	13	May							4349		55,67
														June							2606		34,47
														July							838		10,73
														August							457		5,85

Information systems



Booking Position
Forecast X room
Arrivals expected
Print Rooming List Shift+F1
Monitor occupancy



Expected Arrivals with Rooming list

ESSE.CECON NH Collection Sevilla ***** COLLECTION

From: 23.03.2016
Until: 02.04.2016

Voucher:

Rooms: to

Main Client: to

Reservation group ID: to

Group name: to

Individual reservat.: to

Package: to

Sorting type

☐ Reservation
☐ TA
☒ Guest

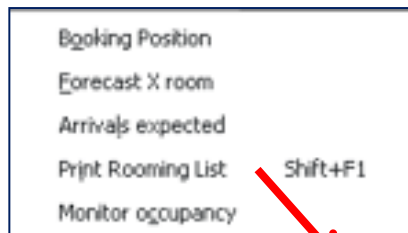
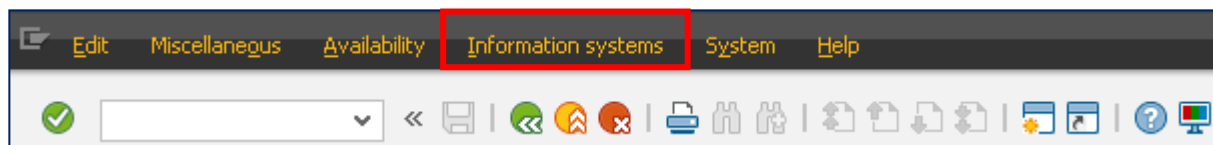
Select fields to be viewed

☒ Room number
☒ Voucher
☐ Room Clean/Dirty
☒ Pax amount
☒ Guest or Group name
☒ Room type

Expected Arrivals with Rooming list											
NH HOTELES ESPAÑA, S.A. MADRID											
From 23.03.2016 until 02.04.2016											
Room	Reserv. Voucher	AD	JU	CH	BB	Extr. Code	Guest or Group Name	Guest ID	Package	Nights	Dep.date
830	13482254	1	0	0	0		GRAND TOUR D'ANDALOUSIE			2	25.03.16
831	13482255	1	0	0	0		GRAND TOUR D'ANDALOUSIE			2	25.03.16
834	13482258	1	0	0	0		GRAND TOUR D'ANDALOUSIE			2	25.03.16
621	13482291	1	0	0	0		GUIA			2	25.03.16
Remarks: PREPAGO PDTE. GUIA Y CHOFER FREE.											
836	13482259	1	0	0	0		HAZARD			2	25.03.16
Remarks: PREPAGO PDTE. GUIA Y CHOFER FREE.											
535	13728998	1	0	0	0		JESUS AGUSTIN			1	24.03.16
Remarks: A CTA HD. GTD.											
432	10768759 613221671	1	0	0	0		JOHN CHAPMAN			4	27.03.16
705	13215762 01082-83969922	1	0	0	0		JOSE RAMON SANZ FERNANDEZ			1	24.03.16



Information systems



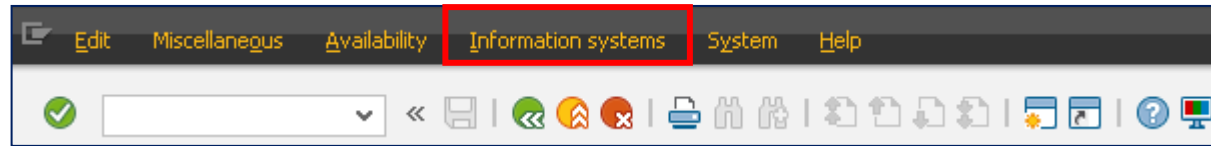
Groups Rooming List

ESSE.CECON NH Collection Sevilla ***** COLLECTION

Group Reservation 0008873189 IMAGINE-AB
Main Client: CLICK ON LINE RESERVATION SYSTEM SA

Reservation	Res. Status	Voucher Res.	Room	Room T...	Arrival date	Nights	Depart. date	Guest name	m pl	Σ Ro...	Σ AD	Σ JU	Σ CH	Σ BB	Contract/Rate	Price	Free Σ	Head.Gro.Amnt
13764599	Cancelled			SUPDBL	24.03.2016	2	26.03.2016	DIDONE' MARIA + ...	BB	1	2	0	0	0	LGR_SMERF	IMAGINESS		0,00
13764613	Cancelled			SUPDBL	24.03.2016	2	26.03.2016	VIENO ANNA PEND...	BB	1	1	0	0	0	LGR_SMERF	IMAGINESS	X	0,00
										2	3	0	0	0				0,00
13764559	Confirmed			SUPDBL	24.03.2016	2	26.03.2016	MINI UMBERTO + F...	BB	1	2	0	0	0	LGR_SMERF	IMAGINESS		214,00
13764560				SUPDBL	24.03.2016	2	26.03.2016	MARCHETTO LUCIA...	BB	1	2	0	0	0	LGR_SMERF	IMAGINESS		214,00
13764591				SUPDBL	24.03.2016	2	26.03.2016	CLARK GIOVANNA ...	BB	1	2	0	0	0	LGR_SMERF	IMAGINESS		214,00
13764592				SUPDBL	24.03.2016	2	26.03.2016	MAZZAROTTO GIO...	BB	1	2	0	0	0	LGR_SMERF	IMAGINESS		214,00
13764593				SUPDBL	24.03.2016	2	26.03.2016	TREVISIN FIORENT...	BB	1	2	0	0	0	LGR_SMERF	IMAGINESS		214,00
13764594				SUPDBL	24.03.2016	2	26.03.2016	SARTOR VALENTIN...	BB	1	2	0	0	0	LGR_SMERF	IMAGINESS		214,00
13764595				SUPDBL	24.03.2016	2	26.03.2016	REVOLFATO LUCIA...	BB	1	2	0	0	0	LGR_SMERF	IMAGINESS		214,00
13764596				SUPDBL	24.03.2016	2	26.03.2016	ARGENTIN OTTORI...	BB	1	2	0	0	0	LGR_SMERF	IMAGINESS		214,00
13764597				SUPDBL	24.03.2016	2	26.03.2016	PORCELLATO GIUS...	BB	1	2	0	0	0	LGR_SMERF	IMAGINESS		214,00
13764598				SUPDBL	24.03.2016	2	26.03.2016	BONSANGUE RENAT...	BB	1	2	0	0	0	LGR_SMERF	IMAGINESS		214,00
13764600				SUPDBL	24.03.2016	2	26.03.2016	GOLOVKINA ALEKS...	BB	1	2	0	0	0	LGR_SMERF	IMAGINESS		214,00
13764611				SUPDBL	24.03.2016	2	26.03.2016	REVOLFATO GIULIA...	BB	1	2	0	0	0	LGR_SMERF	IMAGINESS		214,00
13764612				SUPDBL	24.03.2016	2	26.03.2016	DAL FABBRO ANNA...	BB	1	1	0	0	0	LGR_SMERF	IMAGINESS		188,00
13764614				SUPDBL	24.03.2016	2	26.03.2016	GUIA IMAGINE : PA...	BB	1	1	0	0	0	LGR_SMERF	IMAGINESS	X	0,00
	Confirmed			SUPDBL						14	26	0	0	0				2.756,00
				SUPDBL						1	2	0	0	0				2.756,00
				SUPDBL						1	2	0	0	0				2.756,00

Information systems



- Booking Position
Forecast X room
Arrivals expected
Print Rooming List Shift+F1
Monitor occupancy

ESSE.CECON. Group Reservation Occupancy control

ESSE.CECON NH Collection Sevilla ***** COLLECTION

Reservation 0008873189 - IMAGINE-AB

Room types*

View All

Room type	Status	Description	Σ	24.MAR.2016	Σ	25.MAR.2016	Σ	26.MAR.2016	Σ	27.MAR.2016
SUPDBL	Breakdowns	OCUP 1		2		2		0		0
		OCUP 2		12		12		0		0
	Breakdowns			14		14		0		0
	Break+Outst	OCUP 1		2		2		0		0
		OCUP 2		12		12		0		0
	Break+Outst			14		14		0		0
TOTAL	Breakdowns	OCUP 1		2		2		0		0
		OCUP 2		12		12		0		0
	Breakdowns			14		14		0		0
	Outstanding	OCUP 1		0		0		0		0
		OCUP 2		0		0		0		0
	Outstanding			0		0		0		0
	Break+Outst	OCUP 1		2		2		0		0
		OCUP 2		12		12		0		0
	Break+Outst			14		14		0		0



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Shortcuts in convention group


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Shortcuts

ESMD.NACIO NH Nacional ***** Reserv. 109255797 Client 1100038012 BCD TRAVEL



Modify folio's header (F7)



Generate documents



Go to folios maintenance (F9)



Overview of all localizer linked to the convention group



Check of the applied rates, total group value & commission (F8)



Print groups rooming list



Service order



Show total reservations grid



Billing / production details



Document delivery



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Rooming list (breakdowns)


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Rooming list

1. Select status pending
2. Open "Rooming list"

Modify Conference Group Reservation

Rooming list

Arrival date: 19.01.2015 Monday
Nights: 5
Departure date: 24.01.2015 Saturday
Group Name: WORLDWIDE
Registration date: 21.10.2014
E-Mail:
✓ Retrieve changes

Day	Date	TO...	JSTDEL	JSTDEUK	JSTDELT
Monday	19.01.2015	9	0	0	
Tuesday	20.01.2015	27	0	0	
Wednesday	21.01.2015	27	0	0	
Thursday	22.01.2015	27	0	0	
Friday	23.01.2015	27	0	0	
		117	0	0	

Status: Pending

Rooming list

Routing

ESBA.NUMAN NH Sants Barcelona **** Reserv. 194907 Client 1013895671 CONFERENCE DIRECT

Rooming List Breakdowns Conferences Manual entry

Header

Arrival 30.04.2017 Regis.Date 11.11.2014 Room type *Standard Double
Departure 07.05.2017 Meal plan *BB PAX: AD 1 JU CH BB Room

Guest Id	Guest Name	Country	Tax Number 1	Region	Pax type	City	Title
					Adult		

Different ways to perform breakdowns:

Rooming list → Use this option to breakdown rooms one by one


Breakdowns → Here you can see the breakdowns already made

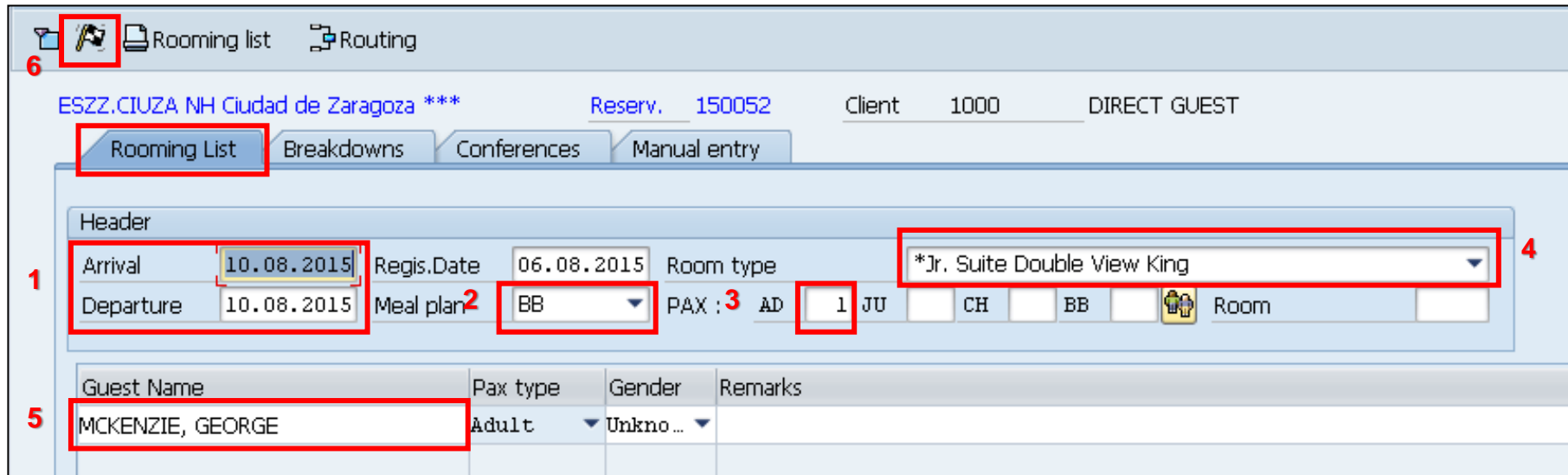
Conferences → Use this option to break down all the group at the same time.

Manual Entry → Use this option to break down several rooms with different dates or room types at once.

Rooming list

When you have to do the breakdown for 1 room, this option can also be used:

1. Select the arrival and departure date
2. Select the meal plan
3. Select the number of pax
4. Select the room type with the "*" at beginner of the description. Don't use other type of room if it is not informed in the grid of the group.
5. Fill in the name of the guest
6. Press 



The screenshot shows the 'Rooming list' interface with the following elements and annotations:

- 6**: Points to the 'Rooming list' icon in the top toolbar.
- 1**: Points to the 'Arrival' and 'Departure' date fields, both containing '10.08.2015'.
- 2**: Points to the 'Meal plan' dropdown menu, which is set to 'BB'.
- 3**: Points to the 'PAX' field, which contains the value '1'.
- 4**: Points to the 'Room type' dropdown menu, which is set to '*Jr. Suite Double View King'.
- 5**: Points to the 'Guest Name' field, which contains 'MCKENZIE, GEORGE'.

The interface also displays the following information:

- Hotel: ESZZ.CIUZA NH Ciudad de Zaragoza ***
- Reserv. 150052
- Client 1000
- DIRECT GUEST
- Buttons: Rooming List (selected), Breakdowns, Conferences, Manual entry
- Header fields: Arrival, Departure, Regis.Date (06.08.2015), Room type, Meal plan, PAX, AD, JU, CH, BB, Room
- Guest details table:

Guest Name	Pax type	Gender	Remarks
MCKENZIE, GEORGE	Adult	Unkno...	

Rooming list

1. Go to **Manual entry** for assigning multiple reservations with the same arrival & departure date and amount of pax. You can repeat this action multiple times for 1 convention group.
2. Select the arrival and departure dates.
3. Select the room type you wish to assign.
The Room type with a * (star) are the booked room types for this convention group, **use only this/these line(s) to create your rooming list**
4. Enter the number of pax and by rows, enter the number of reservations with the same data. 1 row equals 1 room reservation. Press the button “Add”.

The screenshot shows the 'Rooming list' application window. At the top, there's a header with a logo and the title 'Rooming list'. Below it, a navigation bar includes 'Routing', 'Rooming List', 'Breakdowns', 'Conferences', and 'Manual entry' (highlighted with a red box and the number 1). The main area displays reservation details: 'NLZH.DHAAG NH Den Haag ****', 'Reserv. 99911', 'Client 1000152612 WORLDMEETINGS'. Below this, there are tabs for 'Rooming List', 'Breakdowns', 'Conferences', and 'Manual entry'. The 'Manual entry' tab is active. In the 'New data' section, there are input fields for 'Arrival' (19.01.2015) and 'Departure' (24.01.2015) (highlighted with a red box and the number 2). To the right, there are fields for 'Room type' and 'Meal plan'. The 'Room type' dropdown menu is open, showing a list of room types: '*Standard Double', 'Jr Suite Double', 'Jr Suite Double King', 'Jr Suite Double Twin', 'Standard Double King', 'Standard Double Queen', 'Standard Double Twin', 'Standard Double View', 'Standard Double View King', and 'Standard Double View Twin'. The '*Standard Double' option is highlighted (highlighted with a red box and the number 3). To the right of the room type dropdown, there is a 'PAX : AD' field with a value of 1, an 'Add' button, and a 'rows' field with a value of 1 (highlighted with a red box and the number 4). At the bottom, there is a table with columns: 'Reserv.', 'Arrival', 'Depart', 'Type', 'Meal pl...', 'AD', and 'R...'. The table is currently empty.

Rooming list

6. Fill in the names of the guests
7. Select all
8. Flag off → 

[illegible]

Rooming list

The screenshot displays the 'Rooming list' application interface. At the top, the 'Rooming list' tab is selected, and the 'Routing' sub-tab is highlighted with a red box. The main header shows reservation details: 'ESZZ.CIUZA NH Ciudad de Zaragoza ***', 'Reserv. 156134', 'Client 2200021225', and 'ING RISPO RAFFAELE'. Below this, a navigation bar includes 'Rooming List', 'Breakdowns', 'Conferences', and 'Manual entry' (which is active). The 'New data' section contains input fields for 'Arrival' (29.09.2015), 'Departure' (02.10.2015), 'Room type' (*Standard Double), and 'Meal plan' (*BB). To the right, 'PAX' information is shown: 'AD 2' and '5 rows'. A modal window titled 'Rooming list' is open, showing the 'Routing' tab. It features a table with columns: 'Routing', 'Routing type', 'Group/Conc', 'Description', 'C Cadence', 'F Start date', 'End date', 'Ext.', and 'Folio'. The first row is populated with 'Concept ...', 'F&B MEALP', 'F&B Mealplan', 'Everyday includ...', and 'Group...'. A text box overlay on the modal states: 'You have the option to select a routing for the rooms you breakdown'. At the bottom of the modal, there is a 'View Routing' button and a note: 'Routings will not be updated in breakdown reservations. Use specific button in Breakdowns re'. The bottom of the main application window shows a toolbar with various icons and a 'View Routing' button.

Rooming list

Before breakdown reservations

ESBA.NUMAN. Modif. Conv. Group Res. - CVENT -EPO

Rooming list | [Icons]

ESBA.NUMAN NH Sants Barcelo Reserv. 194907 Client 1013895671 CONFERENCE DIRECT

*General info. *Reception info. *Billing information Deposits ***Routing Charges** Fixed charge Actions Loan Items

Routing [Apply]

Routing	Routing type	Group/Conc	Description	C	Cadence	F	Start date	End date	Ext.	Folio	Reserv.	Room	Percentage
	Concept	BB	Bed & Breakfast				30.04.2017	06.05.2017	Group header	Folio 1	194907		100,00
	Concept	ROOM	Room				30.04.2017	06.05.2017	Group header	Folio 1	194907		100,00

[Icons] View Routing

Routings will not be updated in breakdown reservations. Use specific button in Breakdowns reservation tab

After breakdown reservations

*General info. *Reception info. Billing information Deposits Guarantee *Additional info. ***Breakdowns** *Routing Charges Fixed charge Actions

Reservation	Status	Room	Type	AD	JU	C	BB	Board	Main Guest name	Arrival date	Departure...	Updated r...	Upg. meal...	Sp. Me
154826	CONFIRMED	524	STDGL	1	0	0	0	BB	TEST CONV.GRP	02.01.2015	03.01.2015			
154827	CONFIRMED	304	STDBL	2	0	0	0	BB	alicia	01.01.2015	02.01.2015			
154828	CONFIRMED	306	STDBLD	2	0	0	0	BB	gema	01.01.2015	02.01.2015			
154829	CONFIRMED	324	STDGL	1	0	0	0	BB	gonzalo	02.01.2015	03.01.2015			

[Icons]

Tasks Notice Special requests **Routing** Modify reservat Bring header remarks Modify Guests

We recommend routing after breakdown

Rooming list

Rooming list Routing

ESZZ.CIUZA NH Ciudad de Zaragoza *** Reserv. 150052 Client 1000 DIRECT GUEST

Rooming List Breakdowns Conferences Manual entry

New data

Arrival 10.08.2015 Room type *Standard Double View Double PAX : AD 1
 Departure 10.08.2015 Meal plan *BB Add 6 rows

Guests


Reserv.	Arrival	Depart	Type	Meal pl...	AD	JU	CH	BB	Code	Name	R...
151829	10.08.2015	10.08.2015	STDDB...	BB	1	0	0	0		MCKENZIE, GEORGE	
151830	10.08.2015	10.08.2015	STDDB...	BB	1	0	0	0		BOURKE, MICHAEL	
151831	10.08.2015	10.08.2015	STDDB...	BB	1	0	0	0		WATSON, MIKE	
151832	10.08.2015	10.08.2015	STDDB...	BB	1	0	0	0		FERGUSON, PETER	
151833	10.08.2015	10.08.2015	STDDB...	BB	1	0	0	0		WALLET, ALEXANDRA	
151834	10.08.2015	10.08.2015	STDDB...	BB	1	0	0	0		WAYNE, MIRANDA	




Export from an excel the rooming.
 To edit the excel, and join name and surname in one cell, use concatenate.

Reservations are created with an individual reservation number

Rooming list

Go to **Conferences** and you can inform the rooming list too.

 **Rooming list**

  Rooming list  Routing

ESMA.MALAG NH Málaga *****

Reserv. 64427175












Client 1000074839 VIAJES TRANSVIA TOURS SL

Rooming List

Breakdowns

Conferences

Manual entry

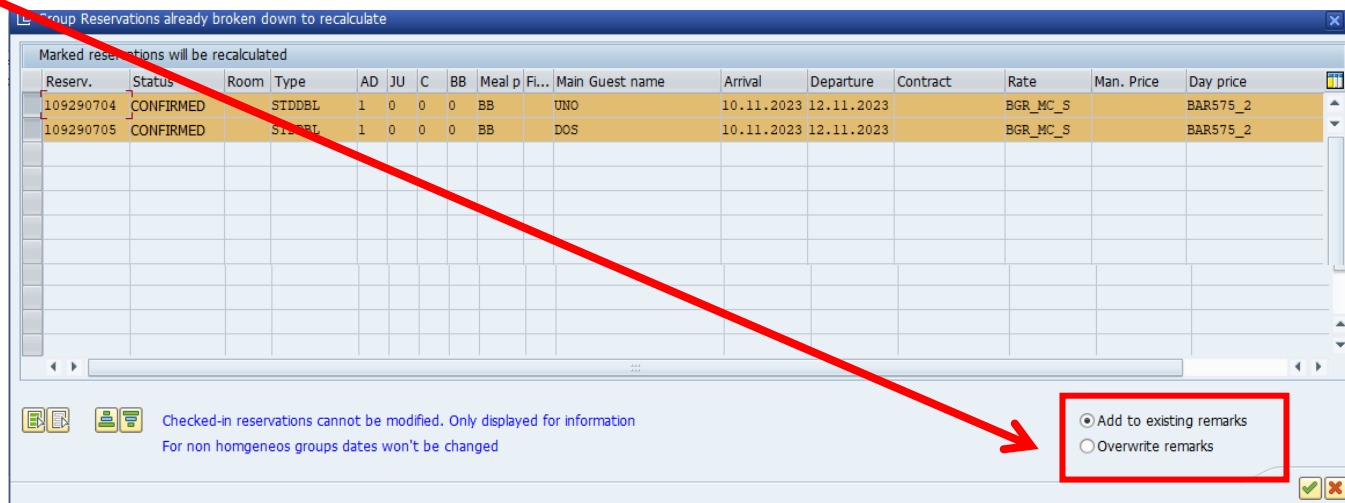
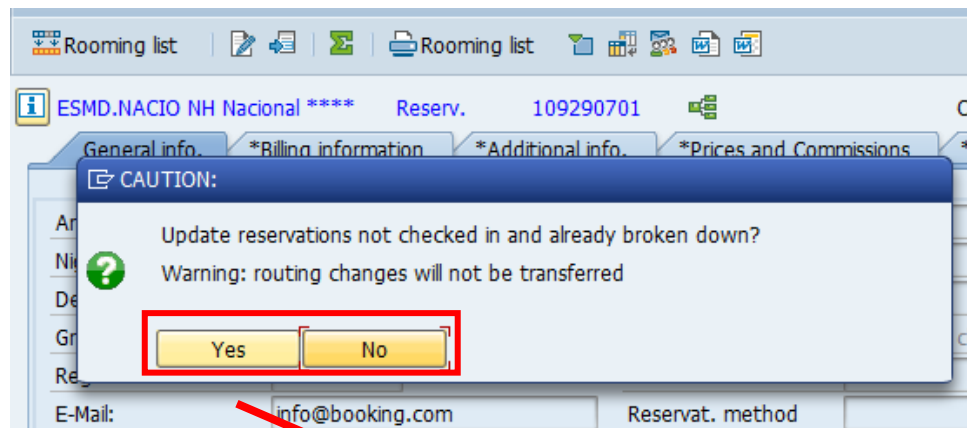
          

Guests

S...	Reserv.	Type	M...	AD	JU	CH	BB	Code	Name	R...	Code	Name	Bill	Depar.

Saving the group with the breakdown already done

Before doing the check in you can change rate, prices, commissions, remarks...in the breakdown.



You can edit the remarks of the breakdowns with these options

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Screen body

ESMD.NACIO. Modif. Conv. Group Res. - TEST COMMISSION

ESMD.NACIO.NH Nacional **** Reserv. 1.09255797 Client 1100038012 BCD TRAVEL

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

Arrival date: 10.11.2022 Thursday Contract: 0 Observaciones
 Nights: 1 Rate: BGR_MC_M BGR with Meeting R... GENERAL Only 250 chara
 Departure date: 11.11.2022 Friday Allotment: ~~XXXXXXXXXX~~
 Group Name: TEST COMMISSION ☐ Retrieve changes
 Registration date: 10.11.2022 Voucher: Cost code:
 E-Mail: NO E-MAIL Reservat. method Meal Plan BB
 CUT-OFF date Rooming

Day	Date	TO...	FAMINT	JSTDBW	JSTDBWK	STDDBL	STDDBLK	STDDBLQ	STDDBLT	STDDBW	STDDB...	STDSGL	STDSGW	SUPDBV	SUPDBVD	SUPDBVT
Thursday	10.11.2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Pending

CONFIRMED

Grouped rooms 0 Pax 0 Created E00000022126 10.11.2022 08:43 Cur EUR
 Single reservat. 10 Pax 16 Modifi E00000022126 10.11.2022 08:53 ☐ Publish in TMS4C

☐ Retrieve changes



When ticked, all changes in rooms in breakdown will be retrieved in the convention group. E.g. when a room in breakdown is cancelled the room will return in the pending rooms block



Manual price will **never** be used

Screen body

ESZZ.CIUZA. Modif. Conv. Group Res. - TEST

Rooming list

ESZZ.CIUZA NH Ciudad de Zar Reserv. 120794682 Client 1000 DIRECT, GUEST

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

Arrival date: 30.08.2023 Wednesday Contract: 0 Observaciones: GENERAL (Only 250 character) Observaciones: Billing

Nights: 1 Rate: LGR_ITO LGR ITO Groups Chain Remarks * Chain Remarks * Housekeeping Remarks Hotel Remarks External Remarks for Reservations Internal Remarks for Reservations Rate Remarks * TMS forConnectivity

Departure date: 31.08.2023 Thursday Allotment: Voucher: Cost code: BB Meal plan: BB

Group Name: TEST Manual price Retrieve changes Cancellation cost code (1) 20 Entries found

Registration date: 17.08.2023 Voucher: Restrictions

E-Mail: NO E-MAIL Reservat. method: Pending

CUT-OFF date: Rooming: Allowed

Day	Date	TO...	FAMADJ	FAMDBV	FAMDBVK	JSTDBV	JSTDBVK	STDDBL	STDDBLD	STDDBL	STDDBLD
Wednesday	30.08.2023	10						10			
		10	0	0	0	0	0	10	0		

Cost code and two blocks of remarks

LNKH.KRASN Anantara Grand H Reserv. 112814368 Client 1018147286 EVENT SUCCESS

Deposits Discount Breakdowns Routing Charges Fixed charges Actions *Commissionable charges Special meal plans *Statistics Guarantee *Reception info.

Arrival/Departure

Arrival time: 15:00 Departure time: 12:00 Estimated arrival and departure time

Reservation type:

Confirmation

Confirmation: Waiting list

Sent to: Top date: Reason:

General info

ESSE.CECON NH Collection Se

Reserv.8873189

Client1000027394

CLICK ON LINE RESERVATION SYSTEM SA

*General info.

*Reception info.

Billing information

Deposits

Guarantee

*Additional info.

*Breakdowns

*Routing Charges

Fixed charge

Actions

Loan Items

Packages

*Statistics

C...

Arrival date:24.03.2016Thursday

Nights:4

Departure date:28.03.2016Monday

Group Name:IMAGINE-AB

Registration date30.10.2015

E-Mail:

CUT-OFF date

Contract:NEWTRA_LGRNEW TRAVELLERS INCOMING TOURS - LGR

Rate:LGR_ITOLGR ITO Groups

Allotment:

Manual price

Retrieve changes

Voucher:

Reservat. method

Cost code:

Meal PlanBB

Remarks

Main *BONO PC. 2 DUIS FREE.

Contract:NEWTRA_LGRNEW TRAVELLERS INCOMING TOURS - LGR

Rate:LGR_ITOLGR ITO Groups

Allotment:

Contract Id.

NEWTRA_LGR1

NEW TRAVELLERS INCOMING TOURS - LGR

Descriptions

Active

Validity period

Start date01.01.2016

End date31.03.2017

Activation data

Activation date01.01.2016

Auto. apply date01.01.2016

Level

Contract's levelHOTELHotel

TMSforConnectivity

Active in TMS4C

*General data

Conditions

*Rates

Best available rate

Remarks

Stay Options

Offers

*Guarantee

*Statistics

Routing instructions

Concept Discounts

Client information

Main client1002924968NEW TRAVELLERS INCOMING TOURS

Bill-to part

Holder

Payer

CRS

Company

General data

CRS contract

Contr.useGroup Reservation

Pay Cond.

Billing data

Direct payment

Folios to guest

Charges groupDAILY

Ref. TA

*General data

Conditions

*Rates

Best available rate

Remarks

Stay Options

Offers

*Guarantee

*Statistics

Routing instructions

Concept Discounts

Contact data

Order1

RateLGR_ITO

DescriptionLGR ITO Groups

Allotment

Description

CostCXL_BAR

DescriptionBAR CXL

Rate group

Prepa

Contact pe

Contact Telephone No


Billing deduction




Show as error

Billing Information


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

Card information

Holder: 

Number:   

Expiry date: Class Pay cond.

CVV  Type

Extra credit

Limit 600,00 ☐ Unlimited


☐ Full credit

☐ Canceled

☐ POS canceled

Telephone credit

Client information

Receiver: 

Holder:

Payer:

CRS:

CRS Reservation: Concept grouping:

Resp. Company

Manage credit card in PCI

Cards in PCI

Status	Type	Concealed cred. card	Card holder	Channel Identifier	Description	Remarks	Crea
--------	------	----------------------	-------------	--------------------	-------------	---------	------

Cards in TMS4Pay

Status	Mask/Credit card numb.	Expiry MMY	CVV	Card Reference	Expiry Reg	Register/Unregister	Card holder	Remarks
--------	------------------------	------------	-----	----------------	------------	---------------------	-------------	---------






By clicking in this icon, you will see this screen with the options of PCI.

Billing information

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

Card information

Holder:
Number:   
Expiry date: Class
CVV: Type Pay cond.


Extra credit

Limit
☐ Full credit
☐ Canceled
☐ POS canceled

Telephone credit

☐ Unlimited
Telephone credit

Client information

Receiver: 
Holder:
Payer:
CRS:
CRS Reservation: Concept grouping:
Resp. Company

Extra credit

Limit

☐ Full credit
☐ Canceled
☐ POS canceled

Limit:

Maximum amount to spend

Full credit:

Unlimited charges, all guest charges are guaranteed by the client

Canceled:

No hotel service may be booked on the guest or master folio's

POS Canceled:

No F&B services can be booked on the guest or master folio's

Telephone credit

☒ Unlimited

Telephone credit

Unlimited: All telephone charges can be charged, any charges are guaranteed by the main client

Telephone credit: Maximum guaranteed amount by main client






Deposits

*General info.	*Reception info.	Billing information	Deposits	Guarantee	*Additional info.	*Breakdowns	*Routing Charges	Fixed charge	Actions	Loan
auto	Deposit requested	Currency	Deposit request date	Due Date	Received					
<input type="checkbox"/>	2.736,05	EUR	22.03.2016	22.03.2016						

Green light:
Deposit paid or still in time

Yellow light:
The day request of the deposit is the arrival date

Red light:
Time to receive the payment past due

Request: 2.736,05 Received: 2.736,05 Pending: 0,00 EUR

Regenerate deposits

Prepayment type

Prepayment with Invoice?

With bill

Without bill

Till operations

Till identifier

Type

☐ Prepayment w/o bill

☒ Prepayment with bill

Reservation 13376287

Amount 500,00

Movement currency EUR

Folio 2

Swap currency

1000061542 VIAJES EL CORTE INGLES SA

Holder

☒ Folio's holder

☐ Main client

☐ Main guest

☐ Other holder

Concept PPWI Hotel & Restaurant Prepayments 10%

Tax clasificat. 2

Paym. Method CASH

Voucher

Remarks Pre-payment

Notes detail

✓ ✗

Deposits

Amount Requested	Currency	F...	Deposit request date	Due Date	Received	Amount received	Received date	Document No	Short Remarks
10,00	EUR	2	22.03.2016	10.09.2016	<input checked="" type="checkbox"/>	10,00	22.03.2016		Pre-payment 4035029987
500,00	EUR		22.03.2016	10.09.2016	<input type="checkbox"/>	0,00			

<

>

...


Request: 510,00

Received: 10,00

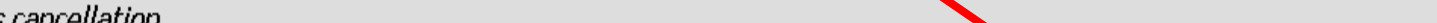
Pending: 500,00

EUR

Cancelled deposits



Pre-payments cancellation



Reservation	Reserv. ty	Event code	Version	Req.depos.	Rec.depos.	Currency	Payment re	De.Reg.Dat	Dep.Reg.Da	Top date	Short Remarks	Cancellation reason	Cancel. type	User cancelled
13376287	Events	EV00006802	1	10,00	10,00	EUR	Fully received	22.03.2016	22.03.2016	10.09.2016	PRE-PAYMENT 4035029987	TMS SUPPORT TEAM BENELUX	Payment advance	E00000093733

*Conditions Deposits Discount Breakdowns Routing Charges Fixed charges Actions *Commissionable charges Special meal plans *Statistics **Guarantee** *Reception info.

☒ Guarantee Reserv.

Guarantee a.Total Guarantee

Remarks











Guarantee status of the convention group, this travels to the individual reservations (after breakdown)

Don't use the ones starting by "a"

To fill in (when it is necessary) the
Branch CC, Branch CRS Branch
Company or the Agent

Breakdowns

General info. *Billing information *Additional info. *Prices and Commissions *Conditions Deposits Discount *Breakdowns *Routing Charges Fixed charges															
Reservation	Status	Room	Type	AD	JU	C	BB	Board	Main Guest name	Arrival date	Departure...	Updated r...	Upg. meal...	Sp. Meal p...	
118453843	CHECK-..	1275	SUPDBL	1	0	0	0	BB	MATITIA, LYDI...	12.08.2023	13.08.2023				
119402029	CHECK-..	1275	SUPDBL	1	0	0	0	BB	MATITIA, LYDI...	13.08.2023	14.08.2023				
119402031	CHECK-..	655	SUPDBL	1	0	0	0	BB	VOTO FLORES, ...	13.08.2023	14.08.2023				
119402032	CHECK-..	673	SUPDBL	1	0	0	0	BB	SANDIFORT-WET...	13.08.2023	14.08.2023				
119402033	CHECK-..	857	SUPDBL	1	0	0	0	BB	GRANT, KAREN	12.08.2023	14.08.2023				
119402034	CHECK-..	876	SUPDBL	2	0	0	0	BB	DAVIDSON JR, ...	12.08.2023	14.08.2023				
119402035	CHECK-..	663	SUPDBL	2	0	0	0	BB	ZULUETA, BOB ...	13.08.2023	14.08.2023				

Tasks Notice Special requests Routing Modify reservat Bring header remarks Modify Guests

If rooms are in breakdown, they will be shown in this tab.

When in breakdown, modifications for the reservation needs to be processed here

When double click on the reservation number, you will enter the individual reservation

Breakdowns

Reservations which are booked directly via an event link will be in status confirmed automatically, even if the group header is in status tentative.

NLNB.GELDR NH Geldrop ***** Reserv. 4595225 Client 2016678360 APANTA

*General info. *Reception info. Billing information Deposits Guarantee Additional info. Breakdowns Routing Charges Fixe

Reservation	Status	Room	Type	AD	JU	C	BB	Board	Main Guest name	Arrival date	Departure...	Updated
4644480	Confirmed		BASDBLT	1	0	0	0	BB	LADISLAV TIMULAK	07.10.2015	08.10.2015	
4692835	Confirmed		BASDBLT	1	0	0	0	BB	MICHAEL BRICKER	07.10.2015	09.10.2015	
4692858	Confirmed		BASDBLT	1	0	0	0	BB	JAN REIDAR STIEGLER	07.10.2015	08.10.2015	
4694661	Confirmed		BASDBLT	1	0	0	0	BB	SERINE WARWAR	07.10.2015	08.10.2015	
4694699	Confirmed		BASDBLT	1	0	0	0	BB	LARS AUSZRA	07.10.2015	08.10.2015	
4700947	Confirmed		BASDBLT	1	0	0	0	BB	MARIELLE SUTTER	07.10.2015	09.10.2015	
4704540	Confirmed		STDDBLT	1	0	0	0	BB	DR. NIA PRYDE	07.10.2015	09.10.2015	

Tasks Notice Special requests Routing Modify reservat Bring header remarks Modify Guests

Day	Date	TO...	BASDBL	BASDBLD	BASDBLK	BASDBLT	FAMDBL	FAMDBLD	STDDBL	STDDBLK	STDDBLT
Monday	05.10.2015	4	0	0	0	0	0	0	0	0	4
Tuesday	06.10.2015	59	0	0	0	0	0	0	0	0	59
Wednesday	07.10.2015	44	0	0	0	0	0	0	0	0	44
Thursday	08.10.2015	24	0	0	0	0	0	0	0	0	24

Pending

Tentative Grouped rooms 131 Pax 196 Created ZJOBS_PO 30.06.2015 23:56 Cur EUR

Breakdown -- Tasks

13782611	CONFIRMED		SUPDBL	2	0	0	0	BB	Tahri saida	28.03.2016	30.03.2016	
13782612	CONFIRMED		SUPDBL	2	0	0	0	BB	Zaki Zahira	28.03.2016	30.03.2016	

< > ...

Tasks

Notice

Special requests

Routing

Modify reservat

Bring header remarks

Modify Guests

Create tasks to reservations

Select Layout Save Layout... Tasks

NOTE:Tasks are added to create

Reserv.	Grp. Rs...	Name of group	Res.Status	Arrival date	Departure	Room t...	Room	A	JU	C	BB	Rooms Qty.	Guest Name	Booking File ID
13782623	127789	GRIPO MARR	3	28.03.2016	30.03.2016	SUPDBL		2	0	0	0	1	ENCADRANT	MB0000164931
13782585	127789										0	1	Hind Elmouchtaaray	MB0000164931
13782586	127789										0	1	Majdi Abdelghani	MB0000164931
13782587	127789										0	1	ALAMI Mohamed	MB0000164931
13782589	127789										0	1	Cherkaoui chama	MB0000164931

Create tasks to reservations

ESSE.CECON NH Collection Sevilla ***** COLLECTION 24.03.2016

Department	C..	C	Cadence	D	Start date	End date	M	X	W	T	F	S	Y	R...	Ac...	Action

Breakdown -- Notice

13782611	CONFIRMED		SUPDBL	2	0	0	0	BB	Tahri Saida	28.03.2016	30.03.2016	
13782612	CONFIRMED		SUPDBL	2	0	0	0	BB	Zaki Zahira	28.03.2016	30.03.2016	

<

>

...

Tasks

Notice

Special requests

Routing

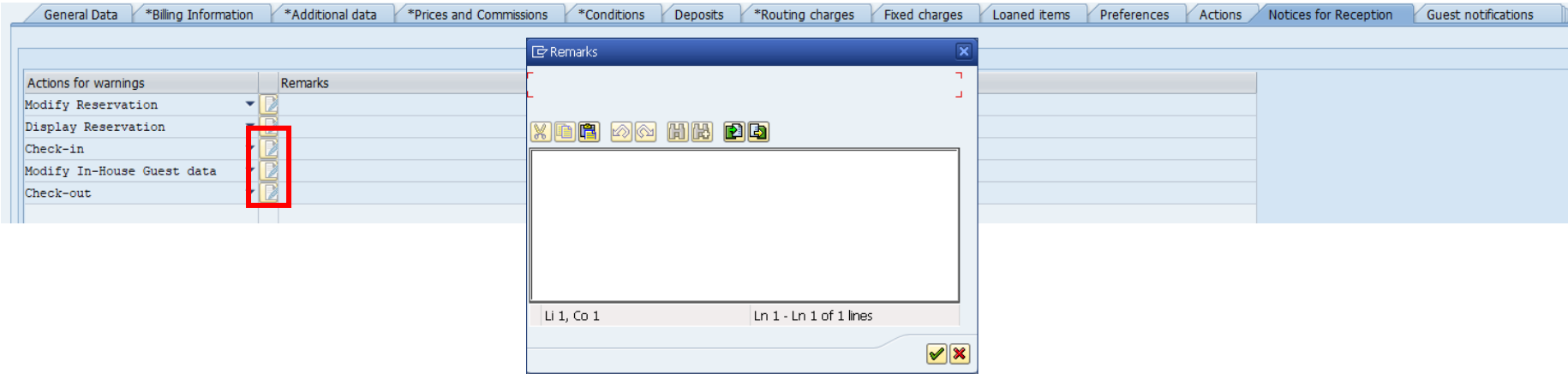
Modify reservat

Bring header remarks

Modify Guests

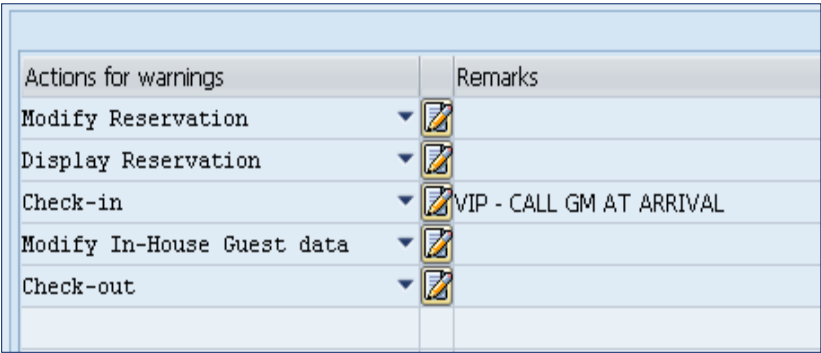
[illegible]

Breakdown -- Notice



Double click on the sign to write the 'notice'

What we will see as a 'pop-up' on the screen



Breakdown – Special Requests

13782611	CONFIRMED		SUPDBL	2	0	0	0	BB	Tahri Saida	28.03.2016	30.03.2016	
13782612	CONFIRMED		SUPDBL	2	0	0	0	BB	Zaki Zahira	28.03.2016	30.03.2016	

< >

...

Tasks

Notice

Special requests











Routing

Modify reservat

Bring header remarks

Modify Guests

ESSE.CECON.Create preferences

 Special requests

NOTE: Preferences will be overwritten

Reserv.

Grp. Rsrv.

Arrival date

Departure

AD

JU

CH

13782623

12778959

28.03.2016

30.03.2016

2

0

0

13782624

12778959

28.03.2016

30.03.2016

1

0

0

13782625

12778959

28.03.2016

30.03.2016

2

0

0

13782626

12778959

28.03.2016

30.03.2016

2

0

0

Room Features

Stay features (guest)

SMOKING ROOM

ROOM DESIGN

DISABLE

ALLERGY ROOM

RENOVATED ROOM

ROOM FACILITIES

BATH / SHOWER DESIGN

BUILDING

MAIN BUILDING

SEPARATE BUILDING

SPECIAL WING

EXECUTIVE FLOOR

TOP FLOOR

DOWN FLOOR

FAR AWAY FROM NOISES

QUIET ROOM

SEPARATED BEDS

LOCATION

Reservation's features

SMOKING ROOM

ROOM DESIGN

CONNECTING ROOMS

LIVING ROOM

KITCHEN

HONEYMOON SUITE

DISABLE

ALLERGY ROOM

RENOVATED ROOM

ROOM FACILITIES

Asset

Value

BUILDING


MAIN BUILD

1. Select all, or make a selection

2. Press the button special request

3. Select the Room, stay and/or reservations features

4. Double click to add them to the column

5. Press 

MINOR
HOTELS

ANANTARA
HOTELS & RESORTS - SPAS

AVANI
Hotels & Resorts

elwana
HOTELS & RESORTS


DAKS
HOTELS & RESORTS - SUITES

NH
HOTELS

NH COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS



Breakdowns -- Routing

13782611	CONFIRMED		SUPDBL	2	0	0	0	BB	Tahri Saida	28.03.2016	30.03.2016	
13782612	CONFIRMED		SUPDBL	2	0	0	0	BB	Zaki Zahira	28.03.2016	30.03.2016	

< > ...

Tasks

Notice

Special requests

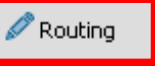
Routing

Modify reservat

Bring header remarks

Modify Guests

Select the break down reservations you need to route and press the routing button

 Routing

There are routings informed


NOTE: New routings will be overwritten to reservations

Reserv.	Grp. Rsrv.	Arrival date	Departure	AD	JU	CH	BB	Room Type	Room	Res.Status	Meal plan	Check-in	Check-out	Name of group	Guest	Routing
156976	157023	30.04.2016	01.05.2016	2	0	0	0	STDDBL		3	BB			DIDASKALION VECI	nacho	!
156977	157023	30.04.2016	01.05.2016	2	0	0	0	STDDBL		3	BB			DIDASKALION VECI	caro	!
156978	157023	30.04.2016	01.05.2016	2	0	0	0	STDDBL		3	BB			DIDASKALION VECI	maribel	!
156979	157023	30.04.2016	01.05.2016	1	0	0	0	STDDBL		3	BB			DIDASKALION VECI	emma	!
156980	157023	30.04.2016	01.05.2016	1	0	0	0	STDDBL		3	BB			DIDASKALION VECI	guia	!

Routing

Apply

Routing	Routing type	Group/Conc	Description	C Cadence	F Start date	End date	Ext.	Folio	Reserv
	Concept ...	ROOM (BB)	Acommodation Bed & Br...	Everyday includ...			Group...	Folio 2	1570
							No		0



Breakdowns – Modify reservation

[illegible]

The 'Modify reservation' can be used to make all changes for broken down reservations without any problem

Current data		Data to change
From Arrival date		Arrival date
Up to Arrival date		Departure date
Group Reservation No.	109290701	Arrival time
Individual Reservation No.	0	Departure time
Booking File ID		Contract identifier
Reservation type identifier		Rate
Registration date		Allocation Id
Voucher		Reservation status
Modification date		Reservation type
Modified by		Main Client
Main Client		Manual price
Room type		Manual price currency
<input type="checkbox"/> Include related reservations <input checked="" type="checkbox"/> Selec. booking breakdown		<input type="checkbox"/> Taxes Incl. Manual Price Meal plan Room type Date of reser. registration Upgrade room Upgrade room reason Upgrade meal plan Upgrade meal plan reason Voucher


Breakdowns – Bring header remarks

13782611	CONFIRMED		SUPDBL	2	0	0	0	BB	Tahri saida	28.03.2016	30.03.2016	
13782612	CONFIRMED		SUPDBL	2	0	0	0	BB	Zaki Zahira	28.03.2016	30.03.2016	

< > ...

Tasks
Notice
Special requests
Routing
Modify reservat
Bring header remarks
Modify Guests

Bring header remarks to broken-down reservations

 Bring remarks

Bring header remarks to breakdowns

ESSE.CECON NH Collection Sevilla ***** COLLECTION

Reservation 12778959

Arrival Date 28.03.2016 Depart. date 30.03.2016

Group name GRUPO MARR

Main Cust. 1014839673 SERHS TOURISM SA

☐ Transfer all types of informed observation

☒ Overwrite

☐ Add to existing

Remarks



Billing

Remarks written here will be shown on all individual invoices (if selected)



Reserv.	Room Type	Room	Arrival Date	Departure	Guest Name	All r...	Billing rem.
13782585	SUPDBL		28.03.2016	30.03.2016	Hind Elmouchtaaray		
13782586	SUPDBL		28.03.2016	30.03.2016	Majdi Abdelghani		
13782587	SUPDBL		28.03.2016	30.03.2016	ALAMI Mohamed		
13782589	SUPDBL		28.03.2016	30.03.2016	Cherkaoui chama		

Breakdowns – Modify guests

13782611	CONFIRMED		SUPDBL	2	0	0	0	BB	Tahri Saida	28.03.2016	30.03.2016	
13782612	CONFIRMED		SUPDBL	2	0	0	0	BB	Zaki Zahira	28.03.2016	30.03.2016	

< > ...

Tasks

Notice

Special requests

Routing

Modify reservat

Bring header remarks

Modify Guests

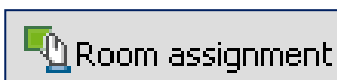
Break down selected item in individual reservation

Room assignment

Main guest

Guests											
	1	2	3	4							
G..	Reservation	Type	Code	Name	Voucher	Meal plan	P.	Gender	Arrival	Departure	Remarks
1	13782585	SUPDBL		Elmouchtaaray		BB	1	Unknown	28.03.2016	30.03.2016	
2	13782585	SUPDBL		Moutki Mohammed Youssef		BB	1	Unknown	28.03.2016	30.03.2016	
1	13782586	SUPDBL		Majdi Abdelghani		BB	1	Unknown	28.03.2016	30.03.2016	
2	13782586	SUPDBL		Boumaghoul Lalla Lamia		BB	1	Unknown	28.03.2016	30.03.2016	
1	13782587	SUPDBL		ALAMI Mohamed		BB	1	Unknown	28.03.2016	30.03.2016	

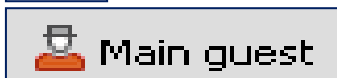
1. Add CRM Client PID.
2. Possible to change the guest name.
3. Possible to add a voucher number per individual reservation.
4. Add remarks per individual reservation



Shortcut to room assignment



Clip board (Ctrl C)



Display only main guest

Routing charges

*General info. Reception info. *Billing information Deposits Guarantee *Additional info. Breakdowns **Routing Charges** Fixed charges *Actions Loan Items

Routing Apply

Routing	Routing type	Group/Conc	Description	C	Cadence	F	Start date	End date	Ext.	Folio	Reserv.
		▼ Concept			Arrival date				Yes	Folio 1	
		▼ Concept group			Departure date				No	Folio 2	
		▼			Everyday including departure date				NO	Folio 3	
		▼			Everyday except arrival date				NO	Folio 4	
		▼			Everyday except departure date						
		▼			Everyday except arrival and departure date						

View Routing

Routings will not be updated in breakdown reservations. Use specific button in Breakdowns reservation tab

Concept ... Description Conc. Fa... Do not ...

2PAX	Room discount 2nd pax	05	ROOMS	ROOMS
3PAX	Room discount 3rd pax	05	ROOMS	ROOMS
4PAX	Room discount 4th pax	05	ROOMS	ROOMS
AI	All Inclusive	02	N/A	N/A
ALIB	All Inclusive Beverage	01	F&B	F&B
ALIF	All Inclusive Food	01	F&B	F&B
AUDV	Audivisual Services	01	MICE	MICE
BARB	Bar Beverage			
BARF	Bar Food			
BB	Bed & Breakfast			
BCEN	Business Center			
BCXL	Banqueting cancellation fee			
BKFS	Breakfast			
BKOU	Book Out			
BQTB	Banquet Beverage			
BQTF	Banquet Food			
BQTO	Banquet Others			
CFBR	Coffee Break			
CKTB	Cocktail Beverage	01	F&B	F&B
CKTF	Cocktail Food	01	F&B	F&B
CO2C	Eco Meeting	04	EXTRAS	EXTRA
CTAX	City Tax	54	N/A	N/A X

Concept groups

Conc. Grp.	Description
DDR	Packages
F&B MEALP	Additional Meal Plans
F&B MICE.	F&B Meetings
MEETING	Meetings Room
ROOM (RO)	Acommodation Room Only

Create a line and select 'Concept' or 'Concept group'. Cadence is used if the routing needs to be applied for several dates, use date (F) to select a certain date.

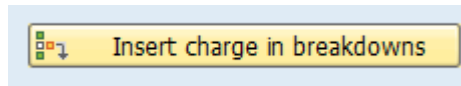
Select the correct folio where the concept needs to be routed to and select at 'External' the option 'yes' if routings needs to be done to a different reservation

Fixed charges

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

Concept	Description	Quan...	Price	Mon	Tax...	Rmk	C	Cadence	Per person (...)	AD	J	CH	BB	D	Start date	End date	Mo	Tu	W
		0	0,00		<input type="checkbox"/>		<input checked="" type="radio"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>	
		0	0,00		<input type="checkbox"/>		<input checked="" type="radio"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>	
		0	0,00		<input type="checkbox"/>		<input checked="" type="radio"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>	
		0	0,00		<input type="checkbox"/>		<input checked="" type="radio"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>	
		0	0,00		<input type="checkbox"/>		<input checked="" type="radio"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>	
		0	0,00		<input type="checkbox"/>		<input checked="" type="radio"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>	

When rooms are already in breakdown press in this icon to add fixed charges massively



If you need to delete them afterwards you will have to do it in every reservation manually.

Actions

*General info. *Reception info. *Billing information Deposits Guarantee *Additional info. *Breakdowns *Routing Charges Fixed charge **Actions** Loan Items Packages *Statistics

Department Comp... C Cadence Status D Start date End date Group Mo Tu We Th Fr Sa Su R... Ta... Status Task

ADM Finance & Administration
C&B Conference & Banqueting
DIR Direction
F&B Food & Beverage
HKP Housekeeping
MTN Maintenance
PBR Public Relations
PREP Prepayments
REC Reception
RES Reservations & Bookings
SAL Sales

▼ **FRONT-OFFICE**
 > Check-in
 > Front-Office
 > Check-out
 > Information systems
 • House status
 • Police record of In-House guests
 • Room Rack
 • Daily Room Rack
 • Room rack by floors
 • Available Rooms
 • Arrivals book ALV
 • In-house guests or occupied rooms ALV
 • Loan items inventory ALV
 • Messages for Guest
 • F&B Services Forecast
 • Meal plans revenue forecast
 • Tasks to be completed in reservations
 • **Tasks to complete:**
 • Room changes

Task list

Hotel ESSE.CECON
 Booking File
 Department
 Date 17.03.2016
 Booking File Owner Task
 Center
 Center Group
 Business Unit
 Reservation
 Event
 Event sales rep.
 Event Venue Rep
 Event Hotel Rooms
 Event task owner

Remark
No remark

Comp	Section	Reserv/Eve	Hotel	Status	Room	Department	Room	Date	Task	Completion	Completed
▲		EV00005778	ESSE.CECON	Offer		Reception		17.03.2016	2 sg si no dx		Pending
▲		EV00005809	ESSE.CECON	Tentative		Reception		17.03.2016	2 sg		Pending
▲		EV00006427	ESSE.CECON	Confirmed		Reception		17.03.2016	Nuevo Traxe		Pending
▲		0013475968	ESSE.CECON	Cancelled		Reception	SUPDBL	17.03.2016	pls ya alojado en habitación 209 si es posible mantener habitación va		Pending
▲		0013475969	ESSE.CECON	Cancelled		Reception	SUPDBL	17.03.2016	pls ya alojado en habitación 939 si es posible mantener habitación v		Pending
▲		0013475970	ESSE.CECON	Cancelled		Reception	SUPDBL	17.03.2016	pls ya alojado en habitación 402 si es posible mantener habitación v		Pending
▲		0013568963	ESSE.CECON	Confirmed		Reception	SUPDBLT	17.03.2016	INVOICE WEB PREPAY-Holder: NH Collection Sevilla doc: NHWHO123 Addr: NH COLLECTION SEVILLA City: SEV		Pending

Loan Items

*General info.	*Reception info.	*Billing information	Deposits	Guarantee	*Additional info.	*Breakdowns	*Routing Charges	Fixed charge	Actions
<div style="float: right; border: 2px solid red; padding: 2px;">Loan Items</div>									
Item	Stat	Price	Tax inc.	Deposit	Currency	From	Until	Amount	Charge day rtn
ADAPTER	Adapter	10			0,00				
CHARGER	Charger	10			0,00				
COT	Cot	4			0,00				
EX_BED	Extra Bed	15			0,00				
OTHERS	Others	0			0,00				

If you inform a loan item in the group, TMS will charge this in all the breakdowns!!

Request
Cancel
Check availability

Loan items report

Reservatio	Item	Quan	From	Until	Status	Room	Guest Name	Descriptio	Price	Curr.
6594893	EX_BED	1	22.03.2016	27.03.2016	Delivered	507	PICHARDO MUNIZ, ARLETTE MARIE	Extra Bed	0,00	EUR
8252577	EX_BED	1	23.03.2016	26.03.2016	Delivered	801	ANAYA VIZCAINO, JOSE LUIS	Extra Bed	0,00	EUR
8797403	EX_BED	1	23.03.2016	27.03.2016	Delivered	305	QUINTANA REZUSTA, PATRICIA	Extra Bed	0,00	EUR
8861640	EX_BED	1	24.03.2016	26.03.2016	Delivered	804	DONAIRE RAMOS, EMILIO	Extra Bed	0,00	EUR
8964097	EX_BED	1	21.03.2016	24.03.2016	Delivered	715	ALFONS MARTINEZ FERNANDEZ	Extra Bed	0,00	EUR
9526534	EX_BED	1	24.03.2016	26.03.2016	Delivered	802	GASPAR PALAO, VICTOR	Extra Bed	0,00	EUR

Loan items status

Date	Loan Article	Availables	Item Status	Item Status	Item Status	Stock units
11.03.2016	ADAPTER	10	0	0	0	10
11.03.2016	CHARGER	10	0	0	0	10
11.03.2016	COT	4	0	0	0	4
11.03.2016	EX_BED	15	1	0	0	15
11.03.2016	OTHERS	0	0	0	0	0
12.03.2016	ADAPTER	10	0	0	0	10
12.03.2016	CHARGER	10	0	0	0	10
12.03.2016	COT	4	0	0	0	4
12.03.2016	EX_BED	15	1	0	0	15
12.03.2016	OTHERS	0	0	0	0	0
13.03.2016	ADAPTER	10	0	0	0	10
13.03.2016	CHARGER	10	0	0	0	10
13.03.2016	COT	4	0	0	0	4
13.03.2016	EX_BED	14	0	0	1	15

Statistics and conditions

*Conditions Deposits Discount Breakdowns Routing Charges Fixed charges Actions *Commissionable charges Special meal plans ***Statistics** Guarantee

Statistical information

Geographic area: **France** Channel: **GEM CE**
 Region: 77 Seine-et-Marne SubChannel ID:
 Market segment: **MEETINGS & CONFERENCES** Travel reason: **BUSINESS MICE**
 Market subsegment: **BGRMT MEETING WITH ROOMS**
 Source of business: **BUSINESS MICE**

It is mandatory to fill in the segmentation fields:

- Market segment
- Sub segment
- Channel

In most of the cases the segmentation is automatically entered due to the selected rate and/or contract.

General info. *Billing information *Additional info. *Prices and Commissions ***Conditions** Deposits Discount

☐ Do not apply conditions/restrictions User: Reason:
☐ No validate defined overbooking User: Reason:

Date	Closed To ...	Min Length...	Max Length...	Closed	Min Length...	Closed if N° roo...	Closed To ...
25.09.2023	<input type="checkbox"/>	0	0	<input type="checkbox"/>	0	350	<input type="checkbox"/>
26.09.2023	<input type="checkbox"/>	0	0	<input type="checkbox"/>	0	350	<input type="checkbox"/>
27.09.2023	<input type="checkbox"/>	0	0	<input type="checkbox"/>	0	350	<input type="checkbox"/>
28.09.2023	<input type="checkbox"/>	0	0	<input type="checkbox"/>	0	350	<input type="checkbox"/>
29.09.2023	<input type="checkbox"/>	0	0	<input type="checkbox"/>	0	0	<input type="checkbox"/>

Overbooking and restrictions are defined by the revenue department

Commissionable charges

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"/>
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"/>
LNCBOFF	Lunch Board Beverage Offer	<input type="checkbox"/>
LNCFOFF	Lunch Board Food Offer	<input type="checkbox"/>

Concept identifier (1) 123 Entries found

Restrictions

Hotel: ESMD.EUROB

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
BKFSN	Extra Breakfast	01
BKFSOFF	Breakfast Offer	01
BKOU	Book Out	04
BQ2B	Restaurant Beverage 2	01
BQ2F	Restaurant Food 2	01
BQTB	Banquet Beverage	01
BQTF	Banquet Food	01
BQTO	Banquet Others	04
CFBR	Coffee Break	01
CKTB	Cocktail Beverage	01
CKTF	Cocktail Food	01
CO2C	Eco Meeting	04
CTBH	Catering Beverage high VAT	01
CTCB	Catering Beverage	01

123 Entries found

Allows determining the concepts on which commission needs to be applied to the reservations belonging to the Convention Group

It is needed in “*Commissionable charges*” tab to inform the **Revenue** concepts (not billing concepts), so commission conditions are applied

Revenue concepts:
Revenue concepts which compose the billing concepts (ROOM, BKFS, DINF, DINB, LUNF, LUNB)
Billing concepts:
Concepts shown in folios and customer invoice (RO, BB, HB, FB)

Prices and commissions

General info.*Billing information*Additional info.*Prices and Commissions*ConditionsDepositsDiscountBreakdownsRouting ChargesFixed chargesActions*Commission...

GO TOPrice Code

Percentage by Manual price

Client %12,00CRS %0,00

Percentage

☐Dedc☒Commis.☐Exempt

Price details

Date	Price code	Amount	%	+/- Amount	%board	+/-board	Manual price
25.09.2023	DU40216S	0,00	0,00	0,00	0,00	0,00	
26.09.2023	DU40216S	0,00	0,00	0,00	0,00	0,00	
27.09.2023	DU40216S	0,00	0,00	0,00	0,00	0,00	
28.09.2023	DU40216S	0,00	0,00	0,00	0,00	0,00	

Commission / Deduct. by day

Date	Concept	Client %	% CRS
25.09.2023		12,00	0,00
26.09.2023		12,00	0,00
27.09.2023		12,00	0,00
28.09.2023		12,00	0,00

Exceptions

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

Percentages by Price code

Deduction:

Quantity discounted in
Front office invoice



Commission:

Foreseen commission.
Not in Front office invoice



Prices and commissions

*Additional info.*BreakdownsRouting ChargesFixed chargeActionsLoan ItemsPackages*StatisticsCommissionable charges*Conditions*Prices and CommissionDiscount

Price details

Date	Price code	Amount	%	+/- Amount	%boar	+/- board	Manual pr
04.04.2016	GROUP7604	0,00	0,00	0,00	0,00	0,00	

Percentage by Manual price

Client %CRS %

Commission / Deduct. by day

Date	Concept	Client %	% CRS
------	---------	----------	-------

Percentage

☐Dedc☒Commiss.☐Exempt

Exceptions

Price code	Concept	Client %	% CRS
------------	---------	----------	-------

Commissions could be informed in this table.

View Price codes

Sim. priceModified docum.Specific Price Code

NH NH KRASN NH Collection Grand Hotel Krasnapolsky COLLECTION

CodeGROUP7604GROUP7604-Price generated automaticly

Description

Expires05.05.2016Price

CurrencyEuropean EuroTax includedSpecial Tax includedCreation date29.04.2015by personby room

Related rateAutomatic price code

*Prices per roomPrice exceptions*Meals

Room type	N# guest	Amount
superior double	1	340,00
superior double	2	340,00

Pax type	Meal plan	Amount
Adult	Bed & Breakfast	24,00

Scroll down to find the percentages by Price code

CodeGROUP7604GROUP7604-Price generated automaticly

Description

Expires05.05.2016Price

CurrencyEuropean EuroTax includedSpecial Tax includedCreation date29.04.2015by personby room

Related rateAutomatic price code

*Prices per roomPrice exceptions*Meals

Room type	N# guest	Amount
superior double	1	340,00
superior double	2	340,00

Pax type	Meal plan	Amount
Adult	Bed & Breakfast	24,00

Prices and commissions

ESZZ.CIUZA NH Ciudad de Zar Reserv. 156134 Client

*Additional info. *Breakdowns Routing Charges Fixed charges *Actions Loan Items Packag

GO TO Price Code [] []
Manual price [] []

Price details

Date	Price code	Amount	%	+/- Amount	%board	+/-board	Manu
29.09.2015	GROUP197	0,00	0,00	0,00	0,00	0,00	
30.09.2015	GROUP197	0,00	0,00	0,00	0,00	0,00	
01.10.2015	GROUP198	0,00	0,00	0,00	0,00	0,00	

To change the price of a generic generated price code manually, we have to create a specific price code for this reservation.

Double click on the price code you need to change and select the button 'Specific Price Code':

Double click on the price code if you need to change it and select the button 'Specific Price Code'.

View Price codes

Sim. price Modified docum. **Specific Price Code**

ESZZ.CIUZA NH Ciudad de Zaragoza ***

Code GROUP197 GROUP197-Price generated automaticly Description Expires 01.11.2015 Price
Currency European Euro Tax included Creation date 19.09.2014 by person
Related rate Automatic price code ☒

*Prices per room Price exceptions *Meals

Room type	N# guest	Amount	Pax type	Meal plan	Amount
Standard Double	1	50,45	Adult	Bed & Breakfast	15,00
Standard Double	2	50,45			

Prices and commissions

ESZZ.CIUZA NH Ciudad de Zaragoza *** 01.01.2015

Price code

Price

Per person ☐ By room ☒

☐ Base Price

Model

Hotel ESZZ.CIUZA

Price codes GROUP197

% increase

% mealplan increase

(only for room prices)

☐ Increase/decline amount

Type the name of the new price code you will create, and press Enter

Now below screen will appear where you can give a description of your new price code and change all prices manually

Press Enter and save to confirm the new price code

Create Price codes

Template Sim. price Modified docum.

ESZZ.CIUZA NH Ciudad de Zaragoza ***

Code GROUP197A GROUP197-Price generated automatically Description Expires 01.11.2015 Price

Currency European Euro Creation date 01.01.2015 by person by room

Related rate Automatic price code ☒

*Prices per room Price exceptions *Meals

Room type	N# guest	Amount	Pax type	Meal plan	Amount
Standard Double	2	50,45	Adult	Bed & Breakfast	15,00
Standard Double	2	50,45			

*Additional info.

*Breakdowns

Routing Charges

Fixed charges

*Actions

Loan Items

Package

GO TO

Price Code

The new created Price code is now used in the system and can be applied to different dates

Price details

Date	Price code	Amount	%	+/- Amount	%board	+/-board	Manu
29.09.2015	GROUP197A	0,00	0,00	0,00	0,00	0,00	
30.09.2015	GROUP197	0,00	0,00	0,00	0,00	0,00	

The new created Price code is now used in the system and can be applied to different dates

Discount

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

Discount applies over revenue concept's net amount

Discount type	Group/concept	Description	Amount	% DTO	Amount	Curr.	Reason	Description	C	Cadence id	Disco
			<input type="checkbox"/>	0,00	0,00	EUR			<input type="radio"/>		Concep
			<input type="checkbox"/>	0,00	0,00	EUR			<input type="radio"/>		
			<input type="checkbox"/>	0,00	0,00	EUR			<input type="radio"/>		
			<input type="checkbox"/>	0,00	0,00	EUR			<input type="radio"/>		
			<input type="checkbox"/>	0,00	0,00	EUR			<input type="radio"/>		
			<input type="checkbox"/>	0,00	0,00	EUR			<input type="radio"/>		

Concept ...	Description
2PAX	Room discount 2nd pax
3PAX	Room discount 3rd pax
4PAX	Room discount 4th pax
5PAX	Room discount 5th pax
AUDV	Audiovisual Services
BARB	Bar Beverage
BARF	Bar Food
BCEN	Business Center
BCXL	Banqueting cancellation fee
BKFS	Breakfast
BKFSN	Non Comisionable Breakfast
BKOU	Book Out
BQTB	Banquet Beverage
BQTF	Banquet Food
CFBR	Coffee Break
CKTB	Cocktail Beverage
CKTF	Cocktail Food
CO2C	Eco Meeting
CTGB	Banquet Beverage
CTGF	Banquet Food
DINB	Dinner Board Beverage
DINF	Dinner Board Food
DSCO	Discotheque
ECIN	Early Check-in
ERES	Event External Resources
FXDS	External Delivery Services F&B
101 Entries found	

Conc. Grp.	Description
DDR	Packages
F&B MEALP	Additional Meal Plans
F&B MICE.	F&B Meetings
MEETING	Meetings Room
ROOM (RO)	Acommodation Room Only

Select 'concept' or 'concept group' and add the needed information

MINOR
HOTELS

Status bar in the grid of convention
group


ANANTARA
HOTELS • RESORTS • SPAS

AVANI
Hotels & Resorts


elewana
— COLLECTION —


OAKS
HOTELS • RESORTS • SUITES


HOTELS


NH COLLECTION
HOTELS






nhow
HOTELS

TIVOLI
HOTELS & RESORTS

Status bar in the grid of convention group

Day	Date	TO...	APA2RO	APA2ROD	APADBL	APADBLD	APADBLQ	APAFAM	APAFAMT	DLUDBL	DLUDBLK	DLUDBLT	FAMQPL	JSTD
Monday	25.09.2023	0												
Tuesday	26.09.2023	0												
Wednesday	27.09.2023	0												

Pending





Free pending block



Block / Unblock



Order Room type



Standard pax








Historic modification of the grid

Status bar in the grid of convention group


Day	Date	TO...	APA2RO	APA2ROD	APADBL	APADBLD	APADBLQ	APAFAM	APAFAMT	DLUDBL	DLUDBLK	DLUDBLT	FAMQPL	JSTD
Monday	25.09.2023	0												
Tuesday	26.09.2023	0												
Wednesday	27.09.2023	0												

Pending





ESMD.NACIO. Modif. Conv. Group Res. - TEST COMMISSION

 Do you wish to free pending block?

Yes

No

By clicking this button all pending rooms of the current day will be released
Be careful as it releases the whole group of the current day!

Status bar in the grid of convention group

Day	Date	TO...	APA2RO	APA2ROD	APADBL	APADBLD	APADBLQ	APAFAM	APAFAMT	DLUDBL	DLUDBLK	DLUDBLT	FAMQPL	JSTD
Monday	25.09.2023	0												
Tuesday	26.09.2023	0												
Wednesday	27.09.2023	0												

Pending



Increase or decrease the room block

Back / Unblock

Date Rang

From 25.09.2023 Saturday
 ☒ Mon
 ☒ Thu
 ☒ Sun

 Nights 3

☒ Tue
 ☒ Fri

 To 28.09.2023 Monday

☒ Wed
 ☒ Sat

Values

☒ Increase/Decrease Room

Nu. pax
 No. Rooms

1

2

3

4

☐ Overwrite Val

Room Types

Type	Description
FAMINT	Family Connecting Room
JSTDBW	Jr Suite Double View Ter
JSTDBWK	Jr Suite Double View Ter
STDBL	Standard Double
STDBLK	Standard Double King
STDBLQ	Standard Double Queen
STDBLT	Standard Double Twin
STDBW	Standard Double View ...
STDBWD	Standard Double View ...

Status bar in the grid of convention group



Order Room type.
If you change the order, the icon “Increase or decrease the room block” doesn’t work properly.

Order of rooms for this reservation

Room Type	Orden
JSTDBL	
JSTDBLK	
JSTDBLT	
STDDBL	
STDDBLK	
STDDBLQ	
STDDBLT	
STDDBV	
STDDBVK	
STDDBVT	
STDSGL	
STDSGV	
STEDBV	
STEDBVK	
SUPDBL	



Standard pax

Standard guests for conferences

ID	Room type	Pax
JSTDBL	Jr Suite Double	2
JSTDBLK	Jr Suite Double King	2
JSTDBLT	Jr Suite Double Twin	2
STDDBL	Standard Double	2
STDDBLK	Standard Double King	2
STDDBLQ	Standard Double Queen	2
STDDBLT	Standard Double Twin	2
STDDBV	Standard Double View	2
STDDBVK	Standard Double View King	2
STDDBVT	Standard Double View Twin	2

Status bar in the grid of convention group

Day	Date	TO...	APA2RO	APA2ROD	APADBL	APADBLD	APADBLQ	APAFAM	APAFAMT	DLUDBL	DLUDBLK	DLUDBLT	FAMQPL	JSTD
Monday	25.09.2023	0												
Tuesday	26.09.2023	0												
Wednesday	27.09.2023	0												

Pending



Historic modification of the grid

You can check the action done in the grid, the date, user...

Hotel	Reservation	Line Num.	Room Type	Grid Date	Pa	Old	New	Operation type	User	Mod. Date	Mod. Hour	Transaction
ESM...	101545069	29	SUPDBL	13.08.2023	1	0	0	Break Down	E0000...	11.08.2023	15:50:33	/CCSHT/RS02_GR_CONVE
ESM...	101545069	28	SUPDBL	13.08.2023	1	2	1	Break Down	E0000...		15:50:32	/CCSHT/RS02_GR_CONVE
ESM...	101545069	27	SUPDBL	13.08.2023	1	0	2	Grid Modification	E0000...		15:49:47	/CCSHT/RS02_GR_CONVE
ESM...	101545069	26	SUPDBL	10.08.2023	2	5	0	Grid Modification	E0000...	17.07.2023	09:50:12	/CCSHT/RS02_GR_CONVE
ESM...	101545069	26	SUPDBL	11.08.2023	2	5	0	Grid Modification	E0000...			/CCSHT/RS02_GR_CONVE
ESM...	101545069	26	SUPDBL	13.08.2023	1	3	0	Grid Modification	E0000...			/CCSHT/RS02_GR_CONVE
ESM...	101545069	26	SUPDBL	13.08.2023	2	2	0	Grid Modification	E0000...			/CCSHT/RS02_GR_CONVE
ESM...	101545069	26	SUPDBL	13.08.2023	3	2	0	Grid Modification	E0000...			/CCSHT/RS02_GR_CONVE
ESM...	101545069	24	SUPDBL	13.08.2023	2	3	2	Break Down	E0000...		09:49:55	/CCSHT/RS02_GR_CONVE
ESM...	101545069	25	SUPDBL	13.08.2023	3	3	2	Break Down	E0000...			/CCSHT/RS02_GR_CONVE
ESM...	101545069	23	SUPDBL	13.08.2023	2	4	3	Break Down	E0000...		09:49:54	/CCSHT/RS02_GR_CONVE
ESM...	101545069	21	SUPDBL	13.08.2023	2	6	5	Break Down	E0000...		09:49:53	/CCSHT/RS02_GR_CONVE
ESM...	101545069	22	SUPDBL	13.08.2023	2	5	4	Break Down	E0000...			/CCSHT/RS02_GR_CONVE
ESM...	101545069	20	SUPDBL	13.08.2023	2	7	6	Break Down	E0000...		09:49:52	/CCSHT/RS02_GR_CONVE
ESM...	101545069	18	SUPDBL	13.08.2023	2	9	8	Break Down	E0000...		09:49:51	/CCSHT/RS02_GR_CONVE
ESM...	101545069	19	SUPDBL	13.08.2023	2	8	7	Break Down	E0000...			/CCSHT/RS02_GR_CONVE
ESM...	101545069	16	SUPDBL	13.08.2023	2	11	10	Break Down	E0000...		09:49:50	/CCSHT/RS02_GR_CONVE
ESM...	101545069	17	SUPDBL	13.08.2023	2	10	9	Break Down	E0000...			/CCSHT/RS02_GR_CONVE
ESM...	101545069	15	SUPDBL	13.08.2023	2	12	11	Break Down	E0000...		09:49:49	/CCSHT/RS02_GR_CONVE
ESM...	101545069	13	SUPDBL	12.08.2023	2	2	1	Break Down	E0000...		09:49:48	/CCSHT/RS02_GR_CONVE
ESM...	101545069	13	SUPDBL	13.08.2023	2	14	13	Break Down	E0000...			/CCSHT/RS02_GR_CONVE
ESM...	101545069	14	SUPDBL	12.08.2023	2	1	0	Break Down	E0000...			/CCSHT/RS02_GR_CONVE
ESM...	101545069	14	SUPDBL	13.08.2023	2	13	12	Break Down	E0000...			/CCSHT/RS02_GR_CONVE
ESM...	101545069	12	SUPDBL	13.08.2023	2	15	14	Break Down	E0000...		09:49:47	/CCSHT/RS02_GR_CONVE
ESM...	101545069	10	SUPDBL	13.08.2023	2	17	16	Break Down	E0000...		09:49:46	/CCSHT/RS02_GR_CONVE
ESM...	101545069	11	SUPDBL	13.08.2023	2	16	15	Break Down	E0000...			/CCSHT/RS02_GR_CONVE
ESM...	101545069	8	SUPDBL	12.08.2023	2	3	2	Break Down	E0000...		09:49:45	/CCSHT/RS02_GR_CONVE
ESM...	101545069	8	SUPDBL	13.08.2023	2	19	18	Break Down	E0000...			/CCSHT/RS02_GR_CONVE
ESM...	101545069	9	SUPDBL	13.08.2023	2	18	17	Break Down	E0000...			/CCSHT/RS02_GR_CONVE
ESM...	101545069	7	SUPDBL	12.08.2023	2	4	3	Break Down	E0000...		09:49:44	/CCSHT/RS02_GR_CONVE
ESM...	101545069	7	SUPDBL	13.08.2023	1	4	3	Break Down	E0000...			/CCSHT/RS02_GR_CONVE
ESM...	101545069	5	SUPDBL	13.08.2023	1	6	5	Break Down	E0000...		09:49:42	/CCSHT/RS02_GR_CONVE
ESM...	101545069	6	SUPDBL	13.08.2023	1	5	4	Break Down	E0000...			/CCSHT/RS02_GR_CONVE
ESM...	101545069	3	SUPDBL	13.08.2023	1	8	7	Break Down	E0000...		09:49:41	/CCSHT/RS02_GR_CONVE

Status bar in the grid of convention group

Day	Date	TOTAL	JSTDBL	JSTDBLK	JSTDBLT	PREDBL	PREDBLQ	PREDBLT	SUPDBL	SUPDBLQ	SUPDBLT
Sun	11.09.2016	11							11		
		11	0	0	0	0	0	0	1	0	0

In the white fields rooms can be added after checking availability

Pending

Double click to see/change the number single, double or triple rooms

Pending

Breakdowns

Select if the pending or breakdown rooms needs to be visible in the overview

ESSE,CECON. Modif. Conv. Group Res. - TEST TMS SUPPORT BLX

DateSun11.09.2016

Room typeSUPDBL

Number of pax	Reservations number
1	5
2	6

MINOR
HOTELS

Creation and modification
F&B Menus


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AVANI
Hotels & Resorts


elewana
— COLLECTION —

 OAKS
HOTELS • RESORTS • SUITES

NH
HOTELS


NH COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

Creation and modification F&B menus

Below the created menu concepts in the system:

BGR_0001	Company menus
LGR_0001	Leisure Groups
SPORT_0001	Sport Groups
GALA_0001	Banquet menus (first communions, baptisms, Christmas dinner, Valentine's...)
CFBRK_0001	Coffee (including thermos, business breakfasts...)
FINGER_0001	Finger buffet/Brunch
WEDDING_0001	Wedding menus (including "second dinner")*
COCKTAIL_0001	Cocktails
BUFFET_0001	Every buffet and afternoon snack of sport groups
OPENBAR_0001	Open bar (valid for when we sell soft or long drinks)
PICNIC_0001	Picnic
DRINKPACKAGE_0001	Wine cellar (à la carte choice of wine, champagne...)

*If it is a children's menu, we will indicate it in the description

Creation and modification F&B menus

TMS4Meetings has 10 menus per type already created (10 BGR 10 LGR,) except Wedding menus.

The hotel must change these to create menus and adapt them to what the hotel offers.

If you need more open a Ticket Jira and Business Process will create as much you need.

Menu	Description
SPORT_0001	Sport Menu 1
SPORT_0002	Sport Menu 2
SPORT_0003	Sport Menu 3
SPORT_0004	Sport Menu 4
SPORT_0005	Sport Menu 5
SPORT_0006	Sport Menu 6
SPORT_0007	Sport Menu 7
SPORT_0008	Sport Menu 8
SPORT_0009	Sport Menu 9
SPORT_0010	Sport Menu 10

Sport Groups

WEDDI_0001	Wedding Menu 1
WEDDI_0002	Wedding Menu 2
WEDDI_0003	Wedding Menu 3
WEDDI_0004	Wedding Menu 4
WEDDI_0005	Wedding Menu 5
WEDDI_0006	Wedding Menu 6
WEDDI_0007	Wedding Menu 7
WEDDI_0008	Wedding Menu 8
WEDDI_0009	Wedding Menu 9
WEDDI_0010	Wedding Menu 10
WEDDI_0011	Wedding Menu 11
WEDDI_0012	Wedding Menu 12
WEDDI_0013	Wedding Menu 13
WEDDI_0014	Wedding Menu 14
WEDDI_0015	Wedding Menu 15

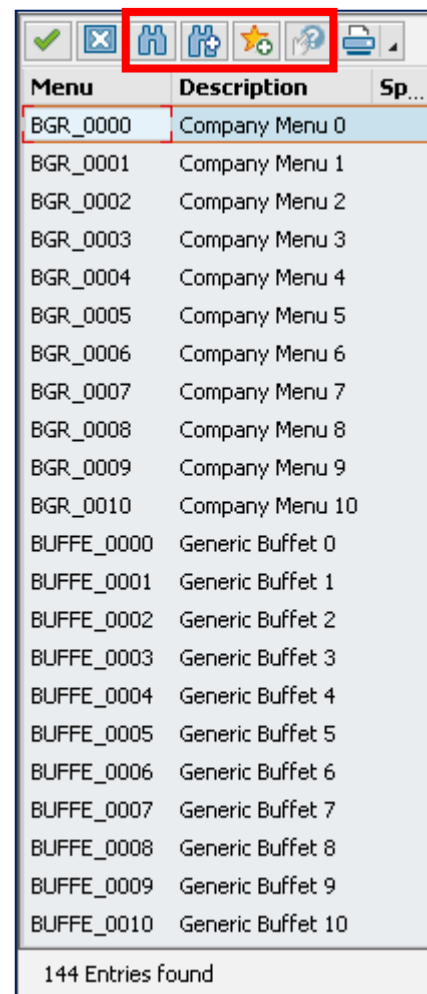
Weddings

Menu	Description
BUFFE_0001	Generic Buffet 1
BUFFE_0002	Generic Buffet 2
BUFFE_0003	Generic Buffet 3
BUFFE_0004	Generic Buffet 4
BUFFE_0005	Generic Buffet 5
BUFFE_0006	Generic Buffet 6
BUFFE_0007	Generic Buffet 7
BUFFE_0008	Generic Buffet 8
BUFFE_0009	Generic Buffet 9
BUFFE_0010	Generic Buffet 10

Buffet

Creation and modification F&B menus

- RESERVATIONS
 - Individuals
 - Groups / Events
 - Booking File
 - Quotation tool
 - Groups / Families
 - Convention groups
 - Events
 - /CCSHT/SB_EVENT01 - Create Event
 - /CCSHT/SB_EVENT02 - Modify Events
 - /CCSHT/SB_EVENT03 - Display Events
 - ZEY_EV_ATTENDEES - Asistentes
 - F&B Menus
 - /CCSHT/SB_MENU01 - Create Menu
 - /CCSHT/SB_MENU02 - Modify Menu**
 - /CCSHT/SB_MENU03 - View Menu
 - DDRs
 - Price Calendar
 - QT Customizing



Menu	Description	Sp...
BGR_0000	Company Menu 0	
BGR_0001	Company Menu 1	
BGR_0002	Company Menu 2	
BGR_0003	Company Menu 3	
BGR_0004	Company Menu 4	
BGR_0005	Company Menu 5	
BGR_0006	Company Menu 6	
BGR_0007	Company Menu 7	
BGR_0008	Company Menu 8	
BGR_0009	Company Menu 9	
BGR_0010	Company Menu 10	
BUFFE_0000	Generic Buffet 0	
BUFFE_0001	Generic Buffet 1	
BUFFE_0002	Generic Buffet 2	
BUFFE_0003	Generic Buffet 3	
BUFFE_0004	Generic Buffet 4	
BUFFE_0005	Generic Buffet 5	
BUFFE_0006	Generic Buffet 6	
BUFFE_0007	Generic Buffet 7	
BUFFE_0008	Generic Buffet 8	
BUFFE_0009	Generic Buffet 9	
BUFFE_0010	Generic Buffet 10	

144 Entries found






You have the option to create your own 'personal list' with the most used menus




Menu	Description	Sp...
BGR_0000	Company Menu 0	

Modify Menus



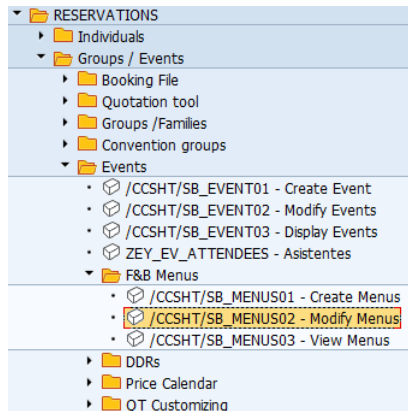
ESSE.CECON NH Collection Sevilla ***** COLLECTION

Menu



☐ Display also specific menus

Creation and modification F&B menus



Modify Menus

ESOU.OUREN NH Ourense *****

Menu

☐ Display also specific menus

Menu	Description
BGR_0000	Company Menu 0
BGR_0001	Company Menu 1
BGR_0002	Company Menu 2
BGR_0003	Company Menu 3
BGR_0004	Company Menu 4
BGR_0005	Company Menu 5
BGR_0006	Company Menu 6
BGR_0007	Company Menu 7
BGR_0008	Company Menu 8
BGR_0009	Company Menu 9
BGR_0010	Company Menu 10
BUFFE_0000	Generic Buffet 0
BUFFE_0001	Generic Buffet 1
BUFFE_0002	Generic Buffet 2
BUFFE_0003	Generic Buffet 3
BUFFE_0004	Generic Buffet 4
BUFFE_0005	Generic Buffet 5
BUFFE_0006	Generic Buffet 6
BUFFE_0007	Generic Buffet 7
BUFFE_0008	Generic Buffet 8
BUFFE_0009	Generic Buffet 9
BUFFE_0010	Generic Buffet 10

143 Entries found

Menu data

ESOU.OUREN NH Ourense *****

1

Menu BGR_0000 Company Menu 0 Description

Start date 01.01.2016 End date 31.12.2020

Cost price Min. Pax 1 Concept GASTROEV ☒ Editable

Sales price 100,00 Curr. EUR Europ... Service Type BSINCR Department

☐ Tax included ☐ Do not use ☐ Specific menu

2

Menu standard description Sales description

3

Composition Events associated Styles

Group	Group description	D...	Dish	Rem.	Dish description	Wildcard descript.	Sales price	Tax incl.	Cost price
0003	Main courses	1	01070925		GENERIC DISH FOOD		80,00	<input type="checkbox"/>	
0005	Beverage	2	02020190		GENERIC DISH BEVERAG...		20,00	<input type="checkbox"/>	

Multiple choice

Creation and modification F&B menus

1

Menu: BGR_0000 Company Menu 0 Description

Start date: 01.01.2016 End date: 31.12.2020

Cost price: Min. Pax: 1 Concept: GASTROEV Editable: ☒

Sales price: 100,00 Curr.: EUR Europ... Service Type: BSLNCH Department:

☐ Tax included ☐ Do not use ☐ Specific menu


Menu descriptions

Hotel: ESOU.OUR... Menu: BGR_0000

Language	Description
DE	Firmen Menü 0
EN	Company Menu 0
FR	Menu Entreprise 0
IT	Company Menu 0
NL	Bedrijfsmenu 0
PT	Menu Empresa 0
ES	Company Menu 0
CA	Menu d'Empresa 0

It is necessary to give a description to the selected menu (e.g. 'Tempting Lunch'). All descriptions are in English.

This description will be shown in the quotation and contracts, please pay attention to this!

By pressing the  **Description** button, you have the option to add several languages.

When you send the quotation in German, for example, make sure that the DE language is created as well.

Creation and modification F&B menus

1

Start date: fill in the cut-off date of your hotel.

End date: bear in mind yearly price modifications when adding the end date.

Dates must be the same in Quotation Tool Transaction: ZEY_ME_ITEM1

Cost price: leave blank.

Min. Pax: minimum number of persons to which the menu is applied (can be useful for buffets, for example).

Concept	Use	Example
GASTROEV	<ul style="list-style-type: none"> Menus with low VAT items only Menus with combined VAT items 	<ul style="list-style-type: none"> Food + Beverage non-alcohol Food + Beverage non-alcohol + Beverage alcohol / Food + Beverage alcohol
GASTROEVH	<ul style="list-style-type: none"> Menus with High VAT items only 	<ul style="list-style-type: none"> Beverage alcohol

Editable: activate if the menu can be modified when associated with a reservation.

Sales price: It must be the total of the sum of the dishes.

Department: F&B or C&B.

Tax included: depends on the country of the hotel.

Do not use: activate if the menu should not be used (anymore). If this flag is clicked this menu won't be able for Quotation Tool nor DDR.

Creation and modification F&B menus

2

Menu standard description	Sales description
Max. 1000 characters	Max. 1000 characters

We can display it in the Service Order.



Note about the sales strategy for this type of service. We can display it in the Service Order.



Menu standard description	Sales description
Buffet includes: - warm/cold items - chef's choice - sandwiches meat/fish/vegetarian	Serve only in X room Soft drinks supplement €1,50

Use the format shown in the screenshot above:

first capital letter, rest of letters in lowercase.

Creation and modification F&B menus

3

Composition Events associated Styles

Group	Group description	Dish order	Dish	Rem.	Dish description	Wildcard description	Sales price	Tax incl.	Cost price
0001	Appetizers	1	01070925		GENERIC DISH FOOD		2,00	<input checked="" type="checkbox"/>	
0002	Starters	2	01070925		GENERIC DISH FOOD		2,00	<input checked="" type="checkbox"/>	
0003	Main courses	3	01070925		GENERIC DISH FOOD		2,00	<input checked="" type="checkbox"/>	
0004	Desserts	4	01070925		GENERIC DISH FOOD		2,00	<input checked="" type="checkbox"/>	
0005	Beverage	5	02020190		GENERIC DISH BEVERAGE NO-ALCO		2,00	<input checked="" type="checkbox"/>	

Multiple choice

By using the **Wildcard description** and related remarks, you can include all the information you need per dish in the Service Order.



Here you create the lines (**Group**) that make up your menu. See the list for the different options:

Examples:

Lunch: Main courses + Beverage
Coffee Break: Main courses + Main courses
4 hours arrangement: Main courses + Beverage
Open Bar: Beverage + Beverage (alcohol + non-alcohol)

Group	Description
0001	Appetizers
0002	Starters
0003	Main courses
0004	Desserts
0005	Beverage

Select the type of **dish** for each line created.

These are the options you have:

Material	Material description	Description
01070925	GENERIC DISH FOOD	GENERIC DISH FOOD
02020190	GENERIC DISH BEVERAGE NO-ALCO	GENERIC DISH BEVERAGE NO-ALCO
02020191	GENERIC DISH BEVERAGE ALCO	GENERIC DISH BEVERAGE ALCO

It is very important for the split of VAT.

Creation and modification F&B menus

3

Group	Group description	Dish order	Dish	Rem.	Dish description	Wildcard descript.	Sales price	Tax incl.	Cost price
0001	Appetizers	1	01070925		GENERIC DISH FOOD		2,00	<input checked="" type="checkbox"/>	
0002	Starters	2	01070925		GENERIC DISH FOOD		2,00	<input checked="" type="checkbox"/>	
0003	Main courses	3	01070925		GENERIC DISH FOOD		2,00	<input checked="" type="checkbox"/>	
0004	Desserts	4	01070925		GENERIC DISH FOOD		2,00	<input checked="" type="checkbox"/>	
0005	Beverage	5	02020190		GENERIC DISH BEVERAGE NO-ALCO		2,00	<input checked="" type="checkbox"/>	

Remarks: can be used to detail the composition of each group created (it will not be used very often).

Wildcard description: short descriptions.

Sales price: fill the price per line. The system will add the totals and create the sales price.

All dishes must have a price!

Tax incl: depends on the country of the hotel.

Menu: BGR_0000 **TEMPTING LUNCH** Description

Start date: 01.01.2016 End date: 31.12.2020

Cost price: Min. Pax: 1 Concept: GASTROEV ☒ Editable

Sales price: 10,00 Curr. EUR Europ... Service Type: BSLNCH Department: F&B Food & Beverage

☐ Tax included ☒ Do not use ☐ Specific menu

MINOR
HOTELS

Link F&B menus to an event


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AVANI
Hotels & Resorts


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— COLLECTION —

 OAKS
HOTELS • RESORTS • SUITES

NH
HOTELS


NH COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

Link F&B menus to an event

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

Ord.Pac	S...	Section	No ...	Function Rooms	No ...	Start date	Star...	End date	End...	GST	Total cost	Total sale	F..	Tas	Res	M...	Set	Rmk	Service
			<input type="checkbox"/>	Salon As Bu...	<input type="checkbox"/>	02.10.2018	08:00	03.10.2018	23:00	2	0,00	123,96							

Management Price Calculation by: F. Rooms amounts F. Rooms extras amounts Actions

Order

Price Calculation by:

☐ Price day
☐ Price time
☒ Price per Period

F. Rooms amounts

Cost Amount	0,00	EUR
Sale w/o discount	123,96	EUR
Sale w discount	123,96	EUR
Tax included	149,99	EUR

F. Rooms extras amounts

Cost Amount	0,00	EUR
Sale w/o discount	0,00	EUR
Sale w discount	0,00	EUR
Tax included	0,00	EUR

Actions

In the event you can link F&B menus in the '**Function rooms**' tab.

Double click on the yellow arrow '**Menu**' and the screen below will appear:

ESOU.OUREN NH Ourense **** 23.07.2018

Id EV0090145... Version 1 Description REUNION S&T S&T

Start date 02.10.2018 Start time 07:00 Function room SALON

End date 03.10.2018 End time 23:30 F.Room start date 02.10.2018 Start time 08:00

Service F.Room end date 03.10.2018 End time 23:00

*Setup Tasks Resources **Menus**

Pac.Ord	Menu	Menu description	Edit	Department	Description	Service Ty...	Date	Time	End date	End...	Serv....	E.Pax	G
0000				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>							
0000				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>							
0000				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>							

Link F&B menus to an event

ESOU.OUREN NH Ourense **** 23.07.2018

Id	EV0090145...	Version	1	Description	REUNION S&T	S&T
Start date	02.10.2018	Start time	07:00	Function room	SALON	
End date	03.10.2018	End time	23:30	F.Room start date	02.10.2018	
Service				F.Room end date	03.10.2018	

*Setup Tasks Resources **Menus**

Pac.	Ord	Menu	Menu description	Edit	Department	Description	Service Ty...
H	0000						
H	0000						
H	0000						

Menu

Menu	Description	Sales price	Cur.
BGR_0001	Company Menu 1	10,00	EUR
BUFFE_0001	Generic Buffet 1	0,00	EUR
CFBRK_0001	Coffee Break 1	7,00	EUR
CFBRK_0002	Coffee Break 2	9,00	EUR
CFBRK_0003	Coffee Break 3	12,00	EUR
COCKT_0001	Cocktail 1	14,00	EUR
COCKT_0002	Cocktail 2	21,00	EUR
COCKT_0003	Cocktail 3	26,00	EUR
COCKT_0004	Cocktail 4	14,00	EUR
COCKT_0005	Cocktail 5	26,00	EUR
FINGE_0001	Finger Buffet 1	0,00	EUR
LGR_0001	Leisure Menu 1	0,00	EUR
PICNI_0001	Picnic 1	0,00	EUR
SPORT_0001	Sport Menu 1	0,00	EUR

Select the (created) menu that you want to use for the event and confirm with the “Enter” key.

Link F&B menus to an event

The “*Menu description*” can be modified and by double clicking on the menu (in this example BGR_0001), you enter the menu.

*Setup Tasks Resources *Menus												
Pac.Ord	Menu	Menu description	Edit	Department	Description	Service Ty...	Date	Time	End date	End...	Serv....	E.Pax
H 0000	BGR_0001	TEMPTING LUNCH		<input checked="" type="checkbox"/>		BSLNCH	2.10.2018	08:00				2

Don’t forget to inform a “Service Type” field. This field informs the revenue of the menu.

Depending on the service type informed, the revenue will be applied as the image showed

Service type	Description	Production concept
BSBKFS	BUSINESS BREAKFAST	CFBR
BSCOC	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/LNCB/LBBH
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/LNCB/LBBH
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



Link F&B menus to an event

Menu data

ESOU.OUREN NH Ourense ****

Menu: BGR_0001 TEMPTING LUNCH Description

Start date: 01.01.2016 End date: 31.12.2099

Cost price: 0,00 Min. Pax: 1 Concept: GASTROEV ☒ Editable

Sales price: 10,00 Curr.: EUR Europ... Service Type: BSLNCH Department:

☒ Tax included ☐ Do not use ☐ Specific menu

Menu standard description

Buffet includes:
- warm/cold items - chef's choice
- sandwiches meat/fish/vegetarian

Sales description

Serve only in room X
Soft drinks supplement €1,50

Composition Events associated Styles

Group	Group description	D...	Dish	Rem.	Dish description	Wildcard descript.	Sales price	Tax incl.	Cost price
0001	Appetizers	1	01070925		GENERIC DISH FOOD		2,00	<input checked="" type="checkbox"/>	
0002	Starters	2	01070925		GENERIC DISH FOOD		2,00	<input checked="" type="checkbox"/>	
0003	Main courses	3	01070925		GENERIC DISH FOOD		2,00	<input checked="" type="checkbox"/>	
0004	Desserts	4	01070925		GENERIC DISH FOOD		2,00	<input checked="" type="checkbox"/>	



Use this button to '**Copy menu to event**' so that it can be modified with the exact details requested by the client and confirm with the save button. The master data of the menu will not be modified. The system will automatically apply the menu that we have created.

REMEMBER: all dishes must have a price!

MINOR
HOTELS

Creation of Packages


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 OAKS
HOTELS • RESORTS • SUITES

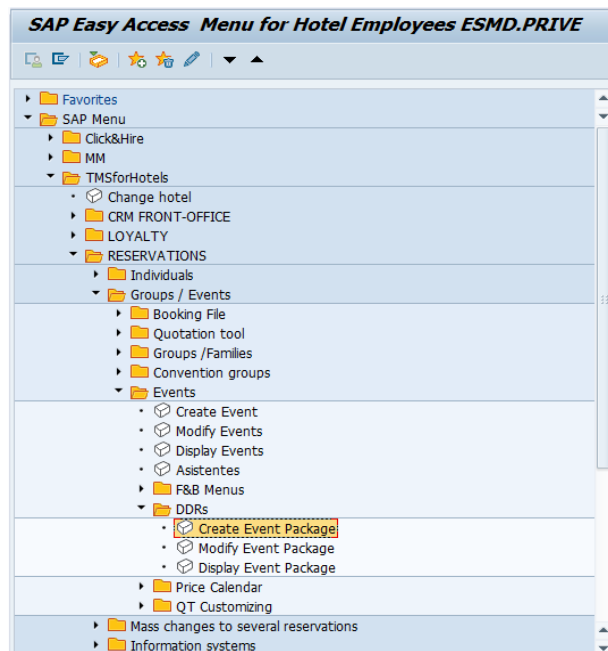
NH
HOTELS


NH COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

First steps



Create Event Package (Initial)

ESMD.PRIVE NH Principe de Vergara ****

Package

Model

Package

Package: Here create a 'code' (maximum of 10 characters) for your package.

Code can't be modified later, only the description

Here you are some codes as examples:

Stay Opt.	Description
12 HRS	12 hrs NH Conference package
12 HRS NHW	12 hrs NH Washington package
12 NHWS	12 hrs NH Washington State
4 EXC NHWS	4 hrs excl lunch NH Washington State
4 EXCL NHW	4 hrs excl lunch NH Washington package
4 HRS EXCL	4 hrs excl lunch NH Conference package
4 HRS INCL	4 hrs incl lunch NH Conference package
4 INC NHWS	4 hrs incl lunch NH Washington State
4 INCL NHW	4 hrs incl lunch NH Washington package
8 HRS INCL	8 hrs incl lunch NH Conference package
8 HRS QBL	8 hrs incl QBL NH Conference package
8 INC NHWS	8 hrs incl lunch NH Washington State
8 INCL NHW	8 hrs incl lunch NH Washington package
8 NHW QBL	8 hrs incl QBL NH Washington package
8 NHWS QBL	8 hrs incl QBL NH Washington State
HBFD	8 hours meeting package
HBHDEX	4 hours meeting package excl lunch
HBHDIN	4 hours mtng package incl lunch
HSED	Superior 8 hours mtng package

Select a model (already created package) as a basis for your new package creation.

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.

Creation of Packages

Event Package Management

ESMD.PRIVE NH Principe de Vergara ****

Code: 12 HOURS A ☒ ☐ Active

Currency: ☒ ☐

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

Pax Min/Max: ☒ ☒ ☒ Editable ☐ Group package

Remarks: Example:
8 – 9 pax: supplement of € 10 per person
6 – 7 pax: supplement of € 15 per person
Less as 6 people, use single items

Start date: ☐

Expire: ☒

Creation date: 25.02.2019

Price 1 PAX:

Simulation

Pax:

PAX price: 0,00

Total package: 0,00

Total exclude: 0,00

Total: 0,00


Servi... Service Group ID F.Room Function Room use Function Rooms Service ID Service Department Description Edit Description Quanti... Start time End time % Breakdown % Price % Percentage % Total

- **CODE DESCRIPTION:** Give a full description of the created code (e.g. 12 Hours arrangement A). Code can't be modified later
- **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
- **START TIME:** Fill in the start time of the package
- **UNTIL:** Fill in the end time of the package
- **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)
- **EDITABLE:** Ticked by default to indicate that the package can be modified when attached to a reservation
- **REMARKS:** When creating a package where the PAX MIN is more than 1 (e.g. minimum of 10 people) and a supplement is requested if the package is used for less then the required number of pax, inform the supplements in the remarks field. (See example)


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

Creation of Packages

Event Package Management



ESMD.PRIVE NH Principe de Vergara *****

Code  ☐ Active








Currency

Start Time Until ☐ Tax included

Pax Min/Max Until ☒ Editable


☐ Group package

Remarks


      



Event Package Management



ESMD.PRIVE NH Principe de Vergara *****

Code  ☒ Active








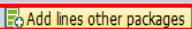
Currency

Start Time Until ☐ Tax included

Pax Min/Max Until ☒ Editable

☐ Group package

Remarks



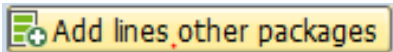
Activate the package by using this button



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



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



If preferable, the concept of an already created package can be used by selecting 1 of

the created packages



Come back to the header

Creation of Packages

Event Package Management

ESMD.PRIVE NH Principe de Vergara *****

Code: 12 HOURS A 12 HOURS ARRANGEMENT A ☒ Active

Currency: European Euro

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

Pax Min/Max: 10 Until: 500 ☒ Editable

☐ Group package

Start date: 25.02.2019 Expire: 25.02.2099 Creation date: 25.02.2019

Price 1 PAX: 0,00

Simulation

Pax: 0

PAX price: 0,00

Total package: 0,00

Total exclude: 0,00

Total: 0,00 EUR

Remarks:

Service Group: FUNCTION ROOM

Service Group	ID F.Room	Descr.	Rooms	ServiceId	Service Dept.	Description	Edit	Descr.	Quantity	Start time	End time	% Percentage	% Price	% %	Total	% Total price	Exclude	No move	No share	Remarks
FUNCTION ROOM	1							TOTAL	1	09:00	20:00	0,00	0,00	0,00	0,00	0,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SETUP	1							TOTAL	1	09:00	20:00	0,00	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					

The line “setup” will be created by default with the “Function Room” line

FUNCTION ROOM

- **DESCRIPTION:** 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
- **START/END TIME:** 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
- **PRICE:** Fill in the value percentage of this item. The correct pricing will take place later during the process
- **EXCLUDE:** Only active for ‘Function Room’ type lines. Tick if the room will be excluded from the final price of the package
- **NO MOVE:** Only active for ‘Function Room’ type lines. Tick if the selected room is specific and may not be changed
- **NO SHARE:** Only active for multi event rooms. Tick if the room may not be shared with another event

SETUP

- **SERVICE ID:** Select the setup required
- **DEPT:** Select the department responsible of the setup




[-] Setup (1) 27 Entries found

Restrictions

Hotel	Function Rooms Setup	Description	Sales price	Lang.
ESMD.PRIVE BELAGUA	AUDIT	AUDITORIUM	0,00	EN
ESMD.PRIVE BELAGUA	BANQU	BANQUET	0,00	EN
ESMD.PRIVE BELAGUA	BLOKS	BLOCKS	0,00	EN
ESMD.PRIVE BELAGUA	BOARD	BOARDROOM	0,00	EN
ESMD.PRIVE BELAGUA	BUFFE	BUFFET	0,00	EN
ESMD.PRIVE BELAGUA	CABAR	CABARET	0,00	EN
ESMD.PRIVE BELAGUA	CARRE	CARRE / HALLOW SQUARE	0,00	EN

Creation of Packages

Select  to create a second line for additional package items. Start with the selection of the service group as shown in the list: Use the "pull-down" of each field to fill in all the requested data for each line.

Event Package Management

ESMD.PRIVE NH Principe de Vergara ****

Code: 12 BOOKS A 12 HOURS ARRANGEMENT A ☒ Active

Currency: European Euro

Start date: 25.02.2019 Price 1 PAX: 0,00

Expire: 25.02.2099

Creation date: 26.02.2019

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

Pax Min/Max: 10 Until: 500 ☒ Editable

☐ Group package

Remarks:

Simulation

Pax: 0

PAX price: 0,00

Total package: 0,00

Total exclude: 0,00

Total: 0,00 EUR

Add lines other packages

Service	Service Group	ID F.Room	Descr. Rooms	Service ID	Service Dept.	Description	Edit	Descr.	Quantity	Start time	End time	%Percentage	%Price	%Total	%Total price	Exclude	No move	No share	Remarks	
FUNCTION ROOM		1	Main						TOTAL	1	09:00	20:00	0,00	0,00	0,00	0,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SETUP		1	Main	BANQU	C&B	BANQUET			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									GUEST	1	09:00	20:00	0,00	0,00	0,00	0,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RESOURCE									TOTAL	1	09:00	20:00	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				

Short Descript. (1) 5 Entries found

Restrictions

Fixed Val. Short Descript.

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

The Service Group 'Tasks' will NOT be used

F&B MENU

- **ID F.ROOM:** Select the ID of the Function Room to which the Service Group belongs (in this example: 1 – Main)
- **SERVICE ID:** Select the menu required
- **SERVICE:** Select the service related to the menu
- **DEPT:** Select the department responsible of the menu

Menu (1) 80 Entries found

Restrictions

Hotel	Menu	Description	Lang.	Sales price
ESMD.PRIVE	BGR_0011	Menú Navidad III	ES	58,00
ESMD.PRIVE	BGR_0015		EN	0,00
ESMD.PRIVE	BUFFE_0000	Generic Buffet 0	EN	100,00
ESMD.PRIVE	BUFFE_0001	Generic Buffet 1	EN	41,00
ESMD.PRIVE	BUFFE_0002	Generic Buffet 2	EN	50,00

RESOURCE

- **ID F.ROOM:** Select the ID of the Function Room to which the Service Group belongs (in this example: 1 – Main)
- **SERVICE ID:** Select the menu required
- **DEPT:** Select the department responsible of the menu
- **PRICE:** It will have price 0, except when the resource is rented to a provider

Resource identifier (1) 215 Entries found

Restrictions

Hotel	Resource	Description	Lang.	Sales price
ESMD.PRIVE	1000LC	10.000 lumens LCD Projector	EN	440,00
ESMD.PRIVE	10COPR	10 connections Press Rack	EN	0,00
ESMD.PRIVE	220LCD	2200 lumens LCD Projector	EN	90,00
ESMD.PRIVE	300LCD	3.000 lumens LCD Projector	EN	85,00
ESMD.PRIVE	350LCD	3.500 lumens Back Projector	EN	430,00
ESMD.PRIVE	350LCH	3.500 lumens Hight Light Back Projector	EN	0,00

Creation of Packages

Example:

Event Package Management

ESMD.PRIVE NH Principe de Vergara ****

Code: 12 HOURS A 12 HOURS ARRANGEMENT A ☒ Active

Currency: European Euro

Start date: 25.02.2019 Price 1 PAX: 215,50

Expire: 25.02.2019

Creation date: 27.02.2019

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

Pax Min/Max: 10 Until: 500 ☒ Editable

☐ Group package

Remarks:

Simulation

Pax: 0

PAX price: 0,00

Total package: 0,00

Total exclude: 0,00

Total: 0,00 EUR

Service	Service Group	ID	F-Room	Description	Function Rooms	Service ID	Service Dept.	Description	Edit	Descr.	Quantity	Start time	End time	%	Percentage	Price	%	Total	Tot
FUNCTION ROOM		1	Main							TOTAL	1	09:00	20:00	0,00	0,00	0,00	0,00		
F&B MENU		1	Main			CFBRK_0001	F&B	Coffee Break 1		GUEST	1	09:00	20:00	4,41	9,50	4,41			
RESOURCE		1	Main			AUDEXH	MTN	Audiovisual Technician extra hour/ week		TOTAL	1	09:00	20:00	2,32	5,00	2,32			
SETUP		1	Main				MTN			TOTAL	1	09:00	20:00	0,00	0,00	0,00			
FUNCTION ROOM		2	Secondary 1							TOTAL	1	09:00	20:00	0,00	0,00	0,00			
RESOURCE		2	Secondary 1			FRHATS	MTN	Free hands telephone (spider)		TOTAL	1	09:00	20:00	25,52	55,00	25,52			
SETUP		2	Secondary 1				MTN			TOTAL	1	09:00	20:00	0,00	0,00	0,00			
FUNCTION ROOM		3	Shared 1		BELAGUA			Belagua		TOTAL	1	09:00	20:00	0,00	0,00	0,00			
F&B MENU		3	Shared 1		BELAGUA	COCKT_0000	F&B	Cocktail 0		GUEST	1	09:00	20:00	46,40	100,00	46,40			
RESOURCE		3	Shared 1		BELAGUA	AUDEXH	MTN	Audiovisual Technician extra hour/ night		TOTAL	1	09:00	20:00	2,32	5,00	2,32			
SETUP		3	Shared 1		BELAGUA	COCKT	MTN			TOTAL	1	09:00	20:00	0,00	0,00	0,00			
FUNCTION ROOM		4	Shared 2		RESTAURANT			Restaurant		TOTAL	1	09:00	20:00	0,00	0,00	0,00			
F&B MENU		4	Shared 2		RESTAURANT	BUFFE_0001	F&B	Generic Buffet 1		GUEST	1	09:00	20:00	19,03	41,00	19,03			
SETUP		4	Shared 2		RESTAURANT	THEAT	MTN	THEATRE		TOTAL	1	09:00	20:00	0,00	0,00	0,00			
										TOTAL	1	09:00	20:00	100,00	215,50	100,00		2	

Ones created all lines, make sure the total price will be € 100. If the total price is € 100, save the booking by using the 'save' button



F-Room	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.

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

When we inform F&B Services:

- They must be activated
- You can modify the price in the DDR
- Every F&B Service must have a share space. (if there is exception, please open a Jira to BP)
- Service type must be informed (If it is necessary you can change in the event later)

Creation of Packages

Event Package Management

ESMD.PRIVE NH Principe de Vergara *****

Code: 12 BOURS A 12 HOURS ARRANGEMENT A ☒ Active

Currency: European Euro

Start date: 25.02.2019 Price 1 PAX: 85

Expire: 25.02.2019

Creation date: 27.02.2019

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

Pax Min/Max: 10 Until: 500 ☒ Editable

☐ Group package

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

Servi	Service Group	ID	F.Room	Descrip.	Rooms	ServiceId	Serv	Price	%	Total	% Total	Total pri..	Exclude	No move	No sha	Remarks
FUNCTION ROOM	1	Main	CFBRK...	F&B	Coffee Br...	TOTAL	1	09:00	20:00	0,00	0,00	0,00				
F&B MENU	1	Main	CFBRK...	F&B	Coffee Br...	GUEST	1	09:00	20:00	4,41	9,50	4,41	9,50			
RESOURCE	1	Main	AUDEXH	MTN	Audiovisu...	TOTAL	1	09:00	20:00	2,32	5,00	2,32	5,00			
SETUP	1	Main	AUDEXH	MTN	Audiovisu...	TOTAL	1	09:00	20:00	0,00	0,00	0,00	0,00			
FUNCTION ROOM	2	Secon...	FRHATS	MTN	Free han...	TOTAL	1	09:00	20:00	0,00	0,00	0,00	0,00			
RESOURCE	2	Secon...	FRHATS	MTN	Free han...	TOTAL	1	09:00	20:00	25,52	55,00	25,52	55,00			
SETUP	2	Secon...	FRHATS	MTN	Free han...	TOTAL	1	09:00	20:00	0,00	0,00	0,00	0,00			
FUNCTION ROOM	3	Share...	BELA...	F&B	Cocktail 0	TOTAL	1	09:00	20:00	0,00	0,00	0,00	0,00			
F&B MENU	3	Share...	BELA...	F&B	Cocktail 0	GUEST	1	09:00	20:00	46,40	100,00	46,40	100,00			
RESOURCE	3	Share...	BELA...	MTN	Audiovisu...	TOTAL	1	09:00	20:00	2,32	5,00	2,32	5,00			
SETUP	3	Share...	BELA...	MTN	COCKTAIL	TOTAL	1	09:00	20:00	0,00	0,00	0,00	0,00			
FUNCTION ROOM	4	Share...	REST...	F&B	Restaura...	TOTAL	1	09:00	20:00	0,00	0,00	0,00	0,00			
F&B MENU	4	Share...	REST...	F&B	Generic ...	GUEST	1	09:00	20:00	19,03	41,00	19,03	41,00			
SETUP	4	Share...	REST...	MTN	THEATRE	TOTAL	1	09:00	20:00	0,00	0,00	0,00	0,00			
									100,00	215,50	100,00	215,50				

Once the package is created, there are the next icons:

- To view the modification history of the package
- To activate or deactivate the package
- To see events with this package. Access to display mode.
- To work with the second part of DDR (add meeting rooms, menus...)

After save the package 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.

Σ % Total	Σ Total pri..
0,00	0,00
4,42	3,76
2,32	1,97
0,00	0,00
0,00	0,00
25,52	21,69
0,00	0,00
0,00	0,00
46,40	39,44
2,32	1,97
0,00	0,00
0,00	0,00
19,02	16,17
0,00	0,00
100,00	85,00

The manual is available in BP web



File

Attached File: TMS4M_DDR.pdf



Creation of Packages

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 one 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_PAO...	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



Creation of Packages

It is an option to select already a line 'setup' as well to save yourself some time when linking the package to the event.



















For every Function Room the line 'setup' can already be created:

Service	Service Group	ID F.Room	Descrip.	Rooms	Service...	Service	Dept.	Description	Edit	Descrip.	Quanti...	Start time	End time
	FUNCTION ROOM	1	MAIN							TOTAL	1	09:00	17:00
	F&B MENU	1	MAIN		ITEM_...			Item 1		GUEST	1	09:00	17:00
	F&B MENU	1	MAIN		ITEM_...			Item 1		GUEST	1	09:00	17:00
	RESOURCE	1	MAIN		FLSCBE			Flip. scre		TOTAL	1	09:00	17:00
	SETUP	1	MAIN							TOTAL	1	09:00	17:00
	FUNCTION ROOM	2	SHARE...							TOTAL	1	10:00	16:30
	F&B MENU	2	SHARE		BGR_0			Company		GUEST	1	10:00	10:30
	SETUP	2	SHARE...							TOTAL	1	10:00	16:30
	F&B MENU	2	SHARE...		BGR_0...			Company ...		GUEST	1	12:00	13:00
	F&B MENU	2	SHARE...		BGR_0...			Company ...		GUEST	1	16:00	16:30
	FUNCTION ROOM	3	SHARE...							TOTAL	1	12:00	13:00
	SETUP	3	SHARE...							TOTAL	1	12:00	13:00

Creation of Packages

When we inform F&B Services:

- They must be activated.
- You can modify the price in the DDR.
- Every F&B Service must have a share space. (if there are exceptions, please open a Jira Ticket asking BP)
- Service type must be informed (If it is necessary you can change in the event later)

Service	Service Group	ID F.Room	Descrip.	Rooms	Service...	Service	Dept.	Description	Edit	Descrip.	Quanti...	Start time	End time
	FUNCTION ROOM	1	MAIN							TOTAL	1	09:00	17:00
	F&B MENU	1	MAIN		ITEM_...			Item 1		GUEST	1	09:00	17:00
	F&B MENU	1	MAIN		ITEM_...			Item 1		GUEST	1	09:00	17:00
	RESOURCE	1	MAIN		FLSCBE			Flip, scre...		TOTAL	1	09:00	17:00
	SETUP	1	MAIN							TOTAL	1	09:00	17:00
	FUNCTION ROOM	2	SHARE...							TOTAL	1	10:00	16:30
	F&B MENU	2	SHARE...		BGR_0...			Company ...		GUEST	1	10:00	10:30
	SETUP	2	SHARE...							TOTAL	1	10:00	16:30
	F&B MENU	2	SHARE...		BGR_0...			Company ...		GUEST	1	12:00	13:00
	F&B MENU	2	SHARE...		BGR_0...			Company ...		GUEST	1	16:00	16:30
	FUNCTION ROOM	3	SHARE...							TOTAL	1	12:00	13:00
	SETUP	3	SHARE...							TOTAL	1	12:00	13:00

Creation of Packages

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 P a x:
 PAX price: 0,00
 Total package: 0,00
 Total exclude: 0,00
 Total: 0,00 EUR

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

Ones created all lines, make sure the total price will be € 100



Creation of Packages

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

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	

manual adjust

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

Yes

No

Cancel

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.

Creation of Packages



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,-

New price € 53,50

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





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.

Creation of Packages

Event Package Management

ESZZ.CIUZA NH Ciudad de Zaragoza ***

Code  ☒ Active

Currency

Start date Price 1 PAX EUR

Expire Simulation

Creation date

Start Time Until ☐ Tax included

Pax Min/Max Until ☒ Editable

☐ Group package

Remarks

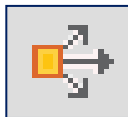
Pax	<input type="text" value=""/>
PAX price	0,00
Total package	0,00
Total exclude	0,00
Total	0,00 EUR



To view the modification history of the package



To activate or inactivate the package



Identifies all the events that include the package



To modify the grid of the package

MINOR
HOTELS

Link packages to an event


ANANTARA
HOTELS • RESORTS • SPAS

AVANI
Hotels & Resorts


elewana
— COLLECTION —

 OAKS
HOTELS • RESORTS • SUITES

NH
HOTELS

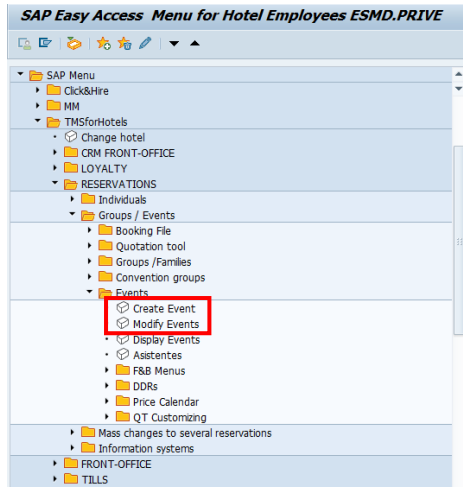

NH COLLECTION
HOTELS

nhow
HOTELS

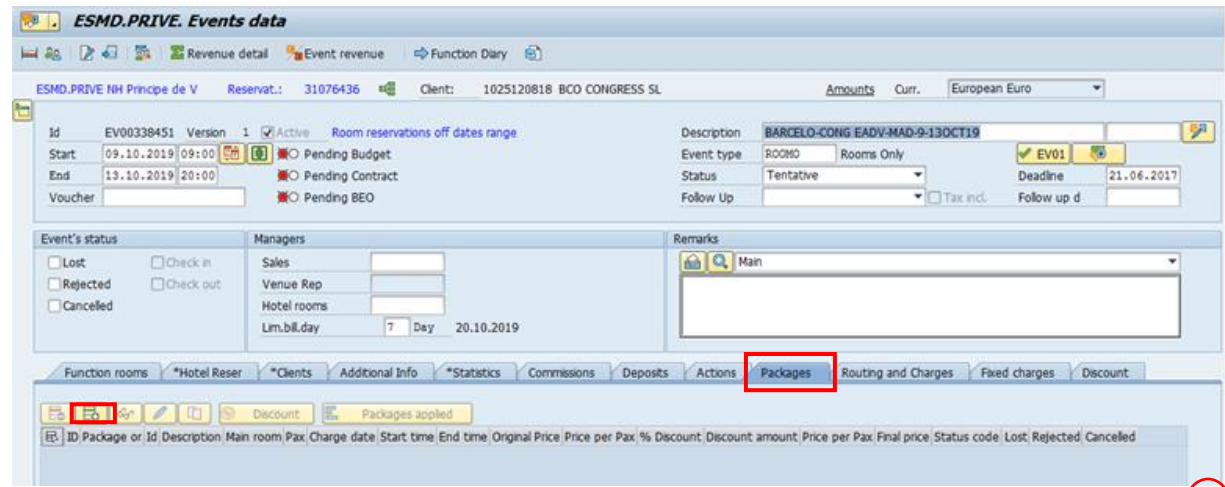
TIVOLI
HOTELS & RESORTS

Link packages an event

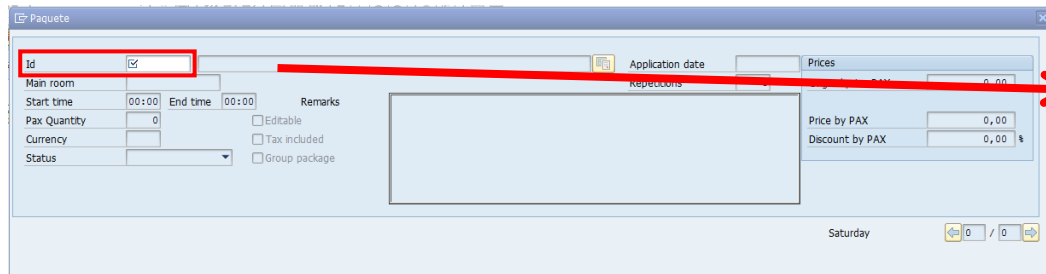
In order to link the package, search the event and click on the package tab. Then, click the icon to insert row and select the id package required.



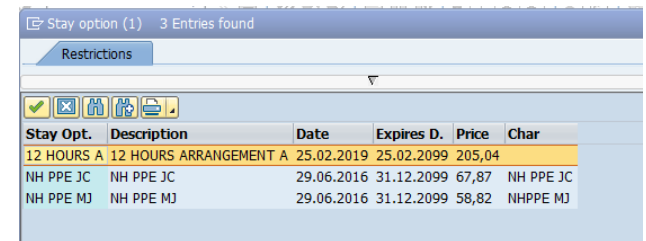
1



2









3



4

Link packages an event

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 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.

Id

Main room

Start time

00:00

End time

00:00

Pax Quantity

0

Currency

Status

Remarks

Application date

Repetitions

0

Prices

Original price PAX	0,00
Price by PAX	0,00
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?

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

Link packages an event

ESMD.PRIVE. Events data

Revenue detail | Event revenue | Function Diary

ESMD.PRIVE NH Principe de V Reservat.: 31076436 Client: 1025120818 BCO CONGRESS SL Amounts Curr.: European Euro

Id EV00338451 **Version** 1 ☒ **Active** **Room reservations off dates range**

Start 09.10.2019 09:00 ☐ Pending Budget **Description** BARCELO-CONG EADV-MAD-9-13OCT19

End 13.10.2019 20:00 ☐ Pending Contract **Event type** ROOMO Rooms Only ☒ EV01 **Deadline** 21.06.2017

Voucher ☐ Pending BEO **Status** Tentative **Follow up** ☐ Tax incl. **Follow up d**

Event's status **Managers** **Remarks**

☐ Lost ☐ Check in Sales

☐ Rejected ☐ Check out Venue Rep

☐ Cancelled Hotel rooms

Lim.bill.day 7 Day 20.10.2019

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

Discount **Packages applied**

	Package	Id	Description	Main room	P...	Charge date	Start time	End time	Original Price	Price per Pax	% Discount	Discount amount	Price per Pax	Final price	Status code	Lost	Rejected	Cancelled
1	12 HOUR...	PEDRALB...	1	09.10.2019	09:00:00	20:00:00	105,28	105,28	0,00	0,00	105,28	105,28						

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

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 icon.



Link packages an event

The screenshot shows the 'ESMD.PRIVE. Events data' window. The 'Event Package - Discount' dialog box is open, displaying fields for 'Discount 1', 'Discount 2', and 'Discount 3'. The 'Discount 1' tab is active, showing 'Original price by Pax' as 105,28, 'Discount %' as 0,00, and 'New price by Pax' as 105,28. The 'Total final price' is also 105,28. The 'Discount reason' is set to 'Deduction'. The 'Delete discounts' button is at the bottom right.

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.

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

The screenshot shows the 'ESMD.PRIVE' window with the 'Commissions' tab selected. The 'Concept' field is set to 'DDRM1'. The 'Percentage' section shows 'Dedc' selected, 'Commission' selected, and 'Exempt' unselected. The 'Copy' button is highlighted. The '% on sale amount' section shows 'Client %' as 10,00 and 'CRS %' as 0,00. The 'Exceptions' table is empty. The 'Concept identifier (1) 112 Entries found' dialog box is open, showing a list of concepts and their descriptions.

Concept ID	Description	Nature
DDR1	Event Package 1 - DDR 21%	60
DDR2	Event Package 2 - DDR 10%	60
DDR3	Event Package 3 - DDR 4%	60
DDR4	Event Package 4 - DDR 0%	60
DDRM1	Event Package M 1 - DDR 21%	60
DDRM2	Event Package M 2 - DDR 10%	60
DDRM3	Event Package M 3 - DDR 4%	60
DDRM4	Event Package M 4 - DDR 0%	60

Link packages an event

*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"/>	

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'.

Id

Main room

Start time

00:00

End time

00:00

Pax Quantity

0

Currency

Status

Remarks

Application date

Repetitions

0

Prices

Original price PAX 0,00

Price by PAX 0,00

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?

Link packages an event

Paquete

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

Main room: **HALL** 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...		COFFEE		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...		COFFEE		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...		COFFEE		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...		COFFEE		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...		COFFEE		GUEST	1	09:00	17:00	43,00	17,20	43,00	17,20	43,00	17,20	43,00	17,20
TOTAL													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** 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		MINERAL WATER
RESOURCE		1	MAIN	HALL	FLSCBE		Flip, screen, beamer
RESOURCE		1	MAIN	HALL	LAPTOP		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 DENNIS		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”

Link packages an event

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

De...	Description
ADM	Finance & Administration
AGE	Agents
C&B	Conference & Banqueting
DIR	Direction
F&B	Food & Beverage
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

Select the correct department responsible for the Service

Link packages an event

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
Service type		Description		Production concept				WELCOME SWEET SNACK		GUEST	1	09:00	09:15
BSBKFS	BUSINESS BREAKFAST			CFBR				COFFEE - TEA FULL DAY		GUEST	1	09:00	17:00
BSCOC	BUSINESS COCKTAIL			MENF/MENB/MENH				TEMPTING BREAK MORNING		GUEST	1	10:00	11:00
BSDINN	BUSINESS DINNER			MENF/MENB/MENH				TEMPTING BREAK AFTERNOON		GUEST	1	15:00	16:00
BSLNCH	BUSINESS LUNCH			MENF/MENB/MENH						TOTAL	1	12:00	15:00
BUSBUF	BUSINESS BUFFET			MENF/MENB/MENH				TEMPTING LUNCH		GUEST	1	12:00	15:00
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			LNCF/LNCB/LBBH									
PICNIC	PICNIC			PICN									
SNACKS	SNACK			CKTF/CKTB/CKBH									
SPRBKF	SPORT GROUP BREAKFAST			BKFS									
SPRDIN	SPORT GROUP DINNER			DINF/DINB/DIBH									
SPRLCH	SPORT GROUP LUNCH			LNCF/LNCB/LBBH									
SPRSNK	SPORT GROUP SNACK			PICN									
WEDBUF	WEDDING BUFFET			WEDF/WEDB/WEBH									
WEDCOC	WEDDING COCKTAIL			WEDF/WEDB/WEBH									
WEDDIN	WEDDING DINNER			WEDF/WEDB/WEBH									
WEDLCH	WEDDING LUNCH			WEDF/WEDB/WEBH									

By selecting the Service type, you inform the system on which revenue concept the production will be booked.
It must be already informed. We only change if it is necessary.

Link packages an event

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	Service ID	Service	Dept.	Description	Edit	Calculation Unit	Quantity	Start time	End time
	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	SHARED 1	HALL									
	F&B MENU	2	SHARED 1	HALL									
	F&B MENU	2	SHARED 1	HALL									
	F&B MENU	2	SHARED 1	HALL									
	FUNCTION ROOM	3	SHARED 1	HALL									
	F&B MENU	3	SHARED 1	HALL									

Short Descript. (1) - 5 Entries

Restrictions

Fixed ... Short Descript.

01 FUNCTION ROOM

02 F&B MENU

03 RESOURCE

05 **SETUP**

06 TASKS

Link packages an event

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

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

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

Link packages an event

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 DENNIS	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	

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

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

Save

Link packages an event

*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>Discount</div><div><div><div></div></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

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:

1. Select the package involved
2. Click on  Discount
3. 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 |

Link packages an event



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'

*Function rooms

Hotel Reserv

*Clients

Additional Info

*Statistics

*Commissions

Deposits

Actions

*Packages

Concept

DDR1

Description

Package 1 - DDR 21%

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

Disc

Commission

Exempt

Copy

on sale amount

Client %

10,00

CRS %

0,00

MINOR

HOTELS

ANANTARA

HOTELS-RESORTS-SPAS

AVANI

Hotels & Resorts

elmwana

COLLECTION

DAKS

HOTELS-RESORTS-GOLFING

NH

HOTELS

TN COLLECTION

HOTELS

nhow

HOTELS

TIVOLI

HOTELS & RESORTS

←

Link packages an event

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				Nhube 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			Nhube Resta...		25.08.2016 12:00	25.08.2016 13:00			

MINOR
HOTELS

Events invoicing


ANANTARA
HOTELS • RESORTS • SPAS

AVANI
Hotels & Resorts


elewana
— COLLECTION —

 OAKS
HOTELS • RESORTS • SUITES


NH
HOTELS










NH COLLECTION
HOTELS

nhow
HOTELS


TIVOLI
HOTELS & RESORTS



Events Invoicing


ESSE.CECON, Events data





 Revenue detail
  Event revenue
  Function Diary
 

ESSE.CECON NH Collection Se Reservat.: 13376287 Client: 1000061542 VIAJES EL CORTE INGLES



Id	EV00006802	Version	1	<input checked="" type="checkbox"/> Active
Start	11.09.2016	14:59		 <input type="radio"/> Pending Budget
End	12.09.2016	20:00		<input type="radio"/> Pending Contract
Voucher	TO SHOW ON SERVICE ...			<input type="radio"/> Pending BEO

Event's status	
<input type="checkbox"/> Lost	<input type="checkbox"/> Check in
<input type="checkbox"/> Rejected	<input type="checkbox"/> Check out
<input type="checkbox"/> Cancelled	

Managers	
Sales	0000002312 Ana Torres
Venue Rep	
Hotel rooms	
Lim.bill.day	10 Day 22.09.2016



Modify folio's header (F7)



Go to folios maintenance (F9)

Events Invoicing



Go to Folios maintenance (F9)

ESMD.PRIVE. Process folio 2

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

Reservation54461273StatusTentativeArrival17.09.2018

Main ClientVIAJES EL CORTE INGLES SAVoucherTO SHOW ON SERVICE ORDER

EventVECI_BIODERMA

FOLIOS: F10,00EURVIAJES EL CORTE INGLES SA-10000...

(tax incl.) F30,00EURVIAJES EL CORTE INGLES SA-10000...

F21.314,50EURVIAJES EL CORTE INGLES SA-100006...

F40,00EURVIAJES EL CORTE INGLES SA-100006...

Status	Invoice nu	Revenue date	Folio	Concept	Description	Quantity	Price	Disc. (net)	Σ	Amount	Cur.	Excha.date	Exchange	LC amount	Loc.Curre.	RC amount	Res.curr.	Tax incl.
		18.09.2018	2	PKNG	Parking	10	25,00	0,00		250,00	EUR	27.07.2018	1,00000	275,00	EUR	275,00	EUR	
		19.09.2018	2	PKNG	Parking	10	25,00	0,00		250,00	EUR	27.07.2018	1,00000	275,00	EUR	275,00	EUR	
		20.09.2018	2	AUDV	Porterage	1	10,00	0,00		10,00	EUR	27.07.2018	1,00000	12,10	EUR	12,10	EUR	
		20.09.2018	2	FRNT	Master	1	500,00	50,00		450,00	EUR	27.07.2018	1,00000	544,50	EUR	544,50	EUR	
		20.09.2018	2	GASTR...	Coffee Break 2	20	10,50	21,00		189,00	EUR	27.07.2018	1,00000	207,90	EUR	207,90	EUR	
		20.09.2018	2	SETUP	CLASSROOM	1	0,00	0,00		0,00	EUR	27.07.2018	1,00000	0,00	EUR	0,00	EUR	
										1.149,00	EUR							

Status



Charges already billed

Charged pending to assign (prepayments,...)

Charges pending to be invoiced

F2

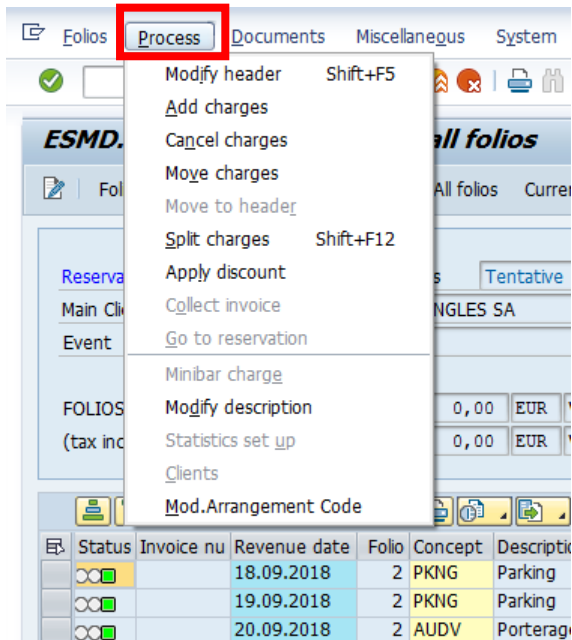
F4

NO COIN: Credit folio

COIN: On-desk payment folio



Events Invoicing



- **Modify header:** Change the name of the folio holder
- **Add charges:** Charge incidentals to the room
- **Cancel charges:** Credit a charge
- **Move charges:** Move charges to another folio of the reservation
- **Split charges:** Split a charge as an amount or a percentage
- **Apply discount:** Add a percentage of discount to a charge.
- **Minibar charge:** Add minibar items to the reservation
- **Modify description:** Change the name of a single charge
(Use *arrangement code* for multiple charges)

Events Invoicing



Modify folio's header (F7)

Folio headers by Reservation

ESMD.PRIVE NH Principe de Vergara ****

Group reserv. 54461273

Main client 1000061542 VIAJES EL CORTE INGLES SA

Arrival date 17.09.2018

Departure date 20.09.2018

Event Version 0

Reservation status Tentative

Reservation folios header

Rou...	Folio	Payment method	Terms. Pay	Tax incl	Format	Holder	Holder name	Branch	Reason f. tax cl. change
	1	On-desk paym...		<input type="checkbox"/>	IND	1000061542	VIAJES EL CORTE INGLE...	0000155355	
	2	Credit	C060	<input type="checkbox"/>	DAILY	1000061542	VIAJES EL CORTE INGLE...	0000155355	
	3	On-desk paym...		<input type="checkbox"/>	IND	1000061542	VIAJES EL CORTE INGLE...	0000155355	
	4	On-desk paym...		<input type="checkbox"/>	IND	1000061542	VIAJES EL CORTE INGLE...	0000155355	

Folio 1

Change payment method

Folio 2

According to the guest, the company is paying.

Leave comments to colleagues

Folio 3

Folio 4

Change the folio holder

Format	Description
AGENCY	Travel Agency
DAILY	Daily charges
IND	Individual
NF.AGENCY	NF Travel Agency
NF.DAILY	NF Daily charges
NF.IND	NF Individual

To change:

- METHOD OF PAYMENT: Select POA or DUE
- FORMAT: Invoice format
- HOLDER: Select the invoice/folio holder
- FIS. CLASS: Invoice exemption of VAT

Not available in all countries.


Events Invoicing


✔ The Customer has not been created for this hotel. Display only


CRM FRONT-OFFICE

 /CCSHT/MT01_HU_PRIN - Create


 /CCSHT/MT02_HU - Modify /CCSHT/MT03_HU - Display

 /CCSHT/MT02_HU2 - Copy customers from another hotel

 ZEY_GDPR_RESPONSE_01 - GDPR consents – Modify

 ZEY_GDPR_RESPONSE_02 - GDPR consents – Display

 VDH2N - Display customer hierarchy

 ZCRM COMPANIES HOTEL - Companies and Agencies created by date

**Search for companies
in the NH General Database**

NLGR.GRON Companies - New

General data Statistics Sales and Agents

Client: 2004102767 FERRERO BV

Name: FERRERO BV

Street: KONINGSSTRAAT

Nº: 53

City: HILVERSUM

ZIP code: 1211 NK

Country: NL Netherlands

Region:

Language: NL Dutch

Guarantee type:

Phone nº: 31356254300

Tax Number 1: 32060408

Search term: FERRERO BV

Email: NO E-MAIL

URL: www.ferrero.nl

Industry: C016 F&B Industry

Statistics

Global Potential:

Annual Revenue:

Employees:

Market segment:

Market subsegment:

Source of business id.:

Channel identifier:

Reason for travelling:


☐ Allows mailing

Customer Number (1)

Guests TAs Companies Hotels External hotels Others


Customer

Tax Number 1


Name  *FERRERO*

Name 2




Telephone 1

Identifier  3


Show branches only

Mark removed 

Maximum No. of Hits

Copy the data to our hotel and save before leaving. CTRL C the SAP ID and use it in the header of the folio



Events Invoicing

Enter charges in a reservation

Insert item

ESSE.CECON NH Collection Sevilla **** CO

Reservation : 13195435 Room Main guest

Concept Quantity 1 Price EUR Target folio Service date 29.03.2016 ☐ Tax included

Concept	Description	Natu...	Conc. Fa...
2PAX	Room discount 2nd pax	05	ROOMS
3PAX	Room discount 3rd pax	05	ROOMS
4PAX	Room discount 4th pax	05	ROOMS
5PAX	Room discount 5th pax	05	ROOMS
AI	All Inclusive	02	N/A
AUDV	Audiovisual Services	04	MICE
BARB	Bar Beverage	01	F&B
BARF	Bar Food	01	F&B
BB	Bed & Breakfast	02	N/A
BCEN	Business Center	04	EXTRA
BCXL	Banqueting cancellation fee	04	MICE
BKFS	Breakfast	01	F&B
BKFSN	Non Comisionable Breakfast	01	F&B
BKOU	Book Out	04	EXTRA
BQTB	Banquet Beverage	01	F&B
BQTF	Banquet Food	01	F&B
CFBR	Coffee Break	01	F&B
CTB	Cocktail Beverage	01	F&B
CTF	Cocktail Food	01	F&B
CO2C	Eco Meeting	04	EXTRA
CTAX	City Tax	54	N/A
CTGB	Banquet Beverage	01	F&B
CTGF	Banquet Food	01	F&B
DINB	Dinner Board Beverage	01	F&B
DINF	Dinner Board Food	01	F&B
DSCO	Discotheque	04	EXTRA

109 Entries found

By default, extras are going to folio number 1

Events Invoicing

ESMD.NACIO. Modify items of all folios

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

Reservation108126232StatusCheck inArrival10.11.2022

Main ClientAVORIS RETAIL DIVISION SLVoucherE00/1935/45

Main guestSIMON LOBERA, ANA BELENTypeSTDBL

FOLIOS: F10,00EURSIMON LOBERA, ANA BELEN-0023...F2

(tax incl.) F30,00EURSIMON LOBERA, ANA BELEN-0023...F4

Arrangement code

Status	Revenue date	Folio	Concept ID	Description	Quantity	Price	Disc. (net)	Amount	Tax incl.	Service date	Sou...	Client %	Comm.
<input type="checkbox"/>	10.11.2022	2	ROOM	Habitación	1	78,00	0,00	78,00	<input type="checkbox"/>	10.11.2022	330	0,00	0
<input type="checkbox"/>	10.11.2022	2	RO	Sólo habitación	1	0,00	0,00	0,00	<input type="checkbox"/>	10.11.2022	330	0,00	0

The system asks for a user identification when a credit note is done.
We are free to type the reason of cancelation (no default reasons).
These reasons will be validated in EOD (End of date reports by FOM, GM...)

- Cancel charg.
- Move charges
- Split charges
- Apply discount

ESMD.NACIO. Cancel charges from selected items

ESMD.NACIO NH Nacional ****

Cancel. reason

Cancelled by

Password

✓

✗

Events Invoicing

ESSE.CECON. Modify items of all folios

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

Reservation: 13195435 Status: Confirmed

Main Client: VIAJES EL CORTE INGLES SA-100006154

Event: BOOTS LABORATORIES CORTE INGLES

FOLIOS: F1 0,00 EUR Main Guest
(tax incl.) F3 0,00 EUR Main Guest

Status	Revenue date	Folio	Source Room	Concept ID	Description	Quantity	Price
OO	30.03.2016	2		AUDV	2200 lumenes Proyector L...	1	100,00
OO	30.03.2016	2		AUDV	Megafonia, 4 altavoces , ...	1	120,00
OO	30.03.2016	2		AUDV	Pantalla Bastidor 1,80x2,40	1	0,00
OO	30.03.2016	2		GASTROEV	Menú Boots	40	25,00
OO	30.03.2016	2		SETUP	Cabaret	1	0,00

Cancel charg.
Move charges ►
Split charges
Apply discount

To folio 1
To folio 2
To folio 3
To folio 4
To other resv.
To header
To event EV00005750 BOOTS LABORATORIES C

ESSE.CECON. Change folio of selected items

ESSE.CECON NH Collection Sevilla **** C...










Target folio: 1

Room:

Reserv.:

✓ ✕



*Function rooms	Hotel Reserv	*Clients	*Additional Inf	*Statistics	Commissions	Deposits	*Actions	Packages	Routing and Charges	Fixed charges	Discount																																																																																																
<p>Routing <input type="text"/>  Apply</p> <table border="1"> <thead> <tr> <th>Routing</th> <th>Routing type</th> <th>Group/Conc</th> <th>Description</th> <th>C</th> <th>Cadence</th> <th>F</th> <th>Start date</th> <th>End date</th> <th>Ext.</th> <th>Folio</th> <th>Reserv.</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>NO</td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>NO</td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>NO</td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>NO</td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>NO</td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>NO</td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>NO</td><td></td><td></td></tr> </tbody> </table> <p>< > ...</p> <p>         Display routing </p>												Routing	Routing type	Group/Conc	Description	C	Cadence	F	Start date	End date	Ext.	Folio	Reserv.										NO												NO												NO												NO												NO												NO												NO		
Routing	Routing type	Group/Conc	Description	C	Cadence	F	Start date	End date	Ext.	Folio	Reserv.																																																																																																
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Events Invoicing

ESZZ.CIUZA. Modify items of all folios

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

Cancelled Revenue

Reservation: 3850180 Status: Confirmed Arrival: 31.03.2016

Main Client: TWERENBOLD REISEN AG-1003205280 Voucher: IDBKFILE: 9958341

Event: TWERENBOLD

FOLIOS:

F1	0,00	EUR	Main Guest	F2	544,50	EUR	TWERENBOLD REISEN AG-1003205280
(tax incl.) F3	0,00	EUR	Main Guest	F4	0,00	EUR	Main Guest

Arrangement code

Status	Revenue date	Folio	Source Room	Concept ID	Description	Quantity	Price	Disc. (net)	Amount	Tax incl.	Service date	Discount %	% Main client
	31.03.2016	2		FRNT	Restaurante	1	0,00	0,00	0,00	<input type="checkbox"/>	31.03.2016	0,00	0,00
	31.03.2016	2		GASTROEV	MENU GRUPOS	33	15,00	0,00	495,00	<input type="checkbox"/>	31.03.2016	0,00	0,00
	31.03.2016	2		SETUP	Banquet	1	0,00	0,00	0,00	<input type="checkbox"/>	31.03.2016	0,00	0,00

Cancel charg.

Move charges

Split charges

Apply discount



ESSE.CECON. Change folio of selected items

ESSE.CECON NH Collection Sevilla ***** COLLECTION

Amount to split	New Charge destination
Percentage <input checked="" type="radio"/> <input type="text"/> Amount <input type="radio"/> Quantity <input type="radio"/>	Target folio <input type="text"/> Reserv. 13195435

We can separate by units

☐ ☐

Events Invoicing

ESZZ.CIUZA. Modify items of all folios

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

Reservation: 3850180 | Status: Confirmed | Arrival: 31.03.2016
 Main Client: TWERENBOLD REISEN AG-1003205280 | Voucher: IDBKFILE: 9958341
 Event: TWERENBOLD

FOLIOS: F1 0,00 EUR Main Guest | F2 544,50 EUR TWERENBOLD REISEN AG-1003205280
 (tax incl.) F3 0,00 EUR Main Guest | F4 0,00 EUR Main Guest

Status	Revenue date	Folio	Source Room	Concept
	31.03.2016	2		FRNT
	31.03.2016	2		GASTRO
	31.03.2016	2		SETUP

Cancel charg.
 Move charges
 Split charges
Apply discount

ESSE.CECON. Apply discount

Employee:
 Password: *****
 Discount reason: ☒
 % discount: ☒
 Currency: EUR

Amounts

Gross amount with tax	990,00
Discount	0,00
Net amount with discount applied	0,00

Remarks

We can only give a % as a discount

Li 1, Co 1 | Ln 1 - Ln 1 of 1 lines

Discount % | % Main client
 0,00 | 0,00
 0,00 | 0,00

Budget
 Competition
 Complaint
 Crews
 CRO Discount not loaded
 Discount rate
 GFM Discount
 Invitation commercial
 NH Employee
 Others
 Promotion
 Quick Decision
 Short Lead Time
 Size of Group

These discounts will be validated in EOD (End of date reports by FOM, GM...)

MINOR
HOTELS

Events invoicing: Arrangement code


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Hotels & Resorts


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— COLLECTION —

 OAKS
HOTELS • RESORTS • SUITES

NH
HOTELS


NH COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

Event Invoicing -- Arrangement Code

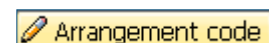
Reservation	115541	Status	Check in	Arrival	30.11.2014	Departur	31.03.2015	Upgrade	
Main Client	PRIMARK-2023295128			Voucher				Room	
Main guest	Martyn Cox			Type	STDBLT Standard Double Twin			GST AD 1 JU 0 CH 0 BB 0	

FOLIOS: F1 ①	429,36	EUR	JEFFREY VAN DOORN-0006602713	F2	30,48	EUR	PRIMARK-2023295128
(tax incl... F3 ①)	0,00	EUR	PRIMARK-2023295128	F4 ①	0,00	EUR	PRIMARK-2023295128

Arrangement code

Status	Revenue date	Folio	Concept	Description	Quantity	Price	Disc.(net)	Amount	Tax in...	Service date
000	03.12.2014	1	MBAR	Minibar	1	12,35	0,00	12,35	✓	03.12.2014
000	07.12.2014	1	MBAR	Minibar	1	19,45	0,00	19,45	✓	07.12.2014
000	08.12.2014	1	MBAR	Minibar	1	4,00	0,00	4,00	✓	08.12.2014
000	10.12.2014	1	MBAR	Minibar	1	9,75	0,00	9,75	✓	10.12.2014
000	12.12.2014	1	LNDR	Laundry	1	10,00	0,00	10,00	✓	12.12.2014
000	13.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	✓	13.12.2014
000	13.12.2014	1	TTAX	City tax	1	3,81	0,00	3,81	✓	13.12.2014
000	14.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	✓	14.12.2014
000	15.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	✓	15.12.2014
000	16.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	✓	16.12.2014
000	17.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	✓	17.12.2014

To arrange charges on the same line (the former 'join') we have to use the button



Event Invoicing -- Arrangement Code

Reservation **115541** Status **Check in** Arrival **30.11.2014** Departur **31.03.2015** Upgrade

Main Client **PRIMARK-2023295128** Voucher Room

Main guest **Martyn Cox** Type **STDDBLT** Standard Double Twin GST AD 1 JU 0 CH 0 BB 0

FOLIOS: F1 ① 429,36 EUR JEFFREY VAN DOORN-0006602713 F2 30,48 EUR PRIMARK-2023295128

(tax incl... F3 ① 0,00 EUR PRIMARK-2023295128 F4 ① 0,00 EUR PRIMARK-2023295128

Status	Revenue date	Folio	Concept	Description	Quantity	Price	Disc.(net)	Amount	Tax in...	Service date	Arrang.cod	Arrangement Code Descripción
00	03.12.2014	1	MBAR	Minibar	1	12,35	0,00	12,35	✓	03.12.2014		
00	07.12.2014	1	MBAR	Minibar	1	19,45	0,00	19,45	✓	07.12.2014		
00	08.12.2014	1	MBAR	Minibar	1	4,00	0,00	4,00	✓	08.12.2014		
00	10.12.2014	1	MBAR	Minibar	1	9,75	0,00	9,75	✓	10.12.2014		
00	12.12.2014	1	LNDR	Laundry	1	10,00	0,00	10,00	✓	12.12.2014		
00	13.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	✓	13.12.2014		
00	13.12.2014	1	TTAX	City tax	1	3,81	0,00	3,81	✓	13.12.2014		
00	14.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	✓	14.12.2014		
00	15.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	✓	15.12.2014		
00	16.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	✓	16.12.2014		
			BB	Bed & Breakfast	1	74,00	0,00	74,00	✓	17.12.2014		

- Cancel charg.
- Move charges
- Split charges
- Apply discount
- Arrangement Code**

- Select Arrangement**
- Delete Arrangement
- ACCO Accomodation
- COMM Commercial Package

Arrangement Code.

Select Arrangement Code

Arrangement Code **ACCO**











Arrangem.Code.Desc. **Room Charge**

☐ Apply the description change to all the arrangement codes

✓ ✗

The lines we want to arrange together we select the arrangement (ACCO or COMM) and we give the lines a common description

Event Invoicing -- Arrangement Code

	07.12.2014	1	MBAR	Minibar	1	19,45	0,00	19,45	<input checked="" type="checkbox"/>	07.12.2014		
	08.12.2014	1	MBAR	Minibar	1	4,00	0,00	4,00	<input checked="" type="checkbox"/>	08.12.2014		
	10.12.2014	1	MBAR	Minibar	1	9,75	0,00	9,75	<input checked="" type="checkbox"/>	10.12.2014		
	12.12.2014	1	LNDR	Laundry	1	10,00	0,00	10,00	<input checked="" type="checkbox"/>	12.12.2014		
	13.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	<input checked="" type="checkbox"/>	13.12.2014	ACCO	Room Charge
	13.12.2014	1	TTAX	City tax	1	3,81	0,00	3,81	<input checked="" type="checkbox"/>	13.12.2014	ACCO	Room Charge
	14.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	<input checked="" type="checkbox"/>	14.12.2014		
	15.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	<input checked="" type="checkbox"/>	15.12.2014		
	16.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	<input checked="" type="checkbox"/>	16.12.2014		
	17.12.2014	1	BB	Bed & Breakfast	1	74,00	0,00	74,00	<input checked="" type="checkbox"/>	17.12.2014		

1510

1

Martyn Cox

30.11.2014

31.03.2015

1/2

006936854B01. Ch. of Comm.:KvK: 14624251

03.12.2014	1	Minibar	12,35
07.12.2014	1	Minibar	19,45
08.12.2014	1	Minibar	4,00
10.12.2014	1	Minibar	9,75
12.12.2014	1	Laundry	10,00
13.12.2014		Room Charge	77,81
14.12.2014	1	Bed & Breakfast	74,00
15.12.2014	1	Bed & Breakfast	74,00
16.12.2014	1	Bed & Breakfast	74,00
17.12.2014	1	Bed & Breakfast	74,00

MINOR
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Payments & Billing


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HOTELS


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HOTELS & RESORTS

NLZH.DHAAG. Process folio 1

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



Invoice the folio (start the payment)



Pre print the invoice



Create partial billing (we don't recommend this option). Route or move the charges depending on the revenue date of the charges.



Re-open the invoice (without canceling the real payments in your till or on the terminals).



Clear the room without any pending charges left.



Change the method of payment without canceling the invoice.



See the reservation (we can not modify by this option).

Event Invoicing – Payments & Billing

NLZH.DHAAG. Process folio 1

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

Reservation: 115541 | Status: Check in | Arrival: 30.11.2014 | Departur: 31.03.2015 | Upgrade: | Main Client: PRIMARK-2023295128 | Voucher: | Room: 1510 | Main guest: Martyn Cox | Type: STDBLT | Standard Double Twin | GST AD 1 JU 0 CH 0 BB 0

FOLIOS: F1 55,55 EUR JEFFREY VAN DOORN-0006602713 F2 11,43 EUR PRIMARK-2023295128
(tax incl... F3 0,00 EUR PRIMARK-2023295128 F4 0,00 EUR PRIMARK-2023295128)

Arrangement code

Status	Revenue date	Folio	Concept	Descrip.	Quantity	Price	Disc.(net)	Amount	Tax in...	Service date
00	03.12.2014	1	MBAR	Minibar	1	12,35	0,00	12,35	✓	03.12.2014
00	07.12.2014	1	MBAR	Minibar	1	19,45	0,00	19,45	✓	07.12.2014
00	08.12.2014	1	MBAR	Minibar	1	4,00	0,00	4,00	✓	08.12.2014
00	10.12.2014	1	MBAR	Minibar	1	9,75	0,00	9,75	✓	10.12.2014
00	12.12.2014	1	LNDR	Laundry	1	10,00	0,00	10,00	✓	12.12.2014

Till movements (Starting image)

ESZZ.CIUZA NH Ciudad de Zaragoza ***

Till Identifier

Operation type 8




Till. ID	Cash A/c	Csh Tr ...	Bal. A/c	Pay ...	Descrip...
RECEPCION	57000002		57000002	CASH	
RESTAURANT	57000002		57000002	CASH	

Event Invoicing – Payments & Billing

Invoice payment movements

ESZZ.CIUZA NH Ciudad de Zaragoza ***

Till identifier: RECEPCION
Operation Type: Invoice payment  [Detalle de billetes](#)

Payment data

Invoice Id	4002006274	Net Value	25,00
		Document currency	EUR
Reservation	143578		
Folio	1		
Customer	1000	GUEST (DON'T TOUCH/NO TOC)	
Remarks			

Payment method	Gateway	Curre...	Amount	Voucher type	Voucher amount	Voucher price
		EUR	25,00		0	0,00
	AMEX					
	CASH					
	Check					
	DINERS					
	INVITATION					
	MASTER CARD					
	MAESTRO					
	PREPAYMENTS WEB AMEX					
	PREPAYMENTS WEB VISA					
	TRANSFERENCIA					

Accrued

EUR		
0,00	0,00	0,00

Differences

EUR		
25,00	0,00	0,00

Hotels with payment gateway will have different option of payment.

Invoice payment movements

ESZZ.CIUZA NH Ciudad de Zaragoza ***

Till identifier RECEPCION

Operation Type Invoice payment



Detalle de billetes

Payment data

Invoice Id 4002006274

Net Value 25,00

Document currency EUR

Reservation 143578

Folio 1

Customer 1000 GUEST (DON'T TOUCH/NO TOC)

Remarks

The system is automatically making a new payment line with the left amount of the reservation

Payment method	Gateway	Curre..	Amount	Voucher type	Voucher amount	Voucher price
MASTER CARD	▼	EUR	10,00	▼	0	0,00
	▼	EUR	15,00	▼	0	0,00



Accrued

EUR		
10,00	0,00	0,00

Differences

EUR		
15,00	0,00	0,00

Event Invoicing – Payments & Billing

Click on this icon if you need to cancel the invoice in the current date.

ESZZ.CIUZA, Process folio 1

Folio 1

Folio 2

Folio 3

Folio 4

All folios

Current date

Charges until today

Cancelled Revenue

Event packages

Event packages applied

Reservation

143578

Status

Cancelled

Arrival

27.05.2015

Main Client

VIAJES COSMELLI SA-1000001823

Voucher

4245

Event

D55FGSFG

FOLIOS:

F1

509,00

EUR

GUEST (DON'T TOUCH/NO TOC-0000001000)

F2

0,00

EUR

VIAJES COSMELLI SA-1000001823

(tax incl.)

F3

0,00

EUR

Main Guest

F4

0,00

EUR

Main Guest

Status	Revenue date	Folio	Source Room	Concept	Description	Quantity	Price	Disc. (net)	Amount	Tax incl.	Service date	Produced	Charge time	User Name	% DTO	Orig.amount without tax
	01.01.2015	1		PKNG	Parking	1	25,00	0,00	25,00	<input type="checkbox"/>	01.01.2015		10:11:11	E00000093733	0,00	0,00
	27.05.2015	1		FRNT	Pirineos	1	400,00	0,00	400,00	<input type="checkbox"/>	27.05.2015		18:33:27	E00000022126	0,00	0,00

Invoice No	Folio	Invoice date
4002006274	01	01.01.2015
4002005816	01	06.08.2015

[illegible]

Event Invoicing – Payments & Billing

Click on this icon if you want to bill and select the payment method

ESZZ.CIUZA. Process folio 1

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

Reservation	143578	Status	Cancelled	Arrival	27.05.2015
Main Client	VIAJES COSMELLI SA-1000001823			Voucher	4245
Event	DSSFGSFG				

FOLIOS:	F1	509,00	EUR	GUEST (DON'T TOUCH/NO TOC-0000001000)	F2	0,00	EUR	VIAJES COSMELLI SA-1000001823
(tax incl.)	F3	0,00	EUR	Main Guest	F4	0,00	EUR	Main Guest

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
	01.01.2015	1		PKNG	Parking	1	25,00	0,00	25,00		01.01.2015		10:11:11	E00000093733	0,00	0,00
	27.05.2015	1		FRNT	Pirineos	1	400,00	0,00	400,00		27.05.2015		18:33:27	E00000022126	0,00	0,00

Select invoices

Sel	Invoice No	Folio	Invoice date
<input checked="" type="checkbox"/>	4002800918	01	01.01.2015
<input type="checkbox"/>	4002005816	01	06.08.2015





☒ ☐

Payment method	Gateway	Curre...	Amount
MASTER CARD	▼	EUR	25,00
	▼		
	▼		
	▼		

☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐







Event Invoicing – Payments & Billing

ESMD.NACIO. Process folio 2

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

Reservation: 108682151 Status: Check in Arrival: 09.11.2022 Departur: 12.11.2022 Upgrade: ☐
 Main Client: EXPEDIA INTERNACIONAL Voucher: 1401970451 Room: 406
 Main guest: PHAN, THANH HAI Type: SUPDBV Superior Double View GST: AD 1

FOLIOS: F1 0,00 EUR PHAN, THANH HAI-0069065615 F2 524,12 EUR EXPEDIA INTERNACIONAL-101688...
 (tax incl.) F3 0,00 EUR PHAN, THANH HAI-0069065615 F4 0,00 EUR PHAN, THANH HAI-0069065615

Status	Revenue date	Folio	Concept ID	Description	Quantity	Price	Disc. (net)	Amount	Tax incl.	Service date	Sou...	Client %	Comm...
	09.11.2022	2	ROOM	Habitación	1	142,95	22,16	120,79	<input type="checkbox"/>	09.11.2022	406	0,00	22,
	10.11.2022	2	ROOM	Habitación	1	169,23	26,23	143,00	<input type="checkbox"/>	10.11.2022	406	0,00	26,
	11.11.2022	2	ROOM	Habitación	1	200,14	31,02	169,12	<input type="checkbox"/>	11.11.2022	406	0,00	31,
	09.11.2022	2	BB	Alojamiento y desayuno	1	17,18	2,66	14,52	<input type="checkbox"/>	09.11.2022	406	0,00	2,
	10.11.2022	2	BB	Alojamiento y desayuno	1	17,18	2,66	14,52	<input type="checkbox"/>	10.11.2022	406	0,00	2,
	11.11.2022	2	BB	Alojamiento y desayuno	1	17,18	2,66	14,52	<input type="checkbox"/>	11.11.2022	406	0,00	2,

	Credit no tax.	Credit with tax	Cash no tax.	Cash with tax	Total no tax.	Total with tax
Amount Billed F2	0,00	0,00	476,47	524,12	476,47	524,12
Amount Pending F2	0,00	0,00	0,00	0,00	0,00	0,00
Pending Reservati	0,00	0,00	0,00	0,00	0,00	0,00

When all payments are done (pending is 0,00) we can clear the room by pressing the flag





☒ Invoice 900000372 of folio 01 not paid. Invoice must be paid before exiting.



We cannot check out a room with pending charges

The system will not allow us to do the check out and it will prevent the Night Audit process

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Package/DDR invoicing


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Package Invoicing

NLZH.DHAAG NH Den Haag ***** Reservat.: 159606 Client: 0001831827 MATTHIAS HENDRIK DOORN Amounts

Id EV00005484 Version 1 ☒ Active Description Test invoicing packages

Start 26.10.2016 09:00 ☒ Pending Budget Event type SEMIN Seminars

End 26.10.2016 20:00 ☒ Pending Contract Status Confirmed

Voucher ☒ Pending BEO Follow Up ☒ Tax incl.

Event's status Managers Remarks

☐ Lost ☐ Check in Sales

☐ Rejected ☐ Check out Venue Rep

☐ Cancelled Hotel rooms

Lim.bill.day 10 Day 05.11.2016

*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 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

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			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
	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

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

Package Invoicing

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	✓	21.12.2016
		21.12.2016	1		DDR1	4H AM Meeting package: Sandwich buffet	2	6,21	0,00	12,42	✓	21.12.2016
		21.12.2016	1		DDR2	4H AM Meeting package: Sandwich buffet	2	53,79	0,00	107,58	✓	21.12.2016
		21.12.2016	1		PRNT	Only 1	1	350,00	0,00	350,00	✓	21.12.2016
		21.12.2016	1		GASTROEV	Afternoon break	10	8,00	0,00	80,00	✓	21.12.2016
		21.12.2016	1		SETUP	CLASSROOM	1	0,00	0,00	0,00	✓	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.

Package Invoicing

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	Output tax
1	8H DDR	8h Forfait JE Business	26.10.2016	10	10	10	0	0	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
------------	---	------	-----------------------	----	--------	------	------------	---	------------	----------	--------------	------	------

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

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

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

Package Invoicing

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 1.790,00 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

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			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

Apply packages
 No alojado
 Event packages applied
 Packages charges applied

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'.

Package Invoicing

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.
You can inform deposit in the Day Guest Billing too.

Package Invoicing

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

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

Apply

Package Invoicing

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	9	1	0

Event packages applied

When looking for the 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

<

Package Invoicing

NLZH.DHAAG. Process folio 1

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

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 0,00

(tax incl.) 0,00 0,00

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
DDRM1	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
DDRM2	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

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

1) 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

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

Package Invoicing

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

Main Client
MATTHIAS HENDRIK DOORN-0001831827

Event
Test invoicing packages

Arrival
26.10.2016

Voucher

FOLIOS:
F1
1. 611,00
EUR
MATTHIAS HENDRIK DOORN-0001831827

F2
0,00
EUR
MATTHIAS HENDRIK DOORN-0001831827

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

F4
0,00
EUR
MATTHIAS HENDRIK DOORN-0001831827

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			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

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 packag...

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



Package Invoicing

NLZH.DHAAG. Modify items of all folios

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

Reservation Status
Main Client
Event

Arrival
Voucher

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	<input checked="" type="checkbox"/>	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...	<input checked="" type="checkbox"/>	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-	<input checked="" type="checkbox"/>	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-	<input checked="" type="checkbox"/>	26.10.2016		18:05:04	TEST_RCPMNG2	0,00	0,00

Event Packaged applied

Code

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

Event packages applied

Package Invoicing

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** EIGHT HOURS A ARRANGEMENT Application date: 14.10.2014 Repetitions: 1

Main room: Start time: 09:00 End time: 17:00 Remarks: Pax Quantity: 1 Currency: EUR Euro Status: Editable Tax included 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...			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

Package Invoicing

2. 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
19.05.2016	2		DDR1	8-uursarrangement B	12	4,01	0,00	48,06	✓	19.05.2016

Enter the number of packages you need to cancel -1 = 1 cancellation

Adjust DDR

Package

NOMAPPING

NOMAPPING

Loan date

18.05.2016

Quantity

Pax +/-

✓

✗

- ☐ DDR can't be moved before revenue date.
- ☐ DDR can be moved after revenue date just once and between the folios of the event.
- ☐ DDR can't be moved ever between other events

Package Invoicing

*Function rooms	Hotel Reserv	*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	% 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

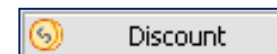
Precio por Pax: 100,00 | 100,00

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,-
- 2- 10% of €9,-
- 3- 10% of €8,10

package price: €9,-
package price: €8,10
package price: €7,29

MINOR
HOTELS

Charges pending to bill


ANANTARA
HOTELS • RESORTS • SPAS

AVANI
Hotels & Resorts


elewana
— COLLECTION —

 OAKS
HOTELS • RESORTS • SUITES

nh
HOTELS


nh COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

Charges pending to bill

- ▼ BILLING
 - Billing
 - Post charges
 - Folios
 - Invoice correction
 - Specifications by country
 - ▼ Information systems
 - /CCSHT/R_FC_SI_01 - Till operations
 - /CCSHT/FC_SI_06 - Till movements by date
 - ZEY_FC_SI_07 - Invoices Report
 - **/CCSHT/R_FC_SI_04 - Departures not billed**
 - /CCSHT/FC_SI_07B - Unpaid invoices report
 - /CCSHT/R_NA_SI_04 - Cancel/no-show with pending charge
 - /CCSHT/CE_PPAGOS_ALV - Operations made with payment
 - ZEY_R_FC_SI_05 - Charges by reservation
 - ZEY_R_CE_SI_01 - Charges
 - ZEY_R_FC_SI_07 - Cancelled charges
 - ZEY_R_CE_SI_01 - Charges local currency
 - /CCSHT/RS_ANUL_CFI - Cancelled fixed charges
 - /CCSHT/FC_FACT_ANUL - Invoice List and cancellation reason
 - ZEY_R_FC_SI_08 - Concepts Remarks in reservations

Departures to be billed

ESMD.NACIO NH Nacional *****

Departure date <= to

Market segment to

Market subsegment to

Channel to

☐ Show individual reservations

☒ Show group/events reservations

☐ Display day-guest invoices

☐ Display all

By using this report, you have the option to select only group/event reservations

Charges pending to bill

Departures to be billed



Departures not billed

Hotel date NLZH.DHAAG NH Den Haag
User: E00000093733 · User 29.04.16 / 11:01

When reservations passed the due date, they will be shown in red on the report.

If the reservation is mentioned, in red make sure you do the payment in the folio's or extend the Lim.bill.day in the Event

10.04.2016

20.04.2016

10.04.2016

10.04.2016

10.04.2016

Type	Folio holder	Reserv.	Event	Name grp/Event	F	Pay method	A. date	Dep.date	Due date	Σ	Days charge	Σ	Current bal.	Σ	B
Event		14906112	EV00010965	Sunday Tour // group E	1	On-desk payment	26.04.2016	28.04.2016	08.05.2016		0,00	2.052,13	0,		0,
Event		14906112	EV00010965	Sunday Tour // group E	2	On-desk payment	26.04.2016	28.04.2016	08.05.2016		0,00	89,10	0,		0,
Event		14943061	EV00011227	SHELL LDSV	1	On-desk payment	20.04.2016	22.04.2016	02.05.2016		0,00	4.214,25	0,		0,
Event		14943061	EV00011227	SHELL LDSV	2	Credit	20.04.2016	22.04.2016	02.05.2016		0,00	2.848,86	0,		0,
Event		14943061	EV00011227	SHELL LDSV	3	On-desk payment	20.04.2016	22.04.2016	02.05.2016		0,00	3,30	0,		0,
Event		14945792	EV00011389	NNIP PIP	1	On-desk payment	20.04.2016	21.04.2016	01.05.2016		0,00	1.407,71	0,		0,
Event		14945792	EV00011389	NNIP PIP	2	On-desk payment	20.04.2016	21.04.2016	01.05.2016		0,00	911,02	0,		0,
											0,00	11.526,37		0,	0,
Event	0040523937 NO MAPPING * DO NOT	14906055	EV00010950	Bruto - Pool Rijksoverhei	1	On-desk payment	26.04.2016	26.04.2016	06.05.2016		0,00	292,07	0,		0,
											0,00	292,07		0,	0,
Event	1003205006 KUONI GLOBAL TRAVEL	14905978	EV00010883	GTA TTA0168617	1	On-desk payment	26.04.2016	27.04.2016	07.05.2016		0,00	800,85	0,		0,
											0,00	800,85		0,	0,
Event	1100002105 DYNAMIC CONFERENCES	14906005	EV00010900	Dynamic	2	On-desk payment	25.04.2016	25.04.2016	05.05.2016		0,00	829,40	0,		0,
											0,00	829,40		0,	0,
Event	2000002906 SIEMENS NEDERLAND N	14906014	EV00010909	Siemens	1	On-desk payment	19.04.2016	21.04.2016	02.05.2016		0,00	484,10	0,		0,
												484,10		0,	0,

Double click to enter the reservation in **view only** mode.
Go to 'modify events' to invoice or change the Lim.bill.day in the reservation

MINOR
HOTELS

Service order


ANANTARA
HOTELS • RESORTS • SPAS

AVANI
Hotels & Resorts


elewana
— COLLECTION —

 OAKS
HOTELS • RESORTS • SUITES

NH
HOTELS



NH COLLECTION
HOTELS


nhow
HOTELS


TIVOLI
HOTELS & RESORTS

Service order


Service Order


Booking File ID to 


Event ID to 

Reservation ID to 

Date to

Function rooms 

Department 

Owner 

General Information


☒ Folio Header ☒ Comissions ☒ Voucher

☒ Billing & Invoicing Detail ☒ Fixed Charges ☒ Deposit

☐ Hide Contact Info ☒ Show Remarks ☐ Hide received deposits

Conventions & groups

☒ Booked Room Details ☒ Tasks ☒ Remarks


☐ Hide prices ☐ Tasks Remarks ☒ Main ☐ Others 

☐ Exclude taxes

Events Details

☒ Miscellaneous contract

☒ F. Room details ☒ Tasks ☒ Remarks

☐ Hide prices ☐ Extern ☒ Main ☐ Others 

☐ Exclude taxes ☐ Intern

☐ Event Package Summary ☐ Tasks Remarks ☐ Print only pending

Function rooms

☒ Print Room detail / Page ☐ Print detail day / Page ☐ Without page breaks

Details of:

☒ Function Room ☒ Resources ☒ Menus

☐ Attendees ☐ Resources remarks ☐ Menus remarks

☐ Function Room Remarks ☐ Menu general remark

☒ Tasks ☒ Setups ☐ Dish details

☐ Tasks Remarks ☐ Setup Remarks ☐ Dish Remarks

☐ Extern ☐ Event Package Detail ☐ Sales description

☐ Intern ☐ Hide Incl. prices ☐ Package Remarks

Report

☐ Print Service Order header in each page / per Meeting Room

Size Medium Without margins ☒

Language EN

☒ Do not highlight modifications

☐ Highlight modifications from:

Date Version

Time 00:00:00

RESERVATIONS

- Individuals
- Groups / Events
- Mass changes to several reservations
- Information systems**
 - Events**
 - ZEY_ME_PROFORMA - Proforma ME
 - ZEY_RS_06_03 - Option Hotel General Occupancy
 - /CCSHT/RS_BOOKING_GR - Room event booking
 - ZEY_FROOM_OCCUPANCY - Function room Occupancy
 - ZEY_ROOMS_AVAIL - Rate and Rooms Availability
 - ZEY_FROOMS_AVAILABIL - Function Rooms Availability (Multihotel)
 - /CCSHT/SB_R_EVENT01 - Events
 - /CCSHT/LISTADO_COMP - Actions List
 - /CCSHT/SB_R_EVENT03Q - Individual Reservations
 - /CCSHT/SB_R_EVENT032 - Group Reservations
 - /CCSHT/SB_R_EVENT04Q - Meeting Rooms
 - /CCSHT/SB_R_EVENT05Q - Room Attendees
 - /CCSHT/SB_R_EVENT07 - Situation Report
 - /CCSHT/SB_R_EVENT04 - Event Program
 - /CCSHT/SB_SERV_ORD - Service Order**

Service order is the hotel internal work sheet (former function sheet) including all the characteristics and specifications of the event.

Service Order



ESSE.CECON NH Collection Sevilla **** COLLECTION

001/002

Service Order / 001

29.03.2016 11:14

Description : TEST TMS SUPPORT BLX
Main client : VIAJES EL CORTE INGLES SA
Company : MINISTERIE VAN VOLKSGEZONDHEID WELZ
CRS :
Organizer : Tabea Wedelkind
Starting date : SU 11.09.2016 14:59
Ending date : MO 12.09.2016 20:00
Event type : Training
Event Status : OFFER

Booking File MB0000168664
Event Id/version : EV00006802 / 001
Event booking : 0013376287
Group booking : 0013376284

Sales agent : Ana Torres
F.Room Venue :
R. Room :

Contact Name: VIAJES EL CORTE INGLES SA**Phone number :** 34913300563**Email :** m.doorn@nh-hotels.com

Folio Header

Res. Id	Folio N.	Payment M.	Tax incl.	Holder	Name
Event : 13376287	01,03,04	On-desk payment		1000061542	VIAJES EL CORTE INGLES SA
	02	On-desk payment		1000061542	VIAJES EL CORTE INGLES SA
Convent :13376284	01,03,04	On-desk payment		1000061542	VIAJES EL CORTE INGLES SA
	02	On-desk payment		1000061542	VIAJES EL CORTE INGLES SA

Deposits

Res. Id	Deposit req.	Request date	Due Date	Amount Rec.	Curr.	Remarks
Event : 13376287	500,00	22.03.2016	10.09.2016	0,00	EUR	
Total	500,00			0,00		

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Service order: General Information


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HOTELS

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HOTELS

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Service order – Folio holder

General Information		
<input checked="" type="checkbox"/> Folio Header	<input checked="" type="checkbox"/> Comissions	<input checked="" type="checkbox"/> Voucher
<input checked="" type="checkbox"/> Billing & Invoicing Detail	<input checked="" type="checkbox"/> Fixed Charges	<input checked="" type="checkbox"/> Deposit
<input type="checkbox"/> Hide Contact Info	<input checked="" type="checkbox"/> Show Remarks	<input type="checkbox"/> Hide received deposits

Folio Header					
Res. Id	Folio N.	Payment M.	Tax incl.	Holder	Name
Event : 13376287	01,03,04	On-desk payment		1000061542	VIAJES EL CORTE INGLES SA
	02	On-desk payment		1000061542	VIAJES EL CORTE INGLES SA
Convent :13376284	01,03,04	On-desk payment		1000061542	VIAJES EL CORTE INGLES SA
	02	On-desk payment		1000061542	VIAJES EL CORTE INGLES SA

Folio headers by Reservation

ESSE,CECON NH Collection Sevilla ***** COLLECTION

Group reserv. 13376287

Main client 1000061542 VIAJES EL CORTE INGLES SA

Arrival date 11.09.2016

Departure date 12.09.2016

Event Version 0

Reservation status offer

Reservation folios header

Routing	Folio	Payment method	Terms. Pay	Tax incl	Format	Holder	Holder name
	1	On-desk payer		<input type="checkbox"/>	IND	1000061542	VIAJES EL CORTE INGLES SA
	2	On-desk paym...		<input type="checkbox"/>	DAILY	1000061542	VIAJES EL CORTE INGLES SA
	3	on-desk paym...		<input type="checkbox"/>	IND	1000061542	VIAJES EL CORTE INGLES SA
	4	on-desk paym...		<input type="checkbox"/>	IND	1000061542	VIAJES EL CORTE INGLES SA

Service order – Commissions

General Information

☒ Folio Header

☒ Comissions

☒ Voucher

☒ Billing & Invoicing Detail

☒ Fixed Charges

☒ Deposit

☐ Hide Contact Info

☒ Show Remarks

☐ Hide received deposits

Commissions				
Res. Id	Type	Concept Desc.	% Client	% CRS
Event : 13376287	Commiss.	Room	10,00	0,00
		Breakfast	10,00	0,00
Convent :13376284	Commiss.	Room	0,00	0,00
		Breakfast	0,00	0,00

*Function rooms

*Hotel Reser

*Clients

Additional Info

*Statistics

*Commissions

☐ Deposits

Actions

Packages

Routing and Charges

*Fixed charges

*Discount

Concept

Description

BKFS

Breakfast

ROOM

Room

Percentage

☐ Disc

☒ Commission

☐ Exempt

➡

Copy

% on sale amount

Client %

10,00

CRS %

0,00

Exceptions

Concept	Client %	CRS %

Service order – Fixed charges

General Information

☒ Folio Header

☒ Billing & Invoicing Detail

☐ Hide Contact Info

☒ Commissions

☒ Fixed Charges

☒ Show Remarks

☒ Voucher

☒ Deposit

☐ Hide received deposits

Fixed Charges							
Res. Id	Concept Desc.	From - To	Quantity	Price P/U	Curr.	Per guest	Tax Inc.
Event : 13376287	Parking	12.09.2016 - 11.09.2016	10	25,00	EUR		

*Function rooms

*Hotel Reser

*Clients

Additional Info

*Statistics

*Commissions

☐ Deposits

Actions

Packages

Routing and Charges

*Fixed charges

*Discount

Concept	Description	Quantity	Price	Mon	Tax inc.	Rmk	C	Cadence	D	Start date	End date	Mo	Tu	We
PKNG	Parking	10	25,00	EUR	<input type="checkbox"/>		<input checked="" type="radio"/>	Everyday except arrival and...	<input type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<

>

...

Service order – Voucher

General Information		
<input checked="" type="checkbox"/> Folio Header	<input checked="" type="checkbox"/> Comissions	<input checked="" type="checkbox"/> Voucher
<input checked="" type="checkbox"/> Billing & Invoicing Detail	<input checked="" type="checkbox"/> Fixed Charges	<input checked="" type="checkbox"/> Deposit
<input type="checkbox"/> Hide Contact Info	<input checked="" type="checkbox"/> Show Remarks	<input type="checkbox"/> Hide received deposits

Voucher			
Res. Id	Voucher	Res. Id	Voucher
Event : 13376287	TO SHOW ON SERVICE ORDER		

Revenue detail
Event revenue
Function Diary

ESSE.CECON NH Collection Se
Reservat.: 13376287
Client: 1000061542
VIAJES EL CORTE INGLES

Id	EV00006802	Version	1	<input checked="" type="checkbox"/> Active
Start	11.09.2016 14:59	<input checked="" type="checkbox"/> Pending Budget		
End	12.09.2016 20:00	<input checked="" type="checkbox"/> Pending Contract		
Voucher	HOW ON SERVICE ORDER	<input checked="" type="checkbox"/> Pending BEO		

Event's status
Managers

<input type="checkbox"/> Lost	<input type="checkbox"/> Check in	Sales	0000002312	Ana Torres
<input type="checkbox"/> Rejected	<input type="checkbox"/> Check out	Venue Rep		
<input type="checkbox"/> Cancelled		Hotel rooms		
		Lim.bill.day	10	Day 22.09.2016

Service order – Deposit

General Information

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Folio Header | <input checked="" type="checkbox"/> Comissions | <input checked="" type="checkbox"/> Voucher |
| <input checked="" type="checkbox"/> Billing & Invoicing Detail | <input checked="" type="checkbox"/> Fixed Charges | <input checked="" type="checkbox"/> Deposit |
| <input type="checkbox"/> Hide Contact Info | <input checked="" type="checkbox"/> Show Remarks | <input type="checkbox"/> Hide received deposits |

Deposits

Res. Id	Deposit req.	Request date	Due Date	Amount Rec.	Curr.	Remarks
Event : 13376287	500,00	22.03.2016	10.09.2016	0,00	EUR	
Total	500,00			0,00		

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

Amount Requested	Currency	F...	Deposit request date	Due Date	Received	Amount received	Received date	Document No	Short Remarks
500,00	EUR		22.03.2016	10.09.2016	<input type="checkbox"/>	0,00			

< > ...



Request: 500,00 Received: 0,00 Pending: 500,00 EUR

Cancelled deposits

Service order – Remarks

General Information		
<input checked="" type="checkbox"/> Folio Header	<input checked="" type="checkbox"/> Comissions	<input checked="" type="checkbox"/> Voucher
<input checked="" type="checkbox"/> Billing & Invoicing Detail	<input checked="" type="checkbox"/> Fixed Charges	<input checked="" type="checkbox"/> Deposit
<input type="checkbox"/> Hide Contact Info	<input checked="" type="checkbox"/> Show Remarks	<input type="checkbox"/> Hide received deposits

Remarks	
Res. Id	Remarks
Convent : 13376284	Test TMS Support Benelux - Matthias Doorn

Booking File Management - MB0000168664

Function Diary

Booking File: **MB0000168664** Mode Client: 1000061542 VIAJES EL CORTE INGLES SA

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

Start:	11.09.2016	Sunday
End:	12.09.2016	Monday
Name:	TEST TMS SUPPORT BLX	
Status	Offer	
Registr. date:	11.03.2016	Friday
Conf. date:		
Deadline:		
Follow Up:		
Follow Up:	12.03.2016	Saturday
CUT-OFF date:		
Event Type:	Training	

Revenue summary
 ESSE.CECON-N... Offer
 Contract
 Rate BGR_MUS&TH
☐ BF not released
☐ Retrieve changes
☐ Serie
☐ Concurrent
 Rooming Allowed

Remarks
 Main
 Test TMS Support Benelux - Matthias Doorn

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Service order: Conventions & Groups


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

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Service Order – Convention groups

Conventions & groups

☒ **Booked Room Details** ☒ **Tasks** ☒ **Remarks**

☐ Hide prices ☐ Tasks Remarks ☒ Main

☐ Exclude taxes ☒ Others  

Accommodation Detail					
Room Quantity – Category	Occupancy	Price w/o taxes	Discount	Taxes	Price w/i taxes
NH Collection Sevilla ****					
11.09.2016					
11 Superior Double	1AD	85,28	0,00	8,53	93,81
	2AD	95,28	0,00	9,53	104,81

ESSE.CECON. Group Revenue Forecast

ESSE.CECON. Display Conv. Group Res.

ESSE.CECON NH Collection Se Reserv. 1337628

*General info. Reception info. *Billing information Depos

Arrival date: 11. 09. 2016 Sun
Nights: 1
Departure date: 12. 09. 2016 Monday
Group Name: TEST TMS SUPPORT BLX
Registration date: 11. 03. 2016
E-Mail: m.doorn@nh-hotels.com
CUT-OFF date:

Group edited 13376284 - TEST TMS SUPPORT BLX

Status	Res. type	Date	Concept	Concept de	Σ	Amount	Σ	Price tax	Σ	Commission	D/C	Σ	Taxes not incl.	Σ	With taxes
Offer	Group line	11.09.2016	BB	Bed & Breakfast	5	10,00	0,00						50,00		55,00
					12	20,00	0,00						120,00		132,00
			ROOM	Room	5	75,28	0,00						376,40		414,04
					6	75,28	0,00						451,68		496,85
		11.09.2016			28	180,56	0,00						998,08		1.097,89
	Group line				28	180,56	0,00						998,08		1.097,89
Offer					28	180,56	0,00						998,08		1.097,89
					28	180,56	0,00						998,08		1.097,89

Service Order – Convention groups

Conventions & groups

☒ Booked Room Details

☐ Hide prices

☐ Exclude taxes


☒ Tasks


☐ Tasks Remarks

☒ Remarks

☒ Main

☒ Others





Accommodation Task					
Res. Id	From - To	Department	Task	Owner	Status
Convent : 13376284	12.09.2016 - 12.09.2016	Reception	SMILE WHEN SAY GOODBYE ;-)		Completed
	TEST TMS SUPPORT				

*General info.		Reception info.		*Billing information		Deposits		Guarantee		*Additional info.		Breakdowns		Routing Charges		Fixed charges		*Actions		Loan Items		Packages		*Statistics		*...			
Department	Comp...	C	Cadence	Status	D	Start date	End date	Group	Mo	Tu	We	Th	Fr	Sa	Su	R...	Ta...	Status	Task										
REC	<input checked="" type="checkbox"/>	<input type="radio"/>	Departure date		<input type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Completed	SMILE WHEN SAY GOODBYE ;										
RES	<input type="checkbox"/>	<input type="radio"/>			<input checked="" type="radio"/>	11.09.2016	11.09.2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			Pending	WOULD BE NICE TO FIND TH										

It is requested to also show the pending tasks related to the convention on the Service Order

Service Order – Convention groups

Conventions & groups


☒ Booked Room Details ☒ Tasks ☒ Remarks


☐ Hide prices ☐ Tasks Remarks

☐ Exclude taxes

☒ Main

☒ Others











Remarks	
Res. Id	Remarks
Individual: 109290707 Billing	TEST BILLING
Individual: 109290707	TEST REMARKS

Observaciones Grupos y Convenciones (1) 4 Entries found

Restrictions

Remark ID	Description
BI	Billing
CH	Chain Remarks
HR	Hotel Remarks
CH_BF	BF Remarks

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

Arrival date: 10.11.2023 Friday

Nights: 2

Departure date: 12.11.2023 Sunday

Group Name: TEST NHRFC_2364

Registration date: 10.11.2022

E-Mail: info@booking.com

CUT-OFF date:

Contract: 0

Rate: BGR_MC_S BGR with Meeting R...

Allotment:

Manual price ☐ Retrieve changes


Voucher:

Reservat. method:

Rooming:


Cost code:

Meal Plan: BB

Observaciones 


GENERAL Only 250 character

TEST REMARKS

Observaciones 

Billing *

TEST BILLING



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Service order: Event details


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Service Order – Event Details

Events Details

☒ Miscellaneous contract

☒ F. Room details

☐ Hide prices

☐ Exclude taxes

☐ Event Package Summary

☒ Tasks

☐ Extern

☐ Intern

☐ Tasks Remarks

☐ Print only pending

☒ Remarks☒ Main☐ Others

Miscellaneous Contract

Service Order – Event Details

Events Details

☒ Miscellaneous contract

☒ F. Room details

☐ Hide prices

☐ Exclude taxes

☐ Event Package Summary

☒ Tasks

☐ Extern

☐ Intern

☐ Tasks Remarks

☐ Print only pending

☒ Remarks

☒ Main

☐ Others



Function rooms

☒ Print Room detail /Page

☐ Print detail day / Page

☒ Without page breaks

Details of:

☒ Function Room

☐ Attendees

☐ Function Room Remarks

☒ Tasks

☐ Tasks Remarks

☐ Extern

☐ Intern

☒ Resources

☐ Resources remarks

☒ Setups

☐ Setup Remarks

☐ Event Package Detail

☐ Hide Incl. prices

☐ Package Remarks

☒ Menus

☐ Menus remarks

☐ Menu general remark

☐ Dish details







☐ Dish Remarks

☐ Sales description

Select to print the Service Orders on only one page

Meeting Room Detail - 12.09.2016

Schedule	Function Room Description - Pax Number	Total Price	Tax	Amount
09:00-20:00- F.Room	Imperial	400,00	21,00%	484,00
Where do we need to write remarks which will be shown on the quotation?				

*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	Total cost	Total sale	F... Tas	Res	Men	Set	Rmk
			<input type="checkbox"/>	Imperial	<input type="checkbox"/>	12.09.2016	09:00	12.09.2016	20:00	20	0,00	400,00	<input type="checkbox"/> 				

Service Order – Event Details

Function rooms

☒ Print Room detail / Page

☐ Print detail day / Page

☐ Without page breaks

Details of:

☒ Function Room

☐ Attendees

☐ Function Room Remarks

☒ Tasks

☐ Tasks Remarks

☐ Extern

☐ Intern

☒ Resources

☐ Resources remarks

☒ Setups

☐ Setup Remarks

☐ Event Package Detail

☐ Hide Incl. prices

☒ Menus

☐ Menus remarks

☐ Menu general remark

☐ Dish details

☐ Dish Remarks

☐ Sales description

Meeting Room Detail - 12.09.2016

Schedule	Function Room Description - Pax Number	Total Price	Tax	Amount
09:00-20:00- F.Room	Imperial	400,00	21,00%	484,00
>>09:00-20:00-Setup	Theatre	0,00	21,00%	0,00
	Preferable red chairs :-)			

Schedule	Department	Quantity	Description	Price P/U	Total Price	Tax	Amount
09:00-20:00-Resources	Conference & Banqueting	1	Porterage	10,00	10,00	21,00%	12,10
09:00-20:00-Task	Direction		Check the curtains for Abigail		0,00	10,00%	0,00
			Make sure the bird print is well shown for Kelly				
09:00-09:00-Menus	Food & Beverage	20	COFFEE BREAK 2	10,50	210,00	10,00%	231,00
			GENERIC DISH FOOD				
			Cacao soluble Cookies artesanas Manzana Fresa Chocolate con naranja Mini bollería variada Napolitanas de chocolate y crema Petit croissant de mantequilla Palmeritas integrales de hojaldre Piruletas de bollería Mini donuts				
			GENERIC DISH FOOD				
			Healthy Corner Candy Corner				
			GENERIC DISH FOOD				
			Café espresso hecho al momento Café descafeinado en cápsulas Leche Leche caliente, leche fría Leche de soja Infusiones y tisanas Tila				

*Setup *Tasks *Resources *Menus

Tas Res Men Set



Package	Admin.	Department	Description	Block	Complete	Start Dat	Start T	D...	D...	D...	End Dat	End T	Tasks	Function Room Task	Cost	Sale	Rmk
0000	<input checked="" type="checkbox"/>	DIR	Direction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12.09.20...	09:00			11	12.09.2...	20:00		Check the curtains for Abigail			

Service Order – Event Details

- ☐ Menus
 - ☐ Menus remarks
 - ☐ Menu general remark

When these items are ticked, the menu description of the chosen F&B menu(s) are shown on the Service Order

- ☐ Dish details
 - ☐ Dish Remarks
- ☐ Sales description

When these items are ticked, the wildcard description and remarks of the chosen F&B menu(s) are shown on the Service Order.

We recommend to use the option Sales Descriptions, because you can include 1000 characters.

Menu	245	<input type="text" value="Quick business lunch"/>		Description	
Start date	18.04.2016	End date	31.12.2017		
Cost price	0,00	Min. Pax	1	Concept	GASTROEV
Sales price	19,50	Curr.	EUR	Service Type	
<input checked="" type="checkbox"/> Tax included	<input type="checkbox"/> Do not use	<input checked="" type="checkbox"/> Specific menu			
		<input checked="" type="checkbox"/> Editable	Department C&B Conference & Banqueting		

Menu standard description		Sales description	
Max. 1000 characters		Max. 1000 characters	
Ln 1, Co 1	Ln 1 - Ln 1 of 1 lines	Ln 1, Co 1	Ln 1 - Ln 1 of 1 lines

Composition		Events associated		Styles					
Group	Group description	Di...	Dish	Rem.	Dish description	Wildcard descript.	Sale price	Tax incl.	Cost price
0003	Main courses	1	01070925		GENERIC DISH FOOD		15,60	<input checked="" type="checkbox"/>	
0005	Beverage	2	02020190		GENERIC DISH BEVERAGE NO-A...		3,90	<input checked="" type="checkbox"/>	

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Reports


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Booking File Report


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Booking File report

Folder Selection

Transaction Code:

ZEY_TMS_BF_SPIT



ZEY TMS BF SPIT

- [-] RESERVATIONS
 - [+] Individuals
 - [+] Groups / Events
 - [+] Mass changes to several reservations
 - [-] Information systems
 - [-] Events
 - /CCSHT/RS_BOOKING_GR - Room event booking
 - ZEY_FROOM_OCCUPANCY - Function Room Occupancy
 - /CCSHT/SB_R_EVENT01 - Events
 - /CCSHT/LISTADO_COMP - Actions List
 - /CCSHT/SB_R_EVENT03Q - Individual Reservations
 - /CCSHT/SB_R_EVENT032 - Group Reservations
 - /CCSHT/SB_R_EVENT04Q - Meeting Rooms
 - /CCSHT/SB_R_EVENT05Q - Room Attendees
 - /CCSHT/SB_R_EVENT07 - Situation Report
 - /CCSHT/SB_R_EVENT04 - Event Program
 - /CCSHT/SB_SERV_ORD - Service Order
 - /CCSHT/SB_ORD_SERV - Service Order (Old)
 - /CCSHT/SB_PLN_SALAS - Room Occupation Planning
 - /CCSHT/SB_R_EVERESN - Resources Inventory Report
 - /CCSHT/SB_R_EVENT05 - External and own resources report (OLD)
 - /CCSHT/SB_R_EVENT05 - Events Report_OLD
 - ZEY_TMS_EVENT_REPORT - Events report
 - /CCSHT/SB_R_PLAN_SEM - Event weekly planning
 - /CCSHT/SB_EVCHECKIN - Events not checked-in
 - /CCSHT/SB_EVCHECKOUT - Events not checked-out
 - /CCSHT/R_SB_FELIMI - Event status
 - ZEY_TMS_BF_SPIT - Booking File Detail**
 - ZEY_CONVERT_RPRTS_BF - Booking File Conversion Report BF



Booking File report

Advance report for TMS4Meetings to analyse productions based on dates, status, segment, channel, client, owners ...that belongs to BF and reservations

- Folder Selection or Transaction Code
- Block Description: Hotel, Status Option Selection, BF General Info, Show Revenue by Client, Owner, Statistic
- Examples
- Set up Layouts
- Data Export

The BF Detail Report includes a wide range of filters:

- Reservation details
- Revenue details
- By Hotel, Source of business, Client
- Etc.



Mandatory fields: one of below fields must be filled

- Hotel (country/area / city/ hotel)
- Date or date range < 1 year
- Booking File



Double click on the field names offers more selection options

Booking File report (Hotel)

Booking file detail

Hotel

Hierarchy Visualization Hotels

Hotel

Hierarchy Hotel Selection

Booking File ID

Revenue Date

Group name BF

Event Type

User

Creation date

Hotel group	Incl...	Excl...
Hierarchy		
NO_CONTR	<input type="checkbox"/>	<input type="checkbox"/>
OUT OF NH	<input type="checkbox"/>	<input type="checkbox"/>
UBICATION	<input type="checkbox"/>	<input type="checkbox"/>
AD Andorra	<input type="checkbox"/>	<input type="checkbox"/>
AD07.ANDOR-Hesperia Andorra La Vella	<input type="checkbox"/>	<input type="checkbox"/>
AR Argentina	<input type="checkbox"/>	<input type="checkbox"/>
ARBB.CASIA-NH Hotel Casino	<input type="checkbox"/>	<input type="checkbox"/>
ARBB.PROVI-NH Provincial	<input type="checkbox"/>	<input type="checkbox"/>
ARCC.CITYA-NH City	<input type="checkbox"/>	<input type="checkbox"/>
ARCC.CRILL-NH Crillon	<input type="checkbox"/>	<input type="checkbox"/>
ARCC.FLORA-NH Florida	<input type="checkbox"/>	<input type="checkbox"/>
ARCC.JOUST-NH Collection Jousten	<input type="checkbox"/>	<input type="checkbox"/>
ARCC.JULIO-NH 9 de Julio	<input type="checkbox"/>	<input type="checkbox"/>
ARCC.LANCA-NH Collection Lancaster	<input type="checkbox"/>	<input type="checkbox"/>
ARCC.LATIN-NH Latino	<input type="checkbox"/>	<input type="checkbox"/>
ARCC.TANGO-NH Tango	<input type="checkbox"/>	<input type="checkbox"/>
ARMM.CORDI-NH Cordillera	<input type="checkbox"/>	<input type="checkbox"/>
ARXX.URBAN-NH Urbano	<input type="checkbox"/>	<input type="checkbox"/>
ARCC.TOWAR-NH Tower	<input type="checkbox"/>	<input type="checkbox"/>
ARXX.PANOR-NH Panorama	<input type="checkbox"/>	<input type="checkbox"/>
AU Austria	<input type="checkbox"/>	<input type="checkbox"/>
AT05.SALZB-NH SALZBURG CITY	<input type="checkbox"/>	<input type="checkbox"/>
AT09.ATTER-NH Collection Wien Zentrum	<input type="checkbox"/>	<input type="checkbox"/>
AT09.BELVE-NH Wien Belvedere	<input type="checkbox"/>	<input type="checkbox"/>
AT09.DANUB-NH DANUBE CITY	<input type="checkbox"/>	<input type="checkbox"/>
AT09.VIEAI-NH WIEN AIRPORT	<input type="checkbox"/>	<input type="checkbox"/>
AT09.WIEN-NH WIEN CITY	<input type="checkbox"/>	<input type="checkbox"/>
BE Belgium	<input type="checkbox"/>	<input type="checkbox"/>
BEAN.MECHE-NH Mechelen	<input type="checkbox"/>	<input type="checkbox"/>

- **Hierarchy Visualization Hotels**
option to select the country/area /city/hotel
- **Hotel**
select hotel name or search with e.g. ESBI* for all hotels in Spain Bilbao
- **BF**
to search BF by number or between the gap "From – To"
- **Revenue date:** filter by production date or with gap "From – To"
- **Group name:** find BF with specific name
- **Event type:** filter to specify type of event: meeting, incentive, congress, exhibition...)
- **User:** filter by SAP user E0000000
- **Creation date:** filter by creation date of BF

Booking File report (status)

Status option selection

Status groups: Alive

Previous Status BF:

Status BF: [Green icon] *

Canceled ☐ Rejected ☐ Lost ☐

Reservation Status: 1

Reservation Previous Status:

- **Status Group:**
 Alive → Offer, Opt , 2nd Opt , Tent, Conf
 No Alive → Cancel, Denial, Lost
 All → Search both groups, Alive and No Alive
- **Previous Status BF:**
 filter by BF that changed from one status to actual status (Status BF)
- **Status BF:** Conf, Offer, Opt, 2nd Opt, Tent
- **Reservation Status:** Offer, Tent, Conf, Rejected, No show, CXL, Opt
Rejected: MB is created and is rejected. Rejected is not quick denial
- **Reservation Previous Status:** filter by BF that changed from one status to another (Reservation Status)

Status	Description
01	Offer
02	Tentative
03	Confirmed
04	Rejected
05	No show
06	Cancelled
09	Option

Status	Description
CONFI	Confirmed
OFFER	Offer
OPTIO	Optional
SCOPT	Second Option
TENTA	Tentative



Default configuration :
 Status Group → Alive
 Reservation Status → Offer, Optional, Tent, Conf

Configuration :
 Status Group → No Alive
 Reservation Status → Rejected, No show, Cancelled

Booking File report (General info)

Most of this information is loaded in BF General Info Tab and Customer Data Tab



Optional fields

Deadline	<input type="text"/>	to	<input type="text"/>	
Start date	<input type="text"/>	to	<input type="text"/>	
End date	<input type="text"/>	to	<input type="text"/>	
Follow up Date	<input type="text"/>	to	<input type="text"/>	
CUT-OFF date	<input type="text"/>	to	<input type="text"/>	
Change date BF	<input type="text"/>	to	<input type="text"/>	
Cancellation date	<input type="text"/>	to	<input type="text"/>	
Follow Up	<input type="text"/>	to	<input type="text"/>	
Contract identifier	<input type="text"/>			
Rate	<input type="text"/>			
External Reference	<input type="text"/>			
Contact person	<input type="text"/>			
E-mail	<input type="text"/>			

- **Deadline**: filter by option date
- **Start or End Date**: filter by Check-in/ Check-out date or between the gap "From-To"
- **Cut-Off date**: filter by Cut-Off date or between the gap
- **Change Date BF**: filter date when the BF has been modified
- **Cancellation Date**: filter date when the BF has been cancelled or between the gap
- **Follow up**: filter by Follow up date or between the gap
- **Contract Identifier**: filter BF by specific contract or multiple search arrow
- **Rate**: filter BF by specific rate or multiple search arrow
- **External Reference**: filter BF by external references indicated in BF
- **Contact person**: filter by Contact person indicated in BF
- **E-mail**: filter by email indicated in BF

Booking File report (revenue by nature or buckets)

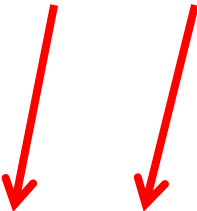
Show revenue by






☒ Natures ☐ Buckets ☐ Totals ☐ Reservations Detail

You can select how to analyze the revenue depending on the needs

Natures: aggrupation of concepts according legal and production characteristics

Buckets: aggrupation of nature performed by NH



Booking file detail													
<div></div>													
	Booking File ID	Main Hotel	Multi Hotels	Date	Start date	End date	Booking group name	Event Type	BF: Status	BF:Previous	Revenue buckets	Nature	Price
	MB0000236497	ESAL.ALMER		06.06.2016	06.07.2016	13.07.2016	VECI.ORDESA_JUL2016_ALME	Meetings	Offer		Room	Room	1,312,80
	MB0000236497	ESAL.ALMER		06.06.2016	06.07.2016	13.07.2016	VECI.ORDESA_JUL2016_ALME	Meetings	Offer		Hotel Reservations	Room	2,872,80
	MB0000236497	ESAL.ALMER		06.06.2016	06.07.2016	13.07.2016	VECI.ORDESA_JUL2016_ALME	Meetings	Offer		Hotel Reservations	Extras	420,00



Default Configuration: Show revenue by Natures

Booking File report (revenue by totals)

Show revenue by

☒ Natures ☐ Buckets ☐ Totals ☐ Reservations Detail

You can select how to analyze the revenue depending on the needs

Total:

Shows revenue total with all crucial information in a single row

Booking file detail											
Booking File ID	Main Hotel	Multi Hote	Date	Start date	End date	Booking group name	Event Type	BF: Status	BF:Previou	Σ	Price
MB0000236497	ESAL.ALMER		06.06.2016	06.07.2016	13.07.2016	VECI.ORDESA_JUL2016_ALME	Meetings	Offer			4.605,60



Show Revenue by Total is recommended for GSO/ IGSO

Booking File report (revenue by reservation detail)

Show revenue by

☒ Natures
☐ Buckets
☐ Totals
☐ Reservations Detail

Reservation Detail: Details overview of revenue. Click reservation to open Display of Event










BF ID	Hotel	RS: Status	Reserv.	Original Price	Discounts	Price	Deduction	Finn Price	Taxes	Total	Commissions	Net Price
	ESAL.ALMER	Confirmed	171081	625,00	0,00	625,00	0,00	625,00	62,50	687,50	0,00	625,00
		Confirmed		625,00	0,00	625,00	0,00	625,00	62,50	687,50	0,00	625,00
		Offer	171027	163,28	0,00	163,28	0,00	163,28	16,32	179,60	0,00	163,28
			171030	637,38	0,00	637,38	0,00	637,38	63,75	701,13	0,00	637,38
			171030	244,92	0,00	244,92	0,00	244,92	24,48	269,40	0,00	244,92
			171030	708,20	0,00	708,20	0,00	708,20	70,82	779,02	0,00	708,20
			171083	514,85	0,00	514,85	0,00	514,85	51,48	566,33	0,00	514,85
			171083	843,04	0,00	843,04	0,00	843,04	84,30	927,34	0,00	843,04
			171087	100,82	0,00	100,82	0,00	100,82	10,08	110,90	0,00	100,82
			171156	1.652,80	0,00	1.652,80	0,00	1.652,80	165,28	1.818,08	0,00	1.652,80
			171156	1.652,80	0,00	1.652,80	0,00	1.652,80	165,28	1.818,08	0,00	1.652,80
			171156	1.300,00	0,00	1.300,00	108,00	1.192,00	163,20	1.355,20	0,00	1.192,00
		Offer		7.818,09	0,00	7.818,09	108,00	7.710,09	814,99	8.525,08	0,00	7.710,09
		Tentative	171050	3.761,52	0,00	3.761,52	0,00	3.761,52	376,14	4.137,66	0,00	3.761,52
			171243	200,00	0,00	200,00	0,00	200,00	42,00	242,00	0,00	200,00
			171245	138,32	0,00	138,32	0,00	138,32	13,82	152,14	0,00	138,32
		Tentative		4.099,84	0,00	4.099,84	0,00	4.099,84	431,96	4.531,80	0,00	4.099,84
	ESAL.ALMER			12.542,93	0,00	12.542,93	108,00	12.434,93	1.309,4	13.744,38	0,00	12.434,93
	ESAS.PRINC			4.194,68	0,00	4.194,68	0,00	4.194,68	434,02	4.628,70	0,00	4.194,68
	ESBL.BILBA			3.396,96	0,00	3.396,96	0,00	3.396,96	354,54	3.751,50	0,00	3.396,96

- **Original price:** information created originally in BF (w/o taxes)
- **Discounts:** reduction done by user in field "discount" in BF, associated with negotiation with guest (w/o taxes)
- **Price:** Gross production (w/o taxes)
- **Deduction:** Commercial commission deduction (w/o taxes)
- **Finn Price:** Financial production (w/o taxes)
- **Taxes:** taxes
- **Total:** Financial production with taxes (w taxes)
- **Commissions:** Commercial commission preview (w/o taxes)
- **Net Price:** Net production (w/o taxes)



Show Revenue by Reservation Detail is recommended for Hotels/ Revenue

Booking File report (client)

Client				
Main Customer	<input type="text"/>	to	<input type="text"/>	
Branch of main c.	<input type="text"/>	to	<input type="text"/>	
Payer code	<input type="text"/>	to	<input type="text"/>	
Holder	<input type="text"/>	to	<input type="text"/>	
Bill-to party code	<input type="text"/>	to	<input type="text"/>	
CRS	<input type="text"/>	to	<input type="text"/>	
Branch of CRS	<input type="text"/>	to	<input type="text"/>	
Company	<input type="text"/>	to	<input type="text"/>	
Branch of company	<input type="text"/>	to	<input type="text"/>	

- **Main Customer / Branch:** to filter BF by specific main client PID (you can specify branch or not) or multiple search
- **Payer code/ Holder / Bill-to Party code:** filter by payer, holder and bill-to indicated in BF
- **CRS / Branch of CRS:** to filter BF by specific third party PID (you can specify branch or not) or multiple search
- **Company / Branch of company:** to filter BF by specific final client PID (you can specify branch or not) or multiple search

Booking File report (Owner)

Owner

Creator		→	Center		→
Center Group		→	Business Unit		→
2nd. Agent		→	Center		→
Center Group		→	Business Unit		→
Organizer		→	Center		→
Center Group		→	Business Unit		→
Ambassador		→	Center		→
Center Group		→	Business Unit		→

☐ Not exclusive conditions

This fields are related to BF Statistics tab

Charges Actions **Statistics** Additional information Deposits Discount

Owners

	Act.	Name and surnames	Center	Center Group	Business Unit
Creator	<input checked="" type="checkbox"/>	Eva Rodriguez	GDSEVI	GD	SPAIN
2nd. Agent	<input type="checkbox"/>				
Organizer	<input type="checkbox"/>				
Ambassador	<input type="checkbox"/>				

Same filters for 2nd Agent, Organizer and Ambassador

- **Creator:** BF Creator
- **Center:** GMSPMI, GSOCCK, GSONLAMs....
- **Center Group:** GD, HOTEL, MICE, LEISURE
- **Business Unit**
- **Not exclusive conditions:**
 Flagged: If several filters set on Owner, it will show all results.
 NOT Flagged: shows only BF's that matches exactly the filters combined

Booking File report (statistic)

Statistics

Country		to		
Region		to		
Market Segment identifier		to		
Market subsegment identifier		to		
Source of business		to		
Channel identifier		to		
SubChannel identifier		to		
Reason for travelling		to		
Request Origin		to		
PAX		to		
Fair		to		
Sub-Fair		to		
Promotion / Program		to		

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

Statistical information

Country	ES Spain
Region	07 Baleares
Market segment	LEGR LEISURE GROUPS
Market subsegment	LGITO WHOLESALER GROUPS
Source of business	LEG LEISURE GROUP
Channel	GDSEVI GSO SEVILLE
SubChannel ID	01EMAIL 1. Email
Travel reason	LEG LEISURE GROUPS
Request Origin	CLIDIR
Nº de pax	

Owners

Creator	0000006037	Act.	<input checked="" type="checkbox"/>	Name and surnames	Eva Rodriguez
2nd. Agent			<input type="checkbox"/>		
Organizer			<input type="checkbox"/>		
Ambassador			<input type="checkbox"/>		
Fair					
Sub-Fair					
Promotion					

You can select the filter, for example, a specific Channel Identifier or multiple selection with arrow

T. Reason	Description
AIR	AIRLINES
BUI	BUSINESS INDIVIDUAL
BUM	BUSINESS MICE
LEG	LEISURE GROUPS
LEI	LEISURE INDIVIDUAL

Channel ID	Description
AMADEUS	AMADEUS
ANDROID	ANDROID
BO	-
BOITCE	GSO ROME
BOITMI	GSO MILANO
BOITNE	GSO VENICE
BOME	GSO MX
BOMERC	GSO AR
BOSPSG	GSO SOTOGRADE
CROAR	
CROCL	CRO CHILE
CROHQ	CRO HQ
CROMX	
GCBE	GD BE
GCBOS	GD BOB SPRINGER
GCBOSP	GSO BERLIN SPRINGER
GDBE	GSO BRUSSELS
GDBLXL	GD BLX LEISURE
GDBLV	GSO BENELUX GD
GDBOBD	GSO BERLIN DISPATCH

Segment	Subsegment	Description
AIRLI	CARGO	CARGO
AIRLI	CREW	CREW
AIRLI	LAYOV	LAYOVER
BUGR	BGRRO	ROOM ONLY
BUGR	CONV	CITY WIDE CONVENTION (ROOM ONLY)
BUGR	SPORT	SPORT GROUPS
CNBG	CNMT	CONTRACTED GROUPS WITH MEETING
CNBG	CNRO	CONTRACTED GROUPS ROOM ONLY
COMP	COMP	COMPLIMENTARY
COMP	HOUS	HOUSE USE



Booking File report (example by department)

Show all BF's created by one department in all Hotels in a selected time frame

Data based on

- Selected Hotels: All
- BF created between 30.05.- 05.06.
- Status group: All
- Show Revenue by: Total
- Channel Identifier: GSO Seville

☒

Creation date: 30.05.2016 to 05.06.2016

Status groups: All

Channel identifier: GDSEVI



Main Hotel	Creator name	Booking File ID	Σ	Taxes Σ	Total	Booking group name	Event Type	BF Creator	Canc.Re...	Cancelled by	Registration	Rate
ESSE.SEVIL	Laura Gallego	MB0000234016	202,50		2.227,50	ATEXIS	Other Event	E00000051817	REJ09	E00000051817	02.06.2016	BGR_RO
ESSE.CECON	Eva Rodriguez	MB0000234035	663,27		6.019,97	CICLO TARBIS FARMA FERRER	Meetings	E00000022536			02.06.2016	BGR_MICE
ESSE.VIAPO	Laura Gallego	MB0000234118	15,00		165,00	BLOQUEO DESAYUNO	Meetings	E00000051817	REJ09	E00000051817	02.06.2016	BGR_MEET
ESSE.CECON	Alejandra Fernandez	MB0000234140	526,59		5.792,49	GRUPO THOMAS COOK	Other Event	E00000051101			02.06.2016	BGR_RO
ESSE.VIAPO	Laura Gallego	MB0000234173	182,95		1.698,95	BOEHRINGER GERENGES	Meetings	E00000051817			02.06.2016	BGR_MICE
ESSE.ARMAS	Alejandra Fernandez	MB0000234236	578,34		6.361,74	UNITED ARCHITECS OF THE PHILLIPINES	Other Event	E00000051101			02.06.2016	BGR_RO
ESSE.CECON	Laura Gallego	MB0000234310	3.560,40		34.984,40	CONGRESO COLEGIO INGENIEROS	Congress	E00000051817			02.06.2016	BGR_MICE
ESSE.SEVIL	Alejandra Fernandez	MB0000234431	104,82		1.152,97	GRUPO QIYUE9	Leisure	E00000051101			02.06.2016	BGR_RO
ESSE.SEVIL	Laura Gallego	MB0000234478	189,27		2.082,06	GRUPO ÁREA DE HISTORIA	Other Event	E00000051817			02.06.2016	BGR_RO
ESSE.SEVIL	Alejandra Fernandez	MB0000234690	202,89		1.525,89	EVENTO 14 JUNIO	Meetings	E00000051101	REJ09	E00000051101	03.06.2016	BGR_MEET
ESSE.CECON	Eva Rodriguez	MB0000234706	3.052,50		31.377,50	JAPAN FESTIVAL	Meetings	E00000022536			03.06.2016	BGR_MICE
ESSE.SEVIL	Alejandra Fernandez	MB0000234744	293,94		3.233,34	SEMINARIO UGT HISPANO ALEMAN	Other Event	E00000051101			03.06.2016	BGR_RO
ESSE.SEVIL	Laura Gallego	MB0000234757	20,00		220,00	DESAYUNO BNI	Meetings	E00000051817			03.06.2016	BGR_MEET
ESSE.SEVIL	Alejandra Fernandez	MB0000234787	617,44		6.791,82	GRUPO ANDALUCIA SEV+ORD	Leisure	E00000051101			03.06.2016	BGR_RO
	Alejandra Fernandez	MB0000234831	597,51		6.572,16	GRUPO REF. 16165	Other Event	E00000051101			03.06.2016	BGR_RO
ESSE.CECON	Alejandra Fernandez	MB0000234873	142,56		1.568,16	GRUPO 18-19 JUNIO	Other Event	E00000051101	REJ09	E00000051101	03.06.2016	BGR_RO
ESSE.CECON	Eva Rodriguez	MB0000234877	135,00		1.485,00	PRODUCTORA_VISITA INSPECCION	Meetings	E00000022536			03.06.2016	BGR_RO
ESSE.SEVIL	Alejandra Fernandez	MB0000234920	273,10		3.004,06	GRUPO DOSSIER 2016 19645	Leisure	E00000051101			03.06.2016	BGR_RO
ESSE.SEVIL	Eva Rodriguez	MB0000234979	126,00		726,00	GRUPO 80PAX_SOMEWHERE	Meetings	E00000022536			03.06.2016	BGR_MEET
ESSE.ARMAS	Eva Rodriguez	MB0000235058	358,26		3.940,71	GRUPO J&K VIAJES BOLONIA	Leisure	E00000022536	REJ09	E00000022536	03.06.2016	BGR_RO
ESSE.ARMAS	Laura Gallego	MB0000235289	202,35		1.681,35	INTERNATIONAL PROCUREMENT & LOGISTICS	Meetings	E00000051817			03.06.2016	BGR_MICE
ESSE.ARMAS	Laura Gallego	MB0000235333	424,98		4.674,78	ADULTOS CULTURAL REF 5589-16-01	Leisure	E00000051817			03.06.2016	BGR_RO
ESSE.ARMAS	Laura Gallego	MB0000235337	569,80		6.267,72	REF.1378_VIAJES ALIGUER	Leisure	E00000051817			03.06.2016	BGR_RO
ESSE.CECON	Alejandra Fernandez	MB0000235381	157,80		1.042,80	LABORATORIOS LILLY	Meetings	E00000051817			03.06.2016	BGR_MICE
			97.779,31		1.028.232,96							

Booking File report (example by agent)

Show all BF's created by one agent in all Hotels from Sevilla before and incl. a specific date

Data based on

- Selected Hotel: All Hotels in Seville
- BF created : before and incl. 02.05.
- Status group: All
- Show Revenue by: Total
- User: E00000200839

Hotel	 ESSE*
Creation date	 02.05.2016

User	E00000200839
------	--------------

MB0000167005	Lost	Offer	3.520,00	09.03.2016	REJ07	0,00	3.200,00	PEGASUS_GPO VEENA ABRIL_40PAX	Leisure	E00000200839
MB0000170444	Offer		0,00	15.03.2016		0,00	0,00	PRUEBA	Leisure	E00000200839
MB0000170607	Offer	Tentative	0,00	15.03.2016		0,00	0,00	SERIE GO AHEAD ABRIL-MAYO SEVILLA	Leisure	E00000200839
MB0000170652	Offer	Tentative	0,00	15.03.2016		0,00	0,00	SERIE GO AHEAD ABRIL-MAYO SEVILLA	Leisure	E00000200839
MB0000170655	Lost	Offer	4.399,56	15.03.2016	REJ09	0,00	3.999,60	SERIE GO AHEAD ABRIL-MAYO SEVILLA	Leisure	E00000200839
MB0000172270	Offer	Tentative	0,00	15.03.2016		0,00	0,00	SERIE GO AHEAD ABRIL-MAYO SEVILLA	Leisure	E00000200839
MB0000172286	Lost	Offer	3.783,44	15.03.2016	REJ09	0,00	3.439,48	SERIE GO AHEAD ABRIL-MAYO SEVILLA	Leisure	E00000200839
MB0000172290	Lost	Offer	3.563,70	15.03.2016	REJ09	0,00	3.239,72	SERIE GO AHEAD ABRIL-MAYO SEVILLA	Leisure	E00000200839
MB0000172302	Tentative	Offer	5.345,55	15.03.2016		0,00	4.859,58	SERIE GO AHEAD ABRIL-MAYO SEVILLA	Leisure	E00000200839
MB0000172303	Tentative		4.399,56	15.03.2016		0,00	3.999,60	SERIE GO AHEAD ABRIL-MAYO SEVILLA	Leisure	E00000200839
MB0000172308	Confirmed	Tentative	2.351,58	15.03.2016		0,00	2.137,80	SERIE GO AHEAD ABRIL-MAYO SEVILLA	Leisure	E00000200839
MB0000172343	Rejected		2.640,00	17.03.2016	REJ15	0,00	2.400,00	SERIE GO AHEAD ABRIL-MAYO SEVILLA	Leisure	E00000200839
MB0000172344	Lost		2.640,00	17.03.2016	REJ15	0,00	2.400,00	SERIE GO AHEAD ABRIL-MAYO SEVILLA	Leisure	E00000200839
MB0000172346	Rejected		2.640,00	17.03.2016	REJ15	0,00	2.400,00	SERIE GO AHEAD ABRIL-MAYO SEVILLA	Leisure	E00000200839
MB0000172347	Rejected		2.640,00	17.03.2016	REJ15	0,00	2.400,00	SERIE GO AHEAD ABRIL-MAYO SEVILLA	Leisure	E00000200839
MB0000172807	Tentative		6.998,64	17.03.2016		0,00	6.362,40	SERIE GO AHEAD ABRIL-MAYO SEVILLA	Leisure	E00000200839
MB0000186345	Tentative		829,00	11.04.2016		0,00	753,64	G2 TRAVEL_TPE-7630 SEVILLA AGOSTO_28PAX	Leisure	E00000200839
MB0000194451	Lost		1.048,00	21.04.2016	REJ09	0,00	952,72	NEW TRAVELLERS_GPO SEVILLA JUNIO_33PAX	Leisure	E00000200839
			■ 46.799,03				■ 0,00	■ 42.544,54		

Booking File report (example by status)

Show all BF's in Seville with a specific arrival date and the previous Status

Data based on

- Selected Hotel: all hotels in Seville
- Start Date: July-November
- Previous Status BF: Offer
- Show Revenue by: Total

Hotel	ESSE*		
Start date	01.07.2016	to	01.11.2016
Previous Status BF	OFFER		

Booking File ID	BF:Previous	BF: Status	Σ Total	Start date	End date	Σ Net Price	Conf. Date	Canc. date	Multi Hotels
MB0000237825	Offer	Offer	37.398,50	30.09.2016	16.10.2016	33.998,62			ESSE.CECON ESSE.SEVIL
MB0000237402	Offer	Optional	17.402,00	06.07.2016	11.07.2016	15.820,00			
MB0000237389	Offer	Confirmed	739,20	01.07.2016	02.07.2016	672,00			
MB0000237319	Offer	Optional	4.977,17	26.09.2016	27.09.2016	4.444,00			
MB0000237256	Offer	Tentative	4.844,61	05.10.2016	08.10.2016	4.404,18			
MB0000236565	Offer	Tentative	616,00	15.09.2016	16.09.2016	560,00			
MB0000236420	Offer	Confirmed	5.436,30	12.07.2016	18.07.2016	4.942,08	06.06.2016		
MB0000236251	Offer	Optional	7.418,95	08.08.2016	09.08.2016	6.655,00			ESSE.ARMAS ESSE.CECON
MB0000236079	Offer	Optional	719,57	06.07.2016	06.07.2016	626,10			
MB0000234035	Offer	Optional	6.019,97	31.08.2016	01.09.2016	5.356,70			
MB0000233987	Offer	Optional	5.440,93	31.08.2016	01.09.2016	4.852,30			
MB0000233330	Offer	Tentative	17.967,07	26.09.2016	01.10.2016	16.333,70			
MB0000232988	Offer	Lost	22.572,00	27.09.2016	01.10.2016	20.520,00		01.06.2016	
MB0000232935	Offer	Offer	37.315,52	20.10.2016	22.10.2016	33.618,80			ESSE.SEVIL ESSE.VIAPO
MB0000231778	Offer	Tentative	305,58	04.07.2016	06.07.2016	262,80			
MB0000231232	Offer	Optional	295.658,00	31.10.2016	04.12.2016	268.780,00			
MB0000231197	Offer	Optional	8.167,50	27.07.2016	29.07.2016	7.425,00			
MB0000229820	Offer	Optional	2.745,60	28.09.2016	30.09.2016	2.496,00			
MB0000228527	Offer	Optional	25.039,19	28.09.2016	30.09.2016	20.286,00			
MB0000228469	Offer	Optional	38.722,18	02.10.2016	07.10.2016	34.371,65			
MB0000228424	Offer	Optional	12.232,00	21.10.2016	22.10.2016	10.852,00			
MB0000224849	Offer	Tentative	1.650,00	09.09.2016	11.09.2016	1.500,00			
MB0000224435	Offer	Lost	9.916,50	24.09.2016	27.09.2016	9.015,00		01.06.2016	

Booking File report (example revenue by hotel)

Show all BF's with a specific Start date by Hotels

Data based on

- Selected Hotel: all Hotels in the Netherlands
- Start Date: 07.06.-30.09.
- Show Revenue by: Reservation Details

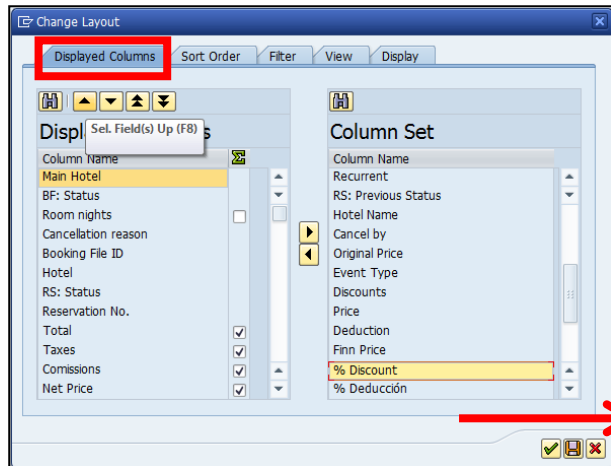
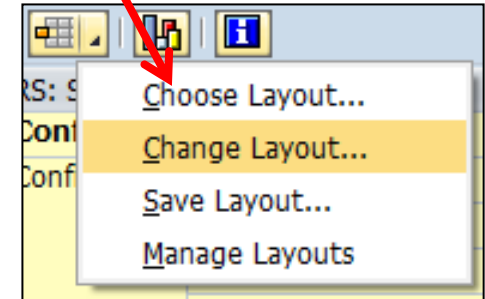
Main Hot...	BF: Status	R.nights	Cancellati	BF ID	Hotel	RS: Status	Reserv.	Σ	Total	Σ	Taxes	Σ	Comissions	Σ	Net Price
					NLZH.ZOETE	Confirmed	17158533	55,00	55,00		2,76		0,00		52,24
					NLZH.ZOETE	Confirmed	171585...	55,00	55,00		2,76		0,00		52,24
							171585...	55,00	55,00		2,76		0,00		52,24
							171585...	55,00	55,00		2,76		0,00		52,24
							171585...	55,00	55,00		2,76		0,00		52,24
							171585...	55,00	55,00		2,76		0,00		52,24
							171585...	55,00	55,00		2,76		0,00		52,24
							171585...	55,00	55,00		2,76		0,00		52,24
						Confirmed		458.742,12			25.583,43		9.596,50		423.562,20
						Option	132165...	1.394,40			76,47		0,00		1.317,93
							161523...	3.764,00			206,02		0,00		3.557,98
							161523...	4.234,50			231,80		0,00		4.002,70
							165726...	416,14			25,99		0,00		390,15
							165726...	416,14			25,99		0,00		390,15
							165726...	2.005,49			131,48		0,00		1.874,01
							165727...	1.649,62			102,99		0,00		1.546,63
							165727...	935,72			93,70		0,00		842,02
							165727...	550,07			36,25		0,00		513,82
							168683...	222,05			18,01		0,00		204,04
							171246...	622,64			35,24		0,00		587,40
						Option		16.210,77			983,94		0,00		15.226,83
						Tentative	166716...	1.100,00			62,26		0,00		1.037,74
						Tentative		1.100,00			62,26		0,00		1.037,74
					NLZH.ZOE...			476.052,89			26.629,63		9.596,50		439.826,77
								8.482.457,40			524.068,57		35.512,81		7.922.876,03

Booking File report (layouts)



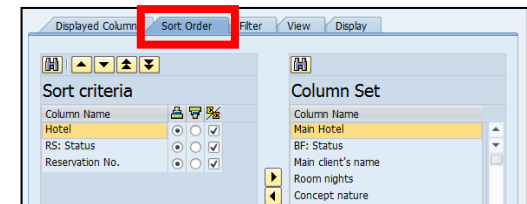
In the Task bar you can choose different selections; like in Excel

Clicking on “Layout”  you can change the displayed column a set up the order

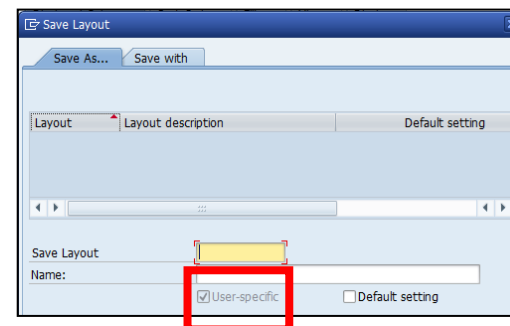


Also possible to mark a column and choose “Hide”

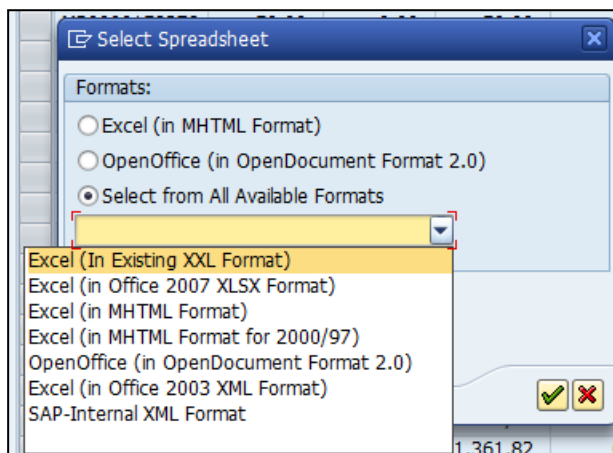
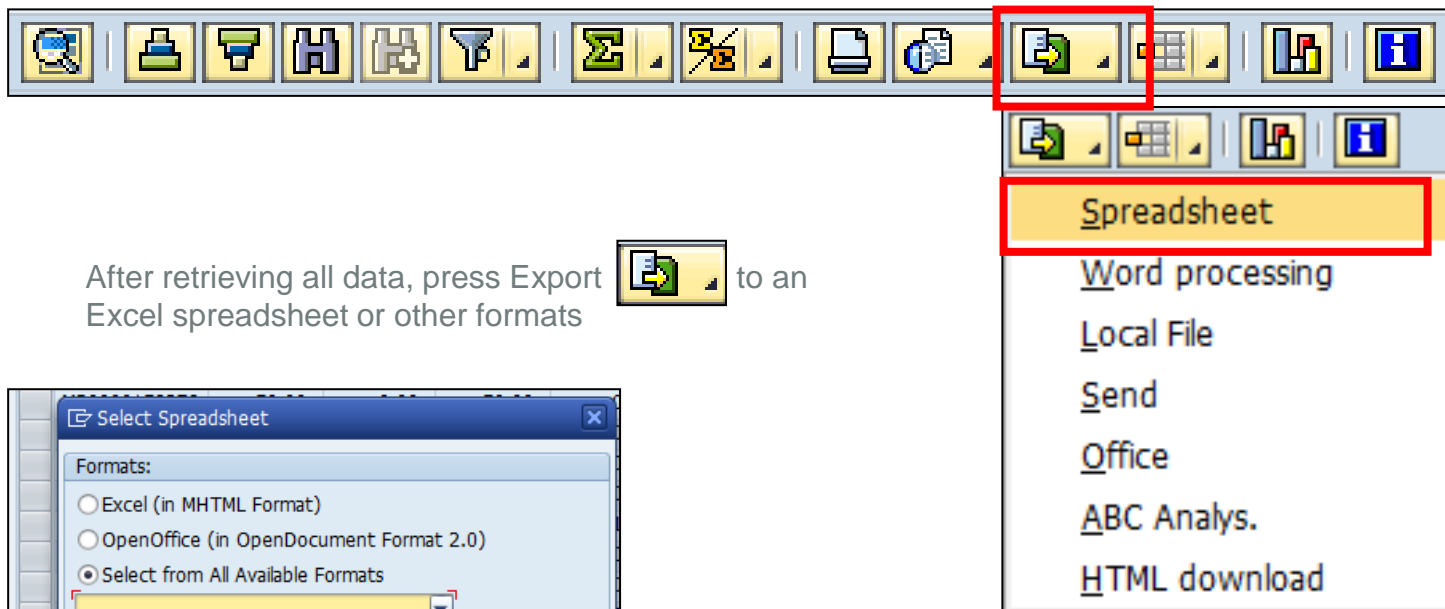
Other option: Sort Order, Filter, View and Display



If you choose a Layout; save it for the next time, always as “user specific”.
Never as default setting



Booking File report



Choose as much data as possible and select afterwards in your excel spreadsheet what you really need for your report

MINOR
HOTELS

Other reports


ANANTARA
HOTELS • RESORTS • SPAS

AVANI
Hotels & Resorts


elewana
— COLLECTION —

 OAKS
HOTELS • RESORTS • SUITES

NH
HOTELS


NH COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

Other reports

TMSforHotels

/CCSHT/ENTRA_HOTEL - Change hotel

+ CRM FRONT-OFFICE

+ LOYALTY

RESERVATIONS

+ Individuals

+ Groups / Events

+ Mass changes to several reservations

Information systems

Events

/CCSHT/RS_BOOKING_GR - Room event booking

/ZEY_FROOM_OCCUPANCY - Function Room Occupancy

/CCSHT/SB_R_EVENT01 - Events

/CCSHT/LISTADO_COMP - Actions List

/CCSHT/SB_R_EVENT03Q - Individual Reservations

/CCSHT/SB_R_EVENT032 - Group Reservations

/CCSHT/SB_R_EVENT04Q - Meeting Rooms

/CCSHT/SB_R_EVENT05Q - Room Attendees

/CCSHT/SB_R_EVENT07 - Situation Report

/CCSHT/SB_R_EVENT04 - Event Rooms

ESSE.CECON. Room Event booking




	07.04.16	08.04.16	09.04.16	10.04.16	11.04.16	12.04.16	13.04.16	14.04.16
Wrngs.								
EVENT ROOM STATUS	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
Confirmed	111	1	37	48	23	32	74	78
Offer	15	55	115	60	60	0	0	0
Optional	0	0	0	0	0	0	0	0
Second Option	0	0	0	0	0	0	0	0
Tentative	0	0	0	0	2	0	5	37
Lost	55	0	0	0	0	0	0	0
Canceled	0	0	0	0	0	0	0	0
Rejected	0	0	0	0	0	0	0	0
HOTEL ROOM STATUS								
Offer	0	40	100	60	60	0	0	0
Tentative	0	0	0	0	0	0	3	11
Confirmed	111	1	37	48	25	32	76	104
ROOMING STATUS								
Breakdown	111	1	12	1	2	7	7	11
Pendings	15	55	140	107	83	25	72	104

This report shows the status of the events and related rooms. Also, rooms pending to breakdown are visible


Other reports

ESSE.CECON. Room Event booking

 Detail




	07.04.16	08.04.16	09.04.16	10.04.16	11.04.16	12.04.16	13.04.16	14.04.16
Wings.								
EVENT ROOM STATUS	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
Confirmed	111	1	37	48	23	32	74	78
Offer	15	55		60	60	0	0	0
Optional	0	0	0	0	0	0	0	0
Second Option	0	0	0	0	0	0	0	0
Tentative	0	0						
Lost	55	0						
Canceled	0	0						
Rejected	0	0						

ESSE.CECON. Room Event booking



Event	Description event	Salesman	Status	07.04.16	08.04.16	09.04.16	10.04.16	11.04.16	12.04.16	13.04.16	14.04.16	Segment	Subsegment
				Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday		
1-Breakdown				111	1	12	1	2	7	7	11		
1-Pendings				15	55	140	107	83	25	72	104		
2													
3-Confirmed				111	1	37	48	25	32	76	104		
3-Confirmed				111	1	37	48	23	32	74	78		
3-Offer				0	40	100	60	60	0	0	0		
3-Offer				15	55	115	60	60	0	0	0		
3-Tentative				0	0	0	0	0	0	3	11		
3-Tentative				0	0	0	0	2	0	5	37		
4													
EV00005556	VODAFONE-S		Confirmed	91	0	0	0	0	0	0	0	MECO	MEET
EV00005569	REPSOL	0000006387		0	0	0	0	0	14	0	0	MECO	MEET
EV00005629	TELEFONICA			2	1	1	1	1	1	1	1	MECO	MEET
EV00005684	REPSOL			0	0	0	0	0	0	24	24	LEGR	LGITO
EV00005693	TELEFONICA			18	0	0	0	0	0	0	0	LEGR	LGITO
EV00005730	TELEFONICA	0000006388		0	0	0	0	0	0	0	0	MECO	MEET
EV00005740	ALTADIS	0000006387		0	0	0	0	18	8	0	0	MECO	BGRMT
EV00006368		0000006387		0	0	25	0	0	0	0	0	BUGR	SPORT
EV00006376	TELEFONICA	0000006387		0	0	11	0	0	0	0	0	BUGR	SPORT
EV00006384				0	0	0	47	0	0	0	0	LEGR	LGITO
EV00007389	PEOPLE MAT	0000006388		0	0	0	0	3	3	0	0	MECO	BGRMT
EV00007587	PEOPLE MAT			0	0	0	0	0	0	43	43	MECO	MEET
EV00007783	UEFA			0	0	0	0	1	6	6	10	BUGR	BGRRO
EV00006986			Lost	40	0	0	0	0	0	0	0	MECO	BGRMT

- RESERVATIONS
 - Individuals
 - Groups / Events
 - Mass changes to several reservations
 - Information systems

-  /CCSHT/RS_BOOKING_GR - Room event booking
-  ZEY_FROOM_OCCUPANCY - Function Room Occupancy
-  /CCSHT/SB_R_EVENT01 - Events

MINOR
HOTELS



Other reports

- [-] RESERVATIONS
 - [+] Individuals
 - [+] Groups / Events
 - [+] Mass changes to several reservations
 - [-] Information systems
 - [-] Events
 - /CCSHT/RS_BOOKING_GR - Room event booking
 - ZEY_FROOM_OCCUPANCY - Function Room Occupancy
 - /CCSHT/SB_R_EVENT01 - Events
 - /CCSHT/LISTADO_COMP - Actions List
 - /CCSHT/SB_R_EVENT03Q - Individual Reservations
 - /CCSHT/SB_R_EVENT032 - Group Reservations
 - /CCSHT/SB_R_EVENT04Q - Meeting Rooms
 - /CCSHT/SB_R_EVENT05Q - Room Attendees**
 - /CCSHT/SB_R_EVENT07 - Situation Report

To see the names of the attendees per meeting room (with telephones, e-mails, etc...)


You firstly need to inform the attendees in the event and select them in the meeting room / menus to make have their information in this report












H	Event code	\	A	L...	Description	Rooms	R...	Start date	Start time	End date	End time	Atte...	Table	T...	Name 1
	EV00000051	2	X	E	FORMACION TMS SAP	RESTAU	1	15.12.2015	14:00:00	15.12.2015	16:00:00	1	55		Ivan
E	EV00000051	2	X	E	FORMACION TMS SAP	RESTAU	1	15.12.2015	14:00:00	15.12.2015	16:00:00	1	55		Ivan
E	EV00000051	2	X	E	FORMACION TMS SAP	RESTAU	1	15.12.2015	14:00:00	15.12.2015	16:00:00	2	55		Mila
E	EV00000051	2	X	E	FORMACION TMS SAP	RESTAU	1	15.12.2015	14:00:00	15.12.2015	16:00:00	2	55		Mila
E	EV00000051	2	X	E	FORMACION TMS SAP	RESTAU	1	15.12.2015	14:00:00	15.12.2015	16:00:00	3	55		Nuria
E	EV00000051	2	X	E	FORMACION TMS SAP	RESTAU	1	15.12.2015	14:00:00	15.12.2015	16:00:00	3	55		Nuria
E	EV00000051	2	X	E	FORMACION TMS SAP	RESTAU	1	15.12.2015	14:00:00	15.12.2015	16:00:00	4	55		Lisette
E	EV00000051	2	X	E	FORMACION TMS SAP	RESTAU	1	15.12.2015	14:00:00	15.12.2015	16:00:00	4	55		Lisette
E	EV00000051	2	X	E	FORMACION TMS SAP	RESTAU	1	15.12.2015	14:00:00	15.12.2015	16:00:00	5	55		Susan
E	EV00000051	2	X	E	FORMACION TMS SAP	RESTAU	1	15.12.2015	14:00:00	15.12.2015	16:00:00	5	55		Susan
E	EV00000051	2	X	E	FORMACION TMS SAP	RESTAU	1	15.12.2015	14:00:00	15.12.2015	16:00:00	6	55		Mario
E	EV00000051	2	X	E	FORMACION TMS SAP	RESTAU	1	15.12.2015	14:00:00	15.12.2015	16:00:00	6	55		Mario
E	EV00000051	2	X	E	FORMACION TMS SAP	RESTAU	1	15.12.2015	14:00:00	15.12.2015	16:00:00	7	55		Alicia
E	EV00000051	2	X	E	FORMACION TMS SAP	RESTAU	1	15.12.2015	14:00:00	15.12.2015	16:00:00	7	55		Alicia

Other reports

- RESERVATIONS
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 - /CCSHT/SB_R_EVENT01 - Events
 - /CCSHT/LISTADO_COMP - Actions List
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 - /CCSHT/SB_R_EVENT032 - Group Reservations
 - /CCSHT/SB_R_EVENT04Q - Meeting Rooms
 - /CCSHT/SB_R_EVENT05Q - Room Attendees
 - /CCSHT/SB_R_EVENT07 - Situation Report**
 - /CCSHT/SB_R_EVENT04 - Event Summary

Event -> Situation Report



Hotel	ESSE.CECON			
Booking File		to		
Event		to		
Version		to		
Start date		to		
Registration		to		
Follow up Date		to		
Follow Up priority				
Deadline date		to		
Event status				

☒ Active switch X = active

Event

☒ Pending
☐ In check-in
☐ In check-out

Cancelled Event

☐ Canceled
☐ Lost
☐ Rejected

Client

Main client		Branch CC	
Payer			
Fiscal			
BillParty			
Organizer			

To see for example the follow-up date, organizer, cut-off date, status et. of the reservation

Other reports

Event -> Situation Report



Event code	Description	Version	Event	Follow Up	Sales rep.	Main Customer	Name 1	Creation date	Status ID	Deadline	Last chang
EV00007744	CENA CECOFAR	1	BANQT		0000006388	2000049145	CENTRO COOPERATIVO FARMACEUTIC	01.04.2016	CONFI	06.04.2016	04.04.2016
EV00008692	WORK SHOP CUBA	1	MEETS			2010147407	ADVANCEMEDIA ADVERTISING SL	05.04.2016	OPTIO	12.04.2016	05.04.2016
EV00008697	ALPHA OMEGA	1	MEETS			1000032364	VIAJES MUNDITRAVEL SL	05.04.2016	OFFER		05.04.2016
EV00009046	GRUPO JUNIO	1	OTHEV			1000	DIREC ***DO NOT MODIFY***	05.04.2016	OFFER		
EV00009050	GRUPO JUNIO	1	OTHEV			1000	DIREC ***DO NOT MODIFY***	05.04.2016	OFFER		
EV00009058	TELEFLEX	1	OTHEV			2025016962	TELEFLEX MEDICAL SA	05.04.2016	CONFI	08.04.2016	
EV00009059	REF. 01121304	1	LEISU			1016660768	HOTUSA HOTELS SA	05.04.2016	OPTIO	12.04.2016	
EV00009324	MENARINI	1	CONVE			2200324738	TPC CORPORATE EVENTS S.L	05.04.2016	OPTIO	12.04.2016	05.04.2016
EV00009335	GRUPO 10PAX	1	MEETS			1000078286	VIAJES AGUA MARINA SL	05.04.2016	OFFER		
EV00009549	GRUPO WEBER	1	MEETS			1000064007	VIAJES BARCELO SL	06.04.2016	OFFER		06.04.2016
EV00009599	GRUPO FRANCES	1	CONVE			1012740014	ABOUT EVENTS SL	06.04.2016	OFFER		
EV00009611	REINALDO HOFFMAN COACHING	1	MEETS			1000	DIREC ***DO NOT MODIFY***	06.04.2016	OFFER		06.04.2016
EV00009613	AGDATA	1	MEETS			1000	DIREC ***DO NOT MODIFY***	06.04.2016	OFFER		06.04.2016
EV00009620	FUNCIONARIOS MINISTERIO INTERIOR	1	OTHEV			1000	DIREC ***DO NOT MODIFY***	06.04.2016	OFFER		
EV00009623	REUNION_SKYLIN EVENTOS	1	MEETS			1005098022	SKYLINE EVENTOS SL	06.04.2016	OFFER		
EV00009641	CEK EUSKADI	1	SPORT			1000	DIREC ***DO NOT MODIFY***	06.04.2016	OFFER		06.04.2016
EV00009647	REUNION EMPRESA_VIAJES ECUADOR	1	MEETS			1000035996	VIAJES ECUADOR SA	06.04.2016	OFFER		
EV00009660	REF. 16127 GRUPO BELGA EVENTS AND CO	1	INCEN			1000066682	INTERNATIONAL EVENTS BUREAU SL	07.04.2016	OFFER		
EV00009662	DICOSMEPROF SL	1	TRAIN			2200321579	DICOSMEPROF SL	06.04.2016	OFFER		06.04.2016
EV00009672	PREMIER CORTOMETRAJES	1	OTHEV			1000	DIREC ***DO NOT MODIFY***	06.04.2016	OFFER		
EV00009696	BRISTOL MYERS	1	MEETS			2000005723	BRISTOL MYERS SQUIBB SAU	07.04.2016	OFFER		07.04.2016
EV00009713	SEMPI	1	MEETS			1000	DIREC ***DO NOT MODIFY***	07.04.2016	OFFER		07.04.2016

Double click for direct access to the Event reservation

Other reports

- RESERVATIONS
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 - /CCSHT/SB_R_EVENT04Q - Meeting Rooms
 - /CCSHT/SB_R_EVENT05Q - Room Attendees
 - /CCSHT/SB_R_EVENT07 - Situation Report
 - /CCSHT/SB_R_EVENT04 - Event Program**



Event Program

ESSE.CECON NH Collection Sevilla ***** COLLECTION07.04.2016

Event to

Date

Event

☒ Room details☒ Room text☒ Reserved rooms☒ Tasks remarks

Rooms to

Rooms

Details of:

Remarks of:

Tasks:

☒ Attending☒ Setup remarks☐ Administrative tasks

☒ Setup details☒ Tasks remarks

☒ Task details☒ Resources remarks

☒ Resource details☒ Menus remarks

☒ Menu details

☒ Menu course details

Report

☐ Sorted by room☒ Sorted by date☐ Order by date and time

☒ Display prices

☐ Details of cancelled events

Remarks to print

Remark

☐ Narrowed header

Other reports

Event Program

NH HOTELES ESPAÑA, S.A.
MADRID

ESSE.CECON NH Collection Sevilla *****
Event Program

COLLECTION
SB_R_EVENT04/E00000093733

Time 13:42:32
Page 1

Date 07.04.2016

Sorted by date

Event: EV00006802 1 TEST TMS SUPPORT BLX

Status : OFFER Offer

Reserv.: 13376287

Sales agent : 0000002312

Type: TRAIN Training

Contact: VIAJES EL CORTE INGLES SA

Phone number : 34913300563

Dates : SU 11.09.2016 14:59 a MO 12.09.2016 20:00

Remarks: Remarks entered here to be shown on the service order

Client: 1000061542 • VIAJES EL CORTE INGLES SA Organizer:

AVENIDA DE CANTABRIA 51

28042 - MADRID

F.ID A28229813 F.ID

11.09.2016 12.09.2016 11 SUPDBL BB 0,00

MO 12.09.2016

Imperial

09:00 a 20:00 Room 20 Pax 0,00 EUR

09:00 a 20:00 Setup Theatre 0,00 EUR

09:00 Menu COFFEE BREAK 2 20 Pax Coffee Break 10,50 EUR

Starters

- GENERIC DISH FOOD

- GENERIC DISH FOOD

- GENERIC DISH FOOD

- GENERIC DISH FOOD

FR 16.09.2016

Tasks

00:00 work sheet satisfaction Check

MINOR
HOTELS

ANANTARA
HOTELS-RESORTS-SPAS

AVANI
Hotels & Resorts

elwana
HOTELS-RESORTS-SPAS

DAKS
HOTELS-RESORTS-SPAS

NH
HOTELS

NH COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

Other reports

- RESERVATIONS
 - Individuals
 - Groups / Events
 - Mass changes to several reservations
 - Information systems
 - Events
 - /CCSHT/RS_BOOKING_GR - Room event booking
 - ZEY_FROOM_OCCUPANCY - Function Room Occupancy
 - /CCSHT/SB_R_EVENT01 - Events
 - /CCSHT/LISTADO_COMP - Actions List
 - /CCSHT/SB_R_EVENT03Q - Individual Reservations
 - /CCSHT/SB_R_EVENT032 - Group Reservations
 - /CCSHT/SB_R_EVENT04Q - Meeting Rooms
 - /CCSHT/SB_R_EVENT05Q - Room Attendees
 - /CCSHT/SB_R_EVENT07 - Situation Report
 - /CCSHT/SB_R_EVENT04 - Event Program
 - /CCSHT/SB_SERV_ORD - Service Order
 - /CCSHT/SB_ORD_SERV - Service Order (Old)
 - /CCSHT/SB_PLN_SALAS - Room Occupation Planning
 - /CCSHT/SB_R_EVENT05 - Resources Inventory Report**
 - /CCSHT/SB_R_EVENT05 - External and own resources report (OLD)

Resources Inventory Report

Hotel

ESSE.CECON

Booking File

to

Resource ID

to

Resources Date

07.04.2016

to

14.04.2016

Function Room

Function Room Status

Event

Event Status

to

☒ External Resources

☒ Own Resources

Views

☒ Display stock

☒ Display Requested

☒ Display Availables

To see the resources booked per meeting room, dates, events.

Useful to make a forecast of all the resources needed.

Other reports

Resources Inventory Report														
Hotel	Resource I	description	Function Room Status	Σ St 07-04-16	Σ Rq 07-04-16	Σ Av 07-04-16	Σ St 08-04-16	Σ Rq 08-04-16	Σ Av 08-04-16	Σ St 09-04-16	Σ Rq 09-04-16	Σ Av 09-04-16	Σ St 10-04-16	Σ Rq 10-04-16
ESSE.CECON	220LCD	2200 lumens LCD	Check-in	5	1	3-	0	0	0	0	0	0	0	0
ESSE.CECON		2200 lumens LCD		5	1	3-	0	0	0	0	0	0	0	0
ESSE.CECON		2200 lumens LCD		5	1	3-	0	0	0	0	0	0	0	0
ESSE.CECON		2200 lumens LCD		5	1	3-	0	0	0	0	0	0	0	0
ESSE.CECON		2200 lumens LCD		5	1	3-	0	0	0	0	0	0	0	0
ESSE.CECON		2200 lumens LCD		5	1	3-	0	0	0	0	0	0	0	0
ESSE.CECON		2200 lumens LCD		5	1	3-	0	0	0	0	0	0	0	0
		Check-in		40	8	24-	0	0	0	0	0	0	0	0
ESSE.CECON		2200 lumens LCD	Confirmed	0	0	0	0	0	0	0	0	0	0	0
		Confirmed												
ESSE.CECON		2200 lumens LCD	Lost											
ESSE.CECON		2200 lumens LCD	Lost											
	220LCD													
ESSE.CECON	300LCD	3.000 lumens LC	Confirmed											
ESSE.CECON		3.000 lumens LC												
ESSE.CECON		3.000 lumens LC												
		Confirmed												
	300LCD													
ESSE.CECON	AUDTE8	Audiovisual Tec	Check-in											
		Audiovisual Tec	Check-in											
ESSE.CECON		Audiovisual Tec	Lost											
ESSE.CECON		Audiovisual Tec	Lost											
	AUDTE8													
ESSE.CECON	AUMX12	Audio Mixer 12	Check-in		1	1-	0	0	0	0	0	0	0	0

Resource's reservations									
Event code	Room	Function Room Status	Date from	Date to	Start time	End time	Unit	C.out/Canc	
EV00005730	ALANDA	Confirmed	07.04.2016	07.04.2016	09:00:00	15:00:00	1		
EV00005730	ALMENARA	Confirmed	07.04.2016	07.04.2016	11:30:00	12:30:00	1		
EV00005730	ALMERIA	Confirmed	07.04.2016	07.04.2016	09:00:00	15:00:00	1		
EV00005730	IMPERIAL	Confirmed	07.04.2016	07.04.2016	09:00:00	15:00:00	1		
EV00005730	LA PERDIZ	Confirmed	07.04.2016	07.04.2016	09:00:00	15:00:00	1		
EV00005730	MALAGA	Confirmed	07.04.2016	07.04.2016	09:00:00	15:00:00	1		
EV00005730	MARBELLA	Confirmed	07.04.2016	07.04.2016	09:00:00	15:00:00	1		
EV00006425	AV+AMISTAD	Confirmed	07.04.2016	07.04.2016	18:30:00	19:30:00	1		
EV00006986	INGLATERRA	Tentative	07.04.2016	07.04.2016	16:00:00	20:00:00	1		✗

Other reports

- RESERVATIONS
 - Individuals
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 - Events
 - /CCSHT/RS_BOOKING_GR - Room event booking
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 - /CCSHT/SB_R_EVENT01 - Events
 - /CCSHT/LISTADO_COMP - Actions List
 - /CCSHT/SB_R_EVENT03Q - Individual Reservations
 - /CCSHT/SB_R_EVENT032 - Group Reservations
 - /CCSHT/SB_R_EVENT04Q - Meeting Rooms
 - /CCSHT/SB_R_EVENT05Q - Room Attendees
 - /CCSHT/SB_R_EVENT07 - Situation Report
 - /CCSHT/SB_R_EVENT04 - Event Program
 - /CCSHT/SB_SERV_ORD - Service Order
 - /CCSHT/SB_ORD_SERV - Service Order (Old)
 - /CCSHT/SB_PLN_SALAS - Room Occupation Planning
 - /CCSHT/SB_R_EVERESN - Resources Inventory Report
 - /CCSHT/SB_R_EVENT05 - External and own resources report (OLD)
 - ZEY_TMS_EVENT_REPORT - Events report**

ESMD.ABASC NH Collection Abascal COLLECTION

Booking File ID		to		
Event ID		to		
Event Start Date		to		
Event End Date		to		
Revenue Date		to		
Group name BF				
Event Type		to		
User				
Status groups	Alive			
Event Status	CONFI			
Function Room Status				

Show revenue by

☐ Totals ☐ Item Type ☒ Item Detail

☒ DDR ☒ Function Room ☒ Setup ☒ F&B ☒ Resource ☒ Task

DDR Id		
Function Room		
Setup		
Resource		
Menu F&B		

Creation date		to	
Deadline		to	
Follow up date		to	

Useful to check the charges of the meeting rooms, event...

You can see manual charge in this report.

We recommend to use for as a weekly schedule.

We recommend don't look for information by month.

File

Attached File:  TMS4M_Event Report.j




Other reports


▼ RESERVATIONS


- Individuals
- Groups / Events
- Mass changes to several reservations
- ▼ Information systems
 - ▼ Events
 - ZEY_ME_PROFORMA - Proforma ME
 - ZEY_RS_06_03 - Option Hotel General Occupancy
 - /CCSHT/RS_BOOKING_GR - Room event booking
 - ZEY_FROOM_OCCUPANCY - Function room Occupancy
 - ZEY_ROOMS_AVAIL - Rate and Rooms Availability
 - ZEY_FROOMS_AVAILABIL - Function Rooms Availability (Multihotel)
 - /CCSHT/SB_R_EVENT01 - Events
 - /CCSHT/LISTADO_COMP - Actions List
 - /CCSHT/SB_R_EVENT03Q - Individual Reservations
 - /CCSHT/SB_R_EVENT032 - Group Reservations
 - /CCSHT/SB_R_EVENT04Q - Meeting Rooms
 - /CCSHT/SB_R_EVENT05Q - Room Attendees
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 - /CCSHT/SB_R_EVENT04 - Event Program
 - /CCSHT/SB_SERV_ORD - Service Order
 - /CCSHT/SB_ORD_SERV - Service Order (Old)
 - /CCSHT/SB_PLN_SALAS - Room Occupation Planning
 - /CCSHT/SB_R_EVERESN - Resources Inventory Report
 - /CCSHT/SB_R_EVENT05 - External and own resources report (OLD)
 - /CCSHT/SB_R_EVENT05 - Events Report_OLD
 - ZEY_RMS_EVENT_REPORT - Events report
 - **ZEY_EVENTS_MENU - Event menus report**


F&B events detail


Hotel


Hierarchy  **Hierarchy Hotel Selection**


Hotel 

Booking File ID to 


Event ID to 

Revenue Date to 


Event Name 


Event Type to 

Status groups

Event Status 

Currency

Menu F&B 

☐ Send data to email: 

Useful to check the menus of the meeting rooms,
and the menus included in the DDR

You can send the information by email with this option.

Other reports

- RESERVATIONS
 - Individuals
 - Groups / Events
 - Mass changes to several reservations
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 - Events
 - /CCSHT/RS_BOOKING_GR - Room event booking
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 - /CCSHT/SB_SERV_ORD - Service Order
 - /CCSHT/SB_ORD_SERV - Service Order (Old)
 - /CCSHT/SB_PLN_SALAS - Room Occupation Planning
 - /CCSHT/SB_R_EVERESN - Resources Inventory Report
 - /CCSHT/SB_R_EVENT05 - External and own resources report (OLD)
 - /CCSHT/SB_R_EVENT05 - Events Report_OLD
 - ZET_TMS_EVENT_REPORT - Events report
 - /CCSHT/SB_R_PLAN_SEM - Event weekly planning**

ESSE.CECON. Event weekly planning

ESSE.CECON NH Collection Sevilla ***** COLLECTION

Start date

07.04.2016

Rooms

to

Status

to

Information

Events

☒ Event code ☐ Event descr.

Menus

☒ Menu code ☐ Menu descr. ☐ Don't show menu

☒ Event Type

☒ Event status

☒ Follow Up

☒ Sales Mng.

☒ F.R. Mng.

☒ H.R. Mng.

☒ Main client

☒ Contact

☒ Setup

☒ Service

☒ Show ALV

Other reports

ESSE.CECON. Event weekly planning							
◀ Previous week ▶ Next week							
Week from Thursday 07.04.2016 to Wednesday 13.04.2016							
Shown information: Sales rep., Setup, Menu, Service, Event Type, Contact							
Key: Event with reservations - Event without reservations							
CONFIRMED TENTATIVE							
Rooms	Thursday 07/04/2016	08/04	Saturday 09/04/2016	Sunday 10/04/2016	11/04	12/04	13/04
<u>ALANDA</u>	*EV00005730 / Status : CONFIRMED						
	Booking File : MB0000165007						
	20 PAX / 09:00-15:00						
	Event Type : MEETS						
	Main Cust. VIAJES EL CORTE INGLES SA						
	Contact : Nestor Fernandez						
	Setup : USHAP / 09:00-15:00						
<u>ALMEN+ALAN</u>	EV00005827 / Status : CONFIRMED						
	Booking File : MB0000165093						
	150 PAX / 09:00-13:30						
	Event Type : MEETS						
	Main Cust. INMOBILIARIA DEL SUR SA						
	Contact : MARIBEL						
	Setup : THEAT / 09:00-13:30						
<u>ALMENARA</u>	*EV00005730 / Status : CONFIRMED						
	Booking File : MB0000165007						
	35 PAX / 11:30-12:30						
	Event Type : MEETS						
	Main Cust. VIAJES EL CORTE INGLES SA						
	Contact : Nestor Fernandez						
	Setup : USHAP / 11:30-12:30						

Other reports

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 - /CCSHT/SB_R_EVENT05Q - Room Attendees
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 - /CCSHT/SB_SERV_ORD - Service Order
 - /CCSHT/SB_ORD_SERV - Service Order (Old)
 - /CCSHT/SB_PLN_SALAS - Room Occupation Planning
 - /CCSHT/SB_R_EVERESN - Resources Inventory Report
 - /CCSHT/SB_R_EVENT05 - External and own resources report (OLD)
 - /CCSHT/SB_R_EVENT05 - Events Report_OLD
 - ZEY_TMS_EVENT_REPORT - Events report
 - /CCSHT/SB_R_PLAN_SEM - Event weekly planning
 - /CCSHT/SB_EVCHECKIN - Events not checked-in**

To see if Booking files or Events are pending to CHECK IN or CHECK OUT

Double Click on the event to enter for the details

Events not checked-out



NH HOTELES ESPAÑA, S.A.
MADRID

ESSE.CECON NH Collection Sevilla ***** COLLECTION
Events not checked-out


Time 16:59:35 Date 07.04.2016
SB_EVCHECKOUT/E00000093733 Page 1

Event	Description	Start date	End date	Event type	Event status	Booking
EV00005730	TAKEDA FARMECEUTICA	04.04.2016	17.04.2016	Meetings	Confirmed	0013195414
EV00005693	GRAND TOUR D'ANDALOUSIE	06.04.2016	17.04.2016	Leisure	Confirmed	0013195372
EV00006425	CONFERENCIA FRANKLIN TEMPLETON	07.04.2016	17.04.2016	Meetings	Confirmed	0013198116




Other reports

- [-] RESERVATIONS
 - + Individuals
 - + Groups / Events
 - + Mass changes to several reservations
 - [-] Information systems
 - [-] Events
 - /CCSHT/RS_BOOKING_GR - Room event booking
 - ZEY_FROOM_OCCUPANCY - Function Room Occupancy
 - /CCSHT/SB_R_EVENT01 - Events
 - /CCSHT/LISTADO_COMP - Actions List
 - /CCSHT/SB_R_EVENT03Q - Individual Reservations
 - /CCSHT/SB_R_EVENT032 - Group Reservations
 - /CCSHT/SB_R_EVENT04Q - Meeting Rooms
 - /CCSHT/SB_R_EVENT05Q - Room Attendees
 - /CCSHT/SB_R_EVENT07 - Situation Report
 - /CCSHT/SB_R_EVENT04 - Event Program
 - /CCSHT/SB_SERV_ORD - Service Order
 - /CCSHT/SB_ORD_SERV - Service Order (Old)
 - /CCSHT/SB_PLN_SALAS - Room Occupation Planning
 - /CCSHT/SB_R_EVERESN - Resources Inventory Report
 - /CCSHT/SB_R_EVENT05 - External and own resources repo
 - /CCSHT/SB_R_EVENT05 - Events Report_OLD
 - ZEY_TMS_EVENT_REPORT - Events report
 - /CCSHT/SB_R_PLAN_SEM - Event weekly planning
 - /CCSHT/SB_EVCHECKIN - Events not checked-in
 - /CCSHT/SB_EVCHECKOUT - Events not checked-out
 - /CCSHT/R_SB_FELIMI - Event status**

Event status



ESSE,CECON NH Collection Sevilla ***** COLLECTION 12.04.2016

Event ID	<input type="text"/>	to	<input type="text"/>	
Deadline	<input type="text"/>	to	<input type="text"/>	
Follow Up	<input type="text"/>	to	<input type="text"/>	

Include events

☐ Lost Events

☐ Cancelled Events

☐ Rejected Events

☐ Check-in Events

☐ Check-out Events

To see all the events so to do the follow up with the contact client

Event status



Event status

Hotel: ESSE.CECON

User: E00000093733 · Date and Time 12.04.16 / 17:20



Reserv.	Event	Follo...	Event description	Client	Clie...	Status	Status description	Deadline	Holder	Holder name	Contact Person
13198052	EV00006373		REAL MADRID ACB			OPTIO	Optional	20.04.2016	1000064007	VIAJES BARCELO SL	Genoveva Sanchez
13481174	EV00006941	HIGH	DISTANT HORIZONS			TENTA	Tentative	18.04.2016	0000001000	DIREC ****DO NOT MODIFY***	DISTANT HORIZON
13569589	EV00007089		TOYOTA TABLET - HALCON - 3 MAYO	0000006388		TENTA	Tentative	18.04.2016	1000032086	HALCON VIAJES	SRA. VESPERINAS
14371372	EV00009718		EVENTO IXXUS			OPTIO	Optional	15.04.2016	0000001000	DIREC ****DO NOT MODIFY***	Carmen Andrade
14384945	EV00009752		CECOFAR			OPTIO	Optional	14.04.2016	2000049145	CENTRO COOPERATIVO FARMACEUTICO SCA	Reyes
14404443	EV00009792		VODAFONE ESPAÑA			OPTIO	Optional	15.04.2016	2000088142	VODAFONE ESPAÑA SA	Juan C. Bonilla
14422268	EV00009809		CAJASUR	0000006388		CONFI	Confirmed	13.04.2016	2019696180	CAJASUR BANCO SAU	Rosa Navarro
14422973	EV00009822		CAJASUR			TENTA	Tentative	15.04.2016	2019696180	CAJASUR BANCO SAU	Rosa Navarro
14432023	EV00009835		NDN37WCL52D-REXGENERO INVESTIGATOR MEETI			OPTIO	Optional	15.04.2016	1024213359	INC RESEARCH	Alkeda Mamica
14438337	EV00009847		CNNWGWK4FFR- VERITAS LEGAL OFFSITE			OPTIO	Optional	15.04.2016	1003230825	HELMSBRISCOE UK	Tracey Gilbert
14490706	EV00009895		DEUTSCHE BANK			CONFI	Confirmed	14.04.2016	2000071694	DEUTSCHE BANK SA ESPAÑOLA	DEUTSCHE BANK S
14495629	EV00009899		LABORATORIOS MSD			OPTIO	Optional	18.04.2016	2000092869	MERCK SHARP & DOHME SA	Aurelia Lahoz
14498245	EV00009886		ACCENTURE			OPTIO	Optional	18.04.2016	1000061542	VIAJES EL CORTE INGLES SA	Laura Bejerano
14504271	EV00009887		SIGNÉ BDFC			OPTIO	Optional	18.04.2016	0000001000	DIREC ****DO NOT MODIFY***	Romain Couvreur
14519692	EV00009909		GRUPO 25-26 OCTUBRE TORRENTS & FRIENDS			OPTIO	Optional	19.04.2016	1100003490	TORRENTS & FRIENDS SL	África Ortega
14523127	EV00009937		GRUPO MOVISTAR			OPTIO	Optional	19.04.2016	1000061542	VIAJES EL CORTE INGLES SA	Lorena Santos
14539503	EV00009919	MED	PATRICK TEST BENELUX			OPTIO	Optional	19.04.2016	2000023034	POPULAR RABOBANK	test




When searching for deadline, the reservations with the follow up level can be seen

Other reports

- [-] RESERVATIONS
 - [+] Individuals
 - [+] Groups / Events
 - [+] Mass changes to several reservations
 - [-] Information systems
 - [+] Events
 - [+] Reporting Quotation Tool
 - /CCSHT/RS_06_03 - Hotel General occupancy
 - /CCSHT/RS_06_04 - Occupancy by room type
 - /CCSHT/RS_06_011_AVV - Valued Expected Arrivals ALV
 - ZEY_RS_06_011_ALV - Value expected arrivals and stay option
 - /CCSHT/RS_06_014_ALV - VIP arrivals
 - /CCSHT/RS_06_06 - Expected Group Arrivals
 - /CCSHT/RS_06_45 - Groups Rooming List
 - /CCSHT/GR_CONT_OCUP - Convention group's reservations occupancy
 - /CCSHT/RS_06_35_ALV - Pending reservations by status
 - /CCSHT/RS_06_60_ALV - Guarantees Status
 - /CCSHT/RS_DEPOSITOS - Reservation Prepayments**
 - /CCSHT/RS_06_70 - Pending stay options

Reservation deposit



Hotel	ESSE.CECON		
Booking File			to
Reservation			to
Arrival date			to
Departure Date			to
Reservation's status			
Deposit request date			to
Due Date			to

Status

☒ Requested deposits

☐ Deposits received

☐ Request. and received deposits

☐ Check-out with deposit

☒ Dismiss deposits with bill (PPWI)

☒ Display bill No with deposit ()

Is clicked by default

☒ All

☐ Individuals

☐ Groups

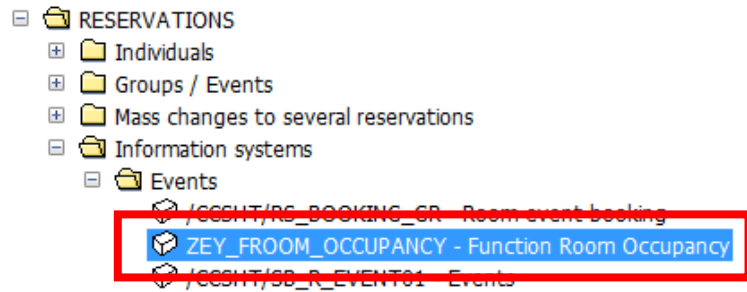
☐ Events

Other reports

Reservation deposit

Hotel	Event	Group / Event	Main Client	Name	Arrival date	Departure	L	Curr	Request da	Σ	Deposit re	D	Received d	Reception due date
ESSE.CECON	EV00005697	INCENTIVO ZURICH	1009496958	CREATIVANDO SL	15.04.2016	15.04.2016	1	EUR	28.08.2015		1.000,00			06.11.2015
	EV00005697	INCENTIVO ZURICH	1009496958	CREATIVANDO SL	15.04.2016	15.04.2016	2	EUR	28.08.2015		4.000,00			25.01.2016
	EV00005697	INCENTIVO ZURICH	1009496958	CREATIVANDO SL	15.04.2016	15.04.2016	3	EUR	28.08.2015		4.000,00			28.03.2016
									EUR		■	9.000,00		
ESSE.CEC...									EUR		■■	9.000,00		
									EUR		■■■	9.000,00		

Other reports



Hotel

Function Room

F. Room Type

F. Room Start Date to

☐ Include Tentative Status

☐ Include Not Use Rooms

Show revenue by

☒ Gross revenue Total revenue before deductions and commissions

☐ Financial revenue Gross revenue - Deductions

☐ Net revenue Gross revenue - Deductions - Commissions

Aggregation level

☐ Hotel - Date - F. Room

☒ Hotel - F. Room - Date


Summary by

☒ Hotel

☒ Date / F. Room


You can download the manual in this link.

nh | HOTEL GROUP



BUSINESS PROCESSES
FIND ALL DOCUMENTS YOU NEED FOR YOUR DAILY WORK


FUNCTION ROOM OCCUPANCY REPORT

File

Attached File:  [TMS4M_Function Room Occupancy Report \(2\).pdf](#)

Menu


FRONT OFFICE BASICS
QUICK GUIDES, CHECKLISTS, INFOGRAPHICS...



MINOR
HOTELS

ANANTARA
HOTELS & RESORTS - STAY

AVANI
Hotels & Resorts

elmara
COLLECTION


DAKS
HOTELS & RESORTS - STAY

nh
HOTELS

nh COLLECTION
HOTELS

nhov
HOTELS

TIVOLI
HOTELS & RESORTS



MINOR
HOTELS

Power BI reports


ANANTARA
HOTELS • RESORTS • SPAS

AVANI
Hotels & Resorts


elewana
— COLLECTION —

 OAKS
HOTELS • RESORTS • SUITES

nh
HOTELS


NH COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS

Other reports

More reports in Power BI

Home

BI for Revenue Strategy

BI for Commercial

BI for Marketing

BI for Operations

Trainings & Other

Key reports

MICE-LGR Monthly Performance Report

→ 1. Summary
→ 2. Budget & Levels
→ 3. KPIs Evolution
→ 4. Companies - Agencies - Portals

MICE-LGR Monthly Performance Report

MICE-LGR Weekly Evolution Report

→ 1. Business In & Out Trend
→ 2. Summary Business In
→ 3. Action Production
→ 4. Doors & BP Detail
→ 5. Point of Destination

MICE-LGR Weekly Evolution Report - Demand Distribution

MICE-LGR Weekly Evolution Report

→ 1. Summary
→ 2. Evolutive
→ 3. Detail

MICE-LGR Weekly Evolution Report - On Action

MICE-LGR Weekly Evolution Report

→ 1. Evolutive Table
→ 2. Evolutive Visuals
→ 3. Detail

MICE-LGR Weekly Evolution Report - On Production

QUEST FOR EXCELLENCE Excellence Dashboard

QUEST for Excellence

Quality Overall Score Predictors Importance

Quality Overall Score Predictors Importance.xlsm



MINOR
HOTELS

Night Audit process


ANANTARA
HOTELS • RESORTS • SPAS

AVANI
Hotels & Resorts


elewana
— COLLECTION —

 OAKS
HOTELS • RESORTS • SUITES

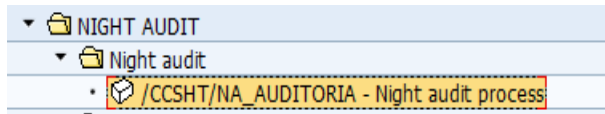
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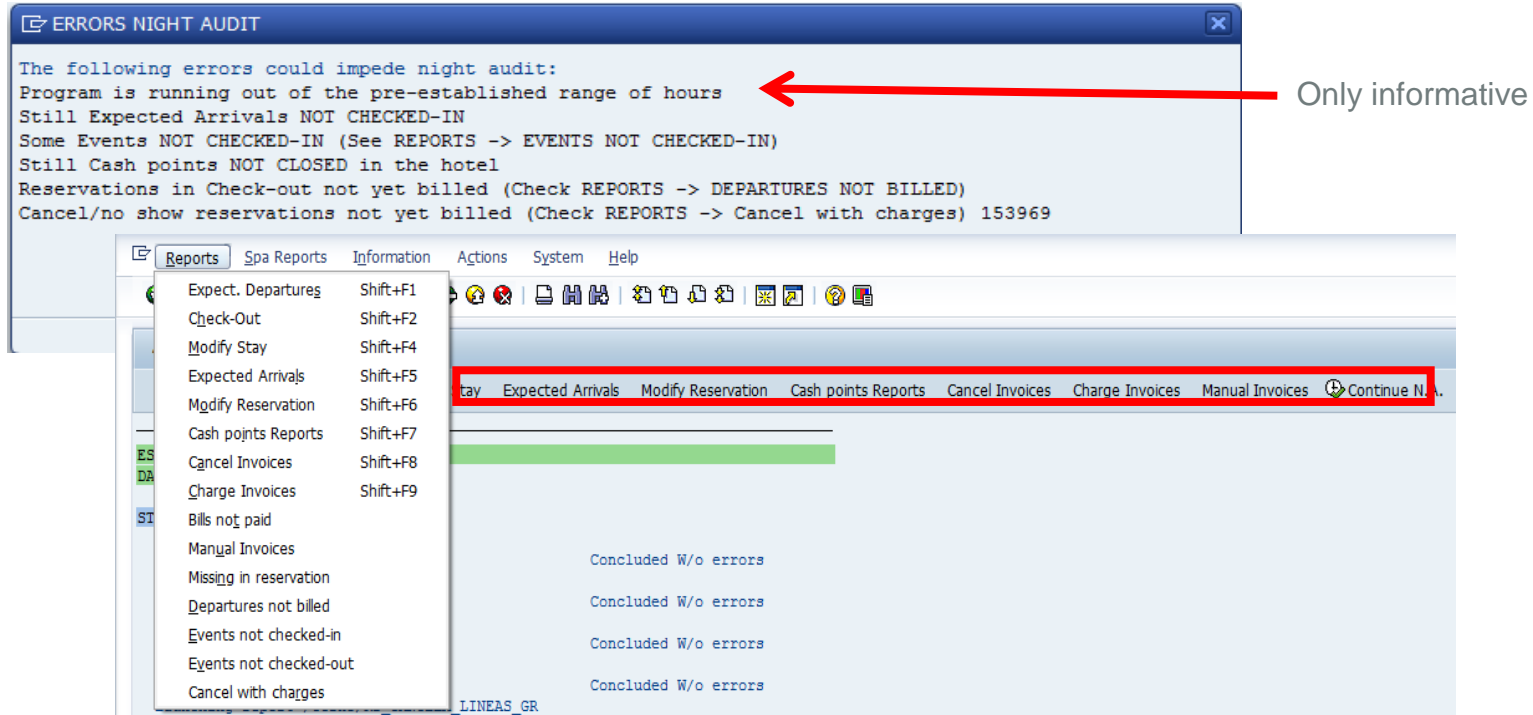
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Night Audit process



MANDATORY: Perform a pre-night audit at least once during the afternoon.



What should you do if you don't find the solution?

File

Attached File:  TMS4H_Night Audit Notifications Management.pdf



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Price Calendar


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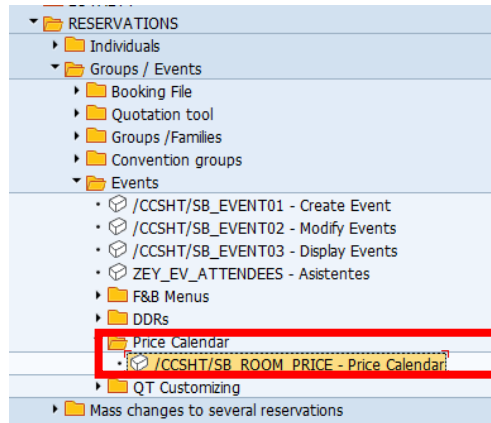

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Price calendar

You must inform the price of the meeting room from this transaction



Function room price calendar

ITRM.NAIDI Anantara Palazzo Naiadi Rome Hotel *****

Function Rooms CLEMENTINO CLEMENTINO Currency EUR European Euro ☒ Tax included

Price calendar		Mo	Tu	We	Th	Fr	Sa	Su	Morn.Cost	Morn.Sal	After.Cost	Afte.Sale	Night cos	NightSale	F.Day Cost	F.Day Sale	Mo-Af.
Start date	End date																
01.01.2021	31.12.2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		100,00		100,00		100,00		100,00	
01.01.2023	31.12.2099	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		100,00		100,00		100,00		100,00	

File

Attached File: TMS4M_Meeting_rooms_price_Calendar.pdf



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Where can you find all the processes and procedures of our Company?

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HOTELS

Business Processes
Operations

Digital
Knowledge
Workplace

by
Business Processes - Operations

MINOR HOTELS EUROPE & AMERICAS

BLOG POSTS

NEW BUSINESS PROCESSES TRAINING FOR GMS

Submitted By: Minor on 22-2-2024

Business Processes
training for Hotel
General Managers

Dear Hotel General Managers,

Following the launch of the Onboarding Course for Front Office Team Members and Business Processes Training for Front Office Managers last year, we are excited to announce the latest addition to our course programme: **Business Processes Training for Hotel General Managers**.

This newly developed course has been designed to highlight the key roles and responsibilities of our GMs, ensuring they gain a comprehensive insight into the critical processes and procedures relevant to their position.

FRONT OFFICE BASICS

QUICK GUIDES, CHECKLISTS, INFOGRAPHICS

BRING VALUE TO YOUR WORK

OUR NEWSLETTER

ABOUT US

ALL ABOUT US - WHO WE ARE

SURVEYS

YOUR VOICE & FEEDBACK MATTERS

ARCHIVE

May 2024 (1)


April 2024 (1)

Intro Video!

Processes & Procedures


For any specific topic you can write it on “title” or “tags” field.

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BUSINESS PROCESSES

FIND ALL DOCUMENTS YOU NEED FOR YOUR DAILY WORK




KEY DOCUMENTS CENTER

ACCESS ALL ESSENTIAL DOCUMENTS IN ONE PLACE



KNOWLEDGE PILLS & VIDEOS

SHARING KNOWLEDGE THROUGH INTERACTIVE LEARNING



CRISIS CENTER

HANDLING CRITICAL INCIDENTS AND SYSTEM OUTAGES

KNOWLEDGE BROWSER

Title

TMS4M

Language

All

Tags


Area + Sub-Area + Document Type

- ANY -

Apply


Reset

Title	Tags	Area	Language
Specific price code TMS4Meetings	FO Manual, Meetings, TMS4M	> RESERVATIONS_MANAGEMENT > M&E RESERVATIONS > MANUAL & GUIDE	English
TMS4M GASTROEV Concept	FO Manual, Meetings, TMS4M	> RESERVATIONS_MANAGEMENT > M&E RESERVATIONS > MANUAL & GUIDE	English
TMS4M Denied lost and cancelled events	FO Manual, Meetings, TMS4M	> RESERVATIONS_MANAGEMENT > M&E RESERVATIONS > MANUAL & GUIDE	English
TMS4M Event Report	FO Manual, Meetings, TMS4M	> RESERVATIONS_MANAGEMENT > M&E RESERVATIONS > MANUAL & GUIDE	English
Modification and creation of F&B menus in TMS4M	TMS4M, Meetings	> RESERVATIONS_MANAGEMENT > M&E RESERVATIONS > MANUAL & GUIDE	English
TMS4M Mutual Offer Manual	Mutual Offer, MO, Meetings, TMS4M	> HOTEL_OPERATIONS_FRONT_OFFICE > M&E MANAGEMENT > MANUAL & GUIDE	English




FRONT OFFICE BASICS

QUICK GUIDES, CHECKLISTS, INFOGRAPHICS...




BRING VALUE TO YOUR WORK

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SURVEYS

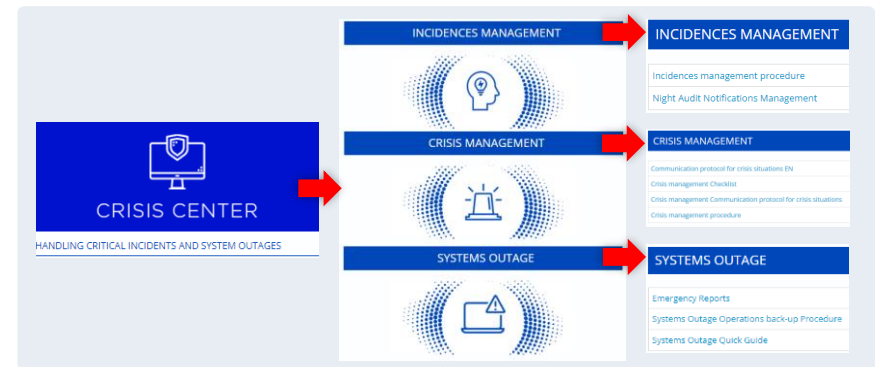
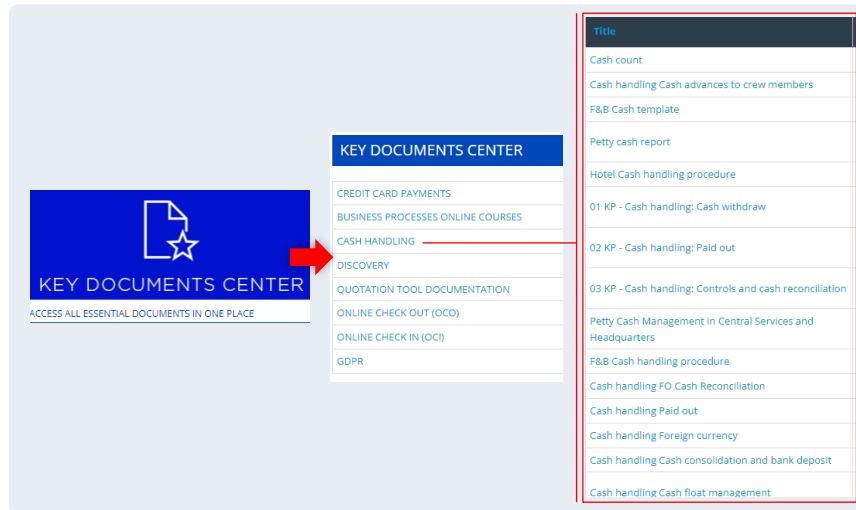
YOUR VISION & FEEDBACK MATTERS

ARCHIVE

June 2024 (2)

Processes & Procedures

- Quick access to essential documents,
- New section for handling critical incidents and system outages.



THANKS!

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